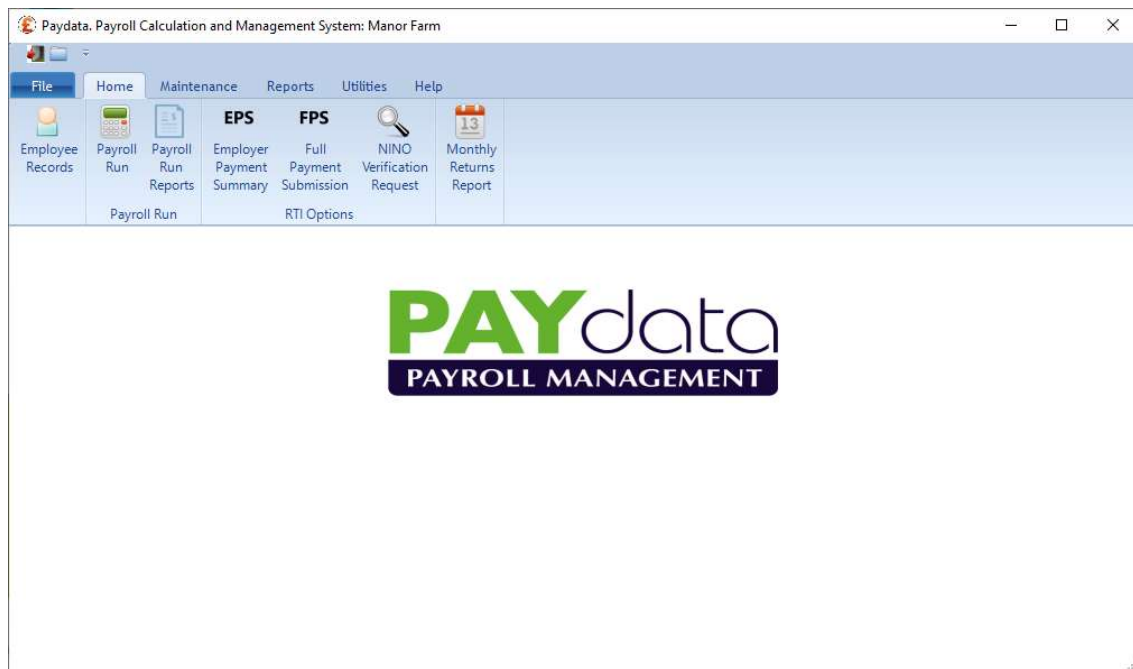# PAYdata
PAYROLL MANAGEMENT

Payroll management & recording system

by

farmdata

LANDMARK SYSTEMS

A DIVISION OF LANDMARK SYSTEMS

Payroll administration can be one of the most tiresome and seemingly unproductive tasks in the office. It is, of course, essential and hidden in the wages statistics is a wealth of cost information, potentially of great value to the business manager.

With PAYdata all the records relating to an employee are held on computer file. When processing a payroll run the system takes away the drudgery, the input becoming as simple as entry of overtime hours and exceptional items.

In its basic concept the PAYdata system is a simple and extremely easy-to-use method of managing the payroll. The Wages Calculation is designed in the same way as a manual system, averting any need for complex office techniques. Payslips, Cash and Cheque Analysis and Autopay lists are available as well as text files for electronic bank transfer.

The system takes over the calculation of PAYE and National Insurance deductions using tables stored on file. It also maintains cumulative totals so that submission of RTI information also becomes an automatic operation.

Multiple pension schemes can be operated within the payroll.

PAYdata maintains a great deal of information useful to the personnel function. Sickness and Holiday records are maintained in detail.

Paydata is versatile. It is suited to anyone wishing to manage payroll, whether it is the smallest business, or multi enterprise operation with hundreds of workers on several payrolls.

Maintenance Routines

The examples below show the basics of the system and how it operates. The program however does much more.
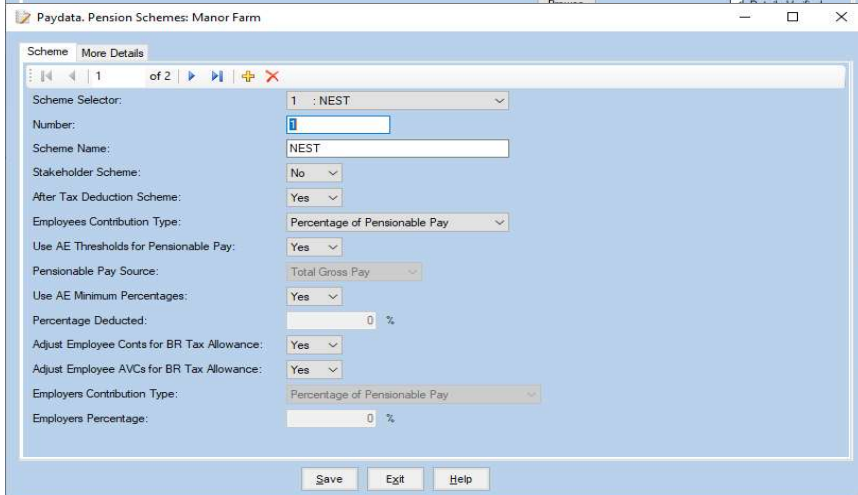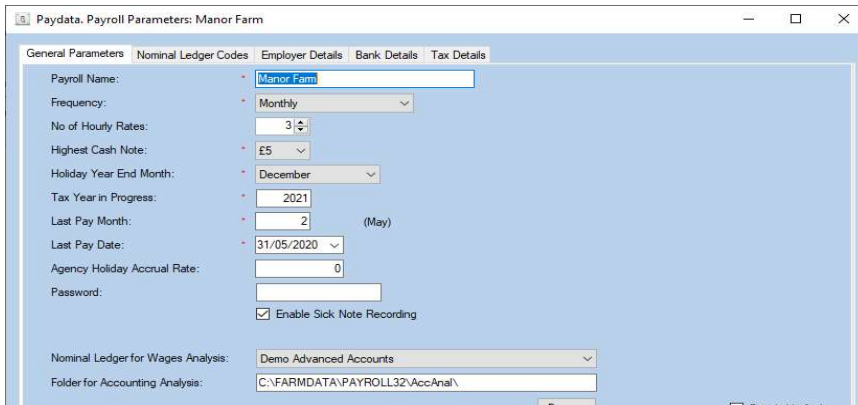

The maintenance section holds all the basic information on the business: Payroll Frequency, Business Name, Address, Tax Office details.

PAYE & NI tables are maintained for calculation of deductions.

Auto Enrolment and Pension schemes are defined here.

Tax and Holiday Year end routines are initiated in this section.

Employee Records

The Employee Records section holds all the information relevant to each person.

Each starter must have a basic amount of information entered here before being paid.

This information is then updated from the data recorded in each payroll run.

Personal details, NI number, Tax code, NI table letter and payment details are needed.

Window 1

Paydata. Current Employees: Manor Farm   — □ ✕

Employee | Details | **Payment** | Pension | Costings | Cumulatives/Previous Employ | NI Cumulatives | Additions/Deductions | Holida ◄ ►

Employee:	0005 Hendry, Ian
Tax Code:	549L
Last Pay Month:	2 (May)
Irregular Payment Pattern:	☐ Yes
Qualifying Apprentice:	☐ Yes
Student Loan Deduction Plan:	N/A ▾
Postgraduate Loan Deduction Active:	☐ Yes
Cash Payment:	£0.00
Last Review Date:	
Basic Pay:	£4,500.00

Hourly Rates:

	No	Rate
▶	1	£0.0000
	2	£0.0000
	3	£0.0000

Window 2

Paydata. Current Employees: Manor Farm   — □ ✕

Details | Payment | Pension | **Costings** | Cumulatives/Previous Employ | NI Cumulatives | Additions/Deductions | Holidays | Sicknes ◄ ►

Employee:	0005 Hendry, Ian
Department Code:	

Cost Centres:

	No	Nominal Code	Enterprise	Analysis Code	%age	Ledger Code Descriptions
▶	1	01050			100.00	Regular Wages
	2				0.00	
	3				0.00	

Charity Contribution:	£0.00
Charity Nominal Code:	
Charity Enterprise Code:	
Charity Analysis Code:	

Window 3

Paydata. Current Employees: Manor Farm   — □ ✕

Details | Payment | Pension | Costings | Cumulatives/Previous Employ | NI Cumulatives | Additions/Deductions | **Holidays** | Sicknes ◄ ►

|◄ ◄ 1 of 4 ► ►| ➕ ✕

Employee:	0005 Hendry, Ian
Holiday Entitlement:	29
Holidays to Date:	9
Holidays Remaining:	20

	Start Date	End Date	Number of Days	Paid in Lieu
▶	01/01/2020	02/01/2020	2	☐
	16/03/2020	24/03/2020	5	☐
	06/05/2020	06/05/2020	1	☐
	25/05/2020	25/05/2020	1	☐
＊				☐

Save | Exit | Print | Delete | Help

Payroll Run

The payroll run is a simple matter of selecting the employee from the list at the top left. Enter any hours over the basic and clicking save.

Other items can be entered if required by clicking on the blue active text. These may be:
- Holidays taken
- Leaving dates
- Cost centre analysis if required
- Sickness details
- Maternity Pay, Paternity Pay and Adoption Pay
- Out of period pay such as pay in advance for holidays or arrears for missed weeks.

One off Additions or Deductions can be entered for extraordinary items such as bonuses, holiday pay or payment in kind.

Where deductions or additions are paid each pay day they can be set to be applied automatically.

Once all employees' payment information has been entered clicking complete updates the employees' records and prepares various reports. These include:-
- Payslips
- Statutory Recording of NI Contributions
- Autopay list (text files for banking software can also be produced
- Wages Analysis (breakdown by cost centre)

Steven Howard Kendall
Cottage No. 2
Manor Farm
Midtown
ML01 5JH

Private and Confidential

Payroll Name	Manor Farm			
Tax Period	2			
Payment Date	31/05/2020			

Employee Name	Steven Howard Kendall	
Employee No	0004	Department
Tax Code	1243L	Nat Ins No.	AS904312B

PAYMENTS				DEDUCTIONS		TO-DATE TOTALS	
Description	Hours	Rate	Amount	Description	Amount	Description	Amount
Basic Pay			£1,905.00	Pension	£78.43	Gross Pay	£4,925.25
Hours 1	49.00	11.750	£575.75	Income Tax	£289.00	Pension	£155.45
				Nat. Ins.	£202.65	Income Tax	£570.60
						Nat. Ins.	£401.07
				Employer			
				Pension	£58.82	**Employer**	
				Nat. Ins.	£241.33	Pension	£116.59
						Nat. Ins.	£477.79

OTHER VALUES		
Description	This Period	To-Date
Holidays		5.0

TOTAL PAYMENTS	£2,480.75

TOTAL DEDUCTIONS	£570.08
NET PAY	£1,910.67
Cheque	£1,910.67

Payroll Run: 2. 31/05/2020 - Month 2

Pay Mth	No of Mth	Tax Code	NI Let	Gross Pay	Gross Pay for NI	To LEL	LEL to PT	PT to UEL	Above UEL	NI Employee	NI Employer	Pension EE	Pension ER	Taxable Pay	Tax	SLRs/ PGLRs	ATA	ATD	Net Pay
0001		**Fraser, Wilma**																	
2	1	1250L	C	1180.00	1180.00	520.00	272.00	388.00	0.00	0.00	61.82	0.00	0.00	1180.00	27.60	0.00	0.00	0.00	1152.40
0002		**Turner, Alexander**																	
2	1	1250L	A	869.40	869.40	520.00	272.00	77.40	0.00	9.29	18.96	0.00	0.00	869.40	0.00	0.00	0.00	0.00	860.11
0004		**Kendall, Steven**																	
2	1	1243L	A	2480.75	2480.75	520.00	272.00	1688.75	0.00	202.65	241.33	78.43	58.82	2480.75	289.00	0.00	0.00	0.00	1910.67
0005		**Hendry, Ian (Director)**																	
2	1	549L	A	4500.00	4500.00	6240.00	2760.00	0.00	0.00	0.00	29.26	180.00	225.00	4500.00	991.80	0.00	0.00	0.00	3328.20
0010		**Campbell, Janet**																	
2	1	1250L	M	1500.00	1500.00	520.00	272.00	708.00	0.00	84.96	0.00	0.00	0.00	1500.00	91.40	0.00	0.00	0.00	1323.64
0020		**Androvic, Hector**																	
2	1	1250L	A	1766.60	1766.60	520.00	272.00	974.60	0.00	116.95	142.77	49.86	37.40	1766.60	144.80	0.00	0.00	0.00	1454.99
Overall Totals				12296.75	12296.75					413.85	494.14	308.29	321.22	12296.75	1544.60	0.00	0.00	0.00	10030.01

Tax Reference: 110/4301456

Up to: May, (06/05/2020 - 05/06/2020)

	Tax	National Insurance Employee	National Insurance Employer	Total	Total SL/PGLR	SMP	SPP	ShPP	SAP	SPBP	Pay Bill	Pay Bill Calculatio	Apprenticeship Levy Allowance	Levy Due	Levy be Paid	Total*
Month 1 (06/04/2020 to 05/05/2020)																
	1554.60	421.83	446.16	867.99	9.00	0.00	0.00	0.00	0.00	0.00	12381.60	12381.60	61.00 1250.00	0.00	0.00	£2,431.59
Month 2 (06/05/2020 to 05/06/2020)																
	1544.60	413.85	494.14	907.99	0.00	0.00	0.00	0.00	0.00	0.00	12296.75	24678.35	123.00 2500.00	0.00	0.00	£2,452.59
Overall Totals	3099.20	835.68	940.30	1775.98	9.00	0.00	0.00	0.00	0.00	0.00	24678.35	24678.35	123.00 2500.00	0.00	0.00	£4,884.18

* If you are claiming Employment Allowance then this figure can be reduced by the amount of Employers NI until the allowance is used up.

Payroll Run: 2. 31/05/2020 - Month 2

Part 1 - Cash Analysis   (None)

Part 2 - Cheque Analysis

Number	Employee Name	Total
0004	Kendall, Steven	£1,910.67
	Total Cheques	£10,030.01

Part 3 - Bank Transfer Analysis

Number	Employee Name	Sort Code	Bank Name	Branch	Account	Net Pay
0001	Fraser, Wilma	11-00-90	Barclays	Upton	00324151	£1,152.40
0002	Turner, Alexander	99-01-02	HSBC	Upton	40032141	£860.11
0005	Hendry, Ian	33-00-32	Llyods	Midtown	65003240	£3,328.20
0010	Campbell, Janet	00-55-00	TSB	Midtown	56303453	£1,323.64
0020	Androvic, Hector	32-00-98	TSB	Midtown	03434113	£1,454.99
					Total Transfers	**£8,119.34**

Part 4 - Leaver Analysis   (None)

Payroll Run: 2. 31/05/2020 - Month 2

Part 5 - Wages Cost Analysis

Cost Code	Description	Amount
Control Codes		
02045	Net Pay - Wages Control (Net Pay)	£10,030.01
02050	Income Tax (PAYE/NI)	£1,544.60
02050	Employees National Insurance Contributions (PAYE/NI)	£413.85
02050	Employers National Insurance Contributions (PAYE/NI)	£494.14
02055	Employee Pension Contribution (Pension Deductions)	£308.29
02055	Employer Pension Contribution (Pension Deductions)	£321.22
Gross Pay		
01050	Regular Wages	£8,549.88 DB
01050, CT	Regular Wages, Cattle	£2,632.28 DB
01050, SH	Regular Wages, Sheep	£1,390.44 DB
01060	Casual Wages	£888.36 DB
01480	Sundry Overheads	£176.32
02060	Health Deductions	£172.53
Total all Costings		£0.00

Payroll Run: 2. 31/05/2020 - Month 2

Part 6 - Pension Scheme Contributions

NEST Number	Name	Employee Conts	AVC	Total	Employer Conts	AC	Total	Total Conts
0004	Kendall, Steven	£78.43		£78.43	£58.82		£58.82	£137.25
0020	Androvic, Hector	£49.86		£49.86	£37.40		£37.40	£87.26
Totals				£128.29	£96.22		£96.22	£224.51

NFU Number	Name	Employee Conts	AVC	Total	Employer Conts	AC	Total	Total Conts
0005	Hendry, Ian	£180.00		£180.00	£225.00		£225.00	£405.00
Totals				£180.00	£225.00		£225.00	£405.00

| Grand Totals | | | | £308.29 | £321.22 | | £321.22 | £629.51 |

HM Revenue & Customs

P45 Part 1A
Details of employee leaving work
Copy for employee

1 Employer PAYE reference

Office number   Reference number

| 911 | / | 0341515 |

2 Employee's National Insurance number

WL351621A

3 Title – enter MR, MRS, MISS, MS or other title

MS

Surname or family name

FRASER

First or given name (s)

WILMA

4 Leaving date   DD MM YYYY

| 27 | 07 | 2014 |

5 Student Loan deductions

☐ Student Loan deductions to continue

6 Tax Code at leaving date

1000L

If week 1 or month 1 applies, enter 'X' in the box below .

Week 1/Month 1   ☐

7 Last entries on P 11 *Deductions Working Sheet* .
Complete only if Tax Code is cumulative . If there is an 'X'
at box 6 there will be no entries here .

Week Number [   ]   Month Number [4]

Total pay to date

£ | 4749.75 | p

Total tax to date

£ | 282.60 | p

8 This employment pay and tax . If no entry here, the amounts
are those shown at box 7.

Total pay in this employment

£ | 0.00 | p

Total tax in this employment

£ | 0.00 | p

9 Works number /Payroll number and Department or branch
(if any)

0002

10 Gender . Enter 'X' in the appropriate box

Male ☐   Female ☒

11 Date of birth   DD MM YYYY

| 02 | 03 | 1948 |

12 Employee's private address

MANOR HOUSE
UPTON

Postcode

ML01 5JH

13 I certify that the details entered in items 1 to 11 on
this form are correct .

Employer name and address

MANOR FARMS
ESTATE OFFICE
MANOR FARM
UPTON

Postcode

KL01 0TH

Date DD MM YYYY

| 17 | 07 | 2014 |

To the employee
The P 45 is in three parts . Please keep this part (Part 1A) safe .
Copies are not available . You might need the information in
Part 1 A to fill in a Tax Return if you are sent one .

Please read the notes in Part 2 that accompany Part 1A.
The notes give some important information about what you
should do next and what you should do with Parts 2 and 3 of
this form .

Tax Credits
Tax Credits are flexible . They adapt to changes in your life, such
as leaving a job . If you need to let us know about a change in
your income, phone 0845 300 3900 .

To the new employer
If your new employee gives you this Part 1A, please return
it to them . Deal with Parts 2 and 3 as normal .