







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.

		1
Paydata. Payroll Calculation and Mana	gement System: Manor Farm	The maintenance
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		basic information on
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	dition & PAYE NI & Other Automatic Automatic Holiday End of Block eduction Parameters Parameters Enrolment Update of Tax Year Tax Change of	the business: Payroll
	eduction Parameters Parameters Enrolment Update of Tax Year Tax Change of Codes Thresholds Codes End Year Pay Rates	Frequency, Business
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This business	Statutory rables Other Maintenance Roburnes	Name, Address, Tax
		Office details.
		Office details.
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	TAIROLE MANAGEMENT	
		calculation of
		deductions.
		deductions.
		Auto Enrolment and
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		defined here.
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Frequency:	Ionthiy 🗸	
No of Hourly Rates:	3 💠	
Highest Cash Note: 1	5 🔗	
Holiday Year End Month: E	lecember v	
Tax Year in Progress:	2021	
Last Pay Month:	2 (May)	
Last Pay Date: 3	1/05/2020 🗸	
Agency Holiday Accrual Rate:	0	
Password:		
	Enable Sick Note Recording	
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📝 Paydata. Pension Schemes: Manor Farm	X	
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Number:		
Scheme Name:	NEST	
Stakeholder Scheme:	No ~	
After Tax Deduction Scheme:	Yes V	
Employees Contribution Type:	Percentage of Pensionable Pay	
Use AE Thresholds for Pensionable Pay:	Yes V	
Pensionable Pay Source:	Total Gross Pay	
Use AE Minimum Percentages:	Yes 🗸	
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Employee Records

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0002	Tumer, Alexar	ider John		M	08/03/1957	100000	0241D	10/04/2019	
0004	Kendall, Steve	n Howard		М	28/09/1978	AS90	4312B	04/10/2009	Ð
0005	Hendry, Ian	-		М	04/06/1985	9500000	2312D	01/02/2007	
0010	Campbell, Jan			F	05/04/2000	100000	04340A	01/05/2019	
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Forenames:	lan			_					
Title:	Mr	~							
Date of Birth:		/06/1985 Sex:	Male	~					
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Citizenship:	UK			1					
From a Country i	n the European I	Economic Area:	Yes:						
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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.

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talis 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 0000 Regular Wages 2 0000 3 0000 < Charty Contribution: £0.00 Charty Contribution: £0.00 Charty Contribution: £0.00 Charty Analysis Code: Charty Analysis Code: Charty Analysis Code: Charty Analysis Code: Paydata. Current Employees: Manor Farm — — — — — — — — — — — — — — — — — — —	Tax Co Last Pa Irregula Qualifyi Studen Deduct Postgra Deduct Cash P Last Re Basic F	ode: ar Payment F ing Apprenti nt Loan tion Plan: aduate Loan tion Active: 2ayment: eview Date: Pay:	ce;	b49L 2 Yes Yes Yes Yes Yes 2 £4,5 2 1 2	(May £0.00] 00.00]	×	£0.0000								
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Payroll Run

ployees			Curre	nt Emplo	iyee			Employee Record	
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0001	Fraser Wilma	No	Tax (Code:	Last Month	: <u>This Mo</u>	nth: Months:	Basic Pay:	£1,905.0
0002	Tumer, Alexander	No	1.	243L	2	3	1	Sick Pay:	£0.0
0004	Kendall, Steven	No						Matemity Pay:	£0.0
0005	Hendry, Ian Campbell, Janet	No	Hour	3				Patemity Pay:	£0.0
0020	Androvic, Hector	No		No	Hours	Rate	Pay		-
				1	Hours 22	VICTORIO	£258.50	Shared Parental Pay:	£0.0
				2	0	0.0000	£0.00	Adoption Pay:	£0.0
			-	3	0	0.0000	£0.00	Parental Bereavment Pay:	£0.0
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								Before Tax Additions:	£0.0
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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			Employee Name	Steven Howard	Kendali	8	
Tax Period	2				Employee No	0004	Department		
Payment Date	31/05/2	2020			Tax Code	1243L	Natins No.	AS904312	6
	P	AYMENTS			DEDUCT	TO-DATE TOTALS			
Descriptio	n	Hours	Rate	Amount	Description	Amount	Descript	Ion	Amount
Basic Pay Hours 1		49.00	11.750	£1,905.00 £575.75	Pension Income Tax Nat. Ins. **Employer** Pension Nat. Ins.	£78.43 £289.00 £202.65 £58.82 £241.33	Gross Pay Pension Income Tax Nat. Ins. **Em ployer* Pension Nat. Ins.		£4,926.25 £155.45 £570.60 £401.07 £116.59 £477.79
							ОТН	ER VALUES	
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тот	AL PAYM	ENTS		£2,480.75	TOTAL DEDUCTION	s £570.08	Holidays		5.0
					NET PAY	£1,910.67			
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th Mt	h	Code		Pay	for NI	To LEL	to PT	to UEL	UEL	Employee	Employer	EE	ER	Pay	Tax	PGLRs	ATA	ATD	Pa
2	1	Frase 1250L	er, Wilma - 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	1152.4
2	1		er, Alexander	1160.00	1160.00	520.00	272.00	300.00	0.00	0.00	01.02	0.00	0.00	1160.00	27.00	0.00	0.00	0.00	1152.4
	1	1250L		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.
04			dall. Steven												0.00	0.00	0.00	0.00	
	1	1243L		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	1910.6
05		Hend	dry, lan (Direct	tor)															
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	3328.2
10			pbell, Janet																
	1	1250L		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	1323.6
020			rovic, Hector																
		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	1454.9
erall	IOL	ais		12296.75	12296.75					413.85	494.14	308.29	321.22	12296.75	1544.60	0.00	0.00	0.00	10030.

					м	Manor F onthly R											04/06/2020 Page 1 of 1
Tax Reference																	
Up to: May, (0	06/05/2020	- 05/06/20	020)														
		Natio	onal Insurance	20	Total	Re	coverabl	e/NIC Com	pensation	<u> </u>		Apprent	ticeshin I	evv Cumula	tives	Levy	
	Tax	Employee	Employer	Total S	L/PGLR	SMP	SPP	ShPP	SAP	SPBP	Pay Bill			Allowance		be Paid	Total*
Month 1 (06/04/20			Employer	Total S	L/PGLR	SMP	SPP	ShPP	SAP	SPBP	Pay Bill			-		-	Total*
Wonth 1 (06/04/20			Employer 446.16	Total S 867.99	L/PGLR 9.00	SMP 0.00	SPP 0.00	ShPP	SAP 0.00	SPBP	Pay Bill 12381.60			-		-	Total*
	020 to 05/05 1554.60	2020) 421.83										Pay Bill Ca	alculatio	Allowance	Levy Due	be Paid	and the second
Month 1 (06/04/20 Month 2 (06/05/20	020 to 05/05 1554.60	2020) 421.83										Pay Bill Ca	alculatio	Allowance	Levy Due	be Paid	and the second

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

	3		Manor Farm Wages Analysis		<u>La</u>			Date: 04/06/202 Page 1 of 3
Payroll Run: 2. 31	/05/2020 - Month 2							
Part 1 - Cash Analy	vsis (None)							
Part 2 - Cheque An	alysis							
Number Employe			Total					
0004 Kendall,			1,910.67					
Total Ch Part 3 - Bank Trans		£1	0,030.01					
Number Employ	Page 1	Sort Code	Bank Name		Branch		Account	Net Pay
0001 Fraser, V		11-00-90	Barclays HSBC		Upton		00324151 40032141	£1,152.40 £860.11
0005 Hendry,	lan	99-01-02 33-00-32	Llyods		Upton Midtown		65003240	£3,328.20
0010 Campbe 0020 Androvid		00-55-00 32-00-98	TSB TSB		Midtown Midtown		56303453 03434113	£1,323.64 £1,454.99
11 (A 14) 12 (A						Tot	al Transfers	£8,119.34
Part 4 - Leaver Ana	alysis (None)							
			Manor Farm Wages Analysis					Date: 04/06/202 Page 2 of 3
Payroll Run: 2. 31	/05/2020 - Month 2							
Part 5 - Wages Cos	st Analysis							
Cost Code	Description					Amoun	t	
Control Codes 02045	Net Pay - Wages Cor					£10,030.0		
02050 02050	Income Tax (PAYE/N Employees National		ributions (PAYE/NI)			£1,544.6 £413.8		
02050 02055	Employers National I Employee Pension C	nsurance Contr	ibutions (PAYE/NI)			£494.14 £308.2		
02055	Employer Pension Co					£321.2		
Gross Pay								
01050 01050, CT	Regular Wages Regular Wages, Cattl	e				£8,549.8 £2,632.2		
01050, SH 01060	Regular Wages, Shee Casual Wages	ep				£1,390.4 £888.3		
	Casual Wages					£176.3 £172.5	2	
01480	Sundry Overheads							
01480 02060	Sundry Overheads Health Deductions							
01480 02060	Sundry Overheads Health Deductions					£0.0		
01480 02060 Total all Costings	Sundry Overheads Health Deductions							
01480 02060	Sundry Overheads Health Deductions		Manor Farm Wages Analysis					Date: 04/06/2020 Page 3 of 3
01480 02060 Total all Costings Payroll Run: 2. 31	Health Deductions /05/2020 - Month 2							
01480 02060 Total all Costings Payroll Run: 2. 31 Part 6 - Pension Sc	Health Deductions		Wages Analysis				D	Date: 04/06/2020 Page 3 of 3
01480 02060 Fotal all Costings Payroll Run: 2. 31 Part 6 - Pension Sc NEST	Health Deductions /05/2020 - Month 2	Co	Wages Analysis	Total	Employer Conts AC			
01480 02060 Total all Costings Payroll Run: 2. 31 Part 6 - Pension So NEST Number Name 0004 Kendall,	Health Deductions /05/2020 - Month 2 cheme Contributions Steven	£78	Wages Analysis Employee nts AVC -43	£78.43	Conts AC £58.82	£0.0	Total Conts £137.25	
01480 02060 Total all Costings Payroll Run: 2. 31 Part 6 - Pension Sc NEST Number Name	Health Deductions /05/2020 - Month 2 cheme Contributions Steven		Wages Analysis Employee nts AVC -43		Conts AC	£0.0	Total Conts	
11480 02060 Total all Costings Payroll Run: 2. 31 Part 6 - Pension Si NEST Number Name 0004 Kendall, 0020 Androvic Totals	Health Deductions /05/2020 - Month 2 cheme Contributions Steven	£78 £49	Wages Analysis Employee AVC 4.3 86 Employee Employee	£78.43 £49.86 £128.29	Conts AC £58.82 £37.40 £96.22 Employer	£0.0 Total £58.82 £37.40 £36.22	Total Conts £137.25 £87.26 £224.51 Total	
11480 12060 Fotal all Costings Payroll Run: 2. 31 Part 6 - Pension St VEST Number Name 2004 Kendall, 2020 Androvic Totals	Health Deductions //05/2020 - Month 2 cheme Contributions Steven ; Hector	£78	Wages Analysis Employee tts AVC A3 86 	£78.43 £49.86	Conts AC £58.82 £37.40 £96.22	£0.0 	Total Conts £137.25 £87.26 £224.51	

HM Revenue & Customs

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

1 Employer PAYE reference Office number 911 / 911 / 0341515 2 Employee's National Insurance number WL351621A 3 Title - enter MR, MRS, MISS, MS or other title MS Surname or familiy name FRASER First or given name (s) WILMA 4 Leaving date 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 ٤ 282.60
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 iPayroll number and Department or branch (If any) 0002 10 Gender . Enter 'X' In the appropriate box Male Female 11 Date of birth DD MM(i 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
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 3500 . To the new employee If your new employee gives you this Part 1A, please return It to them . Deal with Parts 2 and 3 as normal .

P45 (Online) Part 1A

HMRC 04/08