



# **12PAY**

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By IRIS

**12Pay**

**Year-end Guide**

**April 2022**

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## Year-End Guide

Welcome to your 12Pay Year-end Guide for 2021/2022.

This guide contains all the information you need to complete your year-end online and move into the new tax year. If you encounter any difficulties; please email:

**[support@12Pay.co.uk](mailto:support@12Pay.co.uk)**

**Key dates to remember**

**Key dates:**

Date	Requirement
5 April 2022	2021/2022 tax year ends
6 April 2022	2022/2023 tax year starts
31 May 2022	P60s to be given to employees by this date (excluding any leavers during the tax year)
6 July 2022	P11D forms to HMRC by this date
19 July 2022	Payment of Class 1A NIC on P11D benefit in kind due

## When should I install this upgrade?

We recommend you install 22.10 update **now**, which will ensure that your payroll is fully up to date and you are using the correct version of the software in advance of the busy year-end period.

Before you commence any of your year-end routines and move into the new tax year, you **MUST** ensure you have upgraded to 22.10; select **Help | Get Latest Release** in the software before starting your year-end.

**Failure to do so will result in incorrect calculations and submissions.**

For example:

- Incorrect format when printing the P60 forms
- Incorrect legislation applied to 2022/2023 tax year

## Have you read this guide carefully?

Familiarise yourself with the year-end process before you start.

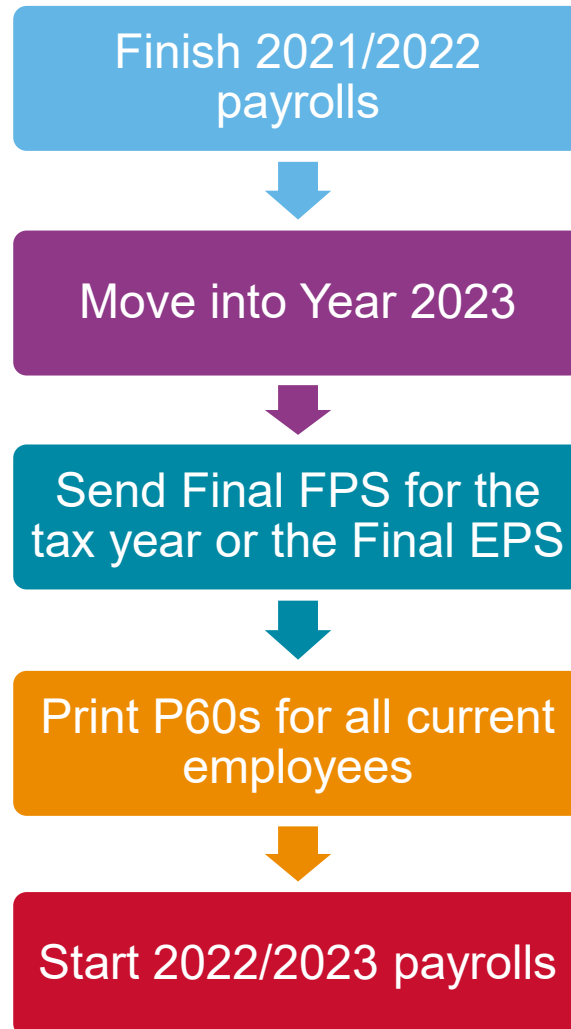
## Are you ready to back up your data?

Make sure you know your backup procedure.

HMRC's Gateway is ready now for your submissions – you do not need to wait until 6 April to file your Final FPS/EPS.

Remember to install your update, version 22.10.

## Overview of sending your year-end submissions then starting 2022/2023 tax year



## Checklist – Send year-end submissions, then start 2022/2023

Use this Checklist to ensure you carry out all steps before moving into the 2022/2023 tax year.

<b>Company name</b>	
<b>Company number</b>	
<b>Completed by</b>	
<b>Date</b>	

Check you have upgraded to 22.10

Run the last pay period of the 2021/2022 tax year for your payroll

Create a backup

Backup details

Location/filename \_\_\_\_\_

Date/Time \_\_\_\_\_

Click option =>**Year 2023** to start the year-end process

If prompted, choose the relevant Employment Allowance option

If required, print P32 from the prompt

Submit your **Full Payment Submission** (select **Final Submission for PAYE year** if an **Employer Payment Summary** is not required) to HMRC

Submit an **Employer Payment Summary**, if required

Print P60s for employees

If your company now qualifies for Employment NI Allowance, tick the **Claim Employer NI Allowance** box on the **Employer** form

On the **Employer** form, tick the **Small Employer** box if the employer is a small employer regarding statutory absence payments

Move the **Employer Report Year** on to 2023

Process the first payroll of the new tax year

## Finalise Payrolls

Ensure you have finalised the last payroll for the 2021/2022 tax year; this would typically be week 52 or month 12 (unless you have a week 53, 54, or 56).

If necessary, process your payroll for week 53, 54, or 56; you will have a week 53 (54 or 56 for two weekly or four weekly payrolls) when you have calculated and finalised week 52, and the next payment that you are due to make is on 5<sup>th</sup> April 2022.

The date your employees are paid determines whether you need to process a week 53, 54, or 56; when the work was carried out is irrelevant.

The payroll will automatically know if you have a week 53, 54, or 56 and will guide you through the process.

## Back-Up

Back up the 2021/2022 data; select **File**, select **Backup**, enter the location and file name, then click **Save** or follow your standard backup routine.

## Advance to 2023

Click => **Year 2023** at the bottom of the **Payroll** form to start the year-end process. A message will be displayed: **Are you sure you want to advance to Year 2023 now?** Click **Yes** to confirm.

## Employment Allowance

From the **Employment Allowance** screen, select from the options:

- **Claim Employment Allowance**  
Continue to claim Employment Allowance. My Employer's NI bill for 2021/2022 was below £100,000
- **Do not claim Employment Allowance**  
Stop claiming Employment Allowance

If you have selected to continue to claim Employment Allowance, select the appropriate **de minimis state aid** option from:

- De minimis state aid does not apply
- Agriculture
- Fisheries and Aquaculture
- Road Transport
- Industrial

Click **Next** to continue the year-end process.

## Print P32

Your **P32 Employer Payment Summary** will preview to screen and if you require a hard copy, click the printer icon.

## Submit your FPS

If you are not required to submit an EPS in the final period of the tax year, select **Final Submission for PAYE year** and click **Submit FPS** to send to HMRC.

If an EPS is required to indicate adjustments due to Statutory Payments reclaimed/recovered in the final period or no employees were paid, select **Not the Final Submission** and then **Submit FPS** to send to HMRC.

## Submit your EPS

If an EPS is required to indicate adjustments due to Statutory Payments reclaimed/recovered in the final period, on the **Submit** tab, select **Final Submission for PAYE year**. Check the values and click **Print** if you require a hard copy of the details, then click **Submit EPS** to send to HMRC.

**Please Note:** If you do not file an FPS in the final period of the tax year, you must send a Final EPS from the **Employer form, Reports | RTI | Employer Payment Summary**, and select year 2022, month 12

## Tax Code Change Report

The **Tax Code Change Report** will be displayed on the screen, detailing employees where tax codes have been changed (if required).

## Print P60s

A message will be displayed: **Would you like the P60 forms?** Click **Yes** to display the P60 on screen. 12Pay prints P60s, in colour, on plain paper for all current employees – remember P60s are not issued to employees who have left. P60s should be distributed to employees by the 31<sup>st</sup> May 2022.

**Please Note:** If you do not print your P60s at this stage, they can be printed from the **Employer form with the Report Year set to 2022**



## Employers' NI Allowance/Small Employer

If you are eligible to start claiming Employment Allowance from the 2022/2023 Tax Year, tick the **Claim Employer NI Allowance** box on the **Employer** tab. If you are already claiming Employer NI Allowance, you will need to confirm if you are continuing to claim. An EPS **must** be sent in month 1 to notify HMRC you are claiming Employment Allowance or that your status has changed.

If the employer qualifies as a small employer, ensure **Small Employer** is ticked on the **Employer** tab.

## Move the Employer Report Year

After printing all your reports for the 2021/2022 tax year, on the **Employer** tab, set the **Report PAYE Year** to 2023.

**Please Note:** If you need to re-print reports for the 2021/2022 tax year it is possible to move the Report PAYE Year back to 2022 or change the **Year ending 5<sup>th</sup> April....** when printing.

## Reports

If you require P11 (Tax) and P11 (NI), print these from the **Employer | Reports** section.

## Useful numbers

HMRC online service helpdesk	HMRC employer helpline
<b>Tel:</b> 0300 200 3600 <b>Fax:</b> 0844 366 7828 <b>Email:</b> <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	<b>Tel:</b> 0300 200 3200 <b>Tel:</b> 0300 200 3211 (new business)

## Contact Support

Your Product	Phone	Email
IRIS 12Pay	N/A	<a href="mailto:support@12pay.co.uk">support@12pay.co.uk</a>
IRIS PAYE-Master	0344 815 5555	<a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a>
IRIS Payroll Business	0344 815 5555	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Bureau Payroll	0344 815 5555	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS GP Payroll	0344 815 5555	<a href="mailto:gpsupport@iris.co.uk">gpsupport@iris.co.uk</a>
IRIS GP Accounts	0344 815 5555	<a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a>
Earnie or Earnie IQ	0344 815 5555	<a href="mailto:earniesupport@iris.co.uk">earniesupport@iris.co.uk</a>
IRIS Payroll Professional (formerly Star)	0344 815 5555	<a href="mailto:payroll-support@iris.co.uk">payroll-support@iris.co.uk</a>