FPS Import Guide

Import · https://paiyroll.com/kb/fps-import-guide/

Follow this guide for an FPS-based import. This can be done at any time in the tax year, as it uses year-to-date YTD values. It also automatically handles RTI Pay ID changes.

1. Export current payroll files

You will have received instructions on the files required for import. Please ensure you export these files and have them in an accessible folder on your machine.

paiyroll® provides 2 different import options. The examples below assume you have completed a March pay run in your old payroll:

Parallel run (recommended)	**Next pay run**
After import, you have a **parallel** March pay run in paiyroll®	After import your **next** April pay run is ready to process in paiyrol®
This enables you to check everything, then *dry-run* approve [no submission] before proceeding to April. This is also the best way to evaluate and learn the software	

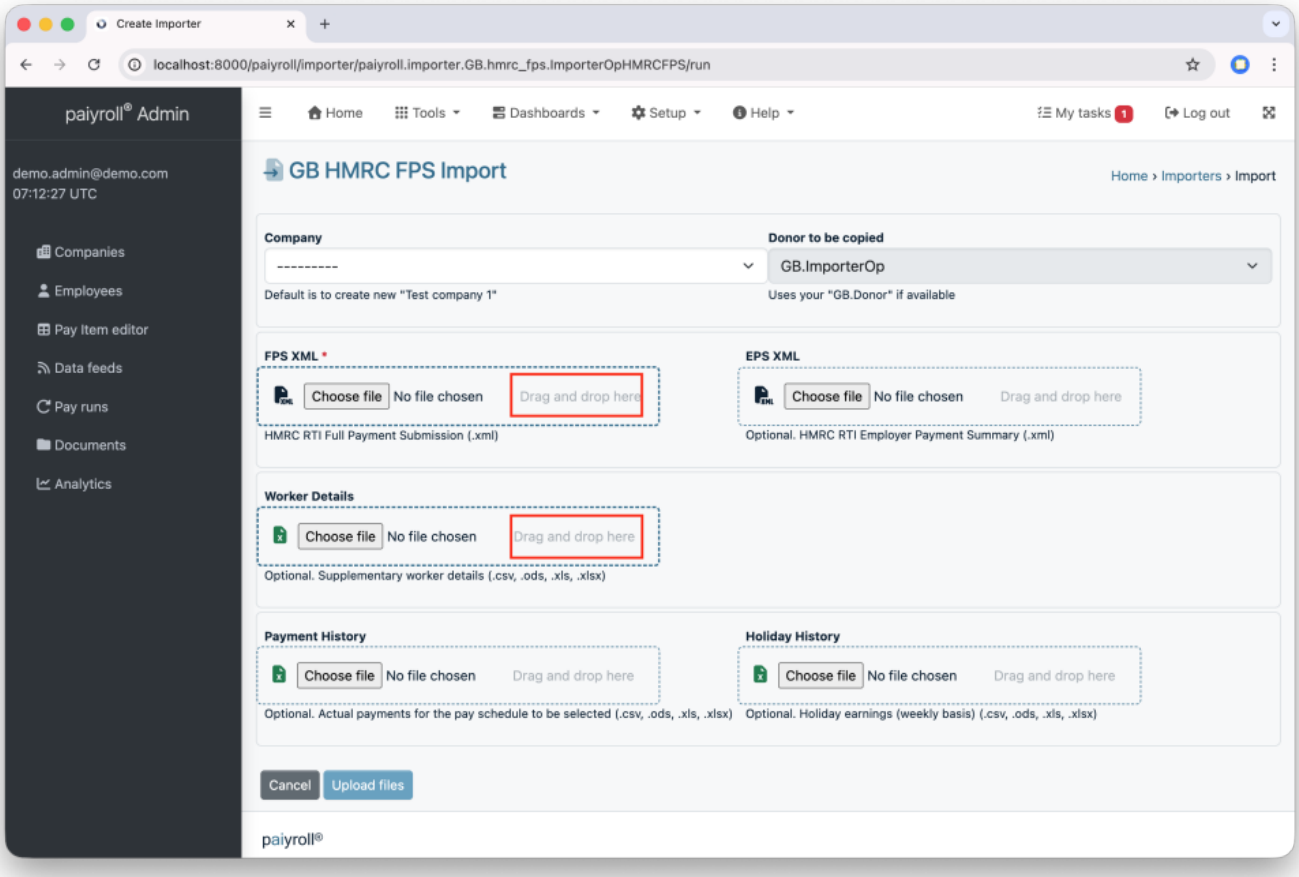
2. Import wizard

Top menu **Setup > Import > HMRC FPS > Start**

There are two steps to the wizard

Step A

- Either drag and drop the files, or click **Choose file** to select the file on your machine
- An EPS is only required if there are mid-year YTD recoverables
- Click **Upload files**



Step B

Import options have a default value, but you can change these as required:

- **Mode** will be set to Create Test company
- **Filter workers** is generally set to **Import all FPS workers**, but can optionally import only a subset if required
- **Dry-run** can be left unticked
- **Select pay schedule and target pay day** allows selection if the FPS includes multiple schedules, but generally, there is only 1
- **Pay period end date** is not known, and so the wizard will *guess* a suitable date for the last day worked; if this is incorrect, use the calendar to select a different date or leave as-is if you don't use this
- **YTD and pay run:** recommend a parallel run, choose YTD only when you have no time or are very sure!
- **Pay Items** should be set according to the majority of workers on your import to minimise post-import corrections

- **Pension scheme** should be set to the provider used, or left as NEST if no scheme is needed
- **Postponement for auto enrolment** should be set to **Yes** if you postpone workers for 3-months
- **Pension basis** is usually Banded QE Qualifying earnings
- **Employment allowance** is set to the amount used after payrun being imported

Click **Import files**

Everything will be imported automatically: Company, Employees, Pay schedule, Pay Run, Pay and Report Definitions, Pay Items, including Automatic Enrolment (AE) with migrated status and Previous Pay and Tax for new starters (P45 or HMRC P6) if available in the imported employee file.

3. Company details

Click **Companies** in the left menu to see the newly created company named **Test Company:**

- Click **Update** towards the right
- In the **Main** tab, enter the **Legal name**
- In the **Postal** tab, enter the Address
- In the **Tax** tab, enter the company's last re-enrolment date
- **Update**

Top menu **Setup > Schemes** > **Update** the company pension scheme and enter as applicable to allow the pension to operate automatically:

- Scheme **Reference** number
- **Type** (RAS for NEST)
- **Prp alignment** Tax or Calendar
- **Postponement** (set all 3) - **None** for all if no postponement, or **Maximum** for 3 months
- **Group**
- **Payment Source**

4. Pay Items

Click **Pay Item Editor** in the left-hand menu:

- Select your **Company**

- Select an employee
- Note how each Auto Enrolment (AE) Pay Item has been automatically configured on import with the migrated status (Auto Enrolled, Deferred, Opted-out)
- If necessary, edit the cell value for Salary, Hours 1, Minimum Wage or Payment Pay Item created upon import
- You can also add new pay items to an employee by clicking **+ Create Pay Item** and selecting an appropriate Pay Defintion e.g. *Hours 1*
- Click **Update/View Payslip**
- Repeat until all employees have the required pay

5. Redo Pay Run

In **Pay runs**, click **Redo** and wait for it to finish.

6. Documents

All documents will then be ready in **Documents**.

Proceed to make changes and redo the pay run until everything is correct.

You only need to proceed with the following steps when ready

7. Credentials, Tax codes, Pension and Bookkeeping integrations

- Search "Enter Credentials" to learn how to add credentials
- Collect Tax codes in **Data feeds** by clicking **Refresh** next to **GB HMRC DPS**
- Search "NEST API" to set up NEST pension integration if required
- Search "Setting up Xero integration" if required.

You will need to click Pay run > **Redo** if you make any changes above, and also, for example, to see the effect of new tax codes.

8. Self-service

All documents are made available by secure self-service.

Search "Welcome" in Help > Support to invite employees to log in and view their documents.

Bureaus can also grant a privileged employee, e.g., a manager or director, access to company documents - search "*Make Company Documents visible to clients or privileged employees*".

9. Approval

Search "Approve a Pay run" when you are ready to finalise and submit.

The next pay run will start automatically.

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10. Tips

1. If you need to delete or re-import a company, you can either rename it to T**est company**, then delete it, or run the Import wizard and select the company, where you will have a **mode** to delete and re-create it.
2. If you have **weekly** and **monthly** pay schedules, you will need to export 2 FPS XML files that share the same employee CSV. Then import the earliest schedule first, then re-run the import wizard, selecting the company and selecting the **update mode**
3. You can add unlimited Pay Definitions to represent any kind of pay element
4. The Pay Item Editor on the left is used to change pay for different employees; however, you can access the Pay Item Editor for each employee from the employee view
5. You do not need set rates of pay for the employee record: instead you set the rates of pay on the pay item editor, which is itself attached to each employee