No HMRC Credentials

HMRC · https://paiyroll.com/kb/no-hmrc-credentials/

Follow this guide if you need to process payroll, but do not have HMRC credentials.

Options

You have 2 options:

A. Set all tax codes to W1/M1 and then reuse the same payrun for each period [weekly or monthly] calculation and payslips, and create a bank file for each pay period for which you don't have the credentials. In this scenario, you will not have separate payslips. Instead, you will reuse the same pay run to process weeks 1, 2, months 1, 2, etc., on a week-1 month-1 basis. Effectively, you are providing an advance which is tax accurate. When the credentials are available, you will reprocess each pay run and submit.

B. Do the payruns as usual, but set the FPS and EPS Report Definitions to *dry run* and then approve. This will advance the pay run but not submit. When the credentials are available, you will then need to choose to rewind/re-run each run or only send the next payrun YTD figures once.

Option A (Week 1/Month 1)

1. Prepare each period pay run as usual.
2. Ensure all tax codes are set to W1/M1 - either in the Pay Item Editor or with a **Tools > Create Pay Item workbook > Create Template > Download/ Edit/ Upload**.
3. For each period, be sure to save separate files for:.
    - Pay Items using **Tools > Create Pay Item workbook > Create Template > Download.**
    - **Documents**: Click the Download ZIP file icon for each pay run to get a ZIP file of all documents.
4. Repeat this process until you have obtained the necessary credentials.

Once the credentials are available, ensure that you enter them into the FPS and EPS Report Definitions. Then:

1. Replay each pay period by uploading the respective Pay Item file with Tools > Upload Pay Item workbook.
2. Check that he pay run is the same as you have done above using the saved Document ZIP.
3. Approve as normal to submit the RTI submissions and pension files.
4. Remove W1/M1 from each employee.

Option B (Cumulative)

1. Prepare the pay run as usual.
2. Save each period Pay Items with **Tools > Create Pay Item workbook > Create Template > Download.**
3. Set the FPS and EPS to dry run and then approve. This will advance the pay run but not submit it.
4. In **Documents**, click the Download ZIP file icon for each pay run to get a ZIP file of all documents.
5. Repeat this process until you have obtained the necessary credentials.

Once the credentials are available, ensure that you enter them into the FPS and EPS Report Definitions.

1. Rewind all pay runs
2. Re-process each period's pay run by uploading the Pay Items for that period previously saved in **Tools > Upload Pay Item workbook.**
3. Check each Payroll matches what you had done originally using the saved Document Zip
4. Approve each pay run to re-submit the FPS and Pension file individually, as they would have been submitted originally.

Appendix: Only submit the next pay period

If there are no pension contributions (e.g. all workers are in postponement), and HMRC has advised that you can submit a single YTD FPS to cover liabilities. In that case, you can follow option B, carefully ensuring you do not make any leavers, but not reprocess. After you have received the credentials, you only submit the next period, which will send only the YTD figures to HMRC and the correct YTD liability, but it will not send all of the previous individual submissions and payments.