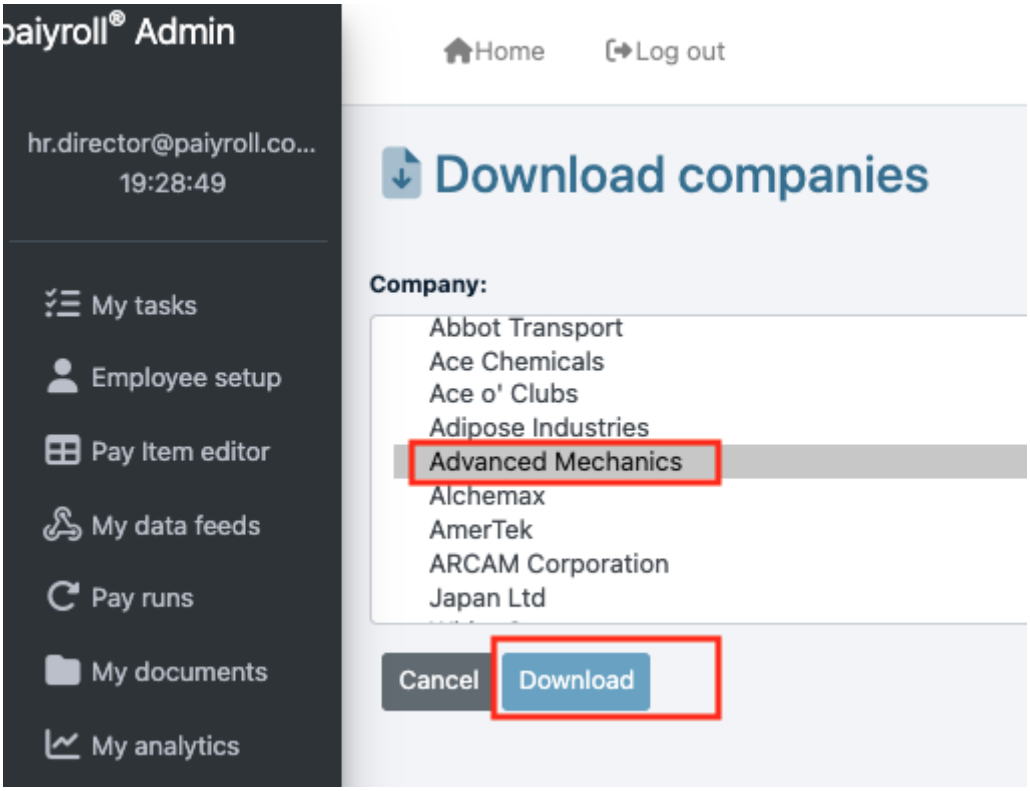
Updating Employee or Company State and Recoverables

Setup paiyroll® · https://paiyroll.com/kb/repairing-company-state-and-recoverables/

Follow this **advanced** guide if you need to update or repair employee or company state. The examples below are provided for the **company** state, but the same process can be followed for the **employee** state.

Download the current state

Companies > **Download...** > Select the **Company** and click **Download** to download a CSV file of current company state:



For employees, go to **Employees** > **Search** to filter the required employee and click **Download filtered...** to download a CSV file of the current employee state.

IMPORTANT!

Since you will be updating state values, please keep an original copy of the existing state before making changes. That way, you will always be able to easily restore the previous state. Save a copy of the file and ensure that this copy remains unchanged.

Add or Edit new state

Use a spreadsheet editor to edit the file. If you have not approved any pay runs you will **add new state**, if you have approved pay runs you will **edit existing state**.

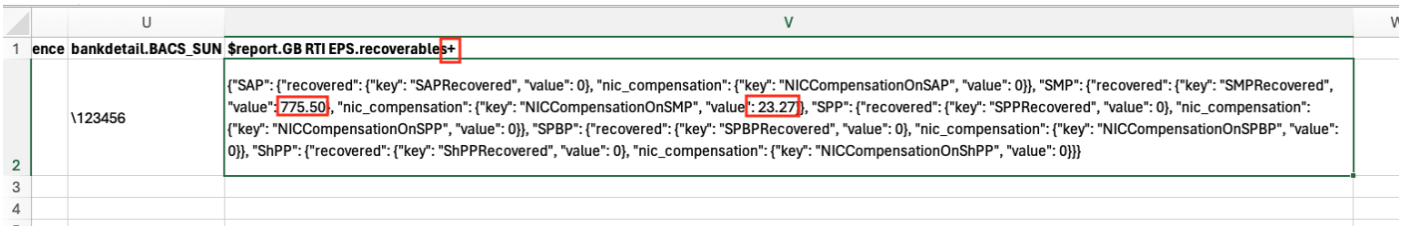
- Ensure you retain all normal columns up to the **bankdetail.BACS_SUN** Unchanged - this is the last normal column before the state columns.
- State columns are prefixed with "$"
- The "**+**" suffix tells paiyroll® that you wish to **update** the existing state

Add new state (no approved pay runs)

1. If the column required exists in the file, simply re-use it, If the column is not present, you will add a new column
2. To add **Employment Allowance** or **Apprenticeship Levy** to a company with no state, for example a copied company, you need three new columns: **$actual_t+**, **$report.GB RTI EPS.tax_month+** and **$report.GB RTI EPS.employment_allowance+**. See Mid-year Employment Allowance and Apprenticeship Levy.

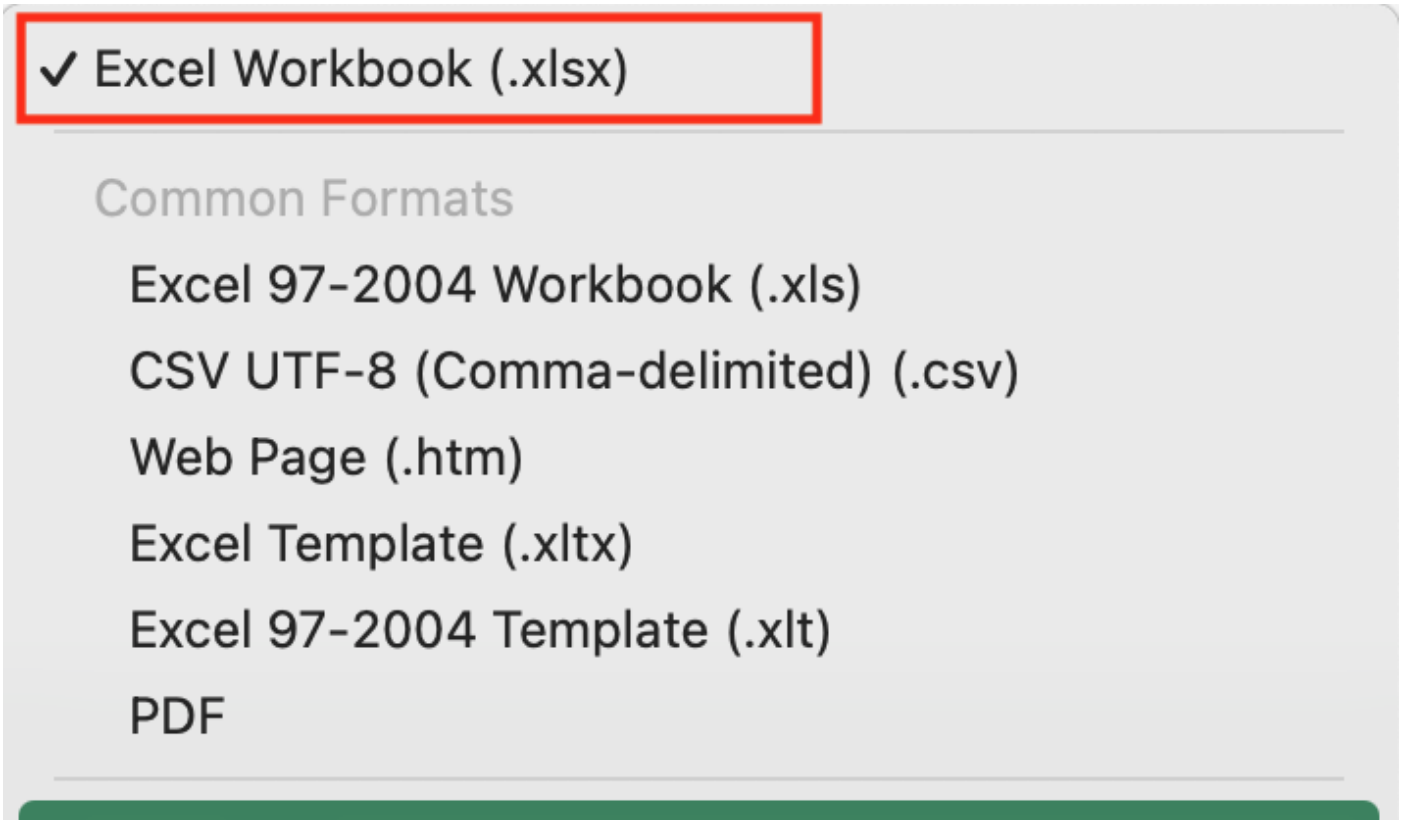
Edit existing state (approved pay runs)

1. Carefully modify and edit the new row 2 value in your state column
2. In the example below, the recoverable SMP values are being repaired:



	U	V	W
1	ence bankdetail.BACS_SUN	$report.GB RTI EPS.recoverables+	
2	\123456	{"SAP": {"recovered": {"key": "SAPRecovered", "value": 0}, "nic_compensation": {"key": "NICCompensationOnSAP", "value": 0}}, "SMP": {"recovered": {"key": "SMPRecovered", "value": 775.50}, "nic_compensation": {"key": "NICCompensationOnSMP", "value": 23.27}}, "SPP": {"recovered": {"key": "SPPRecovered", "value": 0}, "nic_compensation": {"key": "NICCompensationOnSPP", "value": 0}}, "SPBP": {"recovered": {"key": "SPBPRecovered", "value": 0}, "nic_compensation": {"key": "NICCompensationOnSPBP", "value": 0}}, "ShPP": {"recovered": {"key": "ShPPRecovered", "value": 0}, "nic_compensation": {"key": "NICCompensationOnShPP", "value": 0}}}	
3			
4			

Always save the file in XLSX format: **File > Save As** and choose **Excel Workbook (.xlsx)**. Do not save it as CSV, because a CSV file can change the dates.

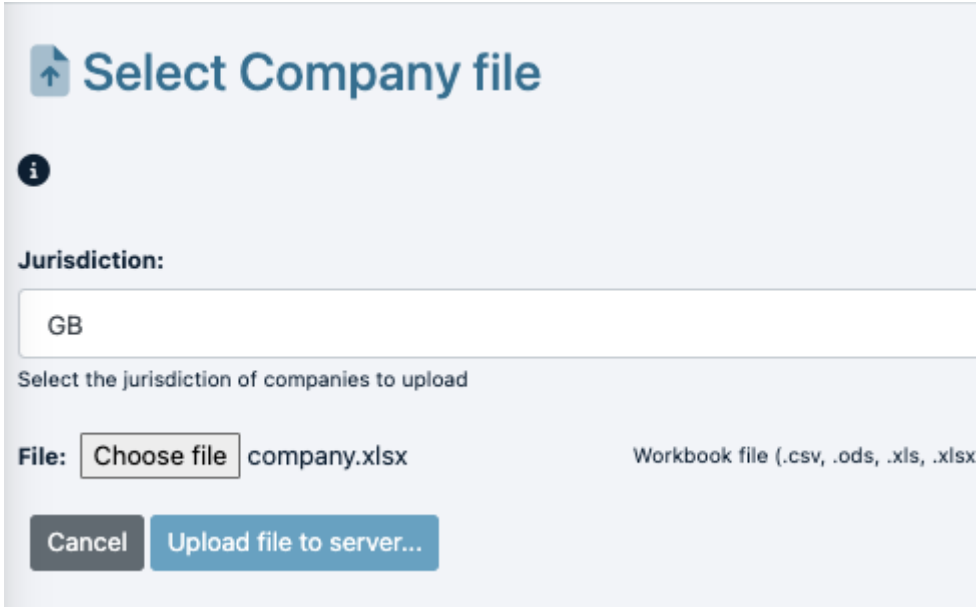


Upload new state

For a Company, go to **Companies** > **Upload...**; for an Employee, go to **Employee > Upload**

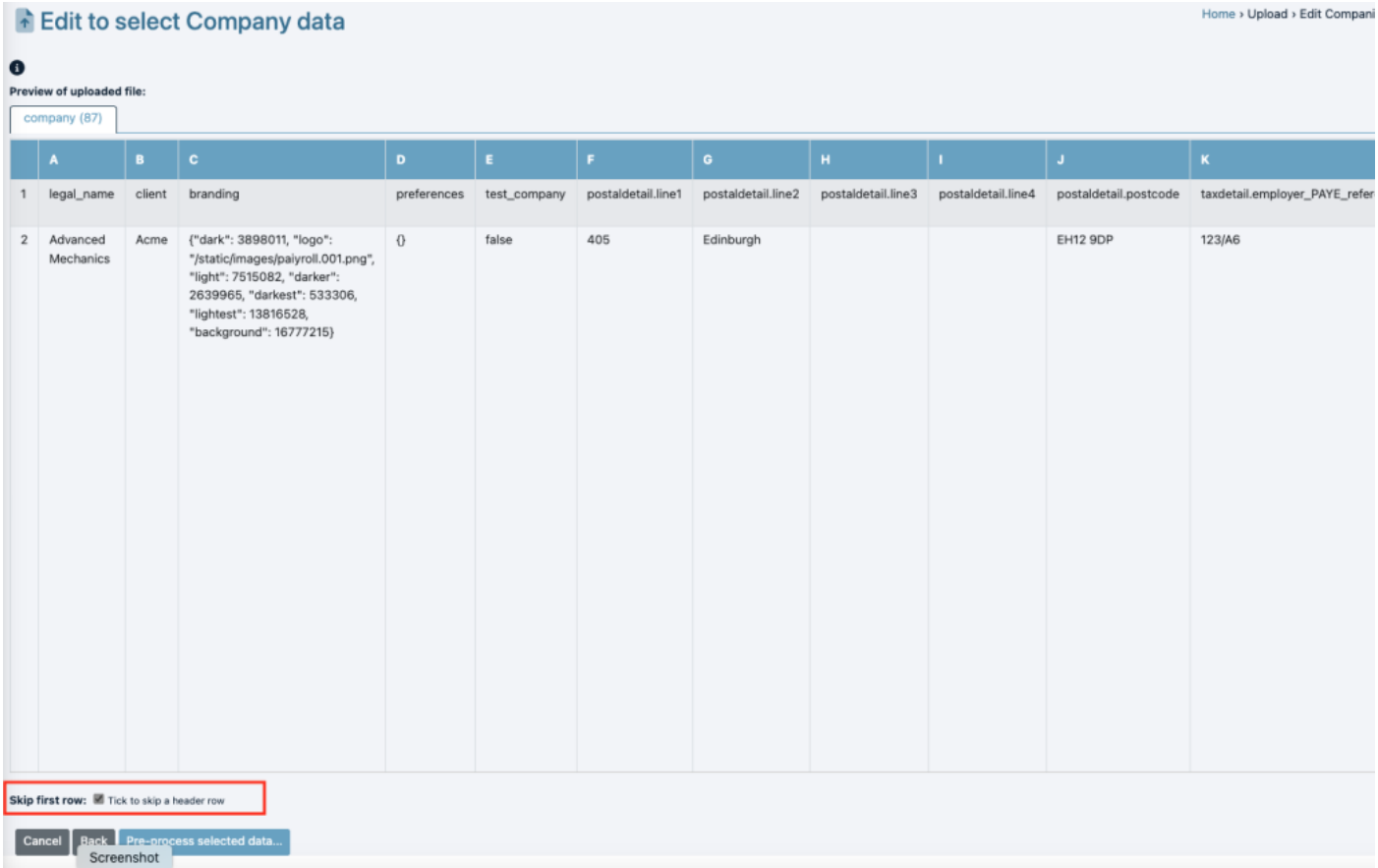
Select Company file wizard page

- Select the **GB** Jurisdiction
- **Choose** the **Excel Workbook (.xlsx)** file that you saved above
- Click **Upload file to server...**



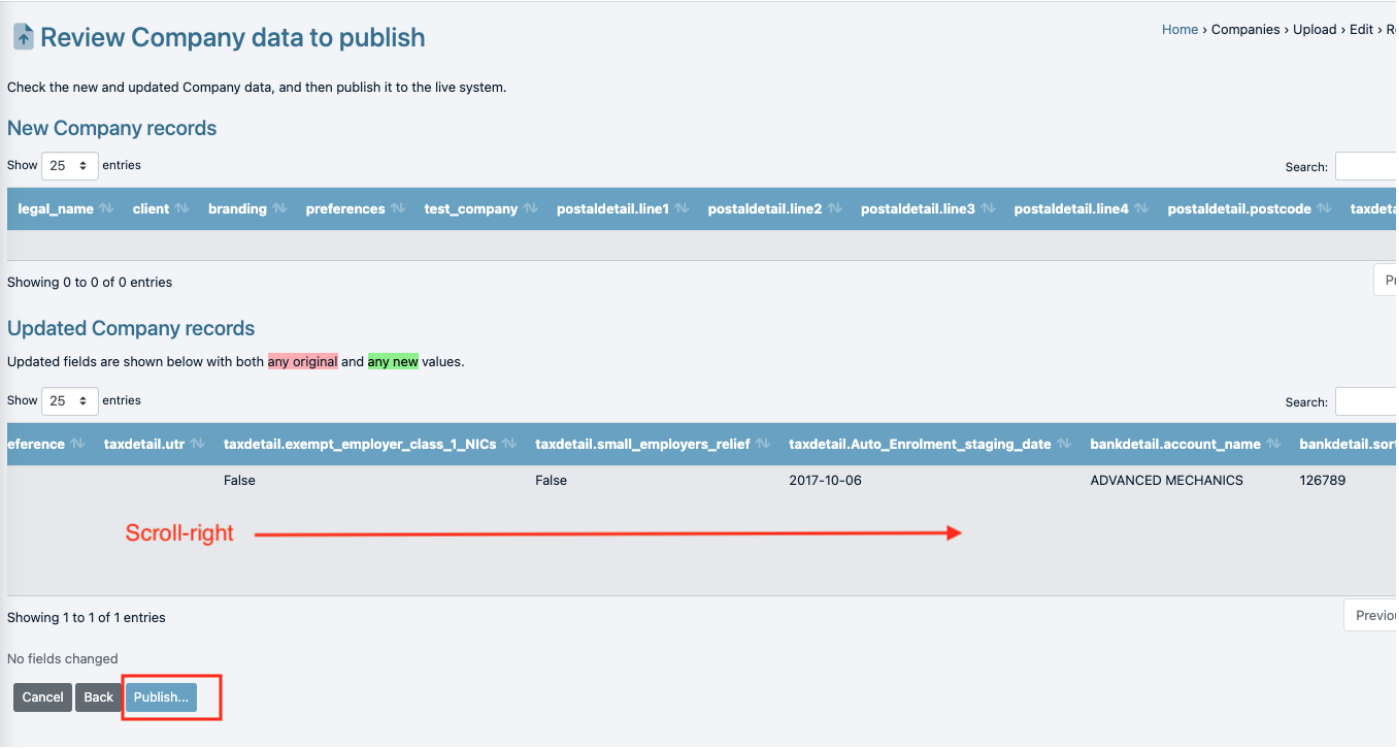
Edit to select Company data wizard page

- Click **Pre-process selected data...**



Review Company data to publish wizard page

- Check the **Updated Company records** by scrolling to the right - there should be no changes to your **normal** company columns.
- The updated state column is not shown
- Click **Publish...**



Check New State

Your new state has been uploaded. If you wish to check the values:

1. **Companies** > **Update** the Company or **Employees** > **Update** the employee
2. Scroll all the way to the bottom and click **View State** button
3. The Company state will be shown

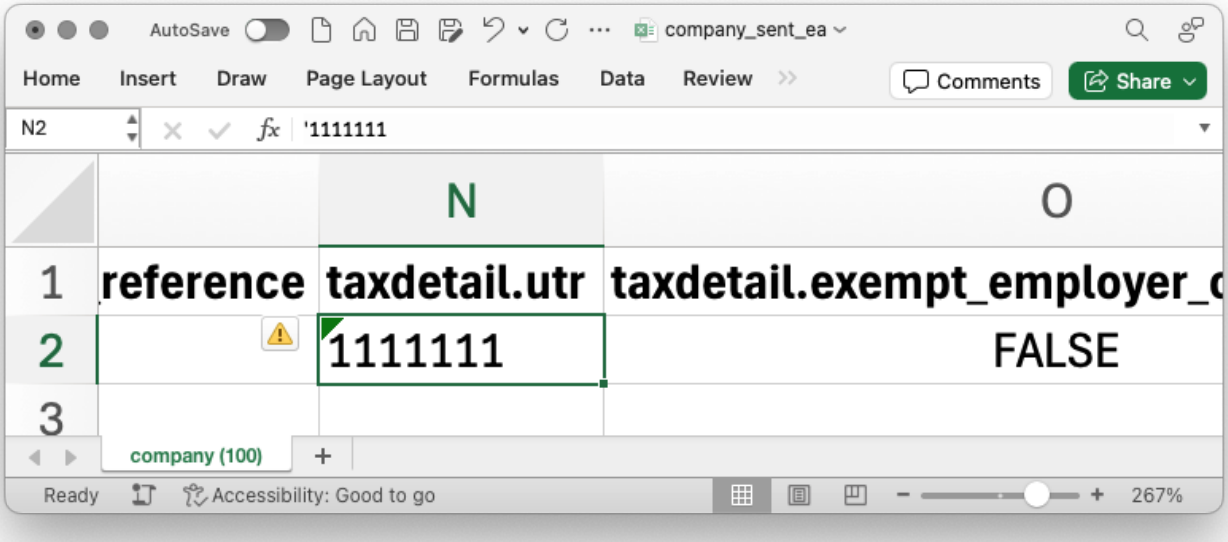


```
                "value": 0
            }
        },
        "SMP": {
            "recovered": {
                "key": "SMPRecovered",
                "value": 775.5
            },
            "nic_compensation": {
                "key": "NICCompensationOnSMP",
                "value": 23.27
            }
        },
        "SPP": {
            "recovered": {
                "key": "SPPRecovered",
                "value": 0
            },
            "nic_compensation": {
                "key": "NICCompensationOnSPP",
                "value": 0
            }
        },
        "SPBP": {
            "recovered": {
                "key": "SPBPRecovered",
                "value": 0
            },
            "nic_compensation": {
                "key": "NICCompensationOnSPBP",
                "value": 0
            }
        },
        "ShPP": {
            "recovered": {
                "key": "ShPPRecovered",
                "value": 0
            },
            "nic_compensation": {
                "key": "NICCompensationOnShPP",
                "value": 0
            }
        }
    },
    "CIS deductions suffered": 0,
```

Errors with numbers in Excel xlsx

Change numbers to text by adding a preceding single quote ' e.g.

```
'111111
```



Repairing Employee NIC State

$pay.NIC.Letters and Values

NIC state is kept in **$pay.NIC.Letters and Values**. This is a complicated structure with multiple fields.

The 3 critical fields to update are **GP-YTD**, **Er-YTD** and **Ee-YTD**. The values will be after the last pay run submitted, ie., *before* the next pay run to be processed.

paiyroll®	RTI FPS	Notes
GP	79B GrossEarningsForNICsInPd	Use 0 - will be generated each pay run
GP-YTD	79A GrossEarningsForNICsYTD	Employee's total gross earnings subject to NICs to date
Er	86A TotalEmpNICInPd	Use 0 - will be generated each pay run
Ee	86B EmpeeContribnsInPd	Use 0 - will be generated each pay run
Letter	79 NIletter	Leave unchanged
Er-YTD	86Aa TotalEmpNICYTD	Total employer’s Class 1 NICs payable YTD
Ee-YTD	86Ba EmpeeContribnsYTD	Total employee’s NICs payable YTD

paiyroll®	RTI FPS	Notes
LEL-YTD	82 AtLELYTD	Total earnings included in gross pay for NICs at the lower earnings limit (LEL) to date (very difficult to calculate)
LEL-PT-YTD	82A LELtoPTYTD	Total earnings included in gross pay for NICs above the LEL, up to and including the primary threshold (PT) to date (very difficult to calculate)
PT-UEL-YTD	169 PTtoUELYTD	total earnings included in gross pay for NICs above the PT, up to and including the upper earnings limit (UEL) to date (very difficult to calculate)

Note that there may be multiple NIC blocks if the employee has more than one letter in the tax year.