System: Updating Employee or Company State and Recoverables

Advanced · https://paiyroll.com/kb/updating-state/

State

paiyroll® keeps internal state for the company and for each employee. For example, the state keeps YTD values and what the EPS last sent to HMRC.

Usually, you do not need to change the state. But, in some cases, you must change it.

paiyroll® sends the Employer Payment Summary (EPS) to HMRC only when something in it has changed. When nothing has changed, the EPS is not sent again.

You can send the Employment Allowance claim at any time in the tax year, and it applies to all of the tax year. For more information, see How Employment Allowance works.

Before you start

- Take special care when you change a state value.
- Do not rewind the pay runs to resend an Employment Allowance claim.
- Use the Apprenticeship Levy and SMP steps when your company moves to paiyroll® during the tax year. If your first pay run in paiyroll® is the first pay run of the tax year, leave the figures at 0.
- For the Apprenticeship Levy, you need two figures from your previous payroll: the levy that you paid, and the levy allowance that you used.

Find the Company or Employee state

1. Click **Companies**, and click your company. For an employee, click **Employees**, and click the employee.
2. Click the **System** tab, and open **State**.

3. In the search box, enter the name of the item, for example, **state_aid**.
4. Click the value of the item.
5. Make the change that the steps below tell you.
6. Click **Update**.

Resend an EPS Employment Allowance claim

If you have never claimed Employment Allowance, these steps do not apply. Instead, follow the steps in Claim Employment Allowance.

Check the EPS

1. In **Pay runs**, click **View** on the pay run.
2. Click **Reports** > **GB RTI EPS** > **View**.
3. Look at the **Summary**. When nothing has changed, **Submit to HMRC** is **false**.

Embedded media: https://paiyroll.com/wp-content/uploads/kb-snapshots/updating-state/eps_not_sent.html

Change the Employment Allowance state

The claim is in **GB RTI EPS.state_aid**. It lists the sectors of Employment Allowance, and each sector has a **sent** and a **value**. The sector of your claim has **"value": true**. For most companies, this is **"Industrial"**, as in the picture below.

1. Find **GB RTI EPS.state_aid** in the company state, as in "Find the Company or Employee state" above.
2. In the sector of your claim, change **"sent": true** to **"sent": false**. Change nothing else.
3. Click **Update**.

Embedded media: https://paiyroll.com/wp-content/uploads/kb-snapshots/updating-state/state_aid.html

Redo the pay run

1. In **Pay runs**, click **Redo** on the pay run.
2. When the reports are ready, look at the **Summary** of the EPS again. **Submit to HMRC** is now **true**.

Embedded media: https://paiyroll.com/wp-content/uploads/kb-snapshots/updating-state/eps_sent.html

When you approve the pay run, the approval sends the EPS to HMRC.

Enter an Apprenticeship Levy value

The levy is 0.5% of the pay bill, less the allowance. paiyroll® keeps the pay bill, so work it out from your two figures:

pay bill = (levy + allowance) × 200

For example, the levy is 500, and the allowance for six months is 7,500. The pay bill is (500 + 7,500) × 200 = 1,600,000.

1. Find **GB RTI EPS.apprenticeship_levy_ytd** in the company state, as in "Find the Company or Employee state" above.
2. Enter the levy of the tax year to date, for example **500**.
3. Find **GB RTI EPS.apprenticeship_levy_pay_bill_ytd**.
4. Enter the pay bill that you worked out, for example **1600000**.
5. Click **Update**.
6. In **Pay runs**, click **Redo** on the pay run.
7. Make sure that the EPS is correct. The **Summary** of the EPS shows the levy as **Apprenticeship levy, YTD**.

Embedded media: https://paiyroll.com/wp-content/uploads/kb-snapshots/updating-state/apprenticeship_levy.html

Enter both figures. The EPS charges each pay run the levy to date less the levy before it. With no levy to date, the next pay run charges all of it again.

Enter a recovered SMP value

Use these steps if you recovered Statutory Maternity Pay (SMP) before the move. The value is in **GB RTI EPS.recoverables**, under **"SMP"**.

1. Find **GB RTI EPS.recoverables** in the company state, as in "Find the Company or Employee state" above.
2. Under **"SMP"**, in **"recovered"**, change **"value"** to the SMP recovered in the tax year to date.
3. Click **Update**.
4. In **Pay runs**, click **Redo** on the pay run.
5. Make sure that the **Summary** of the EPS is correct.

Embedded media: https://paiyroll.com/wp-content/uploads/kb-snapshots/updating-state/smp_recovered.html

Next steps

- How Employment Allowance works
- Claim Employment Allowance