Zero errors on Approval

Correcting Errors · https://paiyroll.com/kb/zero-errors-on-approval/

Follow the steps below to ensure zero errors when you Approve a Pay run. Our approach follows HMRC guidance which states: "to correct a mistake made in the current tax year, update the year-to-date figures in your next regular FPS".

1. **Live Pay**: Employees can view the paiyroll® unique Live Pay feature well before payday on the paiyroll® app. Errors can be reported to managers and corrected before approval.
2. **Redo**: Click Pay run *Redo* after any change to ensure Documents are updated for review.
3. **Mark as fina**l: You can make documents appear as final. Importantly, the pay run is not approved and changes can still be made. Consider providing ‘final’ [but not really final documents early.
4. **One-button approval on Pay day**: Leave approval as late as possible to allow time for corrections.
5. **Privileged Employee approval**: in a bureau environment, assign responsibility for Pay run approval to the client privileged employee.
6. **Auto approva**l: mark the schedule as Auto approved and the paiyroll® = will approve it automatically at the last possible moment.
7. **Next Pay run**: As per HMRC, make any corrections on the next pay run/FPS.
8. **Custom pay run**;: Create a supplementary run to pay missing pay and process leavers in the same tax week/month.
9. **Rewind**: Only use as a last resort. This may or may not correct HMRC records (HMRC ask not to do this). Will not correct NEST pension submissions or bank payments.