# Payroll Year End Checklist

2024-2025

**There is no upgrade to Online Filing Manager this year.
Also HMRC are no longer providing pre-printed P60 stationery – the designs are incorporated into Opera 3 (Colour and Black & White)**

☐ **Take a backup of your data before you start – Each company separately! It is very important that you do this before starting your Payroll Year End.**

☐ Check that the Current Tax Year box in Payroll > Utilities > Set Options is set to 24/25 for the 2024 - 2025 tax year (check all groups if applicable)
Also check and Increase the number of Years to 9 for keeping Tax Year History on Page 3:

☐ Once you have run the Payroll for the last Pay Period of the year for all groups, print any reports needed for the final Pay Period.

Send your BACS Payments as normal.

☐ Check that Payroll > P32 Processing is up to date and that you have entered your Payments.

  NOTE – if you have more than one Opera Payroll company, (E.G. separate Weekly and Monthly payrolls, NOT Grouped) and you have the same PAYE Reference for each Payroll – you must consolidate the P32 in the main Payroll.

To check this; go into Payroll > Utilities > Set Options – on the first tab it tells you P32 Co. Consolidation ID – this is the Company you need be in to consolidate your payroll.

Select P32 Processing > Action > Consolidate

Select – EOY/Special Reports > P60 End of Year Returns.

Run the EOY/Special Reports > P60 End of Year Returns - to print the P60's for the entire payroll and select the monochrome option for your records.

(Ensure that all the email statuses are updated prior to emailing the P60's > Email Admin > Check email status)

Then email the P60's to those employees set up to receive their P60's by email, print the ones that are set to Printed, choose whether to use the P60 mailer (ordered from your account manager), or choose the plain paper option and all the boxes will print out for you, either in colour or monochrome. A copy must be given to every employee prior to the 31st May 2025.

Run the EOY/Special Reports > Print P35 Substitute report – this report is for internal use only, NOT to be sent to HMRC.

Select EOY/Special Reports > Payments/Deductions List and print one for each payroll If required.

Print out any other reports needed for the final period in the tax year.

<u>Sending Year End to HMRC</u>

Go into Payroll – HMRC Online Services > select **Full Payment Submission** and create the FPS file as normal. Then send the FPS to HMRC for your last pay period of the year.

Once you have sent the required FPS files to HMRC you must now send the **EPS – Final Employer Payment Summary** (even if recoverable amounts or CIS deductions don't apply)
To create your Year End file for HMRC.

Select HMRC Online Services – Employer Payment Summary

First Page:

From the EPS Type list select: **Final EPS of the Year**
Update the remaining boxes as normal

Second Page:

Make sure the "Up to Tax Month" list is set to 'Period 12'

Verify your recoverable amounts, CIS Deductions and NICs that were calculated in Opera. If these amounts are not relevant to you leave the values as zero.

Did you claim for the Employment allowance for this year? You can do this now if you haven't already done this and take the deduction for the final period.

Run the Utilities > N/L Analysis and Cashbook Transfer command (if in use) – if you have not already done so.

Take a backup of the Opera data files.

Now run a Payroll Update for all companies / groups.

Once you have completed the steps above, you can now run the

Year End Cleardown
YEAR END CLEARDOWN

You MUST make sure you run the year end cleardown before processing the next payroll run. This routine clears all To-Date figures ready for the new tax year.

Make sure you have run your Payroll Update. Go into Payroll Utilities > Pay Period > and check that the current Pay Period is 1.

Select – EOY/Special Reports – Run the End of Year Cleardown for each Group and Company.

When you run this option, it will warn you that it will increase the current tax year to 25/26.

If it DOES NOT SAY THIS – Call the Profile SystemCare Helpdesk IMMEDIATELY – DO NOT CONTINUE.

All balances shown in the list are non-statutory – Click the ones you want to clear or press F5 for all then click OK First do the Payments and then the Deductions. (Note: if you keep balances for loan deductions then do not clear the year to date for the loan deductions)
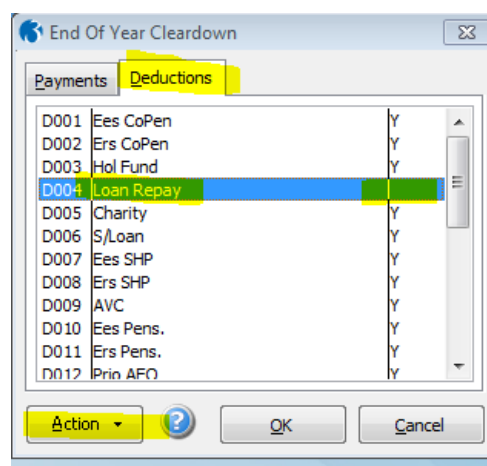
You have now completed your Payroll Year End.

Final Checks for starting the New Tax Year

Go into Payroll > Utilities – select PAYE/NI/Stat Tables and check that your table 2 looks like the ones below.

On the NI ER's Tab, review Employment Allowance and Apprenticeship Levy annual allowance.

If you run more than one Company, you can spread the allowances. They must be amended in each Company accordingly.

They can be found on the NI ER's tab

Now check that the payroll is setup for the new Tax year:

- Check the 25/26 Calendar – Payroll > Utilities > Calendar > are the dates correct for the new tax year? The dates should have carried over from last year, check that the worked week dates are still relevant, and the <mark>usual pay dates</mark> are correct, e.g. if you pay on the last day of the month, ensure that they are not falling on a weekend, these are the dates that will go to HMRC on the Full Payment Submissions.

On the Payroll - Utilities - Set Options form (Check each group in turn if applicable, even the blank one):

Options Page 1
- Check that the Current Tax Year box is set to '25/26'.

- For weekly, two-weekly or four-weekly payrolls make sure that the P32 by Income Tax Month option is ticked (this ensures all weeks are included in the correct tax month).

Options Page 2
- If off-payroll workers are contracted, tick the Allow Off-Payroll Workers option so that employee records can be set as off-payroll.

- If the company qualifies as a small employer for recovering statutory payments, tick the Entitled to Small Employer's Relief option for the default payroll group.

Options Page 3
- For weekly payrolls, if the holiday pay average calculation feature is used, set the Weeks for Holiday Pay Average option to '53'.

- Set the Days for Holiday Pay Average option to the days in a working week ('5' is used by default). This setting is used in the calculation of the daily average for holiday pay. If necessary, this can be overridden on Employee Profiles or on employee records – please check the F1 help.

- Payroll > Utilities > Set Options > Options Tab 3 – Check that the options Keep Pay Period Summary and Printed Payslips are set to MORE than 52 Periods for Weekly Payrolls. Check that you are keeping history in line with your companies requirements.

Reviewing Employee Records

Existing employee details may need to be amended. For example, for Tax, NI and taxpayer status and company car details.
Open the **Payroll - Processing** form to review employee records:

1. **Company Directors** will require changes to be made to the ADV box on the Payroll Processing screen to take advantage of special NI processing. **S**=Directors NI turned off till the last period of the tax year or **T**=Directors NI Turned off for the whole tax year

   ==You MUST change this BEFORE you process your first payroll. It CANNOT be changed after the first payroll update has been run.==

2. On the **Additional Details** tab of the **Details & Bank** form:

   - Check everyone's number of hours worked. The hours entered will be automatically allocated to the bands for the 25-26 Tax Year.
   - Review the student loan (Plan 4 now available) and post graduate loan options for employees repaying loans.
   - For Off-Payroll workers, tick the Off-Payroll Worker option.

3. Run the **Employee Age List** report from the Misc Reports menu
   Use this report to list the employees whose ages cross over the National/Minimum and Living Wage for 21, as well as listing employees with milestone birthdays of 16-17,18-20, 21 and 66. Then make any changes to pay rates that are applicable.

| Orion Vehicles Leasing				**Employee Age List**								
Printed 17/02/2025 at 12:47 by ADMIN												
(Selected from 1001 to 3030)												
Orion Vehicles Leasing			Employee Age List - Birthdays between 01/01/2025 and 31/12/2025								Page 1	
Employee Ref.	Group	Name	NI Code	Date of Birth	Age	18	19	21	23	60	65	
1001		Mr Richard Godson	A	03/06/1971	54							
1002		Mr Andrew Gregory	A	12/02/1964	61							
1003		Mr David Charles Wellington	A	20/04/1959	66							
1004		Mr Paul Sharples	A	12/10/1973	52							
2001		Mrs Laura Quigley	A	19/09/1962	63							
2003		Mrs Liz Gins	C	26/01/1953	72							
2004		Miss Wendy Turner	A	13/06/1978	47							
3001		Mr Keith Harris	A	17/08/1966	59							
3002		Mrs Anne Owen	A	27/02/1966	59							
3003		Mr Gary Derwent	A	15/10/1968	57							
3004		Mrs Pamela Fadden	A	21/12/1971	54							
3005		Mr Denis Jackson		22/02/1968	57							
3006		Mr Stephen Newheart	A	16/11/1968	57							
3007		Mr Stuart Thompson	A	27/05/1981	44							
3009		Mrs Kayleigh Mitchell	A	02/01/1985	40							
3010		Miss Amanda Barnes	A	03/11/1976	49							

4. Update all employees with the new tax free allowances using the **Payroll - Global Changes - Tax Code Changes** form –

   • Tax codes with a suffix of L will remain the same for 2025/26
   • Tax codes with a suffix of M will remain the same for 2025/26
   • Tax codes with a suffix of N will remain the same for 2025/26

   - Apply new tax codes for employees who have tax code notices from HMRC.

5. Where you have applied to HMRC to payroll company cars in the 2025/26 tax year:

   - Enter the car details for each relevant employee from the **Payroll - Processing - Payrolling Benefits** menu.
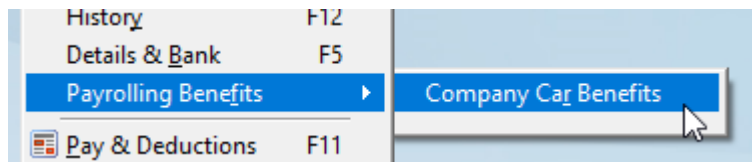
- Set up a 'Benefit in Kind' Payment Profile for the car benefit before calculating.

Apply the profile to each employee with a company car on the **Payroll - Processing - Payment & Deductions** form, and enter the relevant value for the benefit in the **Perm. Value** column.

Tax Year History – Re-print of P60

The Opera payroll upgrade release for April 2021 introduced the ability for a user to revise an Employee's prior year end of year (EOY) figures, with the purpose of adjusting those figures to send a revised Full Payment Submission (FPS) to HMRC for that prior year.
Payroll Processing > Action > History > Tax Year > select the appropriate Tax Year from the grid > Action > Revise

This year the Tax Year History form in Payroll has been enhanced to allow the user to re-print a P60 for a prior tax year, with the P60 being based on the revised data, or on original data.
Payroll Processing > Action > History > Tax Year > select the appropriate Tax Year from the grid > Action > Reprint P60.

This is the end of the Payroll Year End Guide.