


# **Payroll Year End Checklist**


## **2023-2024**

**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 23/24 for the 2023 - 2024 tax year (check all groups if applicable)



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.

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 2024

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.

## **Sending Year End to HMRC**

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.*

Employment Allowance for 2023/24 ☒ Include claim status in EPS

☐ Can't claim  
☐ Stop claiming  
☒ Starting to claim or already claiming for 2023/24

Trade sector for de minimis state aid :

<input type="checkbox"/> Industrial/Other	<input type="checkbox"/> Fisheries and aquaculture
<input type="checkbox"/> Road transport	<input type="checkbox"/> Agriculture

☒ State aid rules don't apply

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 and check that the 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 24/25.**

**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

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

The screenshot shows the 'PAYE/NI/Stat. Payments' window with 'Table 2' selected. The 'PAYE & Misc.' tab is active. The 'Date Table Becomes Effective' is set to 06/04/2024, and the 'Year Number for Table' is 2425. The 'First Week Number for Table' is 1, and the 'First Month Number for Table' is 1. The 'PAYE' section contains a table with 20 rows, each with a '% Rate' and a 'Cumulative Bandwidth'. The 'Student Loans' section has fields for 'Annual Threshold' and '% Rate' for Plan 1, Plan 2, and Plan 4. The 'Postgraduate Loans' section has fields for 'Annual Threshold' and '% Rate'. The 'PAYE' section also includes 'Emergency Tax Code', 'Base Rate', and 'Tax Regulatory Limit %'.

	% Rate	Cumulative Bandwidth		% Rate	Cumulative Bandwidth
1	10.00		11		
2	20.00	37700	12		
3	40.00	125140	13		
4	45.00		14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

Student Loans:

	Value
Annual Threshold - Plan 1 :	24990
% Rate - Plan 1 :	9.00
Annual Threshold - Plan 2 :	27295
% Rate - Plan 2 :	9.00
Annual Threshold - Plan 4 :	31395
% Rate - Plan 4 :	9.00

Postgraduate Loans:

	Value
Annual Threshold :	21000
% Rate :	6.00

PAYE:

	Value
Emergency Tax Code :	1257L
Base Rate :	2
Tax Regulatory Limit % :	50.00

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

The screenshot shows the 'Apprenticeship Levy' and 'Employment Allowance' configuration. The 'Apprenticeship Levy' section has fields for 'Annual Allowance', 'Override the Allowance', and '%'. The 'Employment Allowance' section has fields for 'Annual Allowance', 'Override the Allowance', and 'ER NICs Limit'.

Apprenticeship Levy	
Annual Allowance :	15000.00
Override the Allowance <input type="checkbox"/>	0.00
% :	0.50

Employment Allowance	
Annual Allowance :	5000.00
Override the Allowance <input type="checkbox"/>	0.00
ER NICs Limit :	100000.00

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

- Check the 24/25 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 pay dates 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):

### Options Page 1

- Check that the Current Tax Year box is set to '24/25'.
- 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 '52'.
- 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.



The screenshot shows a software interface with two rows of settings. The first row is labeled 'Keep Pay Period Summary :' and has a numeric input field containing '104' and a 'Periods' label. The second row is labeled 'Printed Payslips :' and also has a numeric input field containing '104' and a 'Periods' label. Both input fields have up and down arrow buttons next to them.

## 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 24-25 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 ages of 19 and 23, as well as listing employees with milestone birthdays of 18, 21, 60 and 65. Then make any changes to pay rates that are applicable.

Orion Vehicles Leasing

Employee Age List

Printed 01/04/2023 at 14:43 by ADMIN  
(Selected from 1001 to 3030)

Orion Vehicles Leasing

Employee Age List as at 01/04/2023

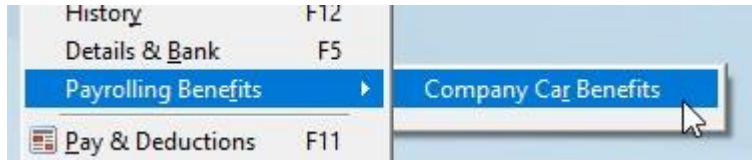
Page 1

Employee Ref.	Group	Name	NI Code	Date of Birth	Age	Under 18	18-20	21-22	23 and over
1001		Mr Richard Godson	A	03/06/1971	51				Y
1002		Mr Andrew Gregory	A	12/02/1964	59				Y
1003		Mr David Charles Wellington	A	20/04/1959	63				Y
1004		Mr Paul Sharples	A	12/10/1973	49				Y
2001		Mrs Laura Quigley	A	19/09/1962	60				Y
2003		Mrs Liz Gins	C	26/01/1953	70				Y
2004		Miss Wendy Turner	A	13/06/1978	44				Y
3001		Mr Keith Harris	A	17/08/1966	56				Y
3002		Mrs Anne Owen	A	27/02/1966	57				Y
3003		Mr Gary Derwent	A	15/10/1968	54				Y

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 2024/25
- Tax codes with a suffix of M will remain the same for 2024/25
- Tax codes with a suffix of N will remain the same for 2024/25

- 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 2024-25 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 in order to send a revised Full Payment Submission (FPS) to HMRC for that prior year.

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.

This is the end of the Payroll Year End Guide.