

# Payroll Bulletin

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## CHRISTMAS PAY DATES NEEDED!

Yet again, time has flown and we will shortly be preparing our payroll schedule for Christmas. In order for us to plan, please can you let us know the date on which you wish to pay your employees in December by 18 November 2016.

## APPRENTERSHIP STATUS

As mentioned in our previous bulletin, new HMRC regulations require us to report whether an employee is an apprentice so please inform us where this applies.

## AUTO-ENROLMENT (AE) COMPLIANCE

If you are managing your own AE process, please ensure that you have all compliance documentation to hand should an audit be carried out by The Pensions Regulator.

## DECLARATION OF COMPLIANCE

Please ensure that you have completed your declaration / Re-Declaration of compliance with The Pensions Regulator within the required timescale to avoid a penalty charge.

## TP OPT OUTS

We will no longer accept a completed opt out form as confirmation of an opt-out. We will need written evidence from TP confirming opt-out status and the effective date.

DFE numbers - please supply for new starters



With the requirement of mandatory Monthly Data Collection (MDC) being phased in by TP, please can you ensure that we are supplied with DFE numbers.

## BACS SIGN OFF

From 1 January, you will be required to sign off the payroll figures **BEFORE** we are able to submit payments to the bank. In readiness for this our Analysis of Payments report has been amended and there is a section at the end of the report that will require a signature and return to us. We would encourage you to use this as written authority to us with immediate effect although it is not mandatory until 2017.

## NATIONAL MINIMUM WAGE

The rates have increased from 1st October 2016. Please ensure that your staff are being paid at or more than the following rates:

YEAR	25 & OVER	21 - 24	18 - 20	UNDER 18	APPRENTICE
2016	£7.20	6.95	£5.55	£4.00	£3.40
2015	£6.70	N/A	£5.30	£3.87	£3.30

## TOP TEN TIPS TO HELP IMPROVE YOUR PAYROLL PROCESS AND BOOST EFFICIENCY

As promised in our last bulletin, we have now published our video providing useful tips and guidance which we believe will assist you in the effective and efficient running of your payroll process. Please go to:

<http://tinyurl.com/PayrollTips101>