

Sage 50 Payroll **Maternity and** **Paternity pay**

Presented by Duncan Morgan

Sage



Housekeeping

The image shows a mobile application interface for asking questions. A vertical sidebar on the left contains several icons: a microphone, a question mark, a document, an information icon, and a full-screen icon. The main area of the app is titled 'Questions' and contains a text input field with the placeholder 'Ask the staff a question' and a blue 'Send' button. A dashed arrow points from the text 'Want answers?' to the 'Send' button. Four callout boxes with green borders and lines pointing to the sidebar icons contain the following text:

- Top callout: "Your microphone is muted automatically" (points to the microphone icon)
- Middle callout: "Send us your questions" (points to the question mark icon)
- Second callout: "Download a handout" (points to the document icon)
- Bottom callout: "Switch to full screen" (points to the full-screen icon)

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Introduction to statutory parental pay



Statutory parental pay

- **Statutory maternity pay (SMP)**

- Statutory adoption pay (SAP)

- Statutory shared parental pay (ShPP)

6 weeks higher rate

90% AWE

33 weeks standard rate

£156.66 per week (or 90% AWE if lower)

- **Statutory paternity pay (SPP)**

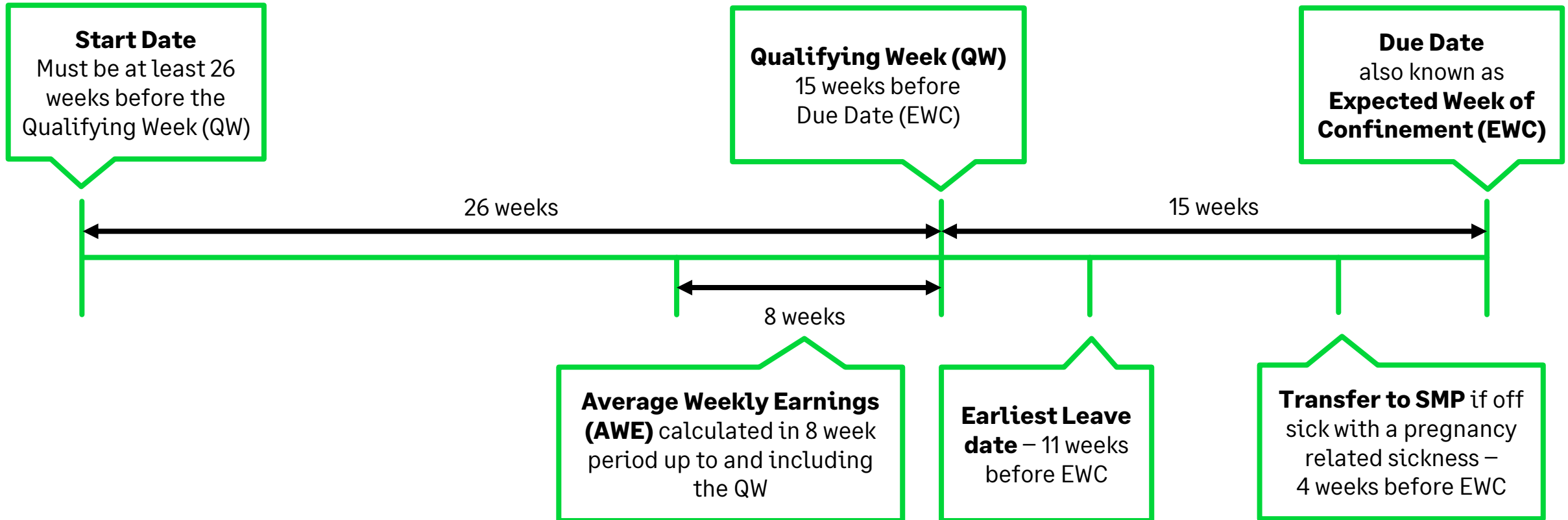
- Statutory paternity pay (Adoption) (SPP(A))

- Statutory parental bereavement pay (SPBP)

2 weeks standard rate

£156.66 per week (or 90% AWE if lower)

SMP key dates



Recording maternity and paternity details



Recording maternity and paternity

What you'll need:

- The date your employee wants to start their leave
- Medical Evidence (MATB1) or Declaration (SC3) including baby due date
- Date baby was born (SPP only)



Recording maternity

MAT B1

TO THE DOCTOR OR MIDWIFE – Please fill in this form in ink.

Name of patient Certificate number

Part A **Part B**

Fill in this part if you are giving the certificate before the confinement. *Fill in this part if you are giving the certificate after the confinement.*

Do not fill this in more than 20 weeks before the week when the baby is expected. I certify that I attended you in connection with the birth which took place on when you were delivered of a child [] children.

I certify that I examined you on the date given below. In my opinion you can expect to have your baby in the week that includes In my opinion your baby was expected in the week that includes

Week means a period of 7 days starting on a Sunday and ending on a Saturday.

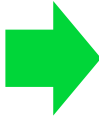
Registered midwives
Please give your NMC Personal Identification Number and the expiry date of your registration with the NMC.

Doctors
Please stamp your name and address here if the form has not been stamped by the Health Authority in whose medical list you are included.

Date of examination
Date of signing
Signature

TO THE PATIENT
Please read the notes on the back of this form ▶

MAT B1 04/2015



Quick SMP

Medical Evidence Received

Expected Date of Birth* 23/07/2022

Last Day of Work 08/07/2022

Note: Entitlement to SMP cannot be calculated until the Last Day of Work has been entered. You can enter this later if required.

Actual Date of Birth / /

Return to Work Date / /

Use this option to record any Special Circumstances relating to this pregnancy.

The Employee's average earnings during the set period are used to calculate their SMP entitlement. Use this option to check these figures.

Shared Parental Pay
To record shared parental pay for the employee, open the Employee Record and select Employment > Absence > SMP

Qualifying Conditions

- Evidence Received
- Worked Long Enough
- Earned Enough

Average Earnings
Employee One's average earnings during the set period were: £461.54


Key Dates
Expected date of birth: 23/07/2022
Start of the 15th week before the baby is due: 03/04/2022
Latest start date for employment: 16/10/2021
Set period: 04/02/2022 - 31/03/2022
Earliest date leave can start: 01/05/2022
The four week period before the week the baby is due starts on: 19/06/2022
Last day of work: 08/07/2022
Last day of Maternity Pay Period: 07/04/2023

Entitlement due
 Based on the information entered Employee One meets the qualifying conditions for SMP.

Entitlement	Weeks	Rate	Amount
Higher Rate Current Year	6	415.39	2492.34
Standard Rate Current Year	33	156.66	5169.78
Total Due	39	0.00	7662.12

MAT B1 – Provided by doctor or midwife

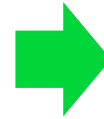
Recording paternity

 HM Revenue & Customs


Statutory Paternity Pay/paternity leave – birth parents


About this form
This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it.


Becoming a parent
If you want to take time off work to support the mother of the baby or look after the baby you may be entitled to:
• Statutory Paternity Pay (SPP) – at least part of your wages will be paid for one or two weeks – you'll get the rate of SPP that applies at the time you receive the pay, or 90% of your average weekly earnings, whichever is less
• paternity leave – one or two weeks (this is your choice)
You'll only qualify for SPP if you're an employee and you'll normally receive the SPP in the week or weeks that you're on paternity leave.
Read through the terms and conditions on the next page and if you think you might qualify, fill in the form and complete the declaration.




Quick SPP


Declaration Received 

Expected Date of Birth* 09/07/2022 

Last Day of Work 08/07/2022 

Note: Entitlement to SPP cannot be calculated until the Last Day of Work has been entered. You can enter this later if required.

Actual Date of Birth 09/07/2022 

Return to Work Date 23/07/2022 

Use this option if the employee has been absent due to a trade dispute.

The Employee's Average Earnings during the set period are used to calculate their SPP Entitlement. Use this option to check these figures.

Shared Parental Pay
To record shared parental pay for the employee, open the Employee Record and select Employment > Absence > SPP

Qualifying Conditions
 Evidence Received
 Worked Long Enough
 Earned Enough

Average Earnings
Employee Two's average earnings during the set period were: £461.54

Key Dates
Expected date of birth: 09/07/2022
Start of the 15th week before the baby is due: 20/03/2022
Latest start date for employment: 02/10/2021
Set period: 04/01/2022 - 28/02/2022
Latest date leave can start to get full entitlement: 21/08/2022
Last day of work: 08/07/2022

Entitlement due
 Based on the information entered Employee Two meets the qualifying conditions for SPP.

Entitlement	Weeks	Rate	Amount
Ordinary Rate Current Year	2	156.66	313.32

SC3 – Employee declaration

Enter payments

Enter Payments - Ref: 1 - Miss Employee One

Employee First Previous Find Select Next Last

Payments Deductions Attachments Loans SSP/Parental Leave **Summary** Information Notes

Payments	Current	Advanced	Deductions	Current	Advanced
Pre-Tax Payments		0.00	0.00	0.00	0.00
Post-Tax Payments		0.00	0.00	0.00	0.00
Statutory Sick Pay		0.00	0.00	0.00	0.00
Statutory Maternity Pay	1364.86		0.00	0.00	0.00
Statutory Paternity Pay		0.00	0.00	0.00	0.00
Statutory Adoption Pay		0.00	0.00	0.00	0.00
Shared Parental Pay		0.00	0.00	0.00	0.00
Statutory Bereavement Pay		0.00	0.00	0.00	0.00
Taxable Gross Pay	1364.86		0.00	0.00	0.00
Total Gross Pay	1364.86		0.00	0.00	0.00
Pre-Tax Deductions			0.00	0.00	0.00
Post-Tax Deductions			0.00	0.00	0.00
Attachments			0.00	0.00	0.00
Pension Contributions			33.79		0.00
Loan Repayments			0.00		0.00
Tax(PAYE)			63.20		0.00
National Insurance			41.98		0.00
Student Loan			0.00		0.00
Postgraduate Loan			0.00		0.00
Total Net Pay			1225.89		0.00

MakeUpBasic

Advance Pay Holiday Fund Employer's

Select this check box if your employee is leaving and this is their final payment

Save / Next Close

31/07/2022 Month 4 2022/2023

Statutory Maternity Pay

Dates 8 Weeks Gross Entitlement

Start of Qualifying Week 03/04/2022 Start of Maternity Pay Period 09/07/2022

SMP	Weeks	Amount
Previously Paid	0.00	0.00
Currently Due	3.29	1364.86
Total	3.29	1364.86

To qualify for full entitlement of SMP, the MPP must begin between 1/ 5/2022 and 24/ 7/2022 (inclusive).

Entitlement	Weeks	Rate	Amount
Higher Rate Current Year	6	415.39	2492.34
Standard Rate Current Year	33	156.66	5169.78
Total Due	39	0.00	7662.12

OK Cancel Help

Adjust your employees' payments



Adjust your employees' payments

Enter Payments - Ref: 1 - Miss Employee One

Employee First Previous Find Select Next Last

Payments Deductions Attachments Loans SSP/Parental Leave Summary Information Notes

Payments	Current	Advanced	Deductions	Current	Advanced
Pre-Tax Payments		2000.00	Pre-Tax Deductions	0.00	0.00
Post-Tax Payments		0.00	Post-Tax Deductions	0.00	0.00
Statutory Sick Pay		0.00	Attachments	0.00	0.00
Statutory Maternity Pay		1068.15	Pension Contributions	101.93	0.00
Statutory Paternity Pay		0.00	Loan Repayments	0.00	0.00
Statutory Adoption Pay		0.00			
Shared Parental Pay		0.00	Tax(PAYE)	404.00	0.00
Statutory Bereavement Pay		0.00	National Insurance	272.76	0.00
			Student Loan	0.00	0.00
Taxable Gross Pay	3068.15	0.00	Postgraduate Loan	0.00	0.00
Total Gross Pay	3068.15	0.00	Total Net Pay	2289.46	0.00

MakeUpBasic

Advance Pay Holiday Fund Employer's

Select this check box if your employee is leaving and this is their final payment

Save / Next Close

30/11/2021 | Month 8 | 2021/2022

Make Up Basic

Adjust payments for company schemes that pay a specified amount.

(e.g. full basic pay)

Sage Payroll

You have selected to make up to basic the statutory payment for this employee.

To do this the "Hours/No" value of Salary will need to be reduced.

Do you want to continue?

Yes No Cancel

Adjust your employees' payments

Enter Payments - Ref: 2 - Mr Employee Two

Employee First Previous Find Select Next Last

Payments Deductions Attachments Loans SSP/Parental Leave Summary Information Notes

Payment Name	Tax	NI	Hours/No	Multiplier	Rate	Amount
Salary	Pre	Pre	1.0000	N/A	1091.0000	1091.00

Add Payment

Tax Code	Gross Pay	No of Adv. Periods	Advanced Pay	PAYE	NIC	Net Pay
1257L	1404.32	0	0.00	71.20	47.21	1250.54

Advance Pay Holiday Fund Employer's

Select this check box if your employee is leaving and this is their final payment

Save / Next Close

31/07/2022 | Month 4 | 2022/2023

Adjust payments manually

Work out how much you need to pay for the days or hours worked.

Calculator

Standard

0

MC MR M+ M- MS M*

% CE C

1/x x² √x ÷

7 8 9 ×

4 5 6 -

1 2 3 +

+/- 0 . =

Reclaiming statutory payments



Reclaiming statutory payments

Small employers' relief

**SMP, SPP,
SAP, ShPP
or SPBP**

- Most employers can reclaim 92%
- If you qualify for **small employers' relief**, you can reclaim 103%
- You usually qualify if your total Class 1 NICs are £45,000 or less in the tax year before the qualifying or matching week

Eligible for Small Employers' Relief for 2022/23



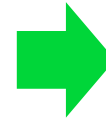
Company > Settings > Details

P32 and EPS

Webinar - Statutory payments Form P32 - Employer Payment Record


Tax Month From: 4 Date From: 06/07/2022 Tax District/Reference: 999/A300
Tax Month To: 4 Date To: 05/08/2022 Accounts Office Reference: 999PP12312312


1 - PAYE Income Tax:	2,422.80
2 - Student/Postgraduate Loan Deductions:	0.00
3 - Net Income Tax:	2,422.80 (1 + 2)
4 - Gross National Insurance:	2,962.02
5 - Employment Allowance:	0.00
6 - Total SMP Recovered:	1,364.86
7 - NIC Compensation on SMP (if due):	40.95
8 - Total SPP Recovered:	313.32
9 - NIC Compensation on SPP (if due):	9.40
10 - Total ShPP Recovered:	0.00
11 - NIC Compensation on ShPP (if due):	0.00



Employer Payment Summary

You must only complete the Employer Payment Summary wizard if one of the following circumstances apply to you:

- You are adjusting your payment to HMRC because:
 - You can recover statutory payments
 - You have suffered CIS deductions
 - You are reporting Apprenticeship Levy
- You are informing HMRC that no payment is due for tax month 4 
- You are informing HMRC that no payment is due for tax month 3 and previous tax months
- You are informing HMRC that no payment is due for tax month 5 and future tax months

If you don't pay HMRC monthly, click here 



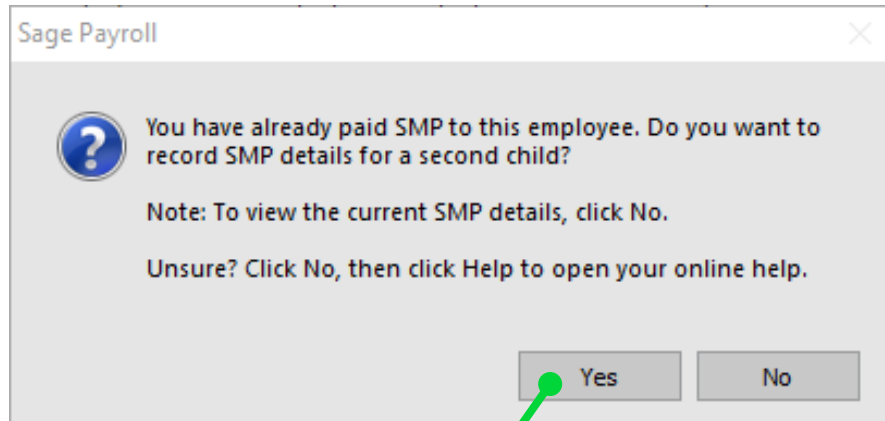
You must submit your EPS between the 20th of the month and the 19th of the following month

Troubleshooting



Troubleshooting

Employee had SMP or SPP before?



This resets **'Weeks Paid'** from YTD values

Year to Date values for Tax Year 2022/2023

Tax NIC Payments & Deductions Attachments **Statutory Payments** Other YTD

Maternity Pay / Adoption Pay / Shared Pay / Bereavement Pay

	Weeks Paid	Total Amount Paid	Amount Recovered	NIC Compensation
SMP	39.00	0.00 +	0.00 +	0.00
SAP	0.00	0.00 +	0.00 +	0.00
ShPP	0.00	0.00 +	0.00 +	0.00
SPBP	0.00	0.00 +	0.00 +	0.00

Sick Pay

Total Amount Paid +

Weeks in PIW

Paternity Pay/Paternity Pay (Adoption)

	Weeks Paid SPP	Weeks Paid SPP(a)	Total Amount Paid	Amount Recovered	NIC Compensation
Ordinary	2.00	0.00	0.00 +	0.00 +	0.00
Additional	0.00	0.00	0.00 +	0.00 +	0.00
Total	2.00	0.00	0.00 +	0.00 +	0.00

Troubleshooting

No SMP / SPP calculating

- Has it been paid for a previous child?

Solution: Use Quick SMP / SPP to clear this information

- Are the average earnings too low?

Solution: Use Quick SMP / SPP to check average earnings

- Is Manual Statutory Pay Calculations selected?

Solution: Clear this check box in the employee record

Troubleshooting

Only 1 week of SPP calculated

- Less than 14 days between start of PPP and Return to work

Solution: Check dates entered in Quick SPP or employee record

Last Day of Work

Note: Entitlement to SPP cannot be calculated until the Last Day of Work has been entered. You can enter this later if required.

Actual Date of Birth

Return to Work Date

Entitlement due
✔ Based on the information entered Employee Nine meets the qualifying conditions for SPP.

Entitlement	Weeks	Rate	Amount
Ordinary Rate Current Year	1	156.66	156.66

Further support



Help Centre

www.sage.co.uk/help

- Search our knowledgebase
- Support guides
- Webinars
- Videos
- Get in touch

The screenshot shows the Sage Help Centre interface for Sage 50cloud Payroll. The top navigation bar includes the Sage logo, 'Help Centre', and links to 'Products', 'Integrated Apps', 'Sage University', and 'Useful links'. Below this, the 'Sage 50cloud Payroll' section features a search bar with the placeholder text 'Search for answers...' and a magnifying glass icon. To the right of the search bar is an illustration of two people sitting at a desk with a computer, representing customer support. The main content area is titled 'What do you need help with today?' and contains six help topics, each with an icon and a brief description:

- Pensions**: Help with automatic enrolment, including Pensions Data Exchange.
- Online Services**: Cloud connected services including online payslips.
- Processing your payroll**: Get help to run your payroll from start to finish.
- Correcting mistakes in payroll**: Find the best way to correct an error in your payroll.
- Statutory payments and holidays**: Record statutory payments and your employees' holidays.
- Install your software**: Download for the first time or upgrade to the newest version.

Sage University

www.sageu.com

- e-Learning
- Certification
- Bite-sized learning

A clear learning path to certification

We have designed learning paths to provide you with the knowledge and experience to master Sage 50cloud Payroll and become Sage Certified.



Get started

✓ [Payroll Basics](#)

✓ [Fast Start 1: 'Get started with 50cloud Payroll'](#)

✓ [Fast Start 2: 'Run your Payroll'](#)



Payroll fundamentals



Certification



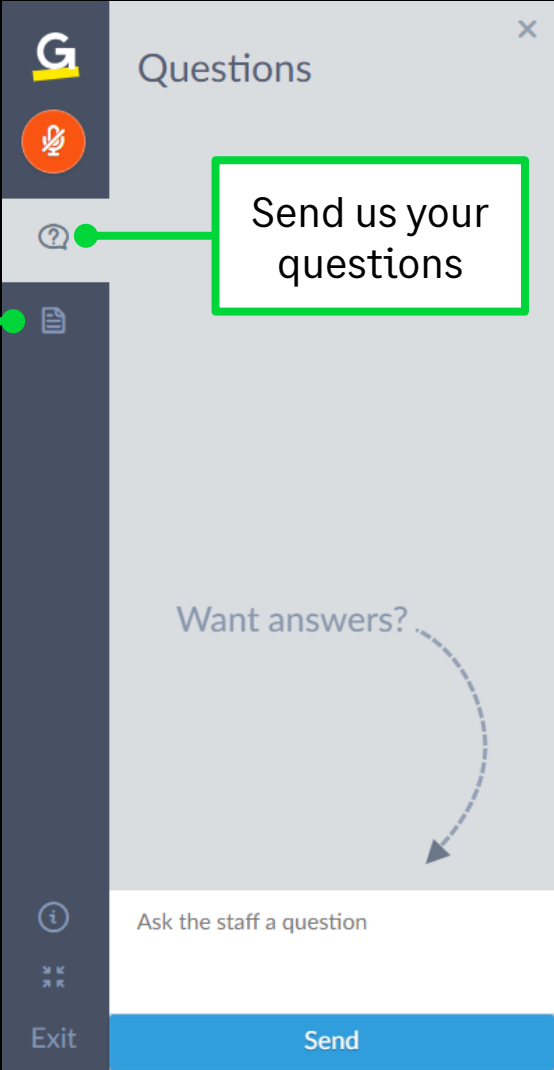
Bitesized Learning


Questions

Submit your questions in the Q&A now!

Download a handout

Send us your questions



 This part of the webinar has no sound.



Thank you!

