

Sage 50 Payroll **Year End – Part 2** **Process year end**

Presented by Calvin & Duncan

Sage



Housekeeping

The image shows a mobile application interface for a 'Questions' feature. The interface is divided into a dark grey sidebar on the left and a light grey main content area on the right. The sidebar contains several icons: a microphone icon (muted), a question mark icon, a document icon, an information icon, and an 'Exit' button. The main content area has a title 'Questions', a question mark icon, a dashed arrow pointing to a text input field, and a 'Send' button at the bottom. Four callout boxes with green borders and lines pointing to specific icons provide instructions: 'Your microphone is muted automatically' points to the microphone icon, 'Download a handout' points to the document icon, 'Send us your questions' points to the question mark icon, and 'Switch to full screen' points to the information icon.

Your microphone is muted automatically

Download a handout

Send us your questions

Switch to full screen

Questions

Want answers?

Ask the staff a question

Exit

Send

Contents

Key dates and preparation checklist

Payroll year end process

Get ready for the new tax year

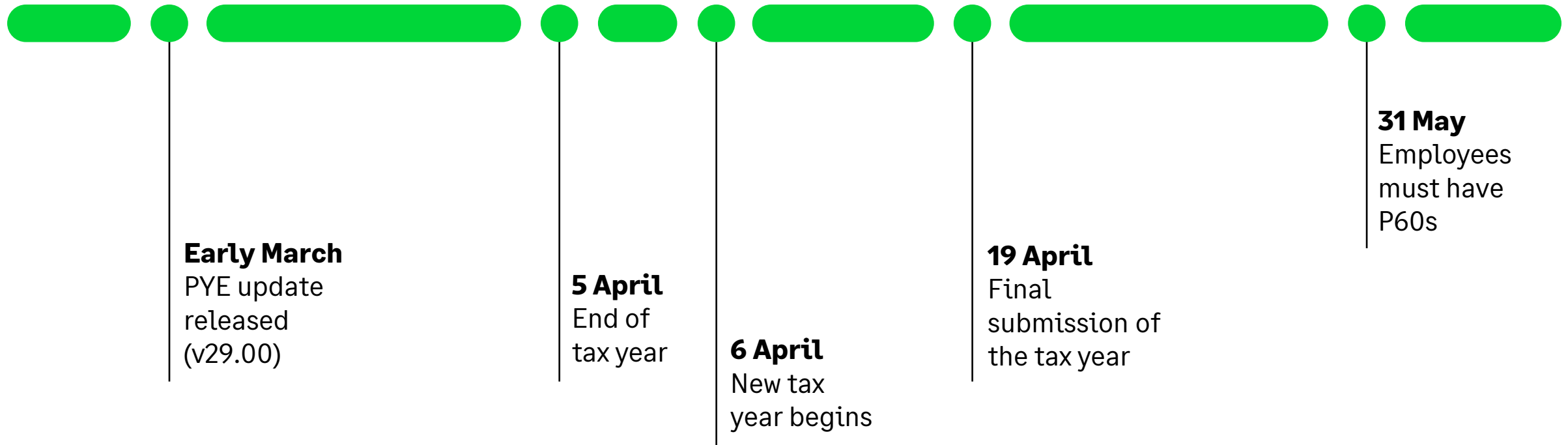
What's new for 2022/23

Questions

Key dates and preparation checklist



Key dates

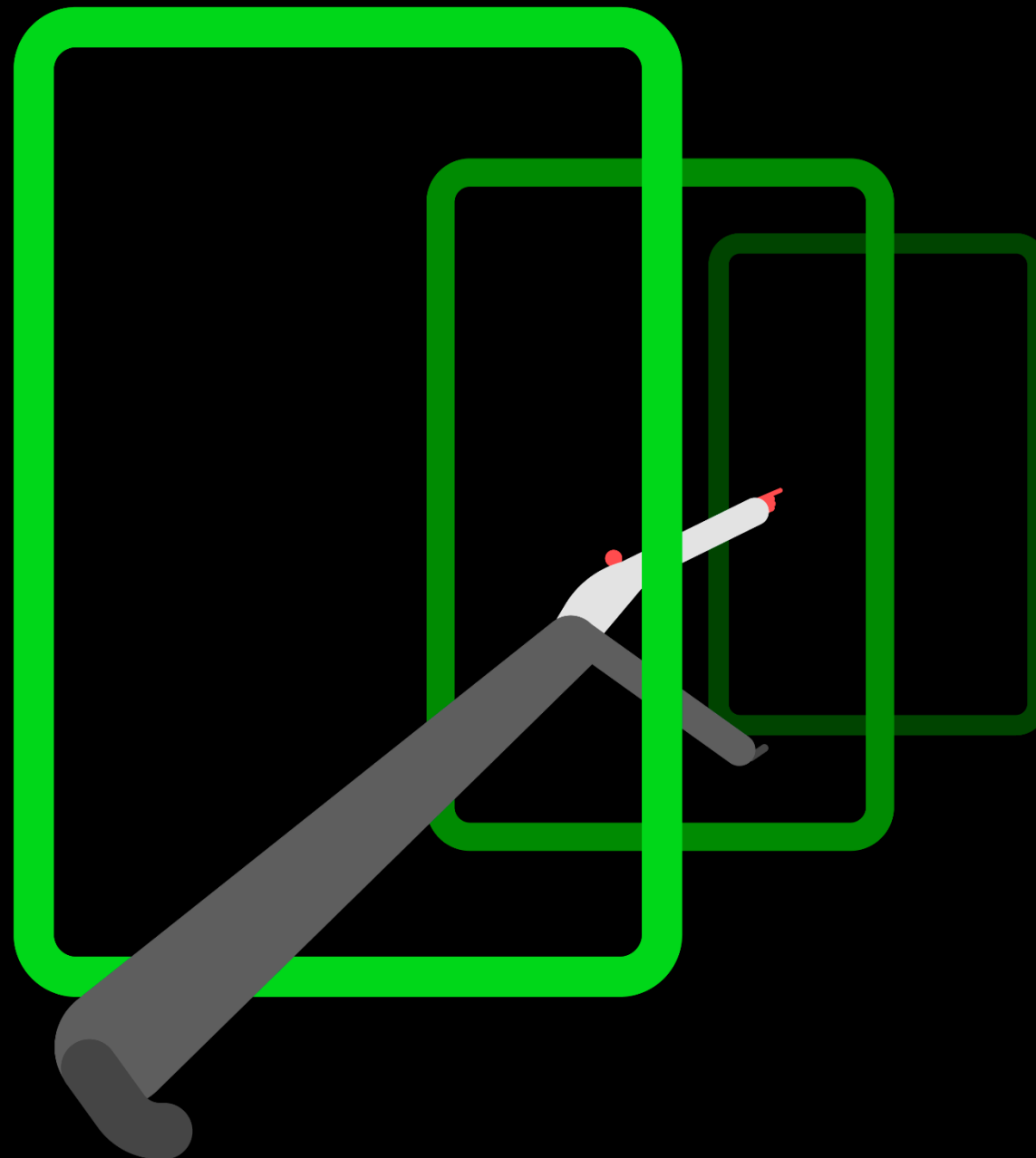


Preparation checklist

1. **Install your year end update**
2. **Process and update all periods in the 2022/2023 tax year**
3. **Process leavers who left before 5 April 2023**
4. **Submit your FPS and EPS for the last pay period**
5. **Back up your data**

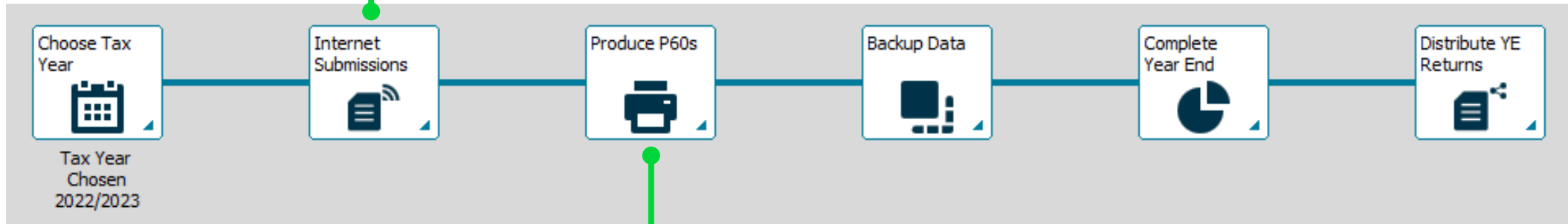


Payroll year end process



Payroll year end process

This is your final submission of the tax year. It must be submitted by **19 April**.



You can upload, print or email your P60s. Print onto plain paper - no stationery required. P60s must be given to employees by **31 May**.

P60s

Online P60s

Upload to Sage HR Online Services

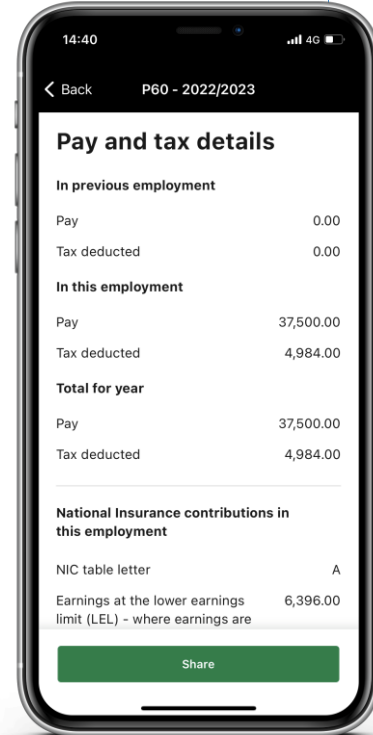
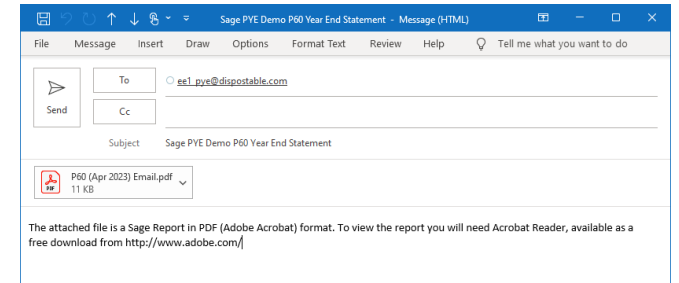
Email P60s

Send from Microsoft Outlook or webmail (SMTP)

Print P60s

Print onto plain paper

*P60 stationery no longer available from Sage or HMRC



P60 End of Year Certificate
Tax year to 5 April 2023
Employee's Details: Surname: ONE, Forenames or initials: E, National Insurance Number: BA 48 24 68 B, Works/payroll number: 1
Pay and income Tax details: In previous employment: Pay £ 0.00, Tax deducted £ 0.00; In this employment: Pay £ 37500.00, Tax deducted £ 4984.00; Total for year: Pay £ 37500.00, Tax deducted £ 4984.00; Final tax code: 1257L
National Insurance contributions in this employment: NIC table letter: A, Earnings at the lower earnings limit (LEL) - where earnings are equal to or exceed the LEL: £ 6396, Earnings above the LEL up to and including the Primary Threshold (PT): £ 5512, Earnings above the PT up to and including the Upper Earnings Limit (UEL): £ 25592, Employee's contributions due on all earnings above the PT: £ 3257.86
Statutory payments included in the pay in this employment: Statutory Maternity Pay: £ 0.00, Statutory Paternity Pay: £ 0.00, Statutory Shared Parental Pay: £ 0.00, Statutory Adoption Pay: £ 0.00, Statutory Parental Bereavement Pay: £ 0.00
Other details: Student Loan Deductions in this employment: £ 0, Postgraduate Loan Deductions in this employment: £ 0, Employer's full name and address: Sage PVE Demo, Cobalt Business Park, Newcastle upon Tyne, NE28 9EJ, Employer PAYE reference: 999 / A300
Certificate by Employer/Paying Office: This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay or Statutory Adoption Pay is included.
P60 (2022-23)(Substitute)(Sage) Do not destroy

Get ready for the new tax year

Sage



Get ready for the new tax year

1. Update your employees' **tax codes**
2. Apply for **employment allowance** (if applicable)
3. Set up **small employers' relief** (if applicable)



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112430282>

Update your employees' tax codes

Global changes

- Clear Week 1 or Month 1 flags
- No uplift to L, M or N tax codes

IR secure mailbox

- Apply individual tax code notices (P9)

Emergency tax code
for 2023/2024:

1257L

Employment allowance

- You must **apply for employment allowance** each tax year that you're eligible
- You can usually claim if you're a business or charity and your **employers' class 1 National Insurance** liabilities were **less than £100,000** in the previous tax year.

Company Settings

Details Bank Coinage Absence Analysis Tax Funding

Name Sage Webinars

Address North Park
Newcastle Upon Tyne

Post Code NE13 9AA

Telephone

Facsimile

E-Mail

Tax Off. Name

Tax Dist./Ref. 999 / A300

ECON

Employer Ref (CSA/CMEC)

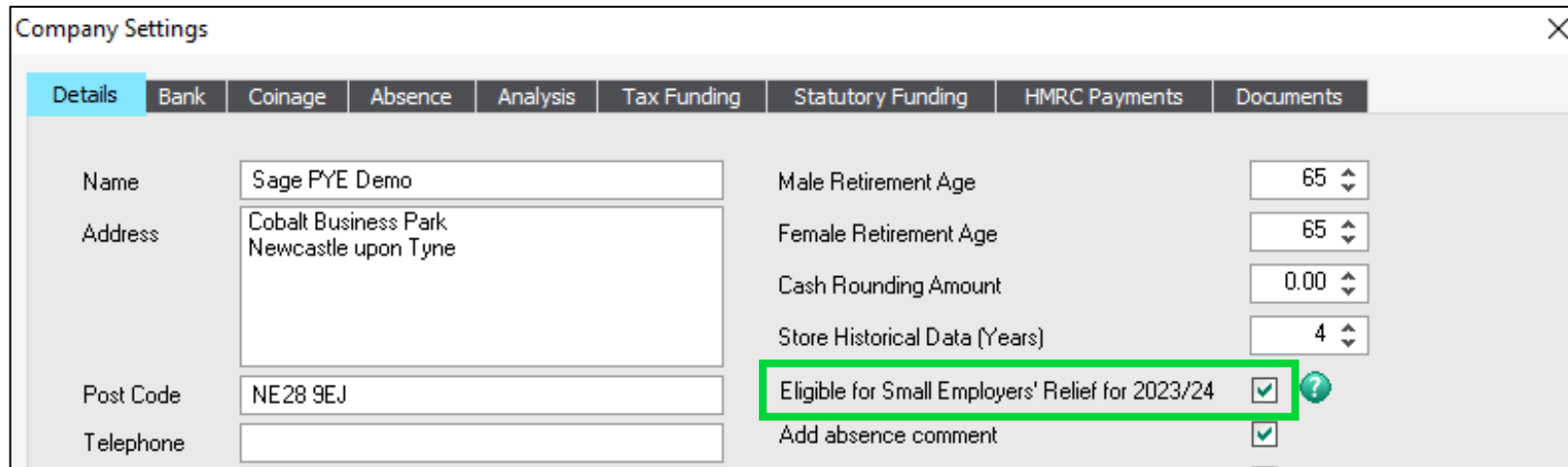
Eligible for Employment Allowance **Apply for EA** [What is this?](#)



More info – <https://www.gov.uk/claim-employment-allowance>

Small employers' relief

- You qualify if your total Class 1 NICs are £45,000 or less in the tax year before the qualifying or matching week



The screenshot shows the 'Company Settings' window with the 'Details' tab selected. The 'Eligible for Small Employers' Relief for 2023/24' checkbox is checked and highlighted with a green box. A green question mark icon is visible next to the checkbox.

Field	Value
Name	Sage FYE Demo
Address	Cobalt Business Park Newcastle upon Tyne
Post Code	NE28 9EJ
Telephone	
Male Retirement Age	65
Female Retirement Age	65
Cash Rounding Amount	0.00
Store Historical Data (Years)	4
Eligible for Small Employers' Relief for 2023/24	<input checked="" type="checkbox"/>
Add absence comment	<input checked="" type="checkbox"/>



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112605641>

What's new for 2023/24

Sage



Legislation changes for 2023/24

Tax codes

Emergency tax code remains **1257L**

PAYE

Additional/Top rate applies to taxable income **£125,140** and above

National Insurance

No changes to bands or rates

NMW/NLW

From 1 April 2023 **£10.42** for ages 23+

SSP

£109.40
per week

Parental pay

Standard rate **£172.48**
per week

Student Loan

Plan 1 – £22,015
Plan 2 – £27,295
Plan 4 – £27,660
PG – £21,000

Auto enrolment

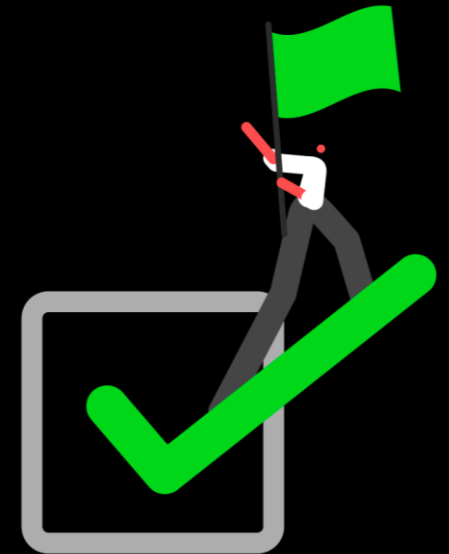
No changes to thresholds



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=230126082843663>

New features and improvements

- ✓ **Nominal Link** now includes **Sage Business Cloud Accounting**.
- ✓ New **Company Analysis** fields to record company specific information.
- ✓ **Year End submission** added to **Multi-Company Tasks**.
- ✓ **P60** layout now includes **forename** instead of initial.
- ✓ Improved **Help** options – press F1 or click Help icons.



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=230127105513710>

Further support



Webinars

Year End Part 1 – Install & Prepare

Various dates from 1 March to 21 March

In this webinar, we explain how to install your software update and prepare for a successful year end.

[Register now](#)

Are you ready for payroll year end? Simplify it with Sage

Monday 13 March – 1pm

Join our panel of payroll experts, who will share their knowledge on payroll, provide advice on getting it right first time, highlight common mistakes and offer tips on planning for the new tax year.

[Register now](#)

Help Centre

www.sage.co.uk/help

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

The screenshot shows the Sage 50 Payroll Help Centre website. The header includes the Sage logo, 'Help Centre', and navigation links for 'Products', 'Integrated Apps', 'Sage University', and 'Useful Links'. Below the header, the page title is 'Sage 50 Payroll' with a search bar on the right containing links for 'Hot topics', 'Webinars', 'Sage City', 'Manage your account', and 'Contact us'. The main content area has a dark background with the text 'You need help. We have answers.' and a search bar. To the right is an illustration of two people working at a desk. Below this is a section titled 'What do you need help with today?' containing six help topic cards:

- Workplace pensions**: The information you need to understand and process pensions.
- 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.
- Legislation**: Keep up to date with the latest payroll and employment legislation.
- 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

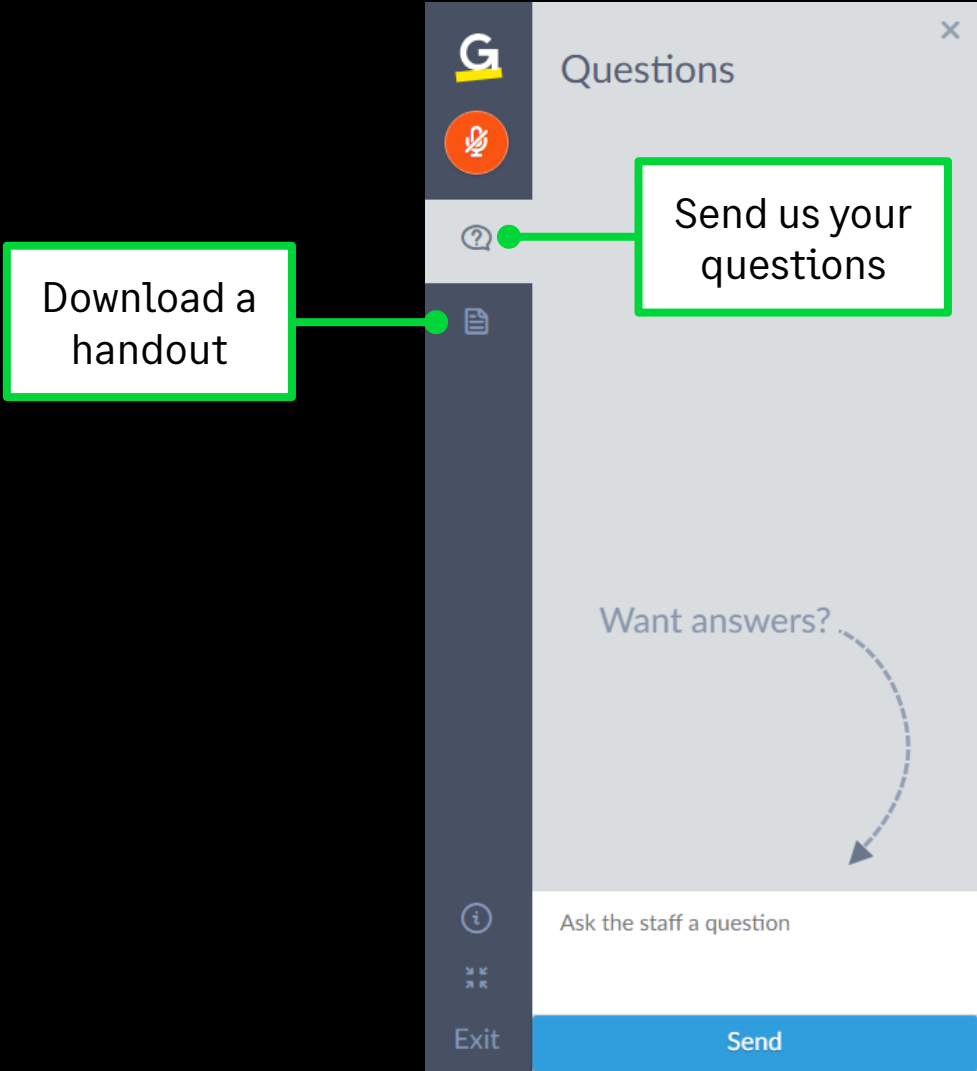


Bitesized Learning

Questions

Submit your questions in the Q&A now!

 This part of the webinar has no sound.



The screenshot shows a mobile application interface for asking questions. At the top left is a 'G' logo. Below it is a microphone icon. A question mark icon is highlighted with a green box and a callout that says "Send us your questions". Below that is a document icon highlighted with a green box and a callout that says "Download a handout". The main area contains the text "Want answers?" with a dashed arrow pointing to a text input field labeled "Ask the staff a question". At the bottom, there is an "Exit" button on the left and a "Send" button on the right.

Thank you!

