

Payroll Module - Product Outline

The Payroll Module enables SIPP~Pro and SSAS~Pro users to administer the pension payments for members using data already held within the system.

A member may have multiple clusters, i.e. pre and post A Day clusters, with each cluster having its own pension limits, review date and payment structure. As a result, in any one month, a member may have a multiple of cluster payments but from a payroll perspective the scheme administrator will want to make only one payroll payment.

The Module consolidates multiple cluster payments due on the same day for each member to create a single payroll record. This is essential to ensure that the member's PAYE tax is calculated correctly and that the annual maximum income limit is not exceeded.

There is a controlled five step process for the Payroll Module:

- 1) Updating of tax codes and pension payment amounts;
- 2) Consolidation of cluster payments to create a single payroll record for each member;
- 3) Generation of cluster payments report to enable user to check the payments and ensure that sufficient cash is available;
- 4) Calculation of PAYE tax and generation of payslip;
- 5) Bulk update of cluster records and posting of payments to bank transactions portal.

P60s are generated at the end of each tax year together with report R35. End of year returns can be completed using the module and submitted electronically to the Government Gateway. The module also enables the electronic submission of P45 and P46 forms and the receipt and application of P6 coding notices during the tax year.