

Update e@syFile – notes from the Payroll Authors Group

Below is a summary of some of the more important changes expected in the e@syFile Employer release for the 2014/08 PAYE Recon season. This includes some information which is not necessarily new, but still results in frequent queries.

ETI Screen:

Employment Tax Incentive (ETI) Details - If the employer has not claimed ETI then this page can be ignored

	ETI Brought Forward	ETI Calculated	PAYE Liability	ETI Utilised	PAYE Payable
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	0	0	0
Half Year Total	0	0	0	0	0
ETI not Utilised	0				
September					
October					
November					
December					
January					
February					
Annual Total					
ETI not Utilised					

This page must only be completed by employers who are claiming ETI. The brought forward amount is the ETI amount that could not be deducted from the Gross PAYE in the previous month because the Gross PAYE liability was less than the ETI claimed. The ETI carried forward amount is the amount that could not be deducted from the Gross PAYE in the current month because the Gross PAYE liability is less than the ETI claimed.

Close Save

<p>Balance Brought Forward field</p>	<p>For the period March 2014 this field should be populated if an employer / user submitted their 2014/02 recon on the same database.</p> <p>For the 2014/08 period, users will be able to edit this field (March 2014), so the previous balance brought forward can also be edited / typed in.</p> <p>For all other periods moving forward, this field (March 2014) will be locked as previous balances should be refunded / resolved by the time the employer / user submits a next recon.</p>
<p>ETI screen split into two 6 month periods</p>	<p>The ETI screen is split into two 6 month periods [March to August] and [September to February].</p> <ul style="list-style-type: none"> • First HALF YEAR TOTAL is for March to August of that tax year. • ANNUAL TOTAL will only be for September to February of the same year (the last 6 months, not the full year). • ETI not utilised represents the refund due to the employer (see ETI screen). • Only two columns should be open for editing/capturing: <ul style="list-style-type: none"> - ETI CALCULATED and - ETI UTILISED. • All other fields should auto-populate or auto-calculate (it is therefore important to first capture the actual EMP501 screen to ensure that calculations are correct on the ETI page.

	<ul style="list-style-type: none">• Should any fields be changed on the EMP501 liability page, you have to re-open the ETI page again to update previous auto-calculations.• If you reduce the liability on the EMP501, and you open the ETI screen, ETI utilised fields will be reset to 0, if the EMP201/EMP501 PAYE amount is <u>less</u> than the ETI utilised value. This is because ETI values can never be more than PAYE liability (EMP201 amounts).• Should a user forget to reopen the ETI screen, after amounts have been edited / amended on the PAYE liabilities on the EMP501 page, then clicking on SELF-ASSESS will result in 2 possible outcomes:<ul style="list-style-type: none">- If the PAYE liabilities are more than the ETI utilised amounts, e@syFile will simply recalculate and allow the user to proceed;- If the PAYE liabilities are less than the ETI utilised, a pop-up message will display to indicate that there is a problem with the ETI values, and to revisit the ETI screen. One then has the option to select OK on the pop-up screen, which redirects one to the ETI screen.• On the EMP501 screen, a field was added at the bottom to indicate ANNUAL ETI UTILISED. For bi-annual recons, this will be a 6 month total, for full year recons this will be a combined total of the two 6 month periods on the ETI screen, in other words a 12 month total.
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