



# IRIS GP Payroll

Release Notes

April 2024 – 2024.70

IRIS. Look forward

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## Release Notes

Welcome to your software update for April 2024. This update includes new features and enhancements with any necessary legislative changes, and these notes provide information on all the improvements to the software; for detailed information on legislative changes, click [here](#). If you encounter any difficulties, please visit: [www.iris.co.uk/contactus](http://www.iris.co.uk/contactus)

The minimum system requirements are on our website:

- **GP Payroll**

## GP Payroll April 2024 Release 2024.70

### Employee Verification Connector (EVC)

We are excited to announce a new partnership with Equifax for our Employee Verification Connector (EVC). This means we can now offer [IRIS Employee Verification](#) services to even more employees. As a result of this great news, we thought we'd remind you that if you feel this service doesn't benefit your company or employees ([see benefits](#)), you have the option to opt out. Simply use the EVC opt-out/in options within your payroll product. You can find out how to do this by visiting our [help centre](#)

### People's Pension output file

We have made a change to how the **Pensionable Earnings per PRP** field is populated in the People's Pension output file, following guidance from the pension provider. This field will be populated with the employee's Qualifying Earnings for the following Pension Types:

- Auto Enrol – Salary Sacrifice
- Auto Enrol – with Tax Relief
- Auto Enrol – Stakeholder

All other Pension Types are unaffected.

## GP Payroll April 2024 Release 2024.60

### NHS Pension Scheme – Scotland

We have made changes to the NHS Pension Scheme Scotland as per updated guidance from SPPA (Scottish Public Pension Agency).

We have made the following software amendments from 1<sup>st</sup> October 2024:

- Updates to employee pension tiers and rates

### NHS Pension Rates Scotland – from 1<sup>st</sup> October 2024

**Table 1 – Used for members in pensionable employment on the last day of the previous scheme year and the first day of the current scheme year**

Tier	Pensionable pay used to determine the contribution rate	Contribution Rate
1	£0.00 to £13330.00	5.70%

2	£13331.00 to £25367.00	6.40%
3	£25368.00 to £30018.00	7.00%
4	£30019.00 to £37663.00	8.70%
5	£37664.00 to £39497.00	9.80%
6	£39498.00 to £48009.00	10.50%
7	£48010.00 to £51954.00	11.20%
8	£51955.00 to £72656.00	11.60%
9	£72657.00 and above	12.70%

**Table 2 – Used for new members or for members who have a change in actual pensionable pay during the current scheme year**

Tier	Pensionable pay used to determine the contribution rate	Contribution Rate
1	£0.00 to £13330.00	5.70%
2	£13331.00 to £26762.00	6.40%
3	£26763.00 to £31669.00	7.00%
4	£31670.00 to £39734.00	8.70%
5	£39735.00 to £41669.00	9.80%
6	£41670.00 to £50650.00	10.50%
7	£50651.00 to £54811.00	11.20%
8	£54812.00 to £76652.00	11.60%
9	£76653.00 and above	12.70%

To view the NHS Pension Scheme tiers and rates in use, go to **Setup/Options | 12 – Tax/NI Parameters | Pension Parameters | NHS Pension Parameters** and choose the relevant date from the **NHS Pension Scheme parameters effective** drop-down menu. You can view the rates for each table by selecting TABLE 1 or TABLE 2 from the 'Select the Table values you want to view' drop-down menu.

## Set contribution rate

From 1<sup>st</sup> October 2024, the software will set the **Employee Details | Pension Details | Employee's basic contribution rate** accordingly during the payroll calculation for October 2024. The **Employee's basic contribution rate** will be set based on the contribution rate set for the employee immediately prior to October 2024 payroll being calculated, e.g. if the employee's contribution rate was 8.20% prior to October payroll being calculated, it will be automatically updated to 8.70% when October is calculated.

For new members of the **NHS Pension Scheme**, the software will set the **Employee Details | Pension Details | Employee's basic contribution rate** based on their **Monthly Salary**, using the rates in use from 1<sup>st</sup> October 2024.

Should you need to recalculate any earlier pay periods for any employees after the new NHS Pension Scheme Rates have been applied, e.g. you have calculated October but need to recalculate September, the previous rates will be in use for any month before October.

**Note:** The change to contribution tables is a result of the 2024/25 AfC pay award. As the pay award is being backdated, pay arrears will require to be backdated to the period in which they were paid, and previous contribution rates should be applied to the pay arrears. IRIS GP Payroll cannot perform this calculation, so pay arrears and their subsequent contribution rates will need to be applied manually. Contact the pension agency for further information.

## GP Payroll April 2024 Release 2024.11

### Printing Reimbursement Summary Report

We have resolved an issue where some customers were reporting that when printing the Reimbursement Summary report the National Insurance contributions were displaying incorrectly for employees and/or directors.

If have incurred this issue, you should recalculate the affected pay period after installing the update. Once this is done, you can reprint the Reimbursement Summary report for the values to be corrected.

## GP Payroll April 2024 Release 2024.10

### National Insurance

#### Investment Zone Employer's NIC Relief

From 6 April 2024, four new Investment Zone NIC category letters will come into effect for employers in Britain as part of the Investment Zone NI Relief (IZENR) programme which provides

a package of tax reliefs to employers with employees working in geographical areas, as prescribed by law.

The new letters are:

- Include new NI letters:
  - N – standard category letter
  - E – married women and widows entitled to pay reduced NICs
  - K – employees over the state pension age
  - D – employees who can defer paying 12% NICs and pay only 2% because they are already paying it in another job

Following this change, we have updated several software areas, including:

### NI Rates

We have updated **Setup/Options | Tax/NI Parameters | Employees and Employers NIC Rates** to include the new NI letters N, E, K and D, along with the parameters for Investment Zone Upper Secondary Threshold (IZUST).

### Employee Details

We have added the new NI letters N, E, K and D to the software, along with a new **Working in Investment Zone** tick box in the **Employee Details** section.

### Reports

We have updated reports to cater for the new NI letters N, E, K and D.

### RTI Validation

We have updated RTI submissions to include the new NI letters N, E, K and D.

### Import/Export

We have added **Working in Investment Zone** to the **Import/Export** fields.

## NHS Pension Scheme

We have updated the pension tiers for the NHS Pension Scheme for all regions for 2024/2025 in accordance with guidance received. Changes apply from 1<sup>st</sup> April 2024.

To view the NHS Pension Scheme tiers and rates in use, go to **Setup/ Options | 12 – Tax/NI Parameters | Pension Parameters | NHS Pension Parameters** and choose the relevant date from the **NHS Pension Scheme parameters effective** drop-down menu.



## NHS Pension Scheme – England/Wales

We have implemented changes to the Employee contribution rates and tiers applicable from 1<sup>st</sup> April 2024 as per guidance from NHS Pension Scheme England & Wales.

### Employee NHS Pension Rates

Tier	Pensionable pay used to determine the contribution rate	Contribution Rate
1	£0.00 to £13259.99	5.20%
2	£13260.00 to £26831.99	6.50%
3	£26832.00 to £32691.99	8.30%
4	£32692.00 to £49078.99	9.80%
5	£49079.00 to £62924.99	10.70%
6	£62925.00 and above	12.50%

### Employer NHS Pension Rate

The Employer NHS Pension Rate has increased in 2024/2025 to 23.7%. However, since the increase is funded centrally by NHS Pension Scheme, the rate remains at 14.38% in IRIS GP Payroll.

## NHS Pension Scheme – Scotland

We have implemented changes to the NHS Pension Scheme Scotland as per guidance from SPPA (Scottish Public Pension Agency).

We have made the following software amendments from 1<sup>st</sup> April 2024:

- Updates to employee Pension tiers and rates
- Implemented two tables of employee NHS Pension rates and tiers
- Increased employer pension rate

### Employee NHS Pension Rates

The below values apply to Tables 1 and 2 from 1<sup>st</sup> April 2024:

Tier	Pensionable pay used to determine the contribution rate	Contribution Rate
------	---	-------------------

1	£0.00 to £13330.00	5.70%
2	£13331.00 to £25367.00	6.10%
3	£25368.00 to £30018.00	6.70%
4	£30019.00 to £37663.00	8.20%
5	£37664.00 to £37830.00	9.80%
6	£37831.00 to £39497.00	10.00%
7	£39498.00 to £48009.00	10.50%
8	£48010.00 to £51954.00	10.80%
9	£51955.00 to £72656.00	11.30%
11	£72657.00 and above	13.70%

**Note:** IRIS GP Payroll includes two tables of NHS Pension rates and tiers. Table 1 is used to set the employee rate for the new year as part of the year end transfer process. Table 2 is used when setting the rate for a new employee or for an existing employee who's pay changes during the year.

## Employer NHS Pension Rate

The Employer NHS Pension Rate has increased in 2024/2025 to 22.5%.

## NHS Pension Scheme – Northern Ireland

### Employee NHS Pension Rates 2023/2024

We have updated the pension tiers for 2023/2024 following the changes announced recently by HSC Pension Scheme.

**Note:** Due to the late announcement of changes to pension tiers for 2023/2024 you will need to check the contribution rate for each employee in the scheme and make necessary adjustments, as the software cannot do this for you. Please see the 'What do I need to do now?' section for further guidance.

We have made the following amendments to tiers and rates, which will apply as soon as you install the April 2024.10 software update:

Tier	Pensionable pay used to determine the contribution rate	Contribution Rate
1	£0.00 to £13246.00	5.10%
2	£13247.00 to £17673.00	5.70%
3	£17674.00 to £24022.00	6.10%
4	£24023.00 to £25146.00	6.80%
5	£25147.00 to £29635.00	7.70%
6	£29636.00 to £30638.00	8.80%
7	£30639.00 to £45996.00	9.80%
8	£45997.00 to £51708.00	10.00%
9	£51709.00 to £58972.00	11.60%
10	£58973.00 to £75632.00	12.50%
11	£75633.00 and above	13.50%

To view the NHS Pension Scheme tiers and rates in use, go to **Setup/ Options | 12 – Tax/NI Parameters | Pension Parameters | NHS Pension Parameters** and choose the relevant date from the new **NHS Pension Scheme parameters effective** drop-down menu.

Please note:

- You must check the contribution rate of every member from 1 April 2023 to 31 March 2024 using the new rates. As the thresholds have increased, it is likely that the majority your staff will either remain on the same rate, or go down a tier. For those whose rate has gone down a tier, a refund will be due.
- If you applied backdated pay rises in 2023/2024, you must check the members rate from the effective date of the pay rise, not just the month it was paid. If a member’s tier increases due to the pay rise, their new rate is applicable to all earnings in the period, not just the backdated pay.

### What do I need to do now?

After installing the update, the new pension tiers will be implemented for 2023/2024. You must check every member’s rate for each period they were paid in 2023/2024. The easiest way to

check this is by printing the SD55 report, as it details the pensionable pay, contribution and rate applied for each period. We advise that you make these checks before performing year end routines.

**Note:** The below steps are a recommendation only – please contact HSC Pension Scheme directly at [hscpensions@hscni.net](mailto:hscpensions@hscni.net) with the subject header 'FAO GP Admin Team' for advice

To establish what tier and rate should apply for the employee per period, multiply the pensionable pay (column 1 on the SD55 report) amount by 12. Using the table of tiers/rates, check which tier this value falls within, and the rate for that tier. If the rate found matches the rate already used for the employee, then no arrears are due for that period and you can move on to checking the next period's pensionable pay. If the rate found differs from the rate that was applied in the period then calculate what the contribution should have been, i.e. pensionable pay for the period x new rate. Compare the recalculate contribution with the original contribution – if the original contribution was more than the recalculated, then the employee is owed the difference in arrears. Make a note of this value and move on to checking the next period's pensionable pay.

Once you have completed this step for all periods processed, add together any arrears you have calculated. This will need to be refunded to the employee.

**If you have not yet processed March payroll you will need to:**

1. Assess what the employee's pension rate will be using estimated pensionable pay for March x 12. If the rate differs to the employee's current rate, change it in **Employee | Pension Details**
2. Any arrears of pension contributions for April-February will need to be added to **Temporary Adjustments** in March's pay run. You will need to create an **Extra Payment** with the following checkbox ticked: 'Tick this box if the addition is to be included in Tax calculations'. All other checkboxes should remain unticked.

**If you have already processed March payroll you will need to:**

1. Re-calculate the period for any employee found to have arrears of pension contributions. Print a copy of the affected employee's payslip for March and then delete the payslip via **Correct Errors | Delete the record of a single payslip**
2. Before re-calculating March's payroll for affected employees, assess what the employee's pension rate will be using the pensionable pay for March x 12. If the rate differs to the employee's current rate, change it in **Employee | Pension Details**

3. Any arrears of pension contributions for April-February will need to be added to **Temporary Adjustments** in March pay run. You will need to create an **Extra Payment** with the following checkbox ticked: 'Tick this box if the addition is to be included in Tax calculations'. All other checkboxes should remain unticked.
4. If you have already paid employees then you will need to re-issue their payslip and compare the difference in net pay between the original and new payslips for March. The difference can be processed as an ad hoc payment, or you can process it in April 2024 payroll as an **Extra Payment** (this time do not tick any of the checkboxes)

**Note:** If you have already processed payments to HMRC for March you will need to re-print the P32 report, as there will be a difference in the Tax Due amount. You will also need to re-submit your FPS and EPS to HMRC if these had already been submitted for March.

When you submit your GP1 report to the pension agency for March you will need to include the arrears calculated for affected employees. HSC Pension Scheme have requested that you include the comment 'threshold amendment' along with arrears amount. Ensure that the contribution rate you include for each employee is based on the new contribution tiers/rates table.

### Employee NHS Pension Rates 2024/2025

We have made the following amendments to tiers and rates, which will apply from 1 April 2024.

Tier	Pensionable pay used to determine the contribution rate	Contribution Rate
1	£0.00 to £13259.00	5.20%
2	£13260.00 to £26831.00	6.50%
3	£26832.00 to £32691.00	8.30%
4	£32692.00 to £49078.00	9.80%
5	£49079.00 to £62924.00	10.70%
6	£62925.00 and above	12.50%

### Employer NHS Pension Rate 2024/2025

The Employer NHS Pension Rate has increased in 2024/2025 to 23.2%.

## End of Year Transfer

During the End of Year Transfer from 2023/2024 to 2024/2025, the software will:

- Apply NHS pension rates and tiers for the tax year 2024/2025

## Statutory Paternity Pay (SPP)

From April 2024, HMRC announced changes to Statutory Paternity Leave (SPL) and Pay (SPP) allowing employed fathers more flexibility to decide how and when they take their leave.

- Employed fathers-to-be will now provide 28 days' notice prior to the dates they wish to take for paternity leave/pay
- An employed father will be able to take SPL in two non-consecutive periods of 1 week or a 2-week block within 52 weeks of the birth of the child or placement for adoption
- The notice of entitlement period for SPL will remain unchanged and requires fathers-to-be to give notice that they intend to take leave 15 weeks prior to the expected week of childbirth/placement date
- This legislation change currently does not apply to Northern Ireland

Following these changes in legislation, we have made the following software amendments:

- Added screen to allow user to set up and manage multiple SPP records
- Added tick box to allow user to indicate that the SPP is to be paid using Northern Ireland rules
- Added functionality to allow user to configure SPP as 2 separate instances of 1 week or 1 singular block of 2 weeks

### Wizard for Statutory Paternity Pay – Step 1

We have added a new screen to allow multiple SPP records to be configured. This caters for the possibility where an employee could have more than one record of SPP due for payment in the same month.

### Wizard for Statutory Paternity Pay – Step 2

We have added a new **Pay SPP using Northern Ireland rules** tick box to allow the user to indicate that the employee is living in Northern Ireland and is required to receive SPP under the original rules (e.g. leave is taken as 2 concurrent weeks and must be taken within 8 weeks of birth/placement).

### Wizard for Statutory Paternity Pay – Step 3

We have changed validation to allow leave to be entered as two separate blocks of one week or one block of two weeks.

We have changed validation to allow leave to be paid within 52 weeks from the Baby due date or Placement Date.

**Note:** New validation will only apply where the tax year is 2024/2025 or later, or where the 'Pay SPP using Northern Ireland rule' tick box is not set'

## Wizard for Statutory Paternity Pay – Step 4

The Actual Payment in Month value will be the total of all SPP payments due in the month, i.e. if the employee has more than one SPP record and a SPP

## Standard Life G2G – Payments Pension Output file

We have updated the **Standard Life G2G – Payments** pension output file in line with their requirements. The changes we have made are:

- Renamed the **Salary** column header to **Pay Period Pensionable Earnings**
- Added new **Pensionable Pay Definition(s)** column
  - Column will only be included if **Pension Fund Details | Qualifying Scheme** tick box is set
  - Column will be populated with **QBE** (Qualifying Banded Earnings) if **Pension Type** is **AutoEnrol – Salary Sacrifice, AutoEnrol – Stakeholder, or AutoEnrol – with Tax Relief**. For all other Pension Types, column will be populated with **OD** (Own Definition)

## Student Loan Thresholds

We have updated the annual thresholds in line with legislation for the tax year 2024/2025

- Plan Type 1 increased from £22,015 to £24,990
- Plan Type 2 remains at £27,295
- Plan Type 4 increased from £27,660 to £31,395
- Postgraduate Student Loans remain at £21,000

## Tax Code Changes

Due to all personal allowances remaining at 2023/2024 levels, there is no increase in tax codes for the 2024/2025 tax year.

## Tax, NI, SSP, SMP, SAP, SPP, ShPP & SPBP

We have updated the rates for tax, NI, and statutory payments for the tax year 2024/2025.

On 6<sup>th</sup> March 2024, the Government announced that from 6<sup>th</sup> April 2024, the National Insurance contribution rates for most employees would be lowered by 2%. We have updated the software to reflect these changes in employee NI rates.

## National Minimum Wage / National Living Wage

We have updated the national minimum and living wage rates in line with legislation for the tax year 2024/2025.

## AE Parameters

We have updated the AE Parameters, in line with legislation, for the tax year 2024/2025.

## P60s

We have updated the P60s for year-end 2023/2024.

## RTI

### Full Payment Submission (FPS)

The **FPS** schema has been updated for the tax year 2024/2025 in line with government legislation.

### Employer Payment Submission (EPS)

We have updated the **EPS** schema for submissions relating to the tax year 2024/2025.

### Earlier Year FPS

We have updated the **Earlier Year FPS** schema for submissions relating to the tax year 2023/2024.

## Pensions

### NHS Pension Rates

The Pension tiers and rates for NHS England/Wales, Scotland, and Northern Ireland are up to date with legislation for 2024/2025.

## Other changes

### Statutory Maternity Pay

We have removed the system validation that previously prevented male employees from claiming Statutory Maternity Pay (SMP). This update is effective from April 2024 onwards and follows HMRC's decision to review the SMP eligibility criteria.



## Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: helpdesk@ir-efile.gov.uk	

## Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls	For IRIS Payroll Professional
Tel: 0344 815 5656	Tel: 0344 815 5676	Tel: 0345 057 3708
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk	Email: payrollsales@iris.co.uk

## Contact Support

Your Product	Phone	Email
IRIS PAYE-Master	0344 815 5555	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5555	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5555	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5555	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5555	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5555	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	0344 815 5555	payroll-support@iris.co.uk

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