

# Manually Importing a Payroll Partway Through the Tax Year

Sage One  
Payroll

## Table of Contents

---

<b>Introduction</b> .....	<b>1</b>
<b>Before You Start</b> .....	<b>2</b>
When is the best time to import a payroll? .....	2
What you'll need for the import .....	2
Will the import affect RTI submissions already made? .....	3
Ensuring that statutory payments are processed correctly after the import .....	3
National Insurance Contributions (NICs) paid by company directors .....	3
Will the imported payroll totals appear on my reports? .....	3
<b>Starting the Manual Import</b> .....	<b>4</b>
<b>Pay Calendar Screen</b> .....	<b>5</b>
Confirm your P32 reporting frequency .....	5
Specify when your employees are paid .....	6
Weekly Employees .....	6
Monthly Employees .....	6
<b>Employees</b> .....	<b>7</b>
Personal Details tab .....	7
Tax Details tab .....	8
Opening Balances tab .....	8
<b>Completing the Import</b> .....	<b>12</b>
<b>Next Steps</b> .....	<b>13</b>
Reviewing and Editing Imported Data .....	13
<b>Contacting Us</b> .....	<b>14</b>

## Introduction

Congratulations on choosing Sage One Payroll for your pay processing needs.

It's likely that you have been processing pay in the current tax year using different payroll software. Or you may have been processing pay manually.

In either case, you may find this short guide useful. It explains how to manually import your payroll information and employees into Sage One Payroll.

This involves:

1. Logging in and selecting the **Import Manually** option.
2. Specifying Pay Calendar details.
3. Adding employees to the payroll, using P11 deduction cards from your previous system to enter opening tax and NIC balances.

When you've completed these steps, your imported payroll will be ready for pay processing.

## Before You Start

Before you start importing your payroll, there are a number of things you should consider:

### When is the best time to import a payroll?

---

It's usually best to import a payroll at the beginning of a P32 reporting period, specifying the payroll totals that apply up to that date.

This ensures that all tax and NI amounts that you need to pay HMRC for the new P32 period are calculated correctly in Sage One Payroll, and will be reported when the period is closed.

For example, suppose that you have processed the first two pay runs of the January P32 reporting period. We recommend that you follow this procedure:

1. Process the remaining pay runs of the period in the old payroll system.
2. Make the January payment (and the related P32 submission if required) in the old payroll system.
3. Import the payroll into Sage One Payroll at the beginning of the reporting period that starts on the 6th of February.

Alternatively, you can do the following:

1. Import the payroll into Sage One Payroll, entering year-to-date information up to the end of the last completed P32 reporting period. Ignore any weeks processed in the current month. In this example you would enter your figures up to January 5.
2. Reprocess the first two weeks of January again in Sage One Payroll.
3. Continue to process the remaining weeks in the reporting period in Sage One Payroll.
4. Run your P32 and make the January payment to HMRC.

### What you'll need for the import

---

You should gather together the following items and information before you start the import:

- **P11s**

You need a P11 report for each employee paid during this tax year, including leavers, starters, directors, students and casual employees. The P11s will provide you with the various PAYE and NIC totals you need for the import.

- **A calculator**

You'll need to do a small amount of manual calculation when you are specifying totals during the import.

- **Access to the previous payroll system**

You may need to refer back to the previous payroll system for information not otherwise available.

- **Payslips**

If you are going to reprocess any pay runs already completed in the previous payroll system (as described in the alternative procedure in the 'When is the best time...' section above), you'll need the existing payslips for these pay runs to confirm that the same amounts are calculated in Sage One Payroll.

- **P45/P46 information**

You will need P45/46 information for any employees who started during the current tax year.

- **Leaver dates**

The start and finish dates of current-year leavers. A rough start date will do if it's more than 18 months ago.

- **Statutory payments information**

If any employees have received statutory payments during the current tax year, you'll need related information for the import, such as the relevant dates and employee Average Weekly Earnings.

- **Directorship details**

These details include directorship dates and the relevant NI calculation method for each director.

- **RTI Pay ID**

Make sure you have the correct RTI Pay ID for each employee. If you specify the wrong one for an employee, this could give rise to duplicate HMRC records for the employee.

- **P32 hard copies**

Generate hard copies of the P32s for current-tax-year pay runs processed in the previous payroll system. You'll need these when you are entering statutory pay reclamation amounts in Sage One Payroll. Keep the P32s in your records after you have done this.

## Will the import affect RTI submissions already made?

---

If you choose to follow the alternative approach in the 'When is the best time...' section above, reprocessing pay runs that have already been processed in the previous pay system, Sage One Payroll will generate FPS submissions for these pay runs.

We recommend that you prevent these from actually being sent to HMRC by using dummy Government Gateway credentials when you are completing these pay runs.

Then when you reach a pay run that was not processed in the previous payroll system, you can submit the FPS using your correct credentials.

## Ensuring that statutory payments are processed correctly after the import

---

If you have an employee who currently receives statutory pay, and their absence is ongoing, you should record the full date range of the absence when you process their first pay run in Sage One Payroll.

This will ensure that they continue to receive the correct payments in Sage One Payroll.

## National Insurance Contributions (NICs) paid by company directors

---

Director's NI is calculated differently to that of ordinary employees.

So if a company directorship began in the current tax year, you need to specify that person's total earnings and NICs both for their time as a director, and for the year to date.

The Import Wizard guides you through this process.

## Will the imported payroll totals appear on my reports?

---

The P11 report in the **Year End** tab includes the imported payroll totals. These are shown as brought-forward amounts that precede the totals of the first pay run processed in Sage One Payroll.

## Starting the Manual Import

Because you're just getting started, the Welcome screen is the first thing you see when you log in.

It provides you with a number of ways to set up your payroll.

1. Click **Import Data**.
2. Click **Import Manually**.
3. The Import Payroll Data Wizard opens. This involves two major stages:
  - **Pay Calendar**  
Specify P32 reporting details and settings that determine when employees get paid.
  - **Employees**  
Create a record for each employee paid during the current tax year.



## Pay Calendar Screen

The first stage of the manual import is the Pay Calendar screen. Here you carry out the following steps:

- Confirm your P32 reporting frequency
- Specify when your employees are paid

### Confirm your P32 reporting frequency

You use the P32 to record payments made to HMRC during the tax year, taking into account amounts recovered from HMRC in compensation for statutory payments to employees.

The P32 shows totals for the most recent month or quarter, combining the totals of your weekly and monthly employees.

Specify the P32 reporting frequency and the last reporting period that was completed. The first pay run processed in Sage One Payroll is at the start of the next reporting period.

It's usually best to import a payroll at the beginning of a P32 reporting period, specifying the payroll totals that apply up to that date.

This ensures that Sage One Payroll correctly calculates and reports the tax and NI amounts you must pay to HMRC for the new P32 period.

For more about this, see [When is the best time to import a payroll?](#)

**Confirm your P32 reporting details**

P32 Reporting Frequency\*

P32 Payment Method\*

Last completed P32 reporting period\*

The first pay run processed in Sage One Payroll is at the start of the next reporting period.

Item	Description
P32 Reporting Frequency	You process the P32 payment after completing the final pay run of the P32 month or quarter, depending on the frequency you have agreed with HMRC.  Choose either <b>Monthly</b> or <b>Quarterly</b> , as appropriate.
P32 Payment Method	The method you use to pay HMRC the total amount shown on the P32.  You can pay either by <b>Cheque</b> or using a <b>Bank Transfer</b> .
Last completed P32 reporting period	Choose the most recent month or quarter for which you have made a P32 payment to HMRC.  The first pay run processed in Sage One Payroll is at the start of the next reporting period.  So generally it's best to carry out the import at the start of a new P32 reporting period.  If you carry out the import during the course of a P32 reporting period, you should reprocess the pay runs belonging to the reporting period that have already been processed in the old payroll system.

## Specify when your employees are paid

In a previous step you specified the last P32 reporting period that was completed. The first pay run processed in Sage One Payroll is at the start of the next reporting period. Now you need to specify other pay schedule settings, which determine when pay dates occur.

Select the **I have weekly employees** and **I have monthly employees** check boxes as applicable.

Use the related fields to determine when pay dates will occur.

### Specify when your employees are paid

I have weekly employees

Weekly Paid On\* [Select Day of Week] ▾

Avoid Public Holidays and Weekends

I have monthly employees

Monthly Paid On\* [Select Pay On] ▾

Avoid Public Holidays and Weekends

## Weekly Employees

Item	Description
I have weekly employees	Select this if you have one of more weekly employees.
Weekly Paid On	Choose the day of the week on which weekly employees should be paid.
Avoid Public Holidays and Weekends	When this is selected, the pay date is moved back to the previous working day whenever it would otherwise coincide with a public holiday.  When it is cleared, pay dates can occur on public holidays and weekends.

## Monthly Employees

Item	Description
I have monthly employees	Select this if you have one or more monthly employees.
Monthly Paid On	Choose the day of the month on which monthly employees should be paid.  This can either be <b>Same day of the month</b> , or you can choose to pay monthly employees always on the <b>Last day of the month</b> .
Day of the Month	This drop-down is available only when you choose <b>Same day of the month</b> above.  Specify the specific date in the month on which monthly employees should be paid.
Avoid Public Holidays and Weekends	When this is selected, the pay date is moved back to the previous working day whenever it would otherwise coincide with a public holiday.  When it is cleared, pay dates can occur on public holidays and weekends.

When you've finished specifying information on the Pay Calendar screen, click **Next**.

## Employees

The second stage of the manual import is the Employees screen.

Here you create a record for each of your employees paid during this tax year. This includes current-year starters, leavers, directors, students, casual workers and anyone currently on statutory leave.

You'll need each employee's totals for the tax year up to the date of the import. It's usually best to carry out the import at the start of a P32 reporting period.

1. Click **Add Employee**.



2. The Add Employee window has a number of tabs:

- **Personal Details**

Basic information about the new employee, including their National Insurance (NI) number.

- **Tax Details**

Information relating to the employee's employment and tax details, including their current tax code and NI Category details.

- **Opening Balances**

The employee's tax, NI and other pay-related totals, up to the most recent P32 payment period.

**Note:** Items marked with an asterisk (\*) are mandatory.

Forename\*  Surname\*

**Personal Details** **Tax Details** **Opening Balances**

### Personal Details tab

These are the basic details that identify the employee.

Date of Birth and Gender are mandatory. In addition, Street 1 and Street 2 are required for RTI reporting purposes.

Enter the employee's NI Number if you have it available.

If not, leave the NI number field blank. HMRC will communicate the NI number to you as part of an NVR response. AN NVR is sent by HMRC following an FPS submission that contains an omitted or incorrect NI number.

Sage One's RTI (Real-Time Information) functionality means that if the employee lacks an NI number or was processed with an incorrect one, HMRC can respond by providing the correct number.

## Tax Details tab

Item	Description
Pay Cycle*	The duration of each pay cycle. This can be Weekly or Monthly.
Contracted Weekly Hours	The number of hours the employee is contracted to work per week in this employment. This is required for RTI reporting. It can affect the benefits employees are entitled to, such as working tax credits
Works Number	The unique code that identifies the employee in the company.
Start Date*	The date on which the employee started employment with the company.
Finish Date	The date on which the employee finished employment with the company.  If you specify a Finish Date, the system treats the employee as a leaver and they will not be available for payment and will not count towards your employee licence limit.
Payment Method*	The method by which the employee receives their pay.
Tax Code	The employee's current tax code at the time that the import is done.  Generally, you should take the tax code directly from the P11.
Week 1 / Month 1	Select this check box if the employee is taxed on a Week 1 or Month 1 basis.
NI Category*	The employee's National Insurance category.  Generally, you should take the NI category directly from the P11.  Each category has a 'contribution category letter'. This letter corresponds with the letters shown in the National Insurance Tables and is referred to as a 'contribution table letter'. The letter is usually A, B, C or J.  For more information, see <a href="http://www.hmrc.gov.uk/payee/intro/ni-basics.htm#3">http://www.hmrc.gov.uk/payee/intro/ni-basics.htm#3</a>
RTI Pay ID*	A unique employee ID code used by the system for RTI reporting purposes.  It's very important that you specify the correct RTI Pay ID for each employee. If an employee is communicated as part of an FPS submission with a different RTI Pay ID, HMRC will treat them as a different employee.  You should take the ID from the previous payroll system.  Or if it is not available in the previous payroll system, contact HMRC to obtain it.

## Opening Balances tab

Item	Description
Paid this tax year	Select this check box if the employee has been paid during this tax year. This opens a number of additional fields, which you can complete using the employee's P11 deduction cards from the previous payroll system.

Item	Description
	<ul style="list-style-type: none"> <li data-bbox="363 255 1437 528"> <p>■ Pay This Employment</p> <p>The employee's gross taxable pay received to date in this employment during the tax year.</p> <p>This is the total 'Gross Taxable Pay' value on the P11.</p> <p>If the employee started during the tax year, this value relates to the current employment only. The P45 value relating to the previous employment should be added to the <i>Started During This Tax Year</i> section.</p> </li> <li data-bbox="363 555 1437 788"> <p>■ Tax This Employment</p> <p>The amount of tax paid to date by the employee in this tax year.</p> <p>This is the total 'Tax Due (Period)' value on the P11.</p> <p>If the employee started during the tax year, this value relates to the current employment only. The P45 value relating to the previous employment should be added to the <i>Started During This Tax Year</i> section.</p> </li> <li data-bbox="363 815 1374 887"> <p>■ NI Category</p> <p>The employee's NI category. You can record up to three NI categories if necessary.</p> </li> <li data-bbox="363 913 1422 1021"> <p>■ NICable Earnings</p> <p>Total earnings received by the employee so far this year in the current NI category that are subject to NIC.</p> </li> <li data-bbox="363 1048 1326 1164"> <p>■ Total EE NI Paid</p> <p>Total NIC paid by the employee to date this tax year in the current NI category.</p> <p>This is the total 'Employee NICs' value on the P11.</p> </li> <li data-bbox="363 1191 1430 1397"> <p>■ Total ER NI Paid</p> <p>Total NIC paid by the employer on the employee's behalf to date this tax year in the current NI category.</p> <p>You get this value by subtracting the relevant P11 total values as follows:</p> <p style="padding-left: 20px;">'Total of EE &amp; ER NICs' - 'Employee NICs'</p> </li> <li data-bbox="363 1424 1398 1541"> <p>■ Earnings at LEL</p> <p>Total earnings by the employee in the tax year to date up to the Lower Earnings Limit.</p> <p>This is the total 'Earnings at LEL' value on the P11.</p> </li> <li data-bbox="363 1568 1430 1720"> <p>■ Earnings LEL to PT</p> <p>Total earnings by the employee in the tax year to date between the Lower Earnings Limit and the Primary Threshold.</p> <p>This is the total 'Earnings above LEL up to PT' value on the P11.</p> </li> <li data-bbox="363 1747 1453 1899"> <p>■ Earnings PT to UAP</p> <p>Total earnings by the employee in the tax year to date between the Primary Threshold and the Upper Accrual Point.</p> <p>This is the total 'Earnings above PT up to UAP' value on the P11.</p> </li> <li data-bbox="363 1926 1422 1993"> <p>■ Earnings UAP to UEL</p> <p>Total earnings by the employee in the tax year to date between the Upper Accrual Point</p> </li> </ul>

Item	Description
	<p>and the Upper Earnings Limit. This is the total 'Earnings above UAP up to UEL' value on the P11.</p>
<p>Is a Director</p>	<p>Select this check box if the employee is a director of the company. A director's NICs are calculated differently to those of a normal employee, so totals specific to the directorship may be required by the import wizard if the directorship began during the current tax year.</p> <ul style="list-style-type: none"> <li>■ Directorship Started Use this drop-down list to specify when the employee became a director.</li> <li>■ Enter Specific Date The date on which the directorship started. This field is available only if the directorship started in the current tax year.</li> <li>■ Calculation Method The method used to calculate the director's NIC. There are two methods. These give the same NI liability amount by the end of the tax year, even though NI payments during the year can be quite different under the two methods.                             <ul style="list-style-type: none"> <li>■ Calculate NI Per Pay Run This calculation method, sometimes called the 'alternative method', involves determining the director's NI liability on a weekly/monthly basis in each pay run using weekly or monthly earnings thresholds. It is most common for directors who are paid regularly by the company. Because this method yields an 'averaged' NI liability in each pay run without reference to other pay runs, a balancing calculation is carried out at an appropriate time using Year to Date earnings thresholds. This makes any necessary correction to the director's NI liability.</li> <li>■ Calculate NI Cumulatively This is the default calculation method. It is most common for directors who are paid irregularly by the company. It involves the use of annual earnings thresholds to determine the director's NI liability in a particular pay run. The director is not liable for NI until their total earnings during the tax year exceed the Annual Primary Threshold.</li> </ul> </li> <li>■ Director's NIC Details The director's earnings to date in this tax year, and their NIC totals to date in this tax year.</li> </ul>
<p>Received statutory payments this tax year</p>	<p>Select this check box if the employee has received statutory payments in this tax year. Specify the relevant amounts in each case.</p> <ul style="list-style-type: none"> <li>■ Sick Pay (SSP) Total Statutory Sick Pay (SSP) received by the employee to date in this tax year.</li> <li>■ Maternity Pay (SMP) Total Statutory Maternity Pay (SMP) received by the employee to date in this tax year.</li> <li>■ Adoption Pay (SAP) Total Statutory Adoption Pay (SAP) received by the employee to date in this tax year.</li> </ul>

Item	Description
	<ul style="list-style-type: none"> <li>■ Paternity Pay (OSPP) Total Statutory Paternity Pay (OSPP) received by the employee to date in this tax year.</li> <li>■ Paternity Pay (ASPP) Total Statutory Paternity Pay (ASPP) received by the employee to date in this tax year.</li> </ul>
Has paid student loan repayments this tax year	<p>If the employee made student loan repayments in this tax year, select this check box.</p> <p>Then specify the total of these repayments for the tax year to date.</p>
Started During This Tax Year	<p>Select this check box if the employee started in this employment during the current tax year. This prompts you to specify a Starting Basis for the employee.</p> <ul style="list-style-type: none"> <li>■ Employee Declaration: P45 Choose this option if you are setting up an employee who already had a previous employer in the current tax year, but has left that employment, and has provided you with the P45 Part 3. You must then provide the following additional information:                             <ul style="list-style-type: none"> <li>■ Leaving Date The date on which the employee left their most recent previous employment in this tax year.</li> <li>■ Tax Code The employee's tax code from the previous payroll system.</li> <li>■ Total Pay to Date Their total taxable pay to date from their previous employment during this tax year.</li> <li>■ P11 Calculated Tax to Date Total tax recorded from their previous employment during this tax year.</li> </ul> </li> <li>■ Employee Declaration: P46 Choose this option if the employee started with you during the tax year, but they didn't present you with a P45 because they hadn't worked for a different employer in the current tax year.</li> </ul>

3. When you've specified all the necessary information for an employee, click **Save**.

Repeat the process above for every employee you want to add to Sage One Payroll.

---

**Note:** The **X** icon in the employee list enables you to delete an imported employee.

---

## Completing the Import

When you have finished adding information in the Import Payroll Data Wizard, click **Submit**.

The Payroll Summary screen opens. This shows a breakdown of the current state of the payroll.

## Next Steps

After you have submitted the import information, the Next Steps screen opens.

This provides notification of other critical tasks you may need to carry out to get the payroll ready for pay processing.

- If you have made any statutory payments to your employees during the tax year, enter statutory pay recovery and compensation values as applicable.
  1. Click the **Settings** button.
  2. Click **Payroll** Settings.
  3. Click **Statutory Payment Recovery & Compensation Values**.
  4. Enter the values as necessary.

- Confirm the current working pattern for each of the imported employees. This is done on the main Employee Details screen.

- Enter any current absences for any imported employees who are currently in receipt of any statutory payments. This is done on Step 2 of the Process Pay wizard.

For example, if you have an employee on a sickness absence at the time of the payroll import, you must record the start and end dates of that absence in Sage One Payroll, along with any related sickness absences. These can include any other absences that have ended within 56 days of the start date of the current absence, as well as earlier absences if applicable. These are known as ['Linked PIWs'](#)

This should ensure that Statutory Sickness Pay (SSP) is paid correctly.

- Set up Student Loan deductions as necessary by creating the deduction type during the Edit Pay step when you are processing pay.

## Reviewing and Editing Imported Data

---

Because you have not yet processed pay in the new payroll, you can review and edit the information you have imported.

To do this, click **review or edit your imported data**. This takes you back into the import wizard, where you can make the necessary changes.

When you begin processing pay in the imported payroll, you no longer have the option of returning to the import wizard to make changes.

## Contacting Us

If you need further assistance, you can contact us by phone or e-mail.

There is also useful information on HMRC web sites.

Phone	0845 111 6611
E-mail	<a href="mailto:support@sageone.com">support@sageone.com</a>
Web site	<a href="http://www.sageone.com">www.sageone.com</a>
HMRC web site	<a href="http://www.hmrc.gov.uk">www.hmrc.gov.uk</a>
HMRC Government Gateway	<a href="http://www.gateway.gov.uk">www.gateway.gov.uk</a>

# Sage One Payroll