ADP

Automatic Data Processing, Inc.

ADP freedom

Reports Catalogue

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Chapter 1 – Absence reports

Absence analysis

Brief description:

The Absence analysis report provides analysis of absences within a defined date period.

The report is highly configurable and can be run on individual, or all, business units to analyze absences within:

- A defined age group.
- Individual genders.
- A particular location.
- A line managers' jurisdiction.
- A particular Service Band.
- A combination of all the above.

Who should run this report?

The report is intended for use by the human resource team, to collate and distribute information, and for management as an aid in assessing attendance levels and employee morale.

When should the report be run?

This report can be run at any time, possibly as part of a trouble shooting exercise when examining production level trends.

Absence Analysis

Report Category: Absence

OTGF Payroll

EMPLOYEE		ABSENCE							
NAME	PERSON ID	START DATE	END DATE	EXPECTED END DATE	DATE NOTIFIED	DURATION	ACCIDENT	LATE NOTIFICATION	CONFIRMED
BUSINESS UNIT: OTGF Payroll									
Gender: Female									
Sickness									
Cross, Emma	A039	15/08/2003	15/08/2003		04/11/2003	1.00 Day	No	Yes	No
Cross, Emma	A039	08/08/2003	08/08/2003	09/08/2003	04/11/2003	1.00 Day	No	Yes	No
Cross, Emma	A039	01/08/2003	01/08/2003		04/11/2003	1.00 Day	Yes	Yes	No
York, Pat	A043	07/10/2003	09/10/2003		04/11/2003	3.00 Days	No	Yes	No
York, Pat	A043	08/09/2003	30/09/2003		04/11/2003	17.00 Days	No	Yes	No
Total Sickness	Working Days Lost: 23.00	Instances:	5	Accident Related Days Lost:		1.00 Open Ended Absences		0	
Female Totals	Working Days Lost: 23.00	Instances:	5	Accident Related Days Lost:		1.00 Open Ended Absences		0	
Gender: Male									
Sickness									
Winkle, Bob H	A042	04/11/2003	04/11/2003		04/11/2003	1.00 Day	No	No	No
Total Sickness	Working Days Lost: 1.00	Instances:	1	Accident Related Days Lost:		0.00 Open Ended Absences		1	
Male Totals	Working Days Lost: 1.00	Instances:	1	Accident Related Days Lost:		0.00 Open Ended Absences		1	
OTGF Payroll Totals	Working Days Lost: 24.00	Instances:	6	Accident Related Days Lost:		1.00 Open Ended Absences		1	

Run Date/Time: 04/11/2003   3:23:00PM

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Reporting Period: 01/11/2002 to 30/11/200:

Generated By: ADPADMIN

ABSA

Absence review

Brief description:

The intent of this report is to provide a comparison of the periods of absence taken with the documentary evidence logged for those same time periods. Ultimately Payroll Administrators will have judge themselves whether the documentary evidence is relevant, and whether it is sufficient to justify the absence.

Who should run this report?

The report is intended for use by both payroll and HR when deciding on occupational and statutory absence payments.

When should the report be run?

This report can be run at any time, but more likely to be run prior to the issue of any statutory or occupational health payments.

Irwin, Tracy | **PAYROLL NO: IMIS148** | **NI NUMBER: HZ282828A**

ABSENCE

START DATE / TIME: 12/04/2004 Start of working day	
END DATE / TIME: 28/04/2004 End of working day	DURATION: 11.00 Days, rounded up to quarter day

CATEGORY:	Sickness	REASON:	Short-term Sick	CONFIRMED:	No
DATE NOTIFIED:	12/04/2004	MEDICAL CERTIFICATE REQUIRED FROM:	19/04/2004		

DOCUMENTATION

TYPE	EFFECTIVE FROM	EFFECTIVE TO	ISSUED BY	DATE ISSUED	DATE RECEIVED
Medical	13/04/2004	28/04/2004	Chiropractor	13/04/2004	24/06/2004

Absences Review

Report Category: Absence

Run Date/Time   12/10/2004   11:58:29

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Reporting Period: 01/10/2002 to 12/10/2004

Generated By: Shelley Sturgeon

ABRV

Bradford Factor

Brief description:

The intent of the Bradford factor report is to analyse absence by an accepted method known as the Bradford factor. The Bradford factor is a way of illustrating how disruptive frequent short-term absence, around weekends for example, can be, relative to occasional longer spells of absence.

Bradford scores are a way of identifying individuals with serious absence and patterns of absence worthy of further investigation. It helps highlight causes for concern and often is one of the first steps in an attendance procedure.

The Bradford Factor is calculated using the following formula $S * S * D$ where S = instances of sickness and D = total days of sickness within the 52 week period.

So, for example:

- One absence of 14 days is 14 points (1 x 1 x 14).
- Seven absences of two days each is 686 points (7 x 7 x 14).
- 14 absences of one day each is 2,744 points (14 x 14 x 14).

Who should run this report?

The report is intended for use by HR as a specific check on a particular employee where it is suspected that, habitually, days off are being taken for reasons other than ill-health. Additionally, the report can be utilised as an overall confidence check by providing a Bradford factor for all employees.

When should the report be run?

This report can be run at any time, but more likely as a result of a particular employee's attendance issue. In any case it is recommended that the report is run for business units at regular intervals to highlight any potential attendance issues.

EMPLOYEE NAME	AGE	JOB TITLE	GRADE CODE	BRADFORD FACTOR			LOCATION	REPORTS TO	JOB CLASS
				POINTS	INSTANCES	DAYS			
BUSINESS UNIT: BDC Warehouse									
Arato, Karl	58	Warehouse Person	GRADE_5	0.00	0.00	0.00	Birmingham Distribution Centre	No Manager	Manual
Berridge, Ellis	47	Warehouse Person	GRADE_5	0.00	0.00	0.00	Birmingham Distribution Centre	No Manager	Manual
Burridge, Steve	42	Manager		208.00	4.00	13.00	Birmingham Distribution Centre	No Manager	Middle Management
Hankness, Carl	36	Manager		4.00	1.00	4.00	Birmingham Distribution Centre	No Manager	Middle Management
Harris, Ken	38	Warehouse Person	GRADE_5	4.00	1.00	4.00	Birmingham Distribution Centre	No Manager	Manual
Hays, Richard	41	Warehouse Person	GRADE_5	0.00	0.00	0.00	Birmingham Distribution Centre	No Manager	Manual
Johnstone, James	51	Forklift Driver	GRADE_5	36.00	2.00	9.00	Birmingham Distribution Centre	No Manager	Semi-Skilled
Jones, Mark	62	Forklift Driver	GRADE_3	27.00	1.00	27.00	Birmingham Distribution Centre	No Manager	Semi-Skilled
Joynes, Martin	50	Warehouse Person	GRADE_5	90.00	3.00	10.00	Birmingham Distribution Centre	No Manager	Manual
Kirkbride, Vince	58	Stock Controller	GRADE_5	2.00	1.00	2.00	Birmingham Distribution Centre	No Manager	Clerical
Marsters, Gerry	54	Warehouse Person	GRADE_5	0.00	0.00	0.00	Birmingham Distribution Centre	Martindale, Paul	Manual
Martindale, Paul	52	Manager	GRADE_4	0.00	0.00	0.00	Birmingham Distribution Centre	No Manager	Middle Management
Mathews, Brian	33	Warehouse Person	GRADE_5	5.00	1.00	5.00	Birmingham Distribution Centre	No Manager	Manual
Pook, Robert	51	Warehouse Person	GRADE_5	29.00	1.00	29.00	Birmingham Distribution Centre	No Manager	Manual
Prutton, David	46	Janitor	GRADE_6	4.00	1.00	4.00	Birmingham Distribution Centre	No Manager	Manual
Testa, Roy	53	Cleaner	GRADE_6	0.00	0.00	0.00	Birmingham Distribution Centre	No Manager	Manual
Testa, Vince	39	Cleaner	GRADE_4	0.00	0.00	0.00	Birmingham Distribution Centre	No Manager	Manual
Truman, Anthony	41	Warehouse Person	GRADE_5	4.00	1.00	4.00	Birmingham Distribution Centre	No Manager	Manual
Weerasinghe, Laz	53	Warehouse Person	GRADE_5	0.00	0.00	0.00	Birmingham Distribution Centre	No Manager	Manual
BDC Warehouse Averages				21.74	0.89	5.84			

The Bradford Factor

Report Category: Employee Management

Run Date/Time: 09/12/2010   10:32:14AM

BDC Warehouse

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Report Period: 11/12/2007 to 09/12/2008

Generated By: USER SUPER

BRAD

Employee absence in selected period

Brief description:

This report provides a complete list of recorded absences for the requested reporting period. It identifies the duration of each absence within the reporting period. This may not be the entire duration of an absence e.g. if it began before the report From date and/or ended after the To date. In this case, messages are included on the report e.g. "Absence continues after period end".

The report can be based on the following criteria:

- A specific **Company** or **All**

- A specific **Pay Group** or **All**

- A specific **Business Unit Type**

- A specific **Business Unit** or **All**

- A specific **Business Unit**, including the business units that report to it ie **Child Bus**

- A specific **Location** or **All**

- A specific **Cost Centre** or **All**

- **Report Date From** and **Report Date To**

The report can be grouped by Absence category, or by Employee.

Who should run this report?

The report is intended for use by management and the human resource department as an overview of absence for a selected period.

When should the report be run?

The report should be run on a regular basis and possibly as part of a trouble shooting exercise when examining production level concerns.

| EMPLOYEE NAME | PERSON ID | EMPLOYEE CODE | ABSENCE | | | | MESSAGES |
			START	END	EXP END	DURATION	REASON	
PAY GROUP: Max And Lennies Weekly (continued)								
Sickness								
Boone, Alison		B011	13/10/2008	15/10/2008		3.00 Days	Short-term Sick	
Cooper, Neil		B017	01/09/2008	02/09/2008		2.00 Days	Short-term Sick	
Cragg, Lyndon		B022	27/10/2008	30/10/2008		4.00 Days	Short-term Sick	
Di Piazza, Gaetano		B008	27/10/2008	30/10/2008		4.00 Days	Short-term Sick	
Gedge, Peter		B020	13/10/2008	15/10/2008		6.00 Days	Short-term Sick	
Knight, Rebecca		B013	27/10/2008	30/10/2008		4.00 Days	Short-term Sick	
Myers, Tina		AVEARNW011	01/09/2008	10/10/2008	10/10/2008	30.00 Days	Non-disclosed	
Nab, Eric		AVEARNW012	01/01/2008	31/12/2008	01/10/2007	262.00 Days	Long-term Sick	Absence began before period start date / Absence continues after period end date
Nesbitt, Duncan		B015	04/11/2008	07/11/2008		4.00 Days	Short-term Sick	
Ryce-Davies, James		B016	10/10/2008	15/10/2008		4.00 Days	Short-term Sick	
Wallace, Neil		B004	27/10/2008	31/12/2008		48.00 Days	Short-term Sick	Absence continues after period end date
PAY GROUP: Birmingham Fortnightly								
Adoption leave								
Weston, Carol		A193	20/03/2008	17/09/2008		130.00 Days	Ordinary Adoption Leave	
Weston, Carol		A193	18/09/2008	31/12/2008		75.00 Days	Additional Adoption Leave	Absence continues after period end date

Employee Absence Within Selected Period   60001727-Lynette Foll

Report Category: Employee Management

Run Date/Time: 09/12/2010   10:18:48   Page 2 of 9

Employee balance of annual leave

Brief description:

The purpose of this report is to provide management with the balance of leave of their employees. The report can be either by business unit or by line manager. If the report is by business unit, the user has the option to select an individual business unit, or all business units.

Who should run this report?

The report is intended for use by HR and management to ensure that un-taken leave is not accumulating to such a level that it would eventually pose a problem for staffing levels.

When should the report be run?

This report can be run at any time, but the recommendation is that it should be run at least quarterly.

EMPLOYEE		PLAN				EMPLOYEE LEAVE DETAILS					
NAME	CODE	START DATE	END DATE	DESCRIPTION	NAME	ENTITLEMENT	USE BY	LEAVE TAKEN	ADJUSTMENTS	FORFEIT	BALANCE
LINE MANAGER: Geddings, Martin											
Farrow, Nick	EE041	12/07/2005	31/12/2005	Annual Leave	General Workers	9.00		0.00	1.00	0.00	10.00
		PLAN YEAR COMMENCING 12/07/2005 TOTALS:				9.00		0.00	1.00	0.00	10.00
				Employee Count	1						
LINE MANAGER: Geddings, Martin Totals:											

Employee Balance of Annual Leave

Report Category: Absence

Run Date/Time: 13/01/2006   09:23:13

Line Manager: Geddings, Martin

Page 1 of 1

Plan Date Range: 13/01/2005 to 01/01/2006

Generated By: Steve Dixon

EALB

Employee enrolment history

Brief description:

The purpose of this report is to provide management with the history of their employees' enrolment, during the selected period, into the various leave and occupational health plans that they have implemented.

Once an absence plan type has been selected then the user has the option to select an individual plan or **All** plans that are of the selected type. Alternatively, the user can elect to report on all absence plans by placing a check-mark into the **All** box adjacent to the **Absence plan Type** drop-down list.

Who should run this report?

The report is intended for use by management and the human resource department as an indicator of the success and popularity of optional absence plans

When should the report be run?

The report is a useful tool in assessing the impact of a new absence plan or following a management drive to encourage employee take-up of particular plans.

PERSON ID	NAME	EMPLOYEE HIRE DATE	TERM DATE	ENROLMENT DATE FROM	DATE TO
Annual Leave					
Head Office Managers					
EE1**	Crew,Norma A.	1*/1*/19*1		*2/**/2**5	
EE111	Cross,Kenneth R.	*4/1*/19*1		*2/**/2**5	
EE1*5	Fussey,Steven	*4/1*/19*1		*2/**/2**5	
EE1*4	Hewson,Tony	1*/**/19**		*2/**/2**5	
EE1*5	Raeburn,Graham F.	*4/1*/19*1		*2/**/2**5	
Occupational Maternity Pay					
Maternity plan for senior executives					
EE1**	Crew,Norma A.	1*/1*/19*1		*2/**/2**5	
EE145	Jenkins,Mary L.	*7/**/19**		*1/**/2**5	
EE145	Jenkins,Mary L.	*7/**/19**		*1/**/2**5	
Occupational Paternal Adoption Pay					
Generic Paternity Adoptive					
EE1*3	Ash,Pierre A.	*3/**/19**		*1/**/2**5	
EE1**	Crew,Norma A.	1*/1*/19*1		*2/**/2**5	
EE111	Cross,Kenneth R.	*4/1*/19*1		*2/**/2**5	
EE1*5	Fussey,Steven	*4/1*/19*1		*2/**/2**5	
EE1*3	Gedding,Martin	1*/1*/19**		3*/**/2**5	
EE1*4	Hewson,Tony	1*/**/19**		*2/**/2**5	
EE1*5	Raeburn,Graham F.	*4/1*/19*1		*2/**/2**5	

Employee Enrolment History

Report Category: Absence

Run Date/Time :   13/01/2006   10:01:29

E AL33

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Report Period From 01/11/2005 To 13/01/2006

Include Leavers: Yes

Generated By: Steve Dixon

EEAP

Enrolment log review

Brief description:

The Enrolment log maintains a record of both automatic and manual enrolments that have been processed during the last 21 days. It provides an enrolment status (whether it was completed or not), the date of the enrolment, and the name of the employees who were enrolled.

Who should run this report?

The report is intended for use by management and the human resource department as a confidence check that automatic enrolment is functioning correctly for both existing employees and new starters.

When should the report be run?

Typically, the report should be run after a number of new starters have been fully processed to ensure that automatic enrolments have been successful. Additionally, when an existing plan is terminated and a new plan is implemented than this report will confirm that eligible employee's have been assigned the new plan automatically.

Recalculated absence durations

Brief description:

Whenever an employee's shift pattern changes, either because the definition of the shift pattern is amended, or because the shift pattern they are assigned to changes, an automatic process will recalculate the durations of any affected absences. This in turn might trigger an update of the employee's balance of annual leave and may affect sick pay.

An example of when this might be needed is when an employee has booked annual leave for some future date, but then changes job (and therefore shift pattern) to work a different number of days per week.

This report identifies where absence durations have been calculated within the specified period.

Who should run this report?

HR should run this report as part of the confirmation process when employee working times are changed.

When should the report be run?

Any of the following may require that absence durations are recalculated, the report should be run for each occurrence.

- A user modifies an existing shift pattern definition
    - If a user modifies a shift pattern, such that the times/days worked are altered, this affects all employees who have, are or will be assigned to this pattern.
- A user changes the shift pattern assigned to a Company/Position/Appointment.
    - This could be as a consequence of adding a new assignment, changing an existing assignment, or a deleting an assignment.
- A user changes an employee's appointment.
- An employee transfers to a different pay group.

| NAME | PERSON ID | ABSENCE START | | ABSENCE END | | ABSENCE | ABSENCE | NEW | OLD |
		DATE	TIME	DATE	TIME	CATEGORY	REASON	DURATION	DURATION
BUSINESS UNIT: Bond HQ									
RECALCULATION DATE: 15/12/2006									
Templar, Simone	107	11/12/2006		15/12/2006		Sickness	Short-term Sick	3.00 Days	5.00 Days

Recalculated Absence Durations

Report Category: Absence

Run Date/Time: 15/12/2006   10:35:28

Bond HQ

Absence Recalcuations between 10/12/2006 and 15/12/2006

Page 1 of 1

Generated By: George Cranwell

ABRC

Recovering SSP

Brief description:

*Note***: This report cannot be run on data for tax years 2014/15 onward as following the abolition of the Percentage Threshold Scheme (PTS) it no longer relevant.**

The purpose of this report is compare the amount of SSP paid out each tax month with the Class 1 NIC for the same tax month, thereby indicating to the user if they are entitled to recover some of the cost of SSP under the Percentage Threshold Scheme.

Who should run this report?

Payroll should run this report.

When should the report be run?

The report should be run against pay groups that involve SSP payments. The report should be run at the same periodicity as the pay group payrun frequency.

Recovering SSP

Report Category: Absence

Run Date/Time:　06/10/2004　11:23:22

Tax Year starting: 06/04/2004

Generated By: Shelley Sturgeon

SSPR

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EMPLOYER: 407/4444444

TAX YEAR STARTING: 06/04/2004

TAX MONTH	CLASS 1 NIC	SSP PAID OUT	AMOUNT RECOVERABLE	RECOVERED TO DATE	VARIANCE
1	585.27	0.00	0.00	0.00	0.00
2	586.84	0.00	0.00	0.00	0.00
3	643.59	0.00	0.00	0.00	0.00
Tax Year To Date:	**1,825.70**	**0.00**	**0.00**	**0.00**	**0.00**

Self certification

Brief description:

This report emulates the content and approximate layout of the Self-certification form.

Who should run this report?

HR should run this report.

When should the report be run?

The report is intended for issue to employees who are self certifying their sickness absence.

Self-Certification Statement

About you   **Miss Bianca Hughes**

Surname:	Hughes
Other names:	Bianca
Title:	Miss
National Insurance number:	HA474747B
Payroll number:	IMIS210

Our records of your sickness

First day you were off sick:	Start of working day 04/04/2004
Last day you were off sick:	End of working day 06/05/2004
Time off work:	22.00 Days, rounded up to quarter day
Reason for your absence:	Short-term Sick
Accident at work:	No or industrial disease: No
You notified us on:	08/04/2004

If you believe our records of your sickness are incorrect, please enter the correct values below

First day you were off sick: dd/mm/yyyy

If your absence started part way through your working day then please tick this box: ☐   and also enter the time you left work in this box:

Last day you were off sick: dd/mm/yyyy

If your absence ended part way through your working day then please tick this box: ☐   and also enter the time you returned to work in this box:

The dates you enter in the two boxes above may be days you do not normally work

Reason for your sickness:

Was your sickness caused by an accident?   ☐   or industrial disease?   ☐

Time off work:

Please sign and date and enter any additional comments below

Signed by: Date signed:

Comments:

ADP Self-Certification		**Miss Bianca Hughes**	Reporting Period: 01/10/2003
Report Category: Absence			Generated By: Shelley Sturgeon
Run Date/Time: 06/10/2004 11:36:43		Page 1 of 1	SC2

Sickness pattern analysis

Brief description:

The **Sickness Pattern Analysis** report will analyse data within a parameter defined date frame of single day or multiple day instances of sick absence by day of the week, and optionally identify a trend using a second set of parameter entered dates.

Who should run this report?

HR should run this report.

When should the report be run?

The report should be run on a regular basis as part of absence trend analysis.

Sickness Pattern Analysis

Report Category: Absence

EMPLOYEE NAME	AGE	GENDER		SINGLE DAY SPELLS							MULTIPLE DAY SPELLS			
				MON	TUE	WED	THU	FRI	SAT	SUN	2 DAYS	3 DAYS	4 DAYS	5 DAYS
MANAGER: No Manager														
Cross, Emma	34	Female	CURRENT PERIOD:	0	0	0	0	0	0	0	0	0	0	0
Summary of Age Range: 25-34			CURRENT PERIOD:	0	0	0	0	0	0	0	0	0	0	0
Pratt, Nick	39	Male	CURRENT PERIOD:	1	0	0	0	3	0	0	0	0	0	0
Summary of Age Range: 35-44			CURRENT PERIOD:	1	0	0	0	3	0	0	0	0	0	0
Winkle, Bob H.	47	Male	CURRENT PERIOD:	0	0	0	0	0	0	0	0	1	0	0
York, Pat	54	Female	CURRENT PERIOD:	0	0	0	0	0	0	0	0	1	0	0
Summary of Age Range: 45-54			CURRENT PERIOD:	0	0	0	0	0	0	0	0	2	0	0
MANAGER TOTALS: No Manager			**CURRENT PERIOD:**	1	0	0	0	3	0	0	0	2	0	0

Run Date/Time: 13/11/2003 11:15:02PM

O'Toole Garden Furniture-6121

Page 1 of 1

Current Period: 01/01/2003 to 31/12/200:

Generated By: ADPALDMIN

ABST

SMP entitlement statement

Brief description:

This report produces an SMP entitlement statement that may be attached to a letter or from which the details may be transcribed onto a letter.

Who should run this report?

HR should run this report as part of the maternity recording process within ADP freedom.

When should the report be run?

The report can be run after the required maternity details have been entered into ADP freedom. The running of the report is prompted as part of the recording process but equally HR can run the report at a later date if required.

Note: *ADP freedom provides similar Statutory Entitlement reports for Statutory Paternal and Statutory Adoption. To avoid repetition and to reduce the size of this document, these reports have not been included.*

| Employer's name and address | Endless Adventures Ltd |
| | The Old Music School |

Employee Details:	
Surname:	Lawson
Other names:	Lucy
Address:	7 Plover Road
National Insurance Number:	YT111116D
Works or Clock Number:	EE006

Leave Entitlement:

Ordinary Leave entitlement:	
You have asked to start your leave on:	04/07/2004
Based on this leave start date, your leave will finish on:	02/07/2005

Stautory Maternity Pay Entitlement:

| You are entitled to: | 2,633.58 | from | 04/07/2004 |
| You are entitled to: | 2,056.00 | from | 15/08/2004 |

SSP1 Claim Form	**Lawson, Lucy**	Generated By: Shelley Sturgeon
Report Category: Absence		
Run Date/Time: 06/10/2004 11:37:12	Page 1 of 7	SMPS

SMP1 statutory maternity pay

Brief description:

An SMP1 form is used to tell an employee why she does not qualify for Statutory Maternity Pay (SMP).

An employee may not be eligible to receive SMP if: employee has not been employed for long enough, employee's earnings are too low, employee has not given adequate notice, employee did not provide medical evidence soon enough, employee did not inform employer that baby had been born soon enough. In addition, an employee is not eligible for SMP if she was detained in custody on or after the first day of the SAP period, or if the employee returned to work after the birth for an employer who did not employer her in the 15th week during which her baby was due.

Who should run this report?

HR should run this report.

When should the report be run?

This report should be run where the maternity assistant, **People ▶ Absence Management ▶ Maternity ▶ New**, has analysed the information that has been entered for this maternity and has concluded that payment is not due. The report can be run directly from the assistant page that issues the non-entitlement message, or at a later stage from the **Reports** menu.

Note: *ADP freedom provides similar Statutory Payment reports for Statutory Paternal and Statutory Adoption.*

To avoid repetition and to reduce the size of this document, these reports have not been included.

SMP1 - Statutory Maternity Pay (SMP)

Employee's surname	Lawson
Other names	Lucy
Address	7 Plover Road Barracks Lane PETERBOROUGH Cambridgeshire PE4 2AT United Kingdom
National Insurance Number	YT111116D
Works or clock number	EE006

Why I cannot pay you SMP

I have ticked the box that applies to you

P   I cannot pay you SMP.
        I have ticked one of the boxes on the next page of this letter to tell you why

≤   I cannot pay you any more SMP after the week which ends on .
        You are entitled to weeks SMP from me until then.
        I have ticked one of the boxes on the next page of this letter to tell you why I cannot carry on
        paying you after this date.

What to do if you diasagree

If you disagree with this decision please get in touch with me. My name address and phone number are at the bottom of this page. If you still disagree, you can ask Inland Revenue (NI Contributions) office for advice. You may be able to ask for an Inland Revenue officer's decision. You can contact them by phone, their phone number and address are in the phone book under **Inland Revenue**. You can get leaflet **NI17A** *A guide to Maternity Benefits* from your Jobcentre Plus or social security office for mor information about SMP.

Maternity Allowance

You may be able to get Maternity Allowance if your earnings have been on average £30 a week or more. For more details contact your Jobcentre Plus or social security office. Ask your ante-natal clinic, Jobcentre Plus or social security office for a **MA1** *Maternity Allowance claim pack*.

How to claim Maternity Allowance

Fill in the claim form **MA1** which is in the pack and send it to your Jobcentre Plus or social security office with your *Maternity Certificate* **Mat B1** and this letter. If you gave me your **Mat B1**, I have sent it back to you with this letter. If you want to ask me anything about this letter, please get in touch with me.

Employer's signature	
Employer's name and address	Endless Adventures Ltd The Old Music School 49 West St Oundle Northamptonshire PE8 4EJ United Kingdom
Phone number	01832 275643
Date	/ /

ADP	SMP1 Claim Form		Lawson, Lucy	Generated By: Shelley Sturgeon
	Report Category: Absence			
	Run Date/Time:	06/10/2004 11:38:20	Page 1 of 2	SMP1

SMP2 statutory maternity pay

Brief description:

The SMP2 form should be used by the employer to record details of an employee's Statutory Maternity Pay (SMP). Employers are required to keep statutory pay records for at least 3 years after the end of the tax year to which they relate.

The SMP2 form helps employers to meet their legal obligations of recording: SMP payment dates and amounts, the start of the payment period, any weeks within the period when SMP wasn't paid and reasons why.

Who should run this report?

HR should run this report.

When should the report be run?

This report can be run to provide a hard copy of SMP payments to an employee. The report can either be issued to the employee, or held on file as required.

Note: *ADP freedom provides similar Statutory Payment reports for Statutory Paternal and Statutory Adoption.*

To avoid repetition and to reduce the size of this document, these reports have not been included.

Start of SMP Week	Week No	W = Worked P = Paid E = Excluded from SMP Reasons in 'Notes' column	Amount of SMP paid	Running total of SMP	Notes
26/12/2004	26		102.80	102.80	
19/12/2004	25		102.80	205.60	
12/12/2004	24		102.80	308.40	
05/12/2004	23		102.80	411.20	
28/11/2004	22		102.80	514.00	
21/11/2004	21		102.80	616.80	
14/11/2004	20		102.80	719.60	
07/11/2004	19		102.80	822.40	
31/10/2004	18		102.80	925.20	
24/10/2004	17		102.80	1,028.00	
17/10/2004	16		102.80	1,130.80	
10/10/2004	15		102.80	1,233.60	
03/10/2004	14		102.80	1,336.40	
26/09/2004	13		102.80	1,439.20	
19/09/2004	12		102.80	1,542.00	
12/09/2004	11		102.80	1,644.80	
05/09/2004	10		102.80	1,747.60	
29/08/2004	9		102.80	1,850.40	
22/08/2004	8		102.80	1,953.20	
15/08/2004	7		102.80	2,056.00	
08/08/2004	6		438.93	2,494.93	
01/08/2004	5		438.93	2,933.86	
25/07/2004	4		438.93	3,372.79	
18/07/2004	3		438.93	3,811.72	
11/07/2004	2		438.93	4,250.65	
04/07/2004	1		438.93	4,689.58	

SMP2 Notification

Report Category: Absence

Run Date/Time: 06/10/2004   11:39:05   Page 2 of 2

Generated By: Shelley Sturgeon

SMP2

Chapter 2 – Benefit reports

Note: The Benefits module must be enabled for these reports to be available.

Analysis of benefit take-up (Benefits module only)

Brief description:

The purpose of this report is to provide a comprehensive list of benefits that have been taken up by employees in the selected Business Unit(s). The date that the report defaults to, is take-up as at the current date but the user is free to enter any date from which to report on.

The report displays both employee and employer contributions.

Who should run this report?

The report is intended for use by the human resource team. It is especially useful after the launch of a new benefit package.

When should the report be run?

This report can be run at any time, but should be run on a regular basis after the launch of any new benefits.

EMPLOYEE NAME	PERSON ID	EMPLOYEE CODE	LEVEL OF COVERAGE	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION	EMPLOYEE PAYMENT
Child Care Vouchers						
BUSINESS UNIT = Head Office						
Active - Child care, basic cover						
Vista, Mike	111	111	Child care, basic cover	??.?? Monthly	??.?? Monthly	
Active - First Level Coverage						
Vista, Mike	111	111	First Level Coverage			
Active - Generic Coverage for Annual leave plans						
Vista, Mike	111	111	Generic Coverage for Annual leave plans			
Count of Employees by Status with Child Care Vouchers in BUSINESS UNIT = Head Office						
Child Care Vouchers						
BUSINESS UNIT = Payroll						
Active - SAYE Basic Coverage						
Brayfeld, Raymond	EE?55	EE?55	SAYE Basic Coverage	??.?? Monthly		
Active - SAYE second Level						
Brayfeld, Raymond	EE?55	EE?55	SAYE second Level			??.??
Count of Employees by Status with Child Care Vouchers in BUSINESS UNIT = Payroll						
Child Care Vouchers						
BUSINESS UNIT = Warehouse Admin						
Active - Single man coverage						
Bart, Kevin S	EE 1?3	EE 1?3	Single man coverage	??.?? Monthly	??.?? Monthly	
Count of Employees by Status with Child Care Vouchers in BUSINESS UNIT = Warehouse Admin						
Count of Employees by Status with Child Care Vouchers						

Employee benefit changes within period (Benefits module only)

Brief description:

This report allows employers to view the details of any benefits that have changed within the period specified in the **Report From** and **Report To** parameters.

Who should run this report?

HR should run this report as a confidence check to view changes that they have made during the reporting period.

When should the report be run?

This report can be run at any time, but essentially the report should be run to review and confirm changes that have been applied to employee benefits.

New Benefit Starting

EMPLOYEE NAME	PERSON ID	EMPLOYEE CODE	BENEFIT	BENEFIT COVERAGE DETAIL	EFFECTIVE DATE	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION
Insurance							
BUSINESS UNIT = Head Office							
Vista, Mike	118		Private Health Insurance	First Level Coverage	##/##/####		
Employees in BUSINESS UNIT: Head Office :		1					
Employees with Insurance:		1					
Leave							
BUSINESS UNIT = Assembly Line 1							
Crew, Norma A	EE 116		Benefits, Employee Leave Plans	Generic Coverage for Annual leave plans	##/##/####		
Employees in BUSINESS UNIT: Assembly L :		1					
BUSINESS UNIT = Bond HQ							
Garner, James	116		Benefits, Employee Leave Plans	Generic Coverage for Annual leave plans	##/##/####		
Templar, Simone	101		Benefits, Employee Leave Plans	Generic Coverage for Annual leave plans	##/##/####		
Employees in BUSINESS UNIT: Bond HQ :		2					
BUSINESS UNIT = Head Office							
Vista, Mike	118		Benefits, Employee Leave Plans	Generic Coverage for Annual leave plans	##/##/####		
Employees in BUSINESS UNIT: Head Office :		1					
Employees with Leave:		4					
Pension							
BUSINESS UNIT = Assembly Line 1							
Crew, Norma A	EE 116		Benefit Generic pension	Standard Pension Coverage	##/##/####	#,##.## %	1,###.## %
Employees in BUSINESS UNIT: Assembly L :		1					
BUSINESS UNIT = Bond HQ							
Garner, James	116		Benefit Generic pension	Standard Pension Coverage	##/##/####	#,##.## %	1,###.## %
Employees in BUSINESS UNIT: Bond HQ :		1					
BUSINESS UNIT = Head Office							
Vista, Mike	118		Benefit Generic pension	Standard Pension Coverage	##/##/####	#,##.## %	1,###.## %
Employees in BUSINESS UNIT: Head Office :		1					

Employee benefit statement (Benefits module only)

Brief description:

The **Employee Benefit Statement** report provides a benefit statement for all relevant employees within the selected business units. Benefit statements will not be produced for employees who are not in receipt of any benefits.

Who should run this report?

HR should run this report, it could be used as part of a six monthly, or annual, statement to be issued to employees.

When should the report be run?

If an employee requests a benefit statement, then this report can be run at any time, but more likely on a six monthly or annual basis for issue to employees.

Statement of Current Benefits for Mike Vista as at 12/06/2006

5 Bedford Road
Cambridge
Cambridgeshire
CAB 12ER

NI Number:		Business Unit:	Head Office
Date of Birth:	2-Feb-1955	Position:	PA to Managing Director
Start Date:	3-Mar-2006	Grade:	

Active Benefits

Benefit	Details	Cost to You	Employer Contribution	Payment to You	Value to You	Benefit in Kind?	Entitled From

Insurance

Private Health Insurance	First Level Coverage						3-Mar-2006

Leave

Leave Plan	Annual Entitlement Days						Entitled From
Benefits, Employee	19.99						3-Mar-2006
Leave Plans							

Pension

Pension Name	Employer Contribution	Employee Contribution					Entitled From
Benefit Generic pension	10.xxxxx%	5.xxxxx%					1-May-2006

Employees by benefit plan (Benefits module only)

Brief description:

The **Employees by Benefit Plan** report allows employers to view how well their benefit plans are subscribed.

Who should run this report?

The report is intended for use by the human resource team. It is especially useful after the launch of a new benefit package.

When should the report be run?

This report could be used as part of a six monthly, or annual, review of the success of benefit plans.

EMPLOYEE NAME	PERSON ID	EMPLOYEE CODE	POSITION TITLE	BUSINESS UNIT	LOCATION	GRADE
BENEFIT PLAN : Generic plan for new starters						
BUSINESS UNIT : Assembly line 1						
Crew, Norma A	EE 196	EE 196	Assembler	Assembly Line 1	Endless Adventures Ltd	Manual Grade 1
Count of Employees in BUSINESS UNIT : Assembly Line 1		1				
BUSINESS UNIT: Bond HQ						
Garner, James	196	196	Foreign Investigator	Bond HQ	Bond HQ	
Templar, Simone	197	197	Investigator	Bond HQ	Bond HQ	
Count of Employees in BUSINESS UNIT : Bond HQ		2				
BUSINESS UNIT: Head Office						
Vista, Mike	198	198	Personal Assistant	Head Office	Endless Adventures Ltd	
Count of Employees in BUSINESS UNIT : Head Office		1				
Count of Employees in BENEFIT PLAN : Generic plan for new starters		4				
BENEFIT PLAN : Managers Health Plan						
BUSINESS UNIT: Bond HQ						
Burgess, Mclean	195	195	Investigator	Bond HQ	Bond HQ	Junior Management Grade
Count of Employees in BUSINESS UNIT : Bond HQ		1				
Count of Employees in BENEFIT PLAN : Managers Health Plan		1				

Chapter 3 – Benefits –P11D reports

Note: The P11D module must be enabled for these reports to be available.

P11D – Class 1A NICS (P11D module only)

Brief description:

This report details the amount of Class 1A NICs due to HMRC per pay group, and provides the overall total of Class 1A NICs due for the PAYE reference. It includes the details of P11D benefits that attract Class 1A NIC. At present these are:

- Benefit Type A – Assets Transferred
- Benefit Type D – Living Accommodation
- Benefit Type F – Cars and Car Fuel
- Benefit Type G – Vans and Fuel Result
- Benefit Type H – Interest Free and Low Interest Loans
- Benefit Type I – Private Medical Treatment or Insurance
- Benefit Type J – Qualifying Relocation Expenses payments and Benefits
- Benefit Type K – Services Supplied
- Benefit Type L – Assets Placed at the Employers Disposal
- Benefit Type M – Other Items (Including subscriptions and professional fees)

It can be used for the manual completion of P11DB.

The report can be run during the P11D processing for a tax year to check on details, and should also be run after the processing is complete.

Who should run this report?

Payroll should run this as part of the P11D processing for each tax year.

When should the report be run?

As part of the P11D processing.

EMPLOYEE CODE - EMPLOYEE NAME	BENEFIT TYPE	AMOUNT
PAYE Reference: 123/P11D		
Pay Group: Max and Lennies Monthly		

B011-Boone,Alison

Assets transferred Total　　　　　　　　　　　　　　　　　700.00
Private medical treatment or insurance Total　　　　　　　600.00
Total Benefits　　　　　　　　　　　　　　　　　　**1,300.00**

ADP

Report Category - Benefits - P11D

N1AR - P11D - Class 1A NICS Report

Generated By: Annette Ste

Tax Year: 2011/

Report Run Date/Time:　27/09/2011　03:52:43PM　　　　　　Page 1 of 3　　　　　N1AR

P11D – Class 1A NICS Funding (P11D module only)

Brief description:

This report identifies the total amount needed to fund the Class 1A NICs due to HMRC per pay group. It includes the details of P11D benefits that attract Class 1A NIC. At present these are:

- Benefit Type A – Assets Transferred

- Benefit Type D – Living Accommodation

- Benefit Type F – Cars and Car Fuel

- Benefit Type G – Vans and Fuel Result

- Benefit Type H – Interest Free and Low Interest Loans

- Benefit Type I – Private Medical Treatment or Insurance

- Benefit Type J – Qualifying Relocation Expenses payments and Benefits

- Benefit Type K – Services Supplied

- Benefit Type L – Assets Placed at the Employers Disposal

- Benefit Type M – Other Items (Including subscriptions and professional fees)

Who should run this report?

Payroll should run this as part of the P11D processing for each tax year.

When should the report be run?

As part of the P11D processing.

DESCRIPTION	AMOUNT
The total is the amount that will be required to fund payment of NIC1A according to P11D calculations.	
These funds will be drawn from your designated bank account to your payroll funding terms.	
PAY GROUP: Birmingham Weekly	
"Class 1A NICS payable to HMRC {Current rate= 12.801%}"	69145.60

Report Category - Benefits - P11D

N1AF - P11D - Class 1A NICS Funding Report

Report Run Date/Time:　23/09/2011　09:39:01AM　　　　Page 1 of 1

Generated By: Annette Steele

Tax Year: 2011/12

N1AF

Chapter 4 – Employee development reports

Note: The Employee Development module must be enabled for these reports to be available.

Appraisal analysis (Employee Development module only)

Brief description:

This report provides the means to track appraisal reports that were due to be completed within specified dates. Appraisals that have not been given a **Complete by** date will not feature in this report.

The report can be run to return listings by:

- Business unit
- Location
- Appraiser
- Appraisal type
- Employments type
- A combination of all the above.

The report provides both a summary and a detailed breakdown.

Who should run this report?

The report is an aid to HR and management to track the progress of appraisals that have been given a **Complete by** date.

When should the report be run?

The report should be run on a regular basis during the appraisal periods.

EMPLOYEE NAME	EMPLOYMENT TYPE		POSITION TITLE	BUSINESS UNIT	APPRAISAL STATUS	APPRAISER	PERIOD START DATE	TARGET DATE	COMPLETED DATE
Business Unit: BDC Administration								*Appraisal Type: 6 Monthly Appraisal*	
Rey, Peter (A150)	Regular	Permanent	Clerical Assistant	BDC Administration	In progress	Lampard, Frank	01/10/2009	11/11/2009	
Rey, Peter (A150)	Regular	Permanent	Clerical Assistant	BDC Administration	Paperwork received by HR	Lampard, Frank	15/10/2009	12/11/2009	11/11/2009
Business Unit: BDC Administration								*Appraisal Type: Annual Review Appraisal*	
Adams, Adrian (A148)	Regular	Permanent	Administrative Assistant	BDC Administration	Paperwork received by HR	Lampard, Frank	23/09/2009	21/10/2009	24/09/2009
Adams, Adrian (A148)	Regular	Permanent	Administrative Assistant	BDC Administration	Completed, awaiting paperwork	Lampard, Frank	24/09/2009	22/10/2009	24/09/2009
Adams, Adrian (A148)	Regular	Permanent	Administrative Assistant	BDC Administration	In progress	Lampard, Frank	07/10/2009	14/10/2009	
Adams, Adrian (A148)	Regular	Permanent	Administrative Assistant	BDC Administration	Paperwork received by HR	Lampard, Frank	22/10/2009	19/11/2009	26/10/2009
b, B (CSS1031)		Permanent	Administrative Assistant	BDC Administration	In progress	Lampard, Frank	24/09/2009	01/10/2009	
Brown, Ted (CSS1022)		Permanent	Administrative Assistant	BDC Administration	In progress	Lampard, Frank	05/10/2009	12/10/2009	
Brown, Ted (CSS1022)		Permanent	Administrative Assistant	BDC Administration	Paperwork received by HR	Lampard, Frank	06/10/2009	12/10/2009	10/11/2009
Brown, Ted (CSS1022)		Permanent	Administrative Assistant	BDC Administration	Paperwork received by HR	Lampard, Frank	03/10/2009	12/10/2009	10/11/2009
Evans, Gary (A149)	Regular	Permanent	Clerical Assistant	BDC Administration	In progress	Lampard, Frank	22/09/2009	20/10/2009	23/10/2009
Evans, Gary (A149)	Regular	Permanent	Clerical Assistant	BDC Administration	In progress	Lampard, Frank	01/09/2009	29/09/2009	
Evans, Gary (A149)	Regular	Permanent	Clerical Assistant	BDC Administration	Completed, awaiting paperwork	Lampard, Frank	02/11/2009	30/11/2009	23/10/2009
Folkes, Colin (A147)	Regular	Permanent	Manager	BDC Administration	Paperwork received by HR	Lampard, Frank	27/10/2009	24/11/2009	27/10/2009
Ford, Neil (CSS1011)		Permanent	Administrative Assistant	BDC Administration	In progress	Lampard, Frank	25/09/2009	02/10/2009	
Business Unit: BDC Administration								*Appraisal Type: Appraisal Review*	
Folkes, Colin (A147)	Regular	Permanent	Manager	BDC Administration	Completed, awaiting paperwork	Lampard, Frank	27/10/2009	24/11/2009	27/10/2009
Folkes, Colin (A147)	Regular	Permanent	Manager	BDC Administration	Paperwork received by HR	Lampard, Frank	28/10/2009	03/11/2009	05/11/2009
Ford, Neil (CSS1011)		Permanent	Administrative Assistant	BDC Administration	In progress	Lampard, Frank	22/10/2009	19/11/2009	
Business Unit: BDC Administration								*Appraisal Type: Next Appraisal Date*	
Adams, Adrian (A148)	Regular	Permanent	Administrative Assistant	BDC Administration	In progress	Lampard, Frank	01/11/2009	29/11/2009	
Business Unit: BDC Administration								*Appraisal Type: November Appraisal*	
Adams, Adrian (A148)	Regular	Permanent	Administrative Assistant	BDC Administration	Paperwork received by HR	Lampard, Frank	01/11/2009	29/11/2009	13/11/2009
Rey, Peter (A150)	Regular	Permanent	Clerical Assistant	BDC Administration	In progress	Lampard, Frank	01/11/2009	29/11/2009	

Report Category - Employee Development

Appraisal Analysis

Appraisals due between: 30/11/2007 and 30/11/2009

Permanent Employees Only

510000117 - Tracy Bullen

Page 3 of 43

APPR

EMPLOYEE NAME	EMPLOYMENT TYPE		POSITION TITLE	BUSINESS UNIT	APPRAISER	PERIOD START DATE	TARGET DATE	COMPLETED DATE
Business Unit: Bond HQ						Appraisal Type: Annual Performance Appraisal		
Burgess, Mclean (115)	Regular	Permanent	Spy1	Bond HQ	Lawson, Lucy	15/05/2006	15/11/2006	
Duvet, Janice (114)	Regular	Permanent	Spy1	Bond HQ	Templar, Simone	20/10/2006	17/11/2006	
Duvet, Janice (114)	Regular	Permanent	Spy1	Bond HQ	Templar, Simone	06/11/2006	14/12/2006	14/11/2006
Garner, James (186)	Regular	Permanent	Special Spy	Bond HQ	Burgess, Mclean	15/05/2006	15/11/2006	
Templar, Simone (181)	Regular	Permanent	Spy1	Bond HQ	No Appraiser	15/05/2006	15/11/2006	

** End of Report **

Business Unit: Bond HQ

Page 2 of 2

Report Category - Employee Development   Appraisals due between: 01/06/2006 and 01/01/2007

Appraisal Analysis   Permanent Employees Only

Employee Development

Report Run Date/Time : 18/12/2006 11:18:22

APPR

Appraisal Grades Analysis

Brief description:

This report aggregates the overall grades that have been recorded for a selected type of appraisal, by Business Unit. It allows the user to identify the proportion of those appraised who achieved each grade.

For each business unit it lists the grades that have been defined and identifies the number of employee appointments who achieved each grade, and identifies this number as a percentage of the total.

Each business unit is reported on a separate page.

The report can be run to return listings by:

- Appraisal type
- Completed on or after, and before
- Business Unit
- Employment type
- Permanent Employees only
- Excluding or including leavers.

Who should run this report?

The report is an aid to HR and management to track the progress of appraisals that have been given a **Complete by** date.

When should the report be run?

The report should be run on a regular basis during the appraisal periods.

GRADE	MEANING	COUNT	PERCENTAGE
OTGF Payroll (OX13)			
Excellent	Grade comments	0	0.00%
Very Good		1	100.00%
Good		0	0.00%
Average		0	0.00%
Poor	Grade comments	0	0.00%
Very Poor		0	0.00%
Totals		1	100.00%

** End of Report **

Report Category - Employee Develop

Appraisal Grades Analysis

Report Run Date/Time: 30/11/2009 14:36:43

51000117-Tracy Bullen

Page 1 of 1

Generated By: Rose Weir

APGA

EE development history (Employee Development module only)

Brief description:

This report provides details of all development events that have been recorded against employees. It specifies the employee name, age, ethnic origin and position, the course/event title, dates and the number of personnel who attended.

The report can be run to return listings by:

- **Business unit**
- **Location**
- Who the employee **Reports to**
- **Job**
- **Job classification**
- **Manager classification**

The report provides both a summary and a detailed breakdown.

Who should run this report?

The report is an aid to HR and management when assessing employee development.

When should the report be run?

The report should be during the appraisal periods and when planning or reviewing employee development projects.

Report Category – Employee Development
Employee Development History Analysis

DEVELOPMENT EVENTS COMMENCING BETWEEN 06/06/2006 AND 01/01/2007

SUMMARIZED BY: NO SUMMARY

Employee Development

EEDH

EMPLOYEE NAME	POSITION	AGE	GENDER	ETHNIC ORIGIN	COURSE DATES START	END	ATTENDEES
BUSINESS UNIT: Bond HQ							
Templar, Simone	Spy1	??	F				1
Surveillance Techniques							
Templar, Simone	Spy1	??	F				1
Surveillance Techniques							
2nd Stage Examination							CPlusPlus Intermediat
Basil, TC	Spy1	?1	M				1
2nd Stage Examination							
Map reading							Team Building and Outward bound events
Templar, Simone	Spy1	??	F				1
Map reading							
Orienteering							Team Building and Outward bound events
Templar, Simone	Spy1	??	F				1
Orienteering							

Run Date/Time: 12/18/2006   11:27:31

BUSINESS UNIT: Bond HQ

Page 1 of 1

EE development needs analysis (Employee Development module only)

Brief description:

This report provides details of all development needs that have been recorded for employees. It specifies the employee name, the target date of the development requirement, any development event that has been identified that would be beneficial in providing the development and the skill that is being developed. The report also provides a count of the number of employees within each business unit that have development needs recorded against them.

The report can be run to return listings by:

- **Business unit**
- **Location**
- Who the employee **Reports to**
- **Job**
- **Job classification**
- **Manager classification**

Who should run this report?

The report is an aid to HR and management when assessing employee development.

When should the report be run?

The report should be during the appraisal periods and when planning or reviewing employee development projects.

EMPLOYEE NAME	TARGET DATE	DEVELOPMENT NEED DESCRIPTION	DEVELOPMENT NEED ORIGIN	DEVELOPMENT TYPE	DEVELOPMENT ACTIVITY DESC	SKILL REQUIRED
BUSINESS UNIT: Bond HQ						
Templar, Simone	12/18/2006	Surveillance techniques	Employee			
		Bugging techniques	Human Resources	-		
Employees with outstanding training needs in		BUSINESS UNIT: Bond HQ				

Report Category - Employee Development

Employee Development Needs Analysis

BUSINESS UNIT: Bond HQ

Outstanding Development Needs Due Before: 01/01/2007

Not Summarized

Excluding Essential Training

Run Date/Time: 12/18/2006   11:37:13   Page 1 of 1

Employee Development

EEDN

Chapter 5 – Employee management reports

Additional roles by location

Brief description:

The additional roles report provides management with the names of employees who have been recorded as fulfilling extra assignments on top of their official appointments.

These assignments may be along the lines of Fire Officer, First Aider or similar role that is not recorded as an appointment.

Who should run this report?

Managers and HR should run this report.

When should the report be run?

The report should be run on a regular basis, at least quarterly, to ensure that each location has its pre-requisite number of personnel that are fulfilling the additional roles that may be a Health and Safety, or legal, requirement.

LOCATION: Endless Adventures Ltd

Endless Adventures Ltd

19 Isis Way
Minerva Business park
Lynch Wood
Peterborough
Cambridgeshire PE1 6OR

		FTE	Headcount
Permanent		2,864.10	2,228.00
Temporary		14.00	14.00
Total Employee Count		2,840.10	2,302.00

EMPLOYEE NAME	EMPLOYEE CODE	ROLE EFFECTIVE FROM	TO	EMPLOYEE PRIMARY CONTACT INFO	BUSINESS UNIT
ADDITIONAL ROLE: First Aider					
None					
Current First Aiders: 0					
ADDITIONAL ROLE: Fire Warden					
None					
Current Fire Wardens: 0					
ADDITIONAL ROLE: Safety Officer					
Longboat, Pete J.	EE 199	01/01/2005		01213456999	Assembly Line 2
Current Safety Officers: 1					

** End of Report **

Report Category – Employee Management

Additional Roles by Location

Report Run Date/Time: 18/12/2006 11:46:25   Page 5 of 5

ROLE

Employee Management

Address labels report

Brief description:

The purpose of this report is to produce name and address mailing labels in five different Avery label layouts - L7159, L7160, L7161, L7162, and L7163.

Who should run this report?

The HR department should run this report when they are required to send out mass mailing to employees.

When should the report be run?

Whenever there is to be a mass mailing to employees.

Business Unit: BDC Administration

Labels Printed: 4

MR. S. PEARCE
NAVIGATION STREET
BIRMINGHAM
B2 4BS

MR. D. WALKER
FAZELEY STREET
BIRMINGHAM
B5 5JP

MR. N. WEBB
HENRYS CAFÉ BAR
1 VICTORIA SQUARE
BIRMINGHAM
B1 1BH

MR. P. DAVENPORT
WELLESBOURNE TOWER
HOPE STREET
BIRMINGHAM
B5 7DY

MR. N. CLOUGH
SHOOTERS CLOSE
BIRMINGHAM
B5 7LN

MR. S. HODGE
KEATS AVENUE
BIRMINGHAM
B10 0BU

MR. G. CROSBY
DARNEL CROFT
BIRMINGHAM
B10 0EA

MR. I. WOAN
BRISTOL STREET
BIRMINGHAM
B5 7AP

MR. S. CHETTLE
PARK STREET
BIRMINGHAM
B5 5JH

Appointment analysis

Brief description:

This report produces appointment and base rate salary information and also highlights position and job grades for comparison to actual appointment grade.

Who should run this report?

This report is a management aid to plan budgets and head-counts.

When should the report be run?

The report should be run as and when required but as a minimum, whenever budgets are being planned and reviewed then this report should provide valuable assistance.

EMPLOYEE NAME / APPOINTMENT	PERSON ID	BASE RATE	FREQUENCY	APPOINTMENT					POSITION GRADE(S)	JOB GRADE(S)
				GRADE	FTE	QUARTILE	% IN RANGE	COMPA		
COST CODE: TEST1										
Carter, Brian R.	A330	£12500.00	Annual	Manual Grade 2	0.500	MAX	1.143	1.22	Manual Grade 1	Manual Grade 1
SH08J32 : OTGF Assembly Line 2 / Assembler (Primary Appointment)				Employee Base Rate £12500.00 exceeds Grade Maximum £12000.00						
Chard, Patrick R.	A307	£12700.00	Annual	Manual Grade 1	1.000	2	0.270	0.85	Manual Grade 1	Manual Grade 1
SH07J32 : OTGF Assembly Line 1 / Assembler (Primary Appointment)										
Harris, Ken	A159	£10600.00	Annual	Manual Grade 1	1.000	1	0.060	0.71	Manual Grade 1	Manual Grade 1
B02J36 : BDC Warehouse / Warehouse Person (Primary Appointment)										
Hyatt, Marion T.	A310	£13000.00	Annual	Manual Grade 1	1.000	2	0.300	0.87	Manual Grade 1	Manual Grade 1
SH07J32 : OTGF Assembly Line 1 / Assembler (Primary Appointment)										
Martindale, Paul	A151	£34400.00	Annual	Administrative Grade	1.000	MAX	1.492	1.60	Senior Management Grade	Senior Management Grade
B01J16 : Birmingham Distribution Centre / General Manager (Primary Appointment)				Employee Base Rate £34400.00 exceeds Grade Maximum £29000.00						
Mathews, Brian	A158	£10500.00	Annual	Manual Grade 1	1.000	1	0.050	0.70	Manual Grade 1	Manual Grade 1
B02J36 : BDC Warehouse / Warehouse Person (Primary Appointment)										
O'Brien, Rachel E.	A327	£14600.00	Annual	Junior Management Grade	1.000	MIN	0.000	0.54	Manual Grade 1	Manual Grade 1
SH08J32 : OTGF Assembly Line 2 / Assembler (Primary Appointment)				Employee Base Rate £14600.00 below Grade Minimum £19000.00						
Truman, Anthony	A154	£10100.00	Annual	Manual Grade 1	1.000	1	0.010	0.67	Senior Management Grade	Senior Management Grade
B01J16 : Birmingham Distribution Centre / General Manager (Primary Appointment)										
Total Employees for Cost Code: TEST1 - 8										
COST CODE: TEST2										

Appointment Analysis by Cost Centre

Report Category: Employee Management

Run Date/Time: 14/11/2003   2:28:10PM

BMS Help Team

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ata Requirement Mandatory Data Requirement

APAN

Career Progression report

Brief description:

This report identifies each employee's current position and pay details and identifies the reason for any change in position.

Who should run this report?

This report should be run by management or human resources, as required.

When should the report be run?

This report can be run at any time e.g. prior to an employee's pay review.

EMPLOYEE / BUSINESS UNIT	POSITION	BASE RATE	FREQUENCY	RATE CHANGE REASON	RATE CHANGE COMMENTS
Adams,Vivienne.(A072)	Senior Administrative Assistant	30,500.00	Annual		
OTGF Factory Administration	Position Effective from: 03/09/1990 to -	Rate Effective from: 03/09/1990 to 02/09/1991			
Adams,Vivienne.(A072)	Senior Administrative Assistant	24,000.00	Annual	Demotion	
OTGF Factory Administration	Position Effective from: 03/09/1990 to -	Rate Effective from: 03/09/1991 to -			
Adams,Adrian.(A148)	Administrative Assistant	19,300.00	Annual		
BDC Administration	Position Effective from: 01/09/1994 to -	Rate Effective from: 01/09/1994 to -			
Adams,Michael.(A199)	Production Manager	20,400.00	Annual		
OTGF Production	Position Effective from: 10/09/1990 to 05/04/2008	Rate Effective from: 10/09/1990 to 05/04/2008			
Adams,Michael.(A199)	Production Manager	24,000.00	Annual	Merit	
OTGF Production	Position Effective from: 10/09/1990 to 05/04/2008	Rate Effective from: 10/09/1991 to 05/04/2008			
Aen,Kelvi.(79)	Manager	3.00	Daily		
BDC Administration	Position Effective from: 06/12/2006 to 04/04/2008	Rate Effective from: 06/12/2006 to 04/04/2008			
Ain,Jan.(71)	Administrative Assistant	2.00	Annual		
BDC Transport Administration	Position Effective from: 05/12/2006 to 05/04/2008	Rate Effective from: 05/12/2006 to 05/04/2008			
Ainsworth,SusanAlison.(A028)	Senior HR Manager	26,000.00	Annual		
OTGF HR/Payroll	Position Effective from: 21/09/1990 to -	Rate Effective from: 21/09/1990 to -			
Albert,Peter.(A444)	QA Inspector	31,500.00	Annual		
OTGF Quality Assurance	Position Effective from: 10/09/1990 to -	Rate Effective from: 10/09/1990 to -			

Career Progression

Report Category: Employee Management

Run Date/Time: 08/01/2009   14:28:49

Generated By: USER SUPER

Reporting Period: 01/01/2005 to 31/12/2008

CRPR

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Company Car/Van Allocation report

Brief description:

This report identifies the details of each company car that has been allocated to the employees in a selected tax year. It includes many of the company car details.

The report includes the following parameters:

- Year
- Sort by Employee Code or Employee Name
- Sort Order - in Ascending or Descending order

Who should run this report:

The report is intended for use by management and the human resource department.

When should the report be run:

The report should be run as required.

EMPLOYEE / CAR & VAN DETAILS

Mr. Jefford,Chris - A071

Field	Value	Field	Value
REGISTRATION:	AA51ACF		
MAKE:	BMW		
MODEL:	3-series		
VEHICLE TYPE:	Car Saloon		
CO2 EMISSIONS:	100		
ENGINE SIZE:	1199		
DATE REGISTERED:	01/01/2002	DATE ASSIGNED:	01/01/2002
LIST PRICE:	10000.00	DATE RETURNED:	
CLASSIC CAR VALUE:	12000.00	EE CONTRIBUTIONS:	
ORIGINAL ACCESSORIES:		PRIVATE USE:-	
ADDITIONAL ACCESSORIES:		ACTUAL AMOUNT:	
FUEL TYPE:	Petrol	PRIVATE FUEL AVAILABLE:	No
REPORT AS:	Other	DATE DISCONTINUED:	

Mr. Lee,Chris - A086

Field	Value	Field	Value
REGISTRATION:	CG51FHN		
MAKE:	Porsche		
MODEL:	Boxster		
VEHICLE TYPE:	Van		
CO2 EMISSIONS:	140		
ENGINE SIZE:	1799		
DATE REGISTERED:	01/01/2002	DATE ASSIGNED:	01/01/2002
LIST PRICE:	14000.00	DATE RETURNED:	
CLASSIC CAR VALUE:	16000.00	EE CONTRIBUTIONS:	
ORIGINAL ACCESSORIES:		PRIVATE USE:-	
ADDITIONAL ACCESSORIES:		ACTUAL AMOUNT:	
FUEL TYPE:	Diesel non-complying	PRIVATE FUEL AVAILABLE:	No
REPORT AS:	Diesel	DATE DISCONTINUED:	
UNAVAILABILITY %(Van):			

Mr. Walker,Andy - A099

Field	Value	Field	Value
REGISTRATION:	AB51BDG		
MAKE:	Renault		
MODEL:	Clio		
VEHICLE TYPE:	Car Hatchback		
CO2 EMISSIONS:	110		
ENGINE SIZE:	1299		
DATE REGISTERED:	01/01/2002	DATE ASSIGNED:	01/01/2002
LIST PRICE:	11000.00	DATE RETURNED:	
CLASSIC CAR VALUE:	13000.00	EE CONTRIBUTIONS:	
ORIGINAL ACCESSORIES:		PRIVATE USE:-	
ADDITIONAL ACCESSORIES:		ACTUAL AMOUNT:	
FUEL TYPE:	Petrol	PRIVATE FUEL AVAILABLE:	No
REPORT AS:	Other	DATE DISCONTINUED:	

Company Car/Van Allocation

Report Category: Organisation

Run Date/Time: 07/01/2011   10:44:03

Tax Year: 2011/12

Generated By: USER SUPER

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PCVA

Employee disciplinary record

Brief description:

This report provides a listing of an employee's disciplinary offences, occurring in a selected date range, and the resultant actions taken.

Who should run this report?

This report is a management aid when assessing employee disciplinary records and when conducting disciplinary meetings.

When should the report be run?

Management, or HR Administration, should run the report prior to conducting an employee disciplinary meeting or when reviewing employee disciplinary records.

DISCIPLINARY ACTION	DATE GIVEN	GIVEN BY	EMPLOYEE REPRESENTATIVE	WARNING		COMMENTS	
				DURATION	EXPIRY	EMPLOYER	EMPLOYEE
BUSINESS UNIT: Assembly Line 1 (continued)							
Kendall, Suzy							EE114
Offence: Serious Insubordination				**Date:** 01/01/2002			
Witness 1: No Witness				**Witness 2:** No Witness			
Comments: Comments and other important text to do with the reason a person was disciplined							
Second Verbal Warning	14/01/2002	J Watson	M Brown (employee)	2 Weeks	27/01/2002		
First Verbal Warning	01/01/2002	J Watson	No Representative	2 Weeks	13/01/2002		
Karslake, Jane M.							EE123
Offence: Late Attendance				**Date:** 01/01/2002			
Witness 1: No Witness				**Witness 2:** No Witness			
Comments: Comments and other important text to do with the reason a person was disciplined							
Second Verbal Warning	14/01/2002	J Watson	M Brown (employee)	2 Weeks	27/01/2002		
First Verbal Warning	01/01/2002	J Watson	No Representative	2 Weeks	13/01/2002		
King, James							EE147
Offence: Late Attendance				**Date:** 01/01/2002			
Witness 1: No Witness				**Witness 2:** No Witness			
Comments: Comments and other important text to do with the reason a person was disciplined							
Second Verbal Warning	14/01/2002	J Watson	M Brown (employee)	2 Weeks	27/01/2002		
First Verbal Warning	01/01/2002	J Watson	No Representative	2 Weeks	13/01/2002		
Lawrence, Herbert J.							EE125
Offence: Serious Insubordination				**Date:** 01/01/2002			
Witness 1: No Witness				**Witness 2:** No Witness			
Comments: Comments and other important text to do with the reason a person was disciplined							
Second Verbal Warning	14/01/2002	J Watson	M Brown (employee)	2 Weeks	27/01/2002		
First Verbal Warning	01/01/2002	J Watson	No Representative	2 Weeks	13/01/2002		

Employee Disciplinary Record

Report Category: Employee Management

Run Date/Time: 08/07/2004   11:40:20

EAL33

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Offences Between: 01/01/2000 and 08/07/2004

...story Data Requirement Mandatory Data Requirement

DISC

Employee grievance record

Brief description:

This report provides a listing of an employee's recorded grievances, occurring in a selected date range, and the resultant actions taken.

Who should run this report?

This report is a management aid when reviewing employee grievances and assessing management response.

When should the report be run?

Management, or HR Administration, should run the report on a regular basis to assess management response to employee grievances, and as an indication of employee morale.

GRIEVANCE	ACTION DATE	GIVEN BY	EMPLOYEE REPRESENTATIVE	DOCUMENT ON FILE	DETAILS	
					EMPLOYER	EMPLOYEE
BUSINESS UNIT: Bond HQ						
Duvret, Janice (114)						
Reason: Bullying and Harassment				**Date:** 12/10/2006	**Date Closed:**	
Witness 1: No Witness				**Witness 2:** No Witness		
Comments: Janice Has Made A Complaint Against The Night Cleaners. She Claims That One Member Of Their Team Continually Harrasses Her About Her Work Area.						
Grievance lodged	12/10/2006		No Representative	No	James Will Be Dealing With This.	
Grievance acknowledged	12/10/2006		No Representative	No		
Meeting scheduled	12/10/2006	James Garner (144)	No Representative	No	Meeting Scheduled For 15/10/2006	

Employee Grievance Record

Report Category: Employee Management

Run Date/Time: 18/12/2006   12:17:49

21000245-HelpTeam

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Grievances Between: 18/09/2006 and 18/12/2006

Generated By: George Cranwell

EGRV

Employee life cycle dates

Brief description:

The report returns details of employee lifecycle dates that fall within the date range entered when the report was run. Lifecycle dates can include **Birthday**; **Age next birthday**; **Probation end date**; **Hire date**; **5 Year anniversary date**; **10 Year anniversary date**; **Contract end date**; **Pension eligibility date**; **Employment end date**. The report can be run for:

- Individual business units or All business units
- Individual Locations or All Locations
- Individual Cost centre or All cost centres

The user can also specify an individual event to report on, for example, purely run a report to return a list of employees whose length of service will reach the 10 year point between 20th March 2006 and 20 July 2006.

Who should run this report?

HR and management should run the report to view employee anniversary dates that are approaching.

When should the report be run?

Management, or HR Administration, should run the report on a regular basis to prepare for any awards that the company may issue to employees.

EMPLOYEE NAME	PERSON ID	JOB TITLE	EMPLOYEE EVENTS	
BUSINESS UNIT: BDC Administration				
Adams, Adrian T.	A148	Administrative Assistant	August 16: Birthday	Age Next Birthday: 38
Location: Birmingham Distribution Centre		Work Telephone: 0121 3 573988	Manager: Not Known (Telephone: Not Known)	
Evans, Gary	A149	Clerical Assistant	November 13: Birthday	Age Next Birthday: 33
Location: Birmingham Distribution Centre		Work Telephone: 0121 3 210831	Manager: Not Known (Telephone: Not Known)	
Foikes, Colin	A147	Manager	November 08: Birthday	Age Next Birthday: 36
Location: Birmingham Distribution Centre		Work Telephone: 0121 3 495552	Manager: Not Known (Telephone: Not Known)	
Ray, Peter	A150	Clerical Assistant	June 09: Birthday	Age Next Birthday: 35
Location: Birmingham Distribution Centre		Work Telephone: 0121 3 648122	Manager: Not Known (Telephone: Not Known)	
Test, Test	67	Administrative Assistant	January 01: Birthday	Age Next Birthday: 24
			01/01/2003: Start Date	
			Manager: Not Known (Telephone: Not Known)	
BUSINESS UNIT: BDC Drivers				
Chettle, Steve	A186	Van Driver	June 15: Birthday	Age Next Birthday: 35
Location: Birmingham Distribution Centre		Work Telephone: 0121 3 880664	Manager: Not Known (Telephone: Not Known)	
Clough, Nigel	A182	HGV Driver	March 27: Birthday	Age Next Birthday: 47
Location: Birmingham Distribution Centre		Work Telephone: 0121 3 773788	Manager: Not Known (Telephone: Not Known)	
Cooper, Colin	A187	Van Driver	August 01: Birthday	Age Next Birthday: 49
Location: Birmingham Distribution Centre		Work Telephone: 0121 3 058332	Manager: Not Known (Telephone: Not Known)	
Crosby, Gary	A184	HGV Driver	June 19: Birthday	Age Next Birthday: 38
Location: Birmingham Distribution Centre		Work Telephone: 0121 3 684305	Manager: Not Known (Telephone: Not Known)	
Davenport, Peter	A181	HGV Driver	March 14: Birthday	Age Next Birthday: 46
Location: Birmingham Distribution Centre		Work Telephone: 0121 3 719476	Manager: Not Known (Telephone: Not Known)	

Employee Lifecycle Dates

Report Category: Employee Management

Run Date/Time:　14/11/2003　2:29:10PM

BMS Help Team

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Date Range 01/01/2002 to 14/11/200:

Events Selected: ALL

ata Requirement Mandatory Data Requiremen

LCDT

Employee listing

Brief description:

The report returns a list of employees and identifies the following details for their primary appointment:

- the business unit for which they work.

- the location that they work.

- their job title.

- their job classification.

- their grade.

- their manager classification

- their shift pattern or contracted working hours.

Who should run this report?

HR and management should run the report when reviewing staffing levels for whatever reason.

When should the report be run?

The reports assists management in assessing and reviewing staffing levels and should be run as required.

EMPLOYEE NAME	LOCATION	JOB TITLE	JOB CLASS	MANAGER CLASS	COST CENTRE	GRADE	WORK HOURS
BUSINESS UNIT: BDC Warehouse							
Arato, Karl	Birmingham Distribution Centre	Warehouse Person	Manual	None	None	Manual Grade 1	Not defined
Berridge, Ellis	Birmingham Distribution Centre	Warehouse Person	Manual	None	None	Manual Grade 1	Not defined
Burridge, Steve	Birmingham Distribution Centre	Manager	Middle Management	Junior	None	None Present	Not defined
Harkness, Carl	Birmingham Distribution Centre	Manager	Middle Management	Junior	None	None Present	Not defined
Harris, Ken	Birmingham Distribution Centre	Warehouse Person	Manual	None	None	Manual Grade 1	Not defined
Hays, Richard	Birmingham Distribution Centre	Warehouse Person	Manual	None	None	Manual Grade 1	Not defined
Johnstone, James	Birmingham Distribution Centre	Forklift Driver	Semi-Skilled	None	None	Manual Grade 1	Not defined
Jones, Mark	Birmingham Distribution Centre	Forklift Driver	Semi-Skilled	None	None	Junior Management Grade	Not defined
Kelly, Fraia	Birmingham Distribution Centre	Stock Controller	Clerical	None	None	None Present	Not defined
Kirkbride, Vince	Birmingham Distribution Centre	Stock Controller	Clerical	None	None	Manual Grade 1	Not defined
Marsters, Gerry	Birmingham Distribution Centre	Warehouse Person	Manual	None	None	Manual Grade 1	Standard 35hr week
Martindale, Paul	Birmingham Distribution Centre	Manager	Middle Management	Junior	None	Administrative Grade	Not defined
Mathews, Brian	Birmingham Distribution Centre	Warehouse Person	Manual	None	None	Manual Grade 1	Not defined
Pack, Robert	Birmingham Distribution Centre	Warehouse Person	Manual	None	None	Manual Grade 1	Not defined
Potts, Peter	Birmingham Distribution Centre	HR Administrator	Administrative	None	ADM	None Present	Not defined
Prutton, David	Birmingham Distribution Centre	Janitor	Manual	None	None	Manual Grade 2	Not defined
Testa, Roy	Birmingham Distribution Centre	Cleaner	Manual	None	None	Manual Grade 2	Not defined
Testa, Vince	Birmingham Distribution Centre	Cleaner	Manual	None	None	Administrative Grade	Not defined
Townsend, Martin	Birmingham Distribution Centre	Stock Controller	Clerical	None	ADM	None Present	Not defined
Truman, Anthony	Birmingham Distribution Centre	Warehouse Person	Manual	None	None	Manual Grade 1	Not defined

Report Category: Employee Management
Employee Listing By Business Unit

Run Date/Time: 09/12/2010   09:43:38

60001727-Lynette Foll

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Generated By: USER SUPER

STFF

Employee Working Hours

Brief description:

The purpose of this report is to identify the current terms of contract and working hours for each current appointment (or the workings hours that applied at a selected point in time).

The report can analyse the appointments by business unit, business unit type, business location or by line manager.

The report can also be restricted to employees' with a first and/or last name starting with particular characters. For example, to report on a particular employee only.

Who should run this report?

The report is an aid to HR and management to view employee shift patterns for specific dates.

When should the report be run?

As required

Report parameters

- **Report Date** - the date for which the appointment working hours apply

- **Group By –** determines how the appointments are selected for the report, and the order they are included on the report. The options are: Business Unit, Business Location, Reports To

- **Business Unit Type** – if the Group By – Business Unit option is chosen, this field can be used to restrict the type of business units for which appointments will be included on the report

- **Business Unit, All, Child BUs** – if the Group By – Business Unit option is chosen, this field can be used to report on appointments within a particular business unit by selecting if from the dropdown list; or all business units by ticking the **All** option. Subordinate business units are also included if the **Child BU**s flag is ticked.

- **Business Location** – if the Group By – Business Location option is chosen, this field can be used to report on a particular business location by selecting if from the dropdown list; or all business locations by ticking the **All** option

- **Reports To** – if the Group By – Reports To option is chosen, this field can be used to report on a particular line manager by selecting the manager from the dropdown list; or all line managers by ticking the **All** option

- **First Name Starts With –** can be used to limit the appointments to those with employees' with first names starting with the characters you enter here.

- **Last Name Starts With** - can be used to limit the appointments to those with employees' with last names starting with the characters you enter here.

EMPLOYEE NAME	POSITION TITLE	PRIMARY APPOINTMENT	WORK HOURS	DAYS PER WEEK	HOURS PER WEEK	QUAL DAYS PER WEEK
BUSINESS UNIT: BDC Administration						
Adams, Ashton (A146)	Administrative Assistant	Yes	Working hours not defined	n/a	n/a	None
Evans, Gary (A149)	Clerical Assistant	Yes	Working hours not defined	n/a	n/a	None
Folkes, Colin (A147)	Manager	Yes	Working hours not defined	n/a	n/a	None
Ray, Peter (A150)	Clerical Assistant	Yes	Working hours not defined	n/a	n/a	None
Number of Employees from Business Unit BDC Administration:			4			

Report Category: **Employee Management**

Employee Working Hours

Business Unit: BDC Administration

Report Date: 01/10/1998

Generated By: USER SUPER

Employee Management   **EEWH**

Run Date/Time: 01/10/2010   12:18:56

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Expiring qualifications/licences

Brief description:

This report provides the means to track qualifications and licences that are about to, or already have, expired.

The report can be run to return listings by:

- Qualification type
- Business unit
- Location

Who should run this report?

The report is an aid to HR and management to track the currency of qualifications and licences.

When should the report be run?

The report should be run on a regular basis, probably monthly, to ensure that all personnel who require qualifications or licences to be renewed can plan and book in advance.

EMPLOYEE NAME POSITION TITLE LOCATION	QUALIFICATION TYPE	QUALIFICATION	COURSE TITLE / SUBJECT(S)	GRADE	DATE ATTAINED	EXPIRY DATE	SPONSORED	RECOVERABLE	FEE
Licences									
BUSINESS UNIT : Bond HQ									
Burgess, Mclean Spy1 BondHQ	Licence	12 bore shotgun		Safety skills	***1/2***	*12/12/11*	No	No	
Templar, Simone Spy1 BondHQ	Licence	12 bore shotgun		Safety skills	***1/2***	*12/12/11*	No	No	

QUALIFICATION TYPE : Licence
BUSINESS UNIT : Bond HQ

Report Category - Employee
Expiring Qualifications

Run Date /Time :   01/05/2007   14:31:04   Page 1 of 1   Employee Management

QEXP

Internal contact list

Brief description:

As the title of the report suggests, this will return a listing of employees displaying their contact details. The report will include work telephone number, email address, fax number, mobile number and location address (if different from business unit address).

There is also an option of including employee photographs. The report can be run for the following:

- Business unit
- Location
- Cost centre
- A combination of all the above.

Who should run this report?

The report should be run by HR or management to produce contact information for distribution or for individual use.

When should the report be run?

As required.

EMPLOYEE NAME / E-MAIL	TELEPHONE	FAX	MOBILE	ADDRESS employee location address will only appear if different from Business Unit
BUSINESS UNIT: BDC Drivers				25 Gravelly Industrial Park Birmingham, B24 8HZ
Chettle, Steve steve_chettle@adgf.co.uk	0121 3 880864 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Clough, Nigel nigel_clough@adgf.co.uk	0121 3 773788 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Cooper, Colin colin_cooper@adgf.co.uk	0121 3 058332 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Crosby, Gary gary_crosby@adgf.co.uk	0121 3 864325 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Davenport, Peter peter_davenport@adgf.co.uk	0121 3 719476 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Fordham, Ian ian_fordham@adgf.co.uk	0121 3 387902 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Foy, Keith keith_foy@adgf.co.uk	0121 3 436915 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Harewood, Marlon marlon_harewood@adgf.co.uk	0121 3 878841 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Hodge, Steve steve_hodge@adgf.co.uk	0121 3 336497 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Marks, Judith judith_marks@adgf.co.uk	0121 3 791271 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Pearce, Stuart stuart_pearce@adgf.co.uk	0121 3 957575 Manager: Not Known	0121 554 1448 (loc)	Not Known	

Internal Contact Report

Report Category: Employee Management

Run Date/Time: 14/11/2003 2:29:10PM

BMS Help Team

ata Requirement Mandatory Data Requirement

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CONT

Leave plans

Brief description:

This report provides details of all leave plans that have been created within ADP freedom for your organisation. It lists such things as:

- Type of plan
- Anniversary dates
- When the leave plan is/was in use
- Any rounding rules that apply

Who should run this report?

HR should run this report when analysing the range of leave plans that the company provides.

When should the report be run?

The report has been provided as an analysis tool to be run whenever required.

EMPLOYEE NAME E-MAIL	TELEPHONE	FAX	MOBILE	ADDRESS *employee location address will only appear if different from Business Unit*
BUSINESS UNIT: BDC Drivers				25 Gravelly Industrial Park Birmingham, B24 8HZ
Chettle, Steve steve_chettle@sfgf.co.uk	0121 3 880864 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Clough, Nigel nigel_clough@sfgf.co.uk	0121 3 773788 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Cooper, Colin colin_cooper@sfgf.co.uk	0121 3 858332 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Crosby, Gary gary_crosby@sfgf.co.uk	0121 3 864325 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Davenport, Peter peter_davenport@sfgf.co.uk	0121 3 719476 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Fordham, Ian ian_fordham@sfgf.co.uk	0121 3 387902 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Foy, Keith keith_foy@sfgf.co.uk	0121 3 438915 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Harewood, Marion marion_harewood@sfgf.co.uk	0121 3 876941 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Hodge, Steve steve_hodge@sfgf.co.uk	0121 3 336497 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Marks, Judith judith_marks@sfgf.co.uk	0121 3 791271 Manager: Not Known	0121 554 1448 (loc)	Not Known	
Pearce, Stuart stuart_pearce@sfgf.co.uk	0121 3 957575 Manager: Not Known	0121 554 1448 (loc)	Not Known	

Internal Contact Report

Report Category: Employee Management

Run Date/Time: 14/11/2003   2:29:10PM

BMS Help Team

ata Requirement Mandatory Data Requirement

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CONT

Chapter 6 – ezLaborManager Reports

Note: The ezLaborManager interface component must be enabled for these reports to be available.

Audit Report

Note: This report is only available if the ezLaborManager component has been enabled.

Brief description:

The Audit report can be used to interrogate the audit logs maintained by the ezLaborManager integration component. For example, to check the audit log for a specific employee, if an issue has been raised for the employee.

The exchange of data between freedom and ezLaborManager occurs in the background and any failures that occur are logged in an audit table so that they can be followed-up. This report can be used to selectively view these audit log entries.

Report Parameters

- **Events logged since** – to limit the report audit entries after a selected date

- **Include Information events** (Yes/No) – to limit the report to errors only, or include information events as well

Use one of the following parameters to identify a particular employee, or leave these blank to report on all employees:

- **Employee code**

- **ezLaborManager Employee ID**

- **Last name starts with**

Who should run this report?

The report will primarily be used by ADP support to investigate issues with ezLaborManager integration.

When should the report be run?

As required.

Employee Code: (Unknown)		ezLaborManager Employee ID: EZ-FR2	
Date & Time		Info/Error	Event
10/07/2009	17:10:29	Information	DEVPHR103355914#@50000119-1041002126 cancelled out of editing this employee in ezLaborManager.
10/07/2009	14:40:18	Information	DEVPHR103355914#@50000119-1041002126 cancelled out of editing this employee in ezLaborManager.
10/07/2009	14:23:20	Information	DEVPHR103355914#@50000119-1041002126 cancelled out of editing this employee in ezLaborManager.
08/07/2009	14:16:44	Information	DEVPHR103355914#@50000119-1041002126 completed removing this employee from ezLaborManager. Data: <?xml version="1.0" encoding="ISO-8859-1"?><e.Xperts-ezLaborManager xsi:noNamespaceSchemaLocation="D:\ADP\Conf\EzLMCommon-Fields.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"><EMPLOYEEID>EZ-FR193</EMPLOYEEID><COMPANYCODE>50000119</COMPANYCODE><STATUS>DELETE</STATUS></e.Xperts-ezLaborManager>
08/07/2009	14:15:23	Information	DEVPHR103355914#@50000119-1041002126 completed starting this employee in ezLaborManager.
08/07/2009	11:32:31	Information	DEVSUP103355914#@50000119-1041002125 cancelled out of editing this employee in ezLaborManager.
08/07/2009	11:29:18	Information	DEVSUP103355914#@50000119-1041002125 cancelled out of editing this employee in ezLaborManager.
07/07/2009	17:07:32	Information	DEVPHR103355914#@50000119-1041002126 cancelled out of editing this employee in ezLaborManager.
02/07/2009	12:00:35	Information	DEVPHR103355914#@50000119-1041002126 completed editing this employee in ezLaborManager.

Audit

Report Category: ezLaborManager

Report Run Date/Time: 11/07/2009 15:23:40

500000119-Kate Holland

Page 1 of 57

Generated By: Ben Bottersley

ezLaborManager

EZ04

ezLaborManager Set Up

Note: This report is only available if the ezLaborManager component has been enabled.

Brief description:

The ezLaborManager Set Up report shows the information has been entered on the ezLaborManager set up page (**System > ezLaborManager > Set up**). It is designed to be signed by the client to confirm the ezLaborManager integration configuration and data transfer requirements.

Who should run this report?

The Implementation Team to confirm back to the client the set-up options, and (if necessary) to obtain sign-off.

The Support Teams to query how the ezLaborManager integration has been configured for a client. These users do not have access to the set-up page, so must use this report to see the **d**ata.

When should the report be run?

As required.

ev16ukfreedom01

This is the ezLaborManager client that this installation will share data with.

ezLaborManager Client name: ev16ukfreedom01

ezLaborManager Company Code: 50000119

These options have been specified:

Shared email type: Work Email

Shared emergency contact type: Primary

Share base rate: Yes

ADP implementation Name: _____ Signature: _____ Date: _____

ev16ukfreedom01 Name: _____ Signature: _____ Date: _____

** End of Report **

50000119-Kate Holland

Set Up

Report Category: ezLaborManager

Report Run Date/Time: 11/07/2009 15:22:54 Page 1 of 1

Generated By: Ben Battersley

ezLaborManager **EZ01**

Shared Data

Note: This report is only available if the ezLaborManager component has been enabled.

Brief description:

The Shared Data report provides a snapshot of the shared data item values for employees, taken when freedom last attempted to automatically send an update to ezLaborManager for these people.

If the ezLaborManager data integration process failed for some reason it is possible that some employee's details in freedom may no longer match those in ezLaborManager. The ezLaborManager audit trail can identify the employees that may not be in synchronisation and this report provides the shared data item values for these employees.

An authorised individual will need to check each employee's details in ezLaborManager against those on this report and manually edit the employee details in ezLaborManager (if necessary) to ensure they match.

Note: This report does not attempt to show why the employee has fallen out of sync; for that the user would have to run the Audit report for the employee.

Report Parameters

- **Out of sync employees only** (Yes/No) – to limit the report to the employees known to be out of synchronisation

Use one of the following parameters to identify a particular employee, or leave these blank to report on all employees:

- **Employee code**
- **ezLaborManager Employee ID**
- **Last name starts with**

Who should run this report?

This report is intended primarily for use by the Support and Implementation Teams.

When should the report be run?

As required.

Ainslee, Fred
Employee Code: 115

Employment Status: Leaver

ezLaborManager Employee ID:	115
Connected:	Yes

ezLaborManager Payroll Company Code: 50000119

ezLaborManager Payroll ID: 115

These are attributes that we share with ezLaborManager. The values shown were sent in the last update (or last attempted update).

Last name:	Ainslee
First name:	Fred
Status:	Terminated
Hire date:	20/04/2009
Termination date:	30/07/2009
Department (Cost Centre):	NONE
Emergency contact:	Contact your HR department
Emergency contact phone:	(No number)
Email address:	noEmail@unknown.com
Base rate (hourly):	2,291.6667
Rate effective from:	01/05/2009

Last update received by ezLaborManager on: 10/07/2009 14:56:06

Shared Data
Report Category: ezLaborManager
Report Run Date/Time: 11/07/2009 15:23:00

50000119-Kate Holland

Page 1 of 17

Generated By: Ben Battersley

ezLaborManager   **EZ03**

Shared Employees

Note: This report is only available if the ezLaborManager component has been enabled.

Brief description:

The Shared Employees report provides a simple inventory of the ADP freedom employees that are (or have been) 'connected' to ezLaborManager i.e. the employees for whom their shared data is being kept in synchronisation between both systems. It shows both their freedom Employee Code and their ezLaborManager Employee ID.

The report results are grouped by Department, and the employees are sorted by employee name.

Report Parameters

- **Department (Cost Centre)** (or All) – to limit the report to employees within a department or include all employees (Department is the ezLaborManager equivalent of Cost Centre)

- **Connected employees only** (Yes/No) – to limit the report to the employees currently connected, or include all employees who have been connected at any time

Use one of the following parameters to identify a particular employee, or leave these blank to report on all employees:

- **Employee code**

- **ezLaborManager Employee ID**

- **Last name starts with**

Who should run this report?

This report is intended primarily for use by the Support and Implementation Teams, although it may also be of use to HR and/or Payroll Administrators.

When should the report be run?

As required

ezLaborManager Employee ID	Employee Name	Employee Code	Employment Status	Start Date	Leave Date
No Cost Centre					
115	Ainslee, Fred	115	Leaver	20/04/2009	30/07/2009
EZ-FR169	Hill, Henry	EZ-FR169	Current	01/07/2009	
EZ-FR168	Jackson, Keith	EZ-FR168	Current	01/07/2009	
177	Le Roi, Xavier	177	Current	01/07/2009	
EZ-FR190	Mitchell, Katrina	EZ-FR190	Current	01/07/2009	
EZ-FR175	Norris, Tula	EZ-FR175	Current	01/07/2009	
EZ-FR194	Taylor, Henry	EZ-FR194	Current	01/07/2009	

Shared Employees

Report Category: ezLaborManager

Report Run Date/Time: 11/07/2009 15:23:17

50000119-Kate Holland

Page 1 of 3

Generated By: Ben Battersley

ezLaborManager   **EZ02**

Chapter 7 – HR Compliance Reports

Data protection

Brief description:

The Data Protection report will provide upon request all information maintained within the ADP freedom database against an individual.

Who should run this report?

HR should run this report in response to a request from an employee.

When should the report be run?

Whenever an employee requests details of themselves that are held on computer.

EMPLOYEE: White, Teague - C050

Table: APPOINTMENT (Appointment)

Row: 1

Field	Description	Value
IID	Installation Identifier	6117
PERSON_ID	Person Id	C050
EMPL_NO	Employment Number	001
APPT_NO	Appointment Number	1
APPT_START_DATE	Appointment Start Date	06/04/1992
BU_CODE	Business Unit Code	BE07
JOB_CODE	Job Code	J13
POSN_ID	Position Id	BE07J13
EMPLOYEE_CODE	Employee Code	C050
EE_PAYROLL_CODE	Employee Payroll Code	001
WKLY_SCHEDULED_HOURS	Appointment Weekly Scheduled Hours	40.00
APPT_TYPE_CODE	Appointment Type Code	REGULAR
LOC_CODE	Location Code	BE
PRIM_APPT_IND	Primary Appointment Indicator	Yes
GRADE_CODE	Grade Code	GRADE_3
APPT_FTE	Appointment FTE	1.0000
APPT_QUARTILE	Appointment Quartile	2
APPT_PERCENT_RANGE	Appointment % In Grade	0.3000
APPT_COMPA_RATIO	Appointment Compa Ratio	0.8815
OPTION1	Option1 (User Field)	No
OPTION2	Option2 (User Field)	No
OPTION3	Option3 (User Field)	No
OPTION4	Option4 (User Field)	No
LAST_UPDATED_BY	Last updated by	adpadmin
LAST_UPDATED_DATE	Last updated date	19/03/2002

Data Protection Report   White, Teague (C050)

Report Category: HR Compliance   Generated By: ADPADMIN

Run Date/Time: 04/11/2003   5:55:03PM   Page 1 of 13   DPRT

Employee diversity

Brief description:

The **Employee Diversity** report provides analysis, by ethnicity or gender, of age ranges, manager classification and contract details.

Who should run this report?

This report is a management aid in reviewing and reporting equal opportunities.

When should the report be run?

The report should be run as and when required.

The totals displayed in each of the report grids will only represent the data that exists on the database. A zero count will only be produced if a row or column has been created where other data exists

BUSINESS UNIT: BDC Drivers

Totals For: BDC Drivers

Ethnicity by Age	25-34	35-44	45-54	55-59	Total
Asian Other	0	0	1	0	1
Black African	1	0	0	0	1
Black Other	0	0	1	0	1
White	5	4	6	1	16
Total	6	4	8	1	19

Employee Diversity

Report Category: HR Compliance

Run Date/Time: 14/11/2003   2:30:11PM

BDC Drivers

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ata Requirement Mandatory Data Requiremen

DIVE

Working time directive

Brief description:

This report aids the management of statutory working time directive requirements as it can be distributed to line managers who may not have access to the necessary information.

Who should run this report?

The HR department should run this report and then issue it to line manager's who have responsibility for their employee working hours.

When should the report be run?

As and when required.

EMPLOYEE NAME	PERSON ID	APPOINTMENT POSITION	WKLY SCHEDULED				WORKING TIME DIRECTIVE			
			HOURS	DAYS	OPT OUT	DATE	OPT OUT W/DRAWN		HEALTHCHECK	
									LAST	NEXT
BUSINESS UNIT: BDC Drivers										
Chettle, Steve	A186	B06U42 : BDC Drivers / Van Driver (Primary Appointment)	40.00		No					
Clough, Nigel	A182	B06U41 : BDC Drivers / HGV Driver (Primary Appointment)	40.00		No					
Cooper, Colin	A187	B06U42 : BDC Drivers / Van Driver (Primary Appointment)	40.00		No					
Crosby, Gary	A184	B06U41 : BDC Drivers / HGV Driver (Primary Appointment)	40.00		No					
Davenport, Peter	A181	B06U41 : BDC Drivers / HGV Driver (Primary Appointment)	40.00		No					
Fordham, Ian	A188	B06U42 : BDC Drivers / Van Driver (Primary Appointment)	40.00		No					
Foy, Keith	A176	B06U41 : BDC Drivers / HGV Driver (Primary Appointment)	40.00		No					
Harewood, Marlon	A177	B06U41 : BDC Drivers / HGV Driver (Primary Appointment)	40.00		No					
Hodge, Steve	A183	B06U41 : BDC Drivers / HGV Driver (Primary Appointment)	40.00		No					
Pearce, Stuart	A179	B06U41 : BDC Drivers / HGV Driver (Primary Appointment)	40.00		No					
Reid, Andy	A175	B06U41 : BDC Drivers / HGV Driver (Primary Appointment)	40.00		No					
Southgate, Terry	A191	B06U42 : BDC Drivers / Van Driver (Primary Appointment)	40.00		No					
Tombs, Claire	A194	B06U42 : BDC Drivers / Van Driver (Primary Appointment)	40.00		No					

Working Time Directive

Report Category: HR Compliance

Run Date/Time: 14/11/2003   2:30.11PM

BMS Help Team

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ata Requirement Mandatory Data Requirement

WTDR

Chapter 8 – Manpower Planning Reports

Employee headcount

Brief description:

This report provides an actual, or full time equivalent (or both) count of employees by specified grouping based upon current employees.

The report can be run for the following:

- Business unit
- Location
- Cost centre
- Job title.

Who should run this report?

The report should be run by HR or management.

When should the report be run?

As required.

		ACTIVE ON PAYROLL	FULL TIME TEMP	FULL TIME PERM	PART TIME TEMP	PART TIME PERM	JOB SHARE	HOME TELEWORK	EX PATRIATE	FOREIGN WORKER	FLEXIBLE HOURS
BUSINESS UNIT: OTGF ITS											
Closed	Actual	0	0	4	-	0	0	0	0	0	0
	FTE			4.000							
OTGF ITS Totals	Actual	0	0	4	0	0	0	0	0	0	0
	FTE			4.000							
BUSINESS UNIT: OTGF Packaging											
Closed	Actual	0	4	104	1	15	0	0	0	0	0
	FTE		4.000	104.000	0.375	6.625					
Current	Actual	1	0	1	0	0	0	0	0	0	0
	FTE	1.000		1.000							
OTGF Packaging Totals	Actual	1	4	105	1	15	0	0	0	0	0
	FTE	1.000	4.000	105.000	0.375	6.625					
BUSINESS UNIT: OTGF Payroll											
Closed	Actual	0	0	24	0	0	0	0	0	0	0
	FTE			24.000							
OTGF Payroll Totals	Actual	0	0	24	-	0	0	0	0	0	0
	FTE			24.000							
BUSINESS UNIT: OTGF Production											
Closed	Actual	0	0	1	0	0	0	0	0	0	0
	FTE			1.000							
OTGF Production Totals	Actual	0	0	1	0	0	0	0	0	0	0
	FTE			1.000							

Employee Headcount

Report Category: Manpower Planning

Run Date/Time: 14/11/2003   2:40:10PM

BMS Help Team

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Grouped By: Employee Status

Actual & F.T.E. Headcount

ata Requirement Mandatory Data Requirement

HCNT

Employee turnover analysis

Brief description:

This report provides a summary of employee starters and leavers within the reporting period. The header of the report includes the following:

- **Turnover %** - From a 12 month period ending at **Report Period End** this is calculated from the number of leavers divided by the average number of employees for that period multiplied by 100.

- **Stability Index** - The number of current employees as at **Report Period End** with 1 or more years service divided by current employees a year ago multiplied by 100.

- **Starters in Year** - A count of all employees with a hire date that falls within the report period.

- **Leavers in Year** - A count of all employees with a employment termination date that falls within the report period.

- **Leavers Average Service** - An average of the length of service for all employees who have left during the reporting period.

The body of the report contains month by month statistics for starters and leavers for 12 months ending at **Report Period End**.

Who should run this report?

The report should be run by HR or management to provide employment retention statistics.

When should the report be run?

As required.

O'Toole Garden Furniture-6101

| Turnover: | 0.000% | Stability Index: | 100.000% | Starters In Year: | 0 | Leavers In Year: | 0 | Leavers Average Service (Years) | 0 |

Detailed Period Analysis

Period End	Period Start	Current Employees @ Period End	@ Period Start	Starters	Leavers	Turnover %
06/11/2003	07/10/2003	842	842	0	0	0.000
06/10/2003	07/09/2003	842	842	0	0	0.000
06/09/2003	07/08/2003	842	842	0	0	0.000
06/08/2003	07/07/2003	842	842	0	0	0.000
06/07/2003	07/06/2003	842	842	0	0	0.000
06/06/2003	07/05/2003	842	842	0	0	0.000
06/05/2003	07/04/2003	842	842	0	0	0.000
06/04/2003	07/03/2003	842	842	0	0	0.000
06/03/2003	07/02/2003	842	842	0	0	0.000
06/02/2003	07/01/2003	842	842	0	0	0.000
06/01/2003	07/12/2002	842	842	0	0	0.000
06/12/2002	07/11/2002	842	842	0	0	0.000
			Total:	0	0	

Employee Turnover Analysis
Report Category: Manpower Planning

Run Date/Time: 06/11/2003   2:27:10PM

O'Toole Garden Furniture-6101

Page 1 of 1

Year Up To: 06/11/2003
Generated By: ADPADMIN

TURN

Employee turnover analysis by business unit

Brief description:

This report provides a summary of employee starters and leavers within the reporting period for the selected business unit or business units. The header of the report includes the following:

- **Turnover %** - From a 12 month period ending at **Report Period End** this is calculated from the number of leavers divided by the average number of employees for that period multiplied by 100.

- **Stability Index** - The number of current employees as at **Report Period End** with 1 or more years service divided by current employees a year ago multiplied by 100.

- **Starters in Year** - A count of all employees with a hire date that falls within the report period.

- **Leavers in Year** - A count of all employees with a employment termination date that falls within the report period.

- **Leavers Average Service** - An average of the length of service for all employees who have left during the reporting period.

The body of the report contains month by month statistics for starters and leavers for 12 months ending at **Report Period End**.

Who should run this report?

The report should be run by HR or management to provide employment retention statistics.

When should the report be run?

As required.

Note: *This report is also available as Employee turnover analysis by company but to avoid repetition and to reduce the size of this document, this report has not been included.*

Assembly Line 1

Turnover:	Stability Index:	Incoming for Year:	Outgoing for Year:	Leavers Average Service (Years):
9.284%	93.333%	0	4	14

Detailed Period Analysis

Period End	Period Start	Current Employees @ Period End	@ Period Start	In	Out	Turnover %	New Hires	Leavers	Redundancies
02/02/2006	03/01/2006	42	42	0	0	0.000	0	0	0
02/01/2006	03/12/2005	42	42	0	0	0.000	0	0	0
02/12/2005	03/11/2005	42	42	0	0	0.000	0	0	0
02/11/2005	03/10/2005	42	42	0	0	0.000	0	0	0
02/10/2005	03/09/2005	42	42	0	0	0.000	0	0	0
02/09/2005	03/08/2005	42	44	0	3	6.977	0	2	1
02/08/2005	03/07/2005	44	44	0	0	0.000	0	0	0
02/07/2005	03/06/2005	44	44	0	0	0.000	0	0	0
02/06/2005	03/05/2005	44	44	0	0	0.000	0	0	0
02/05/2005	03/04/2005	44	44	0	0	0.000	0	0	0
02/04/2005	03/03/2005	44	45	0	1	2.247	0	1	0
02/03/2005	03/02/2005	45	45	0	0	0.000	0	0	0
Total:				0	4		0	3	1

Employee Turnover Analysis
By Business Unit
Report Category: Manpower Planning
Run Date/Time: 12/06/2006   13:57:40

Assembly Line 1

Page 1 of 1

Year Up To: 02/02/2006
Including Redundancies
Including Temporary
Generated By: Steve

TURB

Length of service / age analysis

Brief description:

This report can be run without **Employee details** to simply produce the statistics of how many employees belong to each age group and the number of employees that have completed various years of service. This report will also provide an average length of service from all employees.

If **Employee details** are included then the report is expanded to show each employee's:

- Name
- Gender
- Age
- Work location
- Hire date and actual number of years service.
- Continuous service date and number of years continuous service.
- Adjusted service date and number of years adjusted service.

Who should run this report?

The report should be run by HR or management to provide statistical information where required.

When should the report be run?

As required.

Length of Service/Age Analysis Report
Report Category: Manpower Planning
Run Date/Time: 14/11/2003 2:40:10PM

BMS Help Team

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Grouped By Business Unit
Report Target Date: 14/11/2003
Data Requirement Mandatory Data Requirement

LOSA

BUSINESS UNIT: Framar Transport Administration

Total Employees Reported: 4　M: 3　F: 1　U: 0

Service (yrs)	<1	1	2	3	4	5-9	10-14	15-19	20-24	25+	Avg Actual Yrs Service:
	0	0	0	0	0	0	4	0	0	0	11

Age Brackets	<16	16-17	18-24	25-34	35-44	45-54	55-59	60+
	0	0	0	0	0	3	1	0

END OF BUSINESS UNIT: Framar Transport Administration

BUSINESS UNIT: Framar Transport

Total Employees Reported: 1　M: 1　F: 0　U: 0

Service (yrs)	<1	1	2	3	4	5-9	10-14	15-19	20-24	25+	Avg Actual Yrs Service:
	0	0	0	0	0	0	1	0	0	0	11

Age Brackets	<16	16-17	18-24	25-34	35-44	45-54	55-59	60+
	0	0	0	1	0	0	0	0

END OF BUSINESS UNIT: Framar Transport

BUSINESS UNIT: Framar Warehouse

Total Employees Reported: 19　M: 13　F: 6　U: 0

Service (yrs)	<1	1	2	3	4	5-9	10-14	15-19	20-24	25+	Avg Actual Yrs Service:
	0	0	0	0	0	0	19	0	0	0	11

Age Brackets	<16	16-17	18-24	25-34	35-44	45-54	55-59	60+
	0	0	0	3	7	8	1	0

END OF BUSINESS UNIT: Framar Warehouse

BUSINESS UNIT: Max and Lennies Catering

Total Employees Reported: 7　M: 3　F: 4　U: 0

Service (yrs)	<1	1	2	3	4	5-9	10-14	15-19	20-24	25+	Avg Actual Yrs Service:
	2	1	0	0	0	0	5	0	0	0	8

Age Brackets	<16	16-17	18-24	25-34	35-44	45-54	55-59	60+
	0	0	1	1	5	0	0	0

END OF BUSINESS UNIT: Max and Lennies Catering

BUSINESS UNIT: Max and Lennies Head Office

Total Employees Reported: 3　M: 1　F: 2　U: 0

Service (yrs)	<1	1	2	3	4	5-9	10-14	15-19	20-24	25+	Avg Actual Yrs Service:
	0	1	0	0	0	0	2	0	0	0	9

Age Brackets	<16	16-17	18-24	25-34	35-44	45-54	55-59	60+
	0	0	0	0	1	2	0	0

END OF BUSINESS UNIT: Max and Lennies Head Office

BUSINESS UNIT: Max and Lennies Service

Total Employees Reported: 11　M: 8　F: 3　U: 0

Service (yrs)	<1	1	2	3	4	5-9	10-14	15-19	20-24	25+	Avg Actual Yrs Service:
	0	1	0	0	0	0	11	0	0	0	12

Age Brackets	<16	16-17	18-24	25-34	35-44	45-54	55-59	60+
	0	0	0	0	9	2	0	0

END OF BUSINESS UNIT: Max and Lennies Service

Position budget analysis

Brief description:

The position budget analysis is an employee head-count and/or Full Time Equivalent report that compares forecasted manpower requirements against actual numbers. The report can include both annual position budgets and monthly position budgets.

This report is based on appointments, allowing the user to determine where there are vacancies and conversely where the budget figures have been exceeded.

The report can be run against individual business units or against specific jobs. The user can elect to show only positions over budget, only positions under budget or all budget information.

Who should run this report?

The report should be run by HR or management to provide manpower planning and review information where required.

When should the report be run?

As required.

Period	FTE Budget	FTE Forecast	FTE Actual	FTE Variance	Headcount Budget	Headcount Forecast	Headcount Actual	Headcount Varian
BUSINESS UNIT: Administration Services - EE01								
Administrative Assistant - EE01/J05/J05_EE01								
Budget Year Starting: January, 2006								
Annual	3.00	3.00	28.80	25.80	5.00	4.00	13.00	9

Position Budget Analysis

Report Category: Manpower Planning

Run Date/Time: 12/06/2006   14:22:27

ALL BUSINESS UNITS

Page 1 of 2

Display All Positions 2006 Budget

showing Annual Budgets Only

Generated By: Steve Dixon

POSV

Chapter 9 – Operational Reports

8 weeks average earnings

Brief description:

The 8 Week Average Earnings report provides the 8 week average weekly earnings values required for the calculation of statutory leave payments:

- Statutory Maternity Pay
- Statutory Adoption Pay
- Statutory Paternity Pay
- Statutory Sick Pay.

The report is available at any time and the user must input a qualifying date which will be used to derive the 8 week period. The report is run on a single employee. Eligible earnings comprise of the National Insurance earnings liable for class 1 NI codes.

Who should run this report?

The report should be run by HR or management to provide information required for statutory payments.

When should the report be run?

As required.

Grant, Kay (A054)

PAYGROUP: Peterborough Weekly   FREQUENCY: Weekly

COMPANY: O'Toole Garden Furniture

Employment Start Date:	11/10/1991	Relevant Period Start:	13/12/2003
Qualifying Date:	09/02/2004	Relevant Period End:	08/02/2004

		Earnings in Period
Paydate:	19/12/2003	348.08
Paydate:	24/12/2003	348.08
Paydate:	02/01/2004	348.08
Paydate:	09/01/2004	348.08
Paydate:	16/01/2004	348.08
Paydate:	23/01/2004	348.08
Paydate:	30/01/2004	348.08
Paydate:	06/02/2004	348.08
	Total Earnings:	**2,784.64**

8 Week Average: **348.08**

** End of Report **

Eight Week Average Weekly Earnings

Report Category: Operational

Run Date/Time: 09/07/2004   15:35:21

Page 1 of 1

Generated By: Admin PHR

8WAE

Accumulator Adjustment Transactions Outstanding

Brief description:

The Accumulator Adjustment Transactions Outstanding report provides details of any adjustments made to accumulators that have not been included in a payroll calculation or commit at the time the report is run. The report details the opening balance of the accumulator and the details of the adjustment being made.

Unlike the Accumulator Adjustment Transaction Review and Final reports, this report identifies any adjustments to employees who are not included in a payrun for any reason and should therefore include the employee status.

The report can be run by company, pay group or accumulator group.

Who should run this report?

The report should be run by payroll provide information on accumulator adjustments that have been made but not included in payruns as yet.

When should the report be run?

Prior to payruns to ensure that any adjustments that have been made are valid and that all adjustments that were meant to have been made are listed.

ADJUSTMENT

DESCRIPTION	ITEM	VALUE	EFFECTIVE DATE

PAY GROUP: Birmingham Monthly — COMPANY: O Toole Garden Furniture OTGF

Bantoff, Charles EMP NO: 169 N.I. NO: STATUS: Current

DESCRIPTION	ITEM	VALUE	EFFECTIVE DATE
Deduction	Deduction test	Amount	65.00	01/08/2006
Statutory	TAX	Taxable Wage	-65.00	01/08/2006
Statutory	EE NI	NICable Wage	-65.00	01/08/2006
Statutory	ER NI	NICable Wage	-65.00	01/08/2006
Statutory	EE NI	NICable Pay ET	-50.00	01/08/2006
Statutory	EE NI	NICable Pay UAP	50.00	01/08/2006
Statutory	ER NI	NICable Pay UAP	50.00	01/08/2006
Statutory	EE NI	NICable Pay UEL	-65.00	01/08/2006
Statutory	ER NI	NICable Pay UEL	-15.00	01/08/2006

Welch, Richard EMP NO: 41A N.I. NO: LK501444D STATUS: Current

DESCRIPTION	ITEM	VALUE	EFFECTIVE DATE
Earnings	Basic Pay	Amount	1,555.00	01/08/2006
Statutory	TAX	Taxable Wage	1,555.00	01/08/2006
Statutory	EE NI	NICable Wage	1,555.00	01/08/2006
Statutory	ER NI	NICable Wage	1,555.00	01/08/2006
Statutory	EE NI	NICable Pay UEL	1,555.00	01/08/2006
Statutory	ER NI	NICable Pay UEL	390.00	01/08/2006
Statutory	ER NI	NICable Pay Over	1,165.00	01/08/2006

Totals for Pay Group: Birmingham Monthly

DESCRIPTION	ITEM	VALUE	EFFECTIVE DATE
Earnings	Basic Pay	Amount	1,555.00	
Deduction	Deduction test	Amount	65.00	
Statutory	EE NI	NICable Wage	1,490.00	
Statutory	EE NI	NICable Pay UAP	50.00	
Statutory	EE NI	NICable Pay UEL	1,490.00	
Statutory	ER NI	NICable Wage	1,490.00	
Statutory	ER NI	NICable Pay ET	-50.00	
Statutory	ER NI	NICable Pay UAP	50.00	
Statutory	ER NI	NICable Pay UEL	375.00	
Statutory	ER NI	NICable Pay Over	1,165.00	
Statutory	TAX	Taxable Wage	1,490.00	

Report Category - Operational

Accumulator Adjustment Transactions Outstanding

Report Run Date/Time: 07/01/2009 6:54:13   Page 4 of 8   Operational   **ADJA**

Audit summary employee absence

Brief description:

The Audit Summary Employee Absence report provide details of audit records created against employee absences within a parameter defined date range.

The report can be run by company, pay group or accumulator group.

Who should run this report?

The report should be run by HR or management when reviewing time and attendance details.

When should the report be run?

As required.

AUDIT TYPE	AUDIT DATE/TIME	AUDIT FIELD *note that individual fields and their values old or new will not appear when the record is either NEW or DELETED*	NEW VALUE		OLD VALUE	USER MAKING CHANGE
Company: Endless Adventures Ltd						
Pay Group: EA Weekly						
Fisher, Carol (EE064)						
ABSENCE START : 03/06/2004	**ABSENCE END :** 04/06/2004	**DURATION:** 10.00 Hours	**CATEGORY :** Time Off For Dependants			
New Record	02/06/2004 09:08:48					EMPLOYEE
ABSENCE START : 02/06/2004	**ABSENCE END :** 02/06/2004	**DURATION:** 1.00 Days	**CATEGORY :** Holiday			
New Record	02/06/2004 09:09:45					EMPLOYEE
ABSENCE START : 18/05/2004	**ABSENCE END :** 19/05/2004	**DURATION:** 8.00 Hours	**CATEGORY :** Personal Time Off			
New Record	02/06/2004 08:54:22					EMPLOYEE

Audit Summary - Employee Absence	**Endless Adventures Ltd**	Changes Between: 01/01/2000 and 08/07/2004
Report Category: Operational		atory Data Requirement Mandatory Data Requirement
Run Date/Time: 08/07/2004 11:42:43	Page 1 of 1	**ASEA**

Audit summary (outstanding) financial impact

Brief description:

The Audit Summary (Outstanding) Financial Impact report identifies outstanding data changes that could have a financial implication, for example, changes in

- tax codes
- bank accounts
- salary.

The items in this report will not have been identified in other audit summaries and, when run, will complete the financial 'picture'.

Who should run this report?

The report should be run by payroll to ensure that data that has changed does not impact on pay-runs that have already been committed.

When should the report be run?

As part of the post-calculation process and otherwise, as required.

PAYGROUP: Peterborough Weekly

STATUS: Current

EMPLOYEE NAME	EMPLOYEE CODE	PERSON ID	FIELD NAME	OLD VALUE	NEW VALUE	EFFECT DATE	END DATE	DATE & TIME	USER
Kenyon, Nick J.	A063	A063	TAX DETAIL - Change notified by		USE	01/01/2004		07/07/2004 13:56:06	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Continue Student Loan		False	01/01/2004		07/07/2004 13:56:06	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Source of change of tax code		P6T	01/01/2004		07/07/2004 13:56:06	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax basis		WK1	01/01/2004		07/07/2004 13:56:06	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code		333L	01/01/2004		07/07/2004 13:56:06	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	333L	334L	01/01/2004		07/07/2004 14:01:42	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code effective from		01/01/2004	01/01/2004		07/07/2004 13:56:06	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code effective to		31/12/2003	18/06/2002	31/12/2003	07/07/2004 13:56:07	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax paid previous employment		0	01/01/2004		07/07/2004 13:56:06	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax refund indicator		False	01/01/2004		07/07/2004 13:56:06	DEVPHR1000010753@TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Taxable pay previous employment		100	01/01/2004		07/07/2004 13:56:06	DEVPHR1000010753@TCS

Audit Summary Financial Impact Outstanding   O'Toole Garden Furniture   Changes Input Between: 01/01/2004 and 31/12/2004

Report Category: Operational   Page 1 of 1   Generated By: Admin PHR

Run Date/Time: 07/07/2004   14:02:46

ASFA

Changes Made To Uploaded Data Prior To Import report

This report allows the user to compare changed values with those values on the source HR system.

Report parameters

- **Wide Import Name**

HR ID	COLUMN NAME	IMPORT VIEWER ROW NUMBER	ORIGINAL VALUE	NEW VALUE
Wide Import Name: New Starters				
Based on Template: Employee				
HRID47	WKLY_SCHEDULED_HOURS	1	40	39
HRID47	BIRTH_PLACE	1	Toronto	London
HRID47	COUNTRY_CODE	1		GB

Note: To obtain the row number in the original source file you must add the value supplied in the "Data starts in row" field from the Submission page, on upload, to the "Import Viewer Row Number"

Report Category: Operational

Changes Made to Uploaded Data Prior to Import

Run Date/Time: 19/04/2005   10:58:43

New Starters

Date Processed: 17/03/2005

Page 1 of 1

Generated By: Shelley Sturgeon

WIDC

EDI NINO Verification Reply Errors report

The EDI NINO Verification Reply Errors report lists any NINO Verification Reply messages that have not been matched with an employee successfully and require further investigation.

The report can be run for all or a selected PAYE Reference.

Tip: Each error should be reviewed and dealt with individually e.g. by manually applying the NI number change to the correct employee using the **Company** *>* **Real Time Information** *>* **NINO Reply** *menu option.*

Who should run this report?

Payroll staff responsible for dealing with inbound EDI changes.

When should the report be run?

Where NINO verification reply messages are received, then this report should be run regularly to check for any errors e.g. weekly. It is particularly important that this report is run and any errors dealt with before the payroll is committed.

Report parameters

- **PAYE Reference** or **All**
- **Sort by -** Employee Name, Employee Code, Date of Change, ICR Number
- **Sort order –** Ascending or Descending order

HMRC NAME	HMRC PAYROLL ID	HMRC CORRELATION ID	SOURCE	NINO PROVIDED	NINO TO USE	ACTION MESSAGE	SUGGESTED PERSON ID	ISSUE DATE	ICR NUMBER	LINE NUMBER
PAYE Reference: 120 / FOROTGF FOROTGF										
BURROWS, BEVERLY MISS			NINo Notification from HMRC	AA561478A	BB561478A	There was no NINo provided or the one given is incorrect. Please do not use the incorrect one for any future submissions		22/03/2013	140	1

** End of Report **

Report Category - Operational
EDI NINO Verification Reply Errors

Report Run Date/Time: 26/04/2013　　06:48:38 AM

Page 1 of 1

Generated By: USERnew SUPERone

NIVR

EDI Student Loan Notice Errors report

The EDI Student Loan Notice Errors report lists inbound EDI student loan notice changes that could not be processed for employees because either of the following errors occurred:

- the worker number could not be mapped to an employee

- the employee no longer works for this employer.

The report can be restricted to a range of Effective Dates and can be run for all or a selected PAYE Reference.

Tip: Each error should be reviewed and dealt with e.g. by manually applying the student loan notice change to the correct employee and/or contacting HMRC to correct invalid EDI details. The errors must be confirmed as Actioned using the **People > Statutory Information > HMRC Inbound EDI > Student Loan Errors** menu option to be removed from this list.

Who should run this report?

Payroll staff responsible for dealing with inbound EDI changes.

When should the report be run?

Where student loan notice changes are received via EDI, this report should be run regularly to check for any EDI errors e.g. weekly. It is particularly important that this report is run and any errors dealt with before the payroll is committed.

Report parameters

- **PAYE Reference** or **All**

- **Display exceptions for** Unidentified Employees or Employees Who Have Left, or **All**

- **Sort detail by** Last Name/First Name, NI Number, Employee id, SLR Start Date, SLR Stop Date, Issue Date, Leaving Date, ICR Number

HMRC LAST NAME/INITIAL	HMRC N.I. NUMBER	HMRC EMPLOYEE ID	START DATE	STOP DATE	ISSUE DATE	LEAVING DATE	ICR NUMBER	LINE NUMBER
PAYE Reference: 561/8888888								
Unidentified employees								
WILSON, M	NONE	A6800	09/09/2008		09/09/2008		130	1
MARTIN, M	TL888888D	C0038	12/11/2008		09/09/2008		148	3
ROLAN, P	NONE	C0038	12/11/2008		09/09/2008		148	4
OFARREL, N	WE234568A	C0039		09/10/2008	09/09/2008		148	7
MAGUIRE, P	TL888888D	C0391	09/09/2008		09/09/2008		148	1
O'DONNEL, R	NM8705393	C043		12/12/2008	01/10/2008		148	5
Total of transactions for unidentified employees = 6								
Employees who have left								
ADP Identification : O'Farrel/Noreen - WE234568A - C035								
OFARREL, N	WE234568A	C035		09/10/2008	09/09/2008	11/09/2008	148	7
ADP Identification : Martin/Chris - ER58659C - C038								
MARTIN, O	ER58659C	C038	12/11/2008		09/09/2008	01/09/2008	148	3
ADP Identification : Maguire,Patrick - PH3912434 - C039								
MAGUIRE, P	PH361243A	C039	09/09/2008		09/09/2008	01/09/2008	148	1
ADP Identification : Nolan,Pierce - BB1022454 - C040								
NOLAN, P	BB1022454	C040	12/11/2008		09/09/2008	01/10/2008	148	4
ADP Identification : O'Donnell,Roseleen - ZT5791240 - C044								
O'DONNELL, R	ZT5791240	C044		12/12/2008	01/10/2008	01/09/2008	148	5
Total of transactions for employees who have left = 5								

Report Category: Operational

EDI Student Loan Notice Errors

Run Date/Time:　20/10/2008　10:43:26

561/8888888

Page 1 of 2

Generated By: Rose Weir

EDIL

EDI Tax Code Change Errors report

The EDI Tax Code Change Errors report lists inbound EDI tax code changes that could not be processed for employees because either of the following errors occurred:

- the worker number could not be mapped to an employee
- the employee no longer works for this employer.

The report can be restricted to a range of Effective Dates and can be run for all or a selected PAYE Reference.

Tip: Each error should be reviewed and dealt with individually e.g. by manually applying the tax code change to the correct employee and/or contacting HMRC to correct invalid EDI details. The errors must be confirmed as Actioned using the **People > Statutory Information > HMRC Inbound EDI > Tax Code Errors** menu option to be removed from this list.

Who should run this report?

Payroll staff responsible for dealing with inbound EDI changes.

When should the report be run?

Where tax code changes are received via EDI, then this report should be run regularly to check for any EDI errors e.g. weekly. It is particularly important that this report is run and any errors dealt with before the payroll is committed.

Report parameters

- **PAYE Reference** or **All**
- **Display exceptions for** Unidentified Employees or Employees Who Have Left, or **All**
- **Sort detail by** Last Name/First Name, NI Number, Employee id, Effective Date, Issue Date, Leaving Date, ICR Number

HMRC LAST NAME/INITIAL	HMRC N.I. NUMBER	HMRC EMPLOYEE ID	EFFECTIVE FROM	SOURCE	PENDING TAX CODE	PENDING TAX BASIS	PREVIOUS TAXABLE PAY	PREVIOUS TAX PAID	ISSUE DATE	LEAVING DATE	ICR NUMBER	LINE NUMBER
PAYE Reference: 768/9999999												
Unidentified employees												
BRing, C	YT6397640	A046	18/02/2007	PAB	405L	CUM	200.00	19.54	01/01/2007		01	1
BORRY, M	YE5447846	A053	18/02/2008	PPT	405L	WK1			01/01/2008		101	1
KENYON, N	CR1000638	A063	18/02/2008	PPT	405T	WK1			01/01/2008		150	1
BAND, A	BB7686130	A067	18/02/2009	PPT	405L	CUM	8,678.69	89.29	01/01/2009		100	3
FORDHAM, G	YV7735408	A66	18/02/2008	PAB	115K	WK1	8,678.69	89.29	01/01/2008		150	3
FRONCH, M	NONE	AVEARNL0010	18/02/2008	PPT	405L	WK1			01/01/2008		100	1
STEELE, A	TR7863668	B041	18/01/2005	PPT	405L	CUM	200.00	19.54	09/01/2005		88	1
Total of transactions for unidentified employees = 7.												
Employees who have left												
ADP Identification : Palmer,Joanne – JH2722348 – 6019												
FALMER, J	JH2722348	A010	18/10/2008	PPT	405L	WK1			18/10/2008	10/09/2008	107	2
ADP Identification : Brown,Charlotte – YT6397640 – A046												
BRON, C	YT6397640	A0468	18/02/2007	PPT	405L	WK1			01/01/2007	10/12/2006	07	1
ADP Identification : Farrow,Micki – HT3264836 – A056												
FARROW, M	HT3264836	A056	18/02/2009	PPT	405L	CUM	8,678.69	89.29	01/01/2009	01/09/2008	107	4
ADP Identification : Kenyon,Nicki – CR1000637B – A063												
KENYON, N	CR1000638	A063	18/02/2008	PPT	405T	WK1			01/01/2008	01/01/2008	151	1
ADP Identification : Grant,May – RW2131444 – A064												
GRANT, K	RW2131444	A064	18/10/2008	PPT	525L	WK1			18/10/2008	01/01/2008	151	2
ADP Identification : Fordham,Grant – YT7759404 – A066												
FORDHAM, G	YT7759404	A066	18/02/2009	PPT	115K	WK1	8,678.69	89.29	01/01/2009	01/01/2008	151	3
ADP Identification : Bert,William – NR5890770C – A502												
BERT, W	NR5890770C	A502	18/10/2008	PPT	405L	WK1			18/10/2008	25/09/2008	100	2
ADP Identification : Bone,Joshua – WE7689110C – A522												
BONE, J	WE7689110	A522	18/02/2009	PPT	405L	CUM	8,678.69	89.29	01/01/2009	01/09/2008	100	4
Total of transactions for employees who have left = 8												

Report Category: Operational
EDI Tax Code Change Errors
Run Date/Time: 20/10/2008 10:46:06

768/9999999

Page 2 of 2

Generated By: Rose Weir

EDIE

Employee Changes Affecting Payroll Audit report

The **Employee Changes Affecting Payroll Audit** report lists changes made to employment, appointment, employee rate or person records that may affect payroll.

Who should run this report?

Paryoll administrators.

When should the report be run?

As part of the post calculation process.

Report parameters

- **Company** or **All**
- **Pay Group** or **All**
- **Break on Pay Group** – **Yes** or **No**
- **Audit Table** – **Appointment, Employee Rate, Employment** or **Person** – or **All**
- **Report Date From**
- **Report Date To**

AUDIT TYPE	AUDIT DATE/TIME	AUDIT TABLE	AUDIT FIELD *note that individual fields and their values old or new will not appear when the record is either NEW or DELETED*	NEW VALUE	OLD VALUE
Company: O'Toole Garden Furniture					
Pay Group: Peterborough Monthly					
Dill, Kevin (A069)					
Changed Record	06/07/2004 12:12:12	APPOINTMENT	COST_CENTRE_CODE		FIN
Changed Record	06/07/2004 12:12:12	APPOINTMENT	APPT_COMPA_RATIO	0.95	0.8519
Changed Record	06/07/2004 12:12:12	APPOINTMENT	LAST_HISTORY_CODE	UPDATE	NR
Changed Record	06/07/2004 12:12:12	APPOINTMENT	APPT_QUARTILE	2	2
Changed Record	06/07/2004 12:12:12	APPOINTMENT	GL_BUS_CODE		234567

Employee Changes Effecting Payroll Audit   O'Toole Garden Furniture   Changes Between: 01/06/2004 and 07/08/2004

Report Category: Operational   atory Data Requirement Mandatory Data Requirement

Run Date/Time: 06/07/2004   15:22:19   Page 1 of 2   **EPAU**

Employee Changes for Review by Payroll

Brief description:

The Employee Changes for Review By Payroll report identifies fixed data changes to employee details that may have an impact on payroll and therefore need to be reviewed by payroll administrators. Examples of these changes would be changes to the employees' status, pay rate, etc.

Who should run this report?

Payroll administrators

When should the report be run?

As part of the pay-run process.

Report Category: Operational

Employee Changes For Review By Payroll

Run Date Time: 08/10/2013   10:17:55

COMPANY: Jo A RTI On

PAY GROUP: MU - RTI Patch AD

STATUS: Current

EMPLOYEE NAME	EMPLOYEE CODE	PERSON ID	FIELD NAME	OLD VALUE	NEW VALUE	SOURCE	EFFECT DATE	END DATE	DATE & TIME	USER
Aqick,Uphuuxq	BT43	BT43	Automatic standard day	False	True	U	05/02/1992		18/09/2013 15:20:18	
Aqiel,Dbsr	BT28	BT28	Base rate indicator		True	U	01/04/2013		18/09/2013 16:40:01	
Aqiel,Dbsr	BT28	BT28	Pay rate		20000	U	01/04/2013		18/09/2013 16:40:01	
Aqiel,Dbsr	BT28	BT28	Equivalent hourly rate		14.020342	U	01/04/2013		18/09/2013 16:40:01	
Aqiel,Dbsr	BT28	BT28	Standard Hours		151.00	U	01/04/2013		18/09/2013 16:40:01	
Aqiel,Dbsr	BT28	BT28	Rate effective from		01/04/2013	U	01/04/2013		18/09/2013 16:40:01	
Aqox,Yavoyoi	BT24	BT24	Automatic standard day	False	True	U	05/02/1993		18/09/2013 16:35:00	
EE,Eight	BT03	BT03	On strike	True	False		07/01/1997		02/10/2013 11:37:27	
EE,Eight	BT03	BT03	Unpaid absence	True	False		07/01/1997		02/10/2013 11:37:27	
EE,Eight	BT03	BT03	Employee in trade dispute	True	False		07/01/1997		02/10/2013 11:37:27	
EE,Eight	BT03	BT03	On strike	False	True	U	07/01/1997		02/10/2013 11:29:00	
EE,Eight	BT03	BT03	Unpaid absence	False	True	U	07/01/1997		02/10/2013 11:29:00	
EE,Eight	BT03	BT03	Employee in trade dispute	False	True	U	07/01/1997		02/10/2013 11:29:00	
EE,Eight	BT03	BT03	On strike	True	False		07/01/1997		02/10/2013 09:50:15	
EE,Eight	BT03	BT03	Unpaid absence	True	False		07/01/1997		02/10/2013 09:50:15	
EE,Eight	BT03	BT03	Employee in trade dispute	True	False		07/01/1997		02/10/2013 09:50:15	

Changes Input Between: 01/09/2013 and 01/12/2013

Jo A RTI On

Generated By:

ASED

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Extract Tax Credit History report

Tax credits ceased to apply at the end of the 2005/06 tax year and references to the tax credit details have been removed from the standard Freedom screens and reports.

The **Extract Tax Credit History report** option provides an extract of tax credit history that is maintained for employees which can be used to answer any queries that may arise.

The report example overleaf identifies the tax credit details that are provided. These details can also be output as an Excel spreadsheet.

Extract parameters

- **Company** or **All**
- **Pay Group** or **All**
- **Pay Period** or **All**
- **Employee Code**
- **N.I. Number**
- **Last name starts with**
- **First name starts with**

EMPLOYEE NAME	EMPLOYEE CODE	NI NUMBER	START SOURCE	START SOURCE START DATE	START SOURCE STOP DATE	START ISSUE NUMBER	STOP SOURCE	STOP ISSUE NUMBER	RATE	RATE START DATE	RATE STOP DATE	RATE ISSUE NUMBER	TAX CREDIT AMOUNT	REDUCE TAX CREDIT PERIOD AMOUNT	EE TAX CREDIT DAYS
PAY GROUP: Birmingham Fortnightly (Continued)															
PAY PERIOD: 2005/06 period 4													COMPANY: O'Toole Garden Furniture		
Weston, Carol	A193	BH313926C	Start Notice	06/04/2003		1			5.00	06/04/2003		1	70.00	0.00	14

Extract Tax Credit History

Report Category: Operational

Run Date/Time: 24/12/2009   11:17:14

Pay Period: 2005/06 period 4

Page 10 of 455

Period Ending: 01/05/2005
Pay Date: 29/04/2005
Pay Period: 4
Tax Year: 2005

ETCH

Import Errors and Warnings Batch report

The **Import Errors and Warnings Batch** report lists errors and warnings generated for a given template that was uploaded and validated. This report will list the number of errors and warnings along with the number of rows that have passed the validation process.

Who should run this report:

The Implementation team or whoever else is performing the import.

When should the report be run:

As part of the import process.

Report parameters

- **Batch description** or **All**
- **Errors and/or Warnings – Errors and Warnings, Errors** or **Warnings**

BATCH NAME: PPVALIDATION1　　　　　　　　　　　BATCH DESCRIPTION: PP Validation 1

TEMPLATE NAME: EE_PAYROLL_PROFILE　　　IMPORTED BY:
　　　　　　　　　　　　　　　　　　　　　DEV\RM100000009759@TCS

NUMBER OF ERRORS: 18
NOTE: Errors are inaccuracies in entered data that cannot be accepted into the database and must be corrected before the associated data can be imported.

DETAILS

RECORD 1: (20452) - Effective from date must be on or after the Start/hire date

RECORD 7: (3007) - Referential integrity error. The SBIML3 (COMPANY_CODE\PAY_GROUP_CODE) record does not exist in the PAY_GROUP database table.

RECORD 9: (3007) - Referential integrity error. The 00200A737 (EMPL_NO\PERSON_ID) record does not exist in the EMPLOYMENT database table.

RECORD 10: (20231) - SSP Qualifying days must be between 1 and 7

RECORD 13: (3007) - Referential integrity error. The 10/10/2003 (CHANGE_REASON_CODE) record does not exist in the HISTORY_CHANGE_REASON database table.

RECORD 14: (3201) - The correct format for the LAST_HISTORY_DATE date field is either dd/mm/yy or dd/mm/yyyy.

RECORD 17: (20452) - Effective from date must be on or after the Start/hire date

RECORD 18: (20039) - Effective to date must be on or after the effective from date.

RECORD 19: (20463) - Effective from date must be on or before the termination date

RECORD 22: (20739) - Concurrent Payroll Profiles are not permitted

RECORD 23: (21142) - The Profile dates must be equal / between the Pay Group effective dates

RECORD 24: (21142) - The Profile dates must be equal / between the Pay Group effective dates

RECORD 27: (20461) - Effective to date must be on or before the termination date

RECORD 30: (20689) - This employee has been excluded from payruns until Week 6 and is taxed until week 3

RECORD 31: (20739) - Concurrent Payroll Profiles are not permitted

RECORD 35: (20689) - This employee has been excluded from payruns until week 6 and is taxed until week 7

RECORD 36: (20962) - The profile effective from date must be on or before 11/10/1991 as there is an existing Deduction/Earning that starts on that date.

RECORD 37: (20963) - The profile effective to date must be on or greater than 20/10/1991 as there is an existing Deduction/Earning that starts on that date.

Report Category - Operational　　　　　　　　　　　Batch Name: PPVALIDATION1

Import Errors and Warnings Batch Report
　　　　　　　　　　　　　　　　　　Batch Description: PP Validation 1

Report Run Date/Time: 21/11/2003 14:28:04　　　　　Page 1 of 3

Operational　　　　　IEWB

IMPORTED DATE AND TIME: 21/11/2003 13:51

Import Errors and Warnings Schedule report

The purpose of this report is to list errors and warnings generated for a given schedule, i.e. a collection of templates, that was uploaded and validated. This report will list the number of errors and warnings along with the number of rows that have passed the validation process.

Who should run this report:

The Implementation team or whoever else is performing the import.

When should the report be run:

As part of the import process.

Report parameters

- **Schedule description** or **All**
- **Errors and/or Warnings** – **Errors and Warnings**, **Errors** or **Warnings**

BATCH NAME: EE_PAYROLL_PROFILE   BATCH DESCRIPTION: EE Payroll Profile

TEMPLATE NAME: EE_PAYROLL_PROFILE   IMPORTED BY: DEVIRM10000009759@TCS   IMPORTED DATE AND TIME: 21/11/2003 16:0:

NUMBER OF ERRORS: 81
NOTE: Errors are inaccuracies in entered data that cannot be accepted into the database and must be corrected before the associated data can be imported.

DETAILS

RECORD 1 (20039) - Effective to date must be on or after the effective from date.

RECORD 3 (20039) - Effective to date must be on or after the effective from date.

RECORD 4 (20039) - Effective to date must be on or after the effective from date.

RECORD 5 (20039) - Effective to date must be on or after the effective from date.

RECORD 7 (3007) - Referential Integrity error. The SB&SB W&* ti* (COMPANY_CODE/PAY_GROUP_CODE) record does not exist in the PAY_GROUP database table.

RECORD 11 (3007) - Referential Integrity error. The SB&SB W2 (COMPANY_CODE/PAY_GROUP_CODE) record does not exist in the PAY_GROUP database table.

RECORD 13 (2) - The data in the EE_PAYROLL_TO field must be from 01/01/1800 to 01/01/2200.

RECORD 16 (2) - The data in the EE_PAYROLL_TO field must be from 01/01/1800 to 01/01/2200.

RECORD 21 (3007) - Referential Integrity error. The £$%*&*t (PAYROLL_TYPE_CODE) record does not exist in the EE_PAYROLL_TYPE database table.

RECORD 25 (3007) - Referential Integrity error. The T 1 (PAYROLL_TYPE_CODE) record does not exist in the EE_PAYROLL_TYPE database table.

RECORD 27 (3007) - Referential Integrity error. The X (PAYROLL_TYPE_CODE) record does not exist in the EE_PAYROLL_TYPE database table.

RECORD 28 (20039) - Effective to date must be on or after the effective from date.

RECORD 29 (20039) - Effective to date must be on or after the effective from date.

RECORD 30 (20221) - SSP Qualifying days must be between 1 and 7

RECORD 31 (20039) - Effective to date must be on or after the effective from date.

RECORD 32 (20221) - SSP Qualifying days must be between 1 and 7

RECORD 33 (20039) - Effective to date must be on or after the effective from date.

RECORD 34 (20039) - Effective to date must be on or after the effective from date.

Report Category - Operational   Schedule Description: PP SCHEDULE

Import Errors and Warnings Report   Batch Description: EE Payroll Profile

Report Run Date/Time: 21/11/2003 16:03:10   Page 1 of 8   Operational   IEWS

Key dates diary

Brief description:

This report is run to identify employee key dates that fall between the specified dates. Employee key dates can include Hire dates, Probation end, Statutory Maternity Start date, Statutory Maternity End date and Pension Eligibility date.

Who should run this report?

HR should run this report to assist in planning anniversary processes.

When should the report be run?

On a regular, probably monthly, basis.

DATE	TRIGGER	DESCRIPTION	PERSON ID	NAME
BUSINESS UNIT: BON 21, Bond HQ				
01/05/2006	YES	Employment Hire Date	115	TC Basis
25/05/2006	YES	Employment Hire Date	114	Janice Duvret

Key Dates Diary   **Bond HQ**   Reporting Period: 20/03/2006 to 01/01/2007

Report Category - Operational   Generated By: George Cranwell

Report Run Date/Time: 08/01/2007   11:12:02   Page 1 of 1

KYDD

NI Number Changes report

Brief description:

The NI Number Changes report identifies any employees whose NI number has been updated during a range of dates, irrespective of whether the changes were made manually through Freedom, via an import, or as a result of an NVREP message from HMRC. You may need this information to ensure the employees' NI numbers are updated in other systems.

A NINO Verification Reply Message is sent by HMRC in two circumstances:

- in response to an NINO request message sent to check or request an employee's National Insurance number
- as notification of the National Insurance number of an employee included in an RTI submission e.g. if the NI number was incorrect.

Note: NINO Verification messages are only received if Real Time Information (RTI) is being used to transfer data to and from HMRC.

Report parameters

- **Report Date From/To –** Enter a range of dates to restrict the report to employees whose NI numbers were updated during this time
- **Sort by -** The employee details can be sorted by Employee Code, Employee Name, Person ID, HR ID or the date of change.
- **Sort order -** The report details can be sorted in ascending or descending order.

Who should run this report?

A payroll administrator should run this as required.

When should the report be run?

As required.

Report Category - Operational
NI Number Changes Report

EMPLOYEE NAME	PERSON ID	EMPLOYEE CODE	HR ID	PREVIOUS NI NUMBER	NEW NI NUMBER	ACTION MESSAGE (NVREP ONLY)	USER ID	DATE / TIME
Adams, Gilchrist Mr.	184	ADAM184		EE508908D	EE908908D		DEV5UP1091026544@freedo muk81000115	24/04/2013 12:04:41
Adams, Gilchrist Mr.	184	ADAM184		EE908908D			DEV5UP1091026544@freedo muk81000115	26/04/2013 07:00:42
Bland, Ricky Mr.	A198	A198	A198	BT239542A	BT139542A		DEV5UP1091026544@freedo muk81000115	24/04/2013 11:43:27
Chettle, Steve Mr.	A186	A186	A186	YT146501C	YT146501C		DEV5UP1091026544@freedo muk81000115	24/04/2013 11:43:40
CLIFTON, PAUL Testing Mr.	A014	A014	A014	KK443725B	AA443725B	There was no NINo provided or the one given is incorrect. Please do not use the incorrect one for any future submissions	Automated matching	24/04/2013 09:53:47
Fordham, Ian Mr.	A188	A188	A188	ZW9310938B	ZW9310938B		DEV5UP1091026544@freedo muk81000115	24/04/2013 11:43:52
JAMES-ONEJAMES-ONE, JAMES-ONEJAMES-ONE Mr.	987	JO-987			AB223363A	This notification shows the correct NINo. Please use this NINo for any future submissions instead of the one you originally provided.	DEVPHR1091026548@freedo muk81000115	26/04/2013 10:02:14
JAMES-TWO, JAMES-TWO Mr.	891	891				The NINo you have provided is correct. For future submissions please continue to use this NINo.	EDI	15/04/2013 10:09:49
Kick, Smith Mr.	183	KICK183		EE8798790	EE9798790		DEV5UP1091026544@freedo muk81000115	24/04/2013 12:04:40
Kick, Smith Mr.	183	KICK183		EE9798790	EE966669D		DEV5UP1091026544@freedo muk81000115	25/04/2013 08:47:43
KNIGHT, REBECCA Mr.	13	B013	A580	NB791895A		The NINo you have provided is correct. For future submissions please continue to use this NINo.	adpadmin	26/04/2013 10:38:07
Moore, Katheeleen Mrs.	19	B030		EE4578520	EE9678520		DEV5UP1091026544@freedo muk81000115	24/04/2013 12:04:43
Parental, No Employer TestingTestingTesting Mr.	185	NOTEMP185		EE142547D	EE942547D		DEV5UP1091026544@freedo muk81000115	24/04/2013 12:04:41
Parental, No Evidence Mr.	186	NOEVID186		BH986234A	BH886234A		DEV5UP1091026544@freedo muk81000115	24/04/2013 12:04:41
Reid, Andy Mr.	A175	A175	A175	RP6501370	RP6501370		DEV5UP1091026544@freedo muk81000115	24/04/2013 11:44:13
Samson, Roy Mr.	191	SRW191		EE9800980	EE9800980		DEV5UP1091026544@freedo muk81000115	24/04/2013 12:04:44
Samson, Willson Mr.	190	SWR190		EE989989D	EE889989D		DEV5UP1091026544@freedo muk81000115	24/04/2013 12:04:43
Steephen, Lee Mr.	189	SLJ189		EE9879790	EE8879790		DEV5UP1091026544@freedo muk81000115	24/04/2013 12:04:43

Report Run Date/Time: 26/04/2013   07:01:30AM   Page 1 of 1   Generated By: USERnew SUPERone

NICH

Notification of Pension Starting report

Brief description:

This report prints the P46(Pen) form details that have been sent to HMRC for individuals who have been added as new pension recipients to a pension pay group. As such, this report it is only available if a pension pay group has been defined.

Who should run this report?

A pension payroll administrator should run this as required.

When should the report be run?

As required.

The following information has been submitted to HMRC on a form P46 (Pen), Notification of Pension starting for :
EE EXP(EE001)

Pension Recipient

NI Number
TT294594A

Date of Birth
01/01/1980

Title
MRS

Address

SurName
EXP

First or Given name
EE

Postcode
PE 78XX5S5

Gender
Female

Recently Bereaved
No

About the pension/ income drawdown/ income withdrawal

Employer PAYE reference
505 / V31YE

Employer Address
Richview
Dundonald
Belfast

Postcode
BT1 4FD

Date Pension Started
10/04/2010

Payroll Number
EE001

Annual Pension
£ 3,900.00

Taxcode in use
489L

Week 1/ Month 1 applies
X

Previous Employment Details

Previous employer PAYE reference
/

Previous employer name
Framar Distribution Centre

Date of leaving

Total Pay to date
£ 0.00

Total tax paid to date
£ 0.00

Tax code used

Week 1/Month 1 applied

Week or month number

P46P Notification of Pension Starting
Report Category: Operational
Run Date/Time: 02/02/2011   12:07:00   Page 1 of 12

Generated By: Annette Steele

P46P

PDE Batch Audit report

Brief description:

The PDE Batch Audit report identifies who has added, changed or deleted items in PDE batches. It should be used in conjunction with the PDE Batch Detail report e.g. to monitor the changes that have been made to a batch.

Each batch is reported separately and the report can be run for a particular batch, if required.

For each item in a batch, the report includes the basic item details – employee, quantity, rate, and amount and then identifies action that was taken on the item (add, change or delete), the date/time it was actioned and by whom.

The items in each batch are grouped into Earnings, Deductions, Overrides and Attachment orders/Student loans.

Tip: This means that a single row in a PDE batch will appear in more than one section of the report if it contains details that relate to different sections. The employee name and batch row ID are included on the report to enable the report items to be matched back to the PDE batch content. For example, if row 1 in a batch contains both an Earning value and a PDE Override for employee Joe Brown, the appropriate details for this row will appear in both the Earnings and Overrides sections of the report and will reference "Joe Brown row 1".

Who should run this report?

Payroll administrators should run this report.

When should the report be run?

On a regular basis.

EMPLOYEE	ROW NO	DESCRIPTION	QUANTITY	RATE	AMOUNT/VALUE	DEDN ARREARS	ACTION	LAST UPDATED BY	DATE/TIME	
BATCH DESCRIPTION: Audit Variable Grid 1 **CREATED BY: DEVPHR1091004268@TCS**						BATCH CODE: AVG1				
EARNINGS										
Bloomfield, Stan A084001	1	Bonus			2,000.00		Add	DEVPHR1091004268@TCS	16/07/2009	10:21:34
Bloomfield, Stan A084001	1	Bonus					Delete	DEVPHR1091004268@TCS	16/07/2009	10:22:15
Fowler, Anne B. A514001	1	Expenses			320.00		Add	DEVPHR1091004268@TCS	16/07/2009	09:58:24
Fowler, Anne B. A514001	1	Expenses					Delete	DEVPHR1091004268@TCS	16/07/2009	14:48:12
Savage, Debbie S. A074001	1	Non Niable			12.76		Add	DEVPHR1091004268@TCS	16/07/2009	09:58:24
Savage, Debbie S. A074001	2	Bonus			12.76		Add	DEVPHR1091004268@TCS	16/07/2009	09:58:24
Savage, Debbie S. A074001	1	Non Niable			12.98		Change	DEVPHR1091004268@TCS	16/07/2009	10:00:34
DEDUCTIONS										
Fowler, Anne B. A514001	1	Loan			12.65		Add	DEVPHR1091004268@TCS	16/07/2009	09:58:24
Savage, Debbie S. A074001	1	Loan		2.00			Add	DEVPHR1091004268@TCS	16/07/2009	09:58:24
Savage, Debbie S. A074001	2	Loan	3.00				Add	DEVPHR1091004268@TCS	16/07/2009	09:58:24
ATTACHMENTS/STUDENT LOANS										
Bloomfield, Stan A084001	1	Student Loan Repayment 15/04/2008			98.98		Add	DEVPHR1091004268@TCS	16/07/2009	10:21:34
Bloomfield, Stan A084001	1	Non-Priority Attachment of Earnings Order 01/04/2008			12.98		Add	DEVPHR1091004268@TCS	16/07/2009	10:21:34
Bloomfield, Stan A084001	1	Student Loan Repayment 15/04/2008					Delete	DEVPHR1091004268@TCS	16/07/2009	10:22:15

Report Category - Operational

PDE Batch Audit Report

Company: O'Toole Garden Furniture

Pay Group: Sheffield Monthly

Period Ending:30/06/2008

Pay Date:20/06/2008

Tax Period:3Regular

Tax Year:2008/09

Operational   **PDBA**

Report Run Date/Time: 27/07/2009 14:48:29

Page 1 of 2

Pending Backpay Items report

Note: The Backpay Processing module must be enabled for this report to be available.

Brief description:

The **Pending Backpay Items** report identifies the rate changes that have been made that may result in backpay adjustments, that have not yet been processed by the Backpay Processing assistant.

Report parameters

- **Group By - Business Unit or Cost Centre**
- **Business Unit** or **All** including or excluding **Child Business Units**
- **Cost Centre** or **All**
- **Report From**
- **Report To**
- **Break on Group** – **Yes** or **No**

Who should run this report:

Payroll should run this as part of the payroll process.

When should the report be run:

Before each pay-run is committed.

APPT NO	RATE	EFFECTIVE FROM DATE	EFFECTIVE TO DATE	OLD RATE	OLD FREQUENCY	NEW RATE	NEW FREQUENCY	% CHANGE
BUSINESS UNIT: PDC Order Processing								
Dill, Kevin (A069)								
1	Base rate	29/11/2009	30/11/2009	23,000.000000	Annual	26,450.000000	Annual	15.00

Total Pending Backpay Items between 30/8/2009 to 30/11/2009 - 3

** End of Report **

Pending Backpay Items

Report Category: Operational

Run Date/Time:　30/11/2009　15:10:08

PDC Order Processing

Page 2 of 2

Pending Backpay Items between: 30/08/2009 and 30/11/2009

Generated By: Rose Weir

PENB

Pending items outstanding

Brief description:

The Pending Items Outstanding report provides information, for each selected pay group, on items that have not yet been swept up for processing.

The Incomplete Manual Payment section identifies any manual payments that have not been completed using the manual payment assistant. These items will remain on the report until they are either deleted or completed.

Who should run this report?

Payroll should run this as part of the payroll process.

When should the report be run?

Before each pay-run is committed.

PAY GROUP: NI Quarterly
EMPLOYEE NAME: NICodeB, Testtwentythree　　**COMPANY: O'Toole Garden Furniture**
EMPLOYEE CODE: NIB23　　**NI NUMBER:**

Manual Payment Printed Next Payrun　　　　　　**INCOMPLETE MANUAL PAYMENT**

PAYMENTS				DEDUCTIONS		AMOUNT PAID ANALYSIS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	UNITS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
BONUS			4,854.65	TAX - Code BR	970.80	NET PAY:	3,702.16	ER NI - Category B	438.54
Item Incomplete.				EE NI - Category B	166.17	AMOUNT PAID:	3,702.16		
This manual payment needs to be recalculated or deleted.				Loan	15.52	CASH	3,702.16		
Total Hours:	0.0000	Total Amount:	4,854.65	Total:	1,152.49			Total:	438.54

** End of Report **

Report Category - Operational
Pending Items Outstanding

Report Run Date/Time: 30/07/2009 12:39:34　　　　Page 2 of 2　　　　Operational　　**PENA**

Pending student loan notices

Brief description:

The Pending Student Loan Notices report permits the Payroll Administrator to obtain a list of the Student Loan start/stop notices that have arrived via EDI but that have not yet been applied to employees.

Who should run this report?

Payroll should run this as part of the payroll process.

When should the report be run?

On a regular basis to ensure all student loan notices are implemented.

ISSUED	NOTICE	START DATE	STOP DATE	ON HOLD

PAY GROUP: Head Office Six Monthly　　　　　　　　　　　　　　　　　　　　　COMPANY: O'Toole Garden Furniture

Dingley, Edward P (A004)
09/01/2004　　　SL1 Start Student Loan Deductions　　　13/01/2003　　　　　　　　No

PAY GROUP: Head Office Six Monthly

Student Loan Instructions to be applied　　　1.00
Student Loan Instructions on hold　　　0.00
Student Loan Instructions not applied　　　0.00

COMPANY: O'Toole Garden Furniture

Student Loan Instructions to be applied　　　3.00
Student Loan Instructions on hold　　　0.00
Student Loan Instructions not applied　　　0.00

GRAND TOTALS:

Student Loan Instructions to be applied　　　3.00
Student Loan Instructions on hold　　　0.00
Student Loan Instructions not applied　　　0.00

** End of Report **

EDI Pending Student Loan Notices

Report Category: Operational

Run Date/Time:　30/09/2004　　09:09:38　　　　　　　　Page 3 of 3　　　　　　Generated By: Mark Loosemore

Pending tax code changes

Brief description:

The Pending Tax Code Changes report allows allow the payroll administrator to view the tax codes changes that have arrived via EDI before they are applied to the database.

Who should run this report?

Payroll should run this as part of the payroll process.

When should the report be run?

On a regular basis to ensure all tax code changes are implemented.

COMPANY: O'Toole Garden Furniture

PAY GROUP: Head Office Monthly

EFFECTIVE FROM	PENDING TAX CODE	PENDING TAX BASIS	SOURCE	CURRENT TAX CODE	CURRENT TAX BASIS	COMMENT	ON HOLD
Baines, Steve (GY882516B) 18/01/2004	468L	CUM	PBT	461L	CUM		No
Baldrick, Jim R (TR659923B) 18/01/2004	468L	CUM	PBT	461L	CUM		No
Clifton, Paul (KK443725B) 18/01/2004	0T	CUM	PBT	461L	CUM		No
Eastburn, Tony A (RB123975A) 18/01/2004	NT	CUM	PBT	461L	CUM		No
Ecclestone, Susie (YY467485B) 20/01/2004	K1234	CUM	PBT	461L	CUM		No
Elkins, Martin P (BT243901B) 18/01/2004	468L	WK1	PBT	461L	CUM		No
Falmer, Joanne (JH272234B) 18/01/2004	D0	CUM	PBT	461L	CUM		No
Goddard, Karen (JJ443669B) 18/01/2004	461L	CUM	PBT	461L	CUM		No
Gorman, Tracy (SW369668B) 18/01/2004	BR	WK1	PBT	461L	CUM		No
Hirst, Ann F (YY451817B) 18/01/2004	13Y	CUM	PBT	461L	CUM		No
Hockey, Charles (TW009677B) 18/01/2004	NT	CUM	PBT	461L	CUM		No
Holden, Mick (KL157089B) 18/01/2004	1200V	CUM	PBT	461L	CUM		No
Lumley, Nick D (ER650734B) 18/01/2004	K17	CUM	PBT	461L	CUM		No
O'Connell, Naomi (JK380282B) 18/01/2004	461L	CUM	PBT	461L	CUM		No
Pratt, Nick (LU160859B) 18/01/2004	BR	CUM	PBT	461L	CUM		No
Pritchard, Donna (TT532576B) 18/01/2004	461L	CUM	PBT	461L	CUM		No
Ramirez, Alonzo (NB411613B)							

EDI Pending Tax Code Changes
Report Category: Operational
Run Date/Time: 30/09/2004 08:57:57

Page 1 of 4

RTI: Quality of Employee Data

Brief description:

The **RTI: Quality of Employee Data** report checks the quality of the data that is used by HMRC to match employees to the correct NINO account when the Real Time Information (RTI) is in use. It highlights data that may need to be corrected prior to running the RTI data alignment process i.e. the Employer Alignment Submission.

Note: Other data quality issues may exist with your employee data that cannot be identified by this report. For example, the report cannot check for things like correct dates of birth and the correct spelling of names.

The report checks the following data items, all of which are maintained on the People - Personal Information - Personal Details page: Last Name, First Name, Middle name(s), NI Number, Date of Birth and Gender. It will also check the employee's address if an NI Number has not been entered. The types of issues it will highlight include:

- Surname missing or just one character
- Forename missing or just one character
- Middle name missing (warning)
- Date of birth missing
- Date of birth of dubious value (warning for age > 80 or < 16)
- NI Number missing
- NI Number in concurrent use by an employee with a different name
- Gender missing

It checks the data for employees who have been employed at some stage during the current tax year. Employees who left before the start of the current tax year are ignored.

The report is to be split into three sections to suggest the severity of the problem:

- **Errors** - data that will cause the Employer Alignment Submission to be rejected by HMRC. This missing data must be added.

- **Warnings** - data that HMRC has highlighted as causing the most problems with data matching. The Employer Alignment Submission will be rejected if there are significant mismatches. Please check this data carefully to make sure it is correct.

- **Suspect** - data that HMRC has highlighted as causing them occasional issues with data matching. The Employer Alignment Submission will be rejected if there are significant mismatches. Please check this data carefully to make sure it is correct.

When should the report be run?

Prior to the implementation of the RTI.

Pay Group: Framar Distribution Fortnightly **Company: Framar Distribution Centre**

Validation type: Warning

These are things that HMRC has highlighted as causing them most issue with data matching. They will not cause the Employer Alignment Submission to fail, but HMRC may have difficulty matching the data to records in their database. Please check this data carefully to make sure it is correct. This may not be a complete list of problem data, and we cannot check for things like correct dates of birth and the correct spelling of names etc.

EMPLOYEE CODE	LAST NAME	FIRST NAME	MIDDLE NAMES	GENDER	DATE OF BIRTH	NI NUMBER	MESSAGE
A8000	Wilson	Michael		MALE	11/05/1980		The middle name is missing.
							The NI Number is missing.
							The address is missing when NI number is not present.
C028	Brennan	Malachy		MALE	05/05/1975	TT976290A	The middle name is missing.
C029	Burke	Maura		FEMALE	13/10/1972	HA124223D	The middle name is missing.
C030	Collins	Maureen		FEMALE	24/03/1957	LA770437B	The middle name is missing.
C031	Campbell	Moira		FEMALE	25/04/1956	HY147981C	The middle name is missing.
C032	Clarke	Molly		FEMALE	20/06/1956	RR651236A	The middle name is missing.
C033	Johnston	Mona		FEMALE	27/02/1946	RP964261D	The middle name is missing.
C034	Hughes	Myrna		FEMALE	09/02/1956	BB768912C	The middle name is missing.
C035	O'Farrell	Noreen		FEMALE	19/08/1971	WE234566A	The middle name is missing.
C036	Fitzgerald	Oona		FEMALE	16/01/1967	AE956673C	The middle name is missing.
C037	Brown	Oran		FEMALE	21/02/1954	TH562545A	The middle name is missing.
C038	Martin	Orla		FEMALE	23/07/1974	ER885590C	The middle name is missing.
C039	Maguire	Patrick		MALE	07/11/1970	PH361243A	The middle name is missing.
C040	Nolan	Pierce		MALE	14/03/1958	BB102245A	The middle name is missing.
C041	Flynn	Rohan		MALE	27/03/1957	TL996637C	The middle name is missing.
C042	Thompson	Ronan		MALE	20/06/1950	TY643285C	The middle name is missing.
C043	O'Callaghan	Rory		MALE	19/06/1966	TY643247A	The middle name is missing.
C044	O'Donnell	Rosaleen		FEMALE	10/01/1966	ZT579124C	The middle name is missing.
C045	Duffy	Rowan		MALE	15/06/1969	TR778476C	The middle name is missing.
C046	O'Mahony	Shaun		MALE	01/08/1955	LM456766B	The middle name is missing.
C047	Boyle	Sheila		FEMALE	04/08/1962	RT233212B	The middle name is missing.
C048	Healy	Sorley		FEMALE	05/08/1972	TT976288A	The middle name is missing.
C049	O'Shea	Tallulah		FEMALE	03/10/1972	HA124222D	The middle name is missing.
C050	White	Teague		MALE	24/03/1957	MW770437B	The middle name is missing.
C051	Sweeney	Tiernan		MALE	21/04/1956	ZA147984C	The middle name is missing.
C052	Hayes	Tierney		MALE	26/06/1956	TT651235A	The middle name is missing.
C053	Kavanagh	Tressa		FEMALE	27/04/1946	BT012681A	The middle name is missing.
V567	Idigfal	Digfal		MALE	10/08/2009		The NI Number is missing.

Validation type: Suspect

These are things that HMRC has highlighted as causing them occasional issue with data matching. They will not cause the Employer Alignment Submission to fail, but HMRC may have difficulty matching the data to records in their database. Please check this data carefully as some of it may have been entered as a placeholder. This may not be a complete list of problem data, and we cannot check for things like correct dates of birth and the correct spelling of names etc.

Report Category - Operational   Pay Group: Framar Distribution Fortnightly

RTI : Quality of Employee Data

Report Run Date/Time: 01/08/2012 15:20:30   Page 1 of 44   Operational   Generated by: Annette Steele

RTIQ

Starters and leavers outbound EDI

Brief description:

This report provides a list of all starters and leavers that have been included in the EDI transmissions to HMRC for the reporting period.

Who should run this report?

HR should run this report as a confidence check to ensure that correct information has been transmitted to HMRC.

When should the report be run?

As required.

EMPLOYEE NAME	EMPLOYEE CODE	NI NUMBER	DATE SENT	EARNINGS YTD	TAX YTD	TAX CODE	TAX BASIS	MANUAL P45	STATUS	START DATE/ LEAVE DATE
878-N201										
Jo MoBreen										Jo MoBreen Limited
P46 New starter notification										
Mr. L Sparrow	40371	JKT85645D	26/10/2006		503L	CUM		BentOK		24/10/2006
878-RZ49269										Jo MoBreen Limited 2
P46(1) Leaver notification										
M/BBL Coyize	42110	NONE	04/12/2006	14,102.41	2,077.50 503L	CUM		BentOK		20/11/2006
878-RZ49269										Jo MoBreen Limited 2
P46(1) Leaver notification										
M/BB B. Empres	40231	NONE	04/12/2006	1,417.85	311.74 BR	CUM	No	BentOK		20/11/2006
M/BB O. Norbort	41450	NONE	04/12/2006	1,003.35	0.00 503L	CUM	No	BentOK		07/11/2006
M/BB D. Nzsh	40205	NONE	04/12/2006	2,160.10	477.18 BR	CUM	No	BentOK		08/11/2006
P46(3) New starter notification										
Miss J Dennison	40375	JKT80564D	05/12/2006	10,000.00	200.00 474L	CUM		BentOK		05/12/2006
P46 New starter notification										
Mr. A. Hatcher	42306	JKT84512D	20/11/2006		503L	WK1		BentOK		10/11/2006
Mr. B. McBreen	42300	JKE40067D	20/11/2006		503L	CUM		BentOK		24/11/2006
Mrs. V. O'Brien	40370	JKT84530D	20/11/2006		503L	CUM		BentOK		24/11/2006
Miss N. Frost	42372	JK000000D	27/11/2006	0.00	0.00 BR	WK1		BentOK		25/11/2006
M/BB Z. Bromgrovd	2	NONE	04/12/2006		503L	CUM		BentOK		28/11/2006

** End of Report **

Student loan changes since last pay run

Brief description:

The Student Loan Changes since Last Payrun report identifies the Student Loan notices that are about to take effect for clients that allow ADP freedom to automatically apply EDI messages.

Who should run this report?

HR/Payroll Administrators should run this report as a record of changes that have been made to employee student loan details.

When should the report be run?

Where student loan changes are automatically applied via EDI, then this report should be run prior to each payrun.

START DATE	DATE SL2 ISSUED	STOP DATE	CONTINUED FROM P45	COMMENT	COMPANY: O'Toole Garden Furniture
PAYGROUP: Head Office Quarterly					
Lawson, Lucy (A006)					
13/01/2003			No	Received via EDI	

Student Loan Changes since Last Payrun
Report Category: Operational

Run Date/Time: 30/09/2004   09:19:01

Page 2 of 3

story Data Requirement Mandatory Data Requirement

Tax code changes since last pay run

Brief description:

The Tax Code Changes since Last Payrun report identifies the Tax Code notices that are about to take effect for clients that allow ADP freedom to automatically apply EDI messages.

Who should run this report?

HR/ Payroll Administrators should run this report as a record of changes that have been made to employee tax code details.

When should the report be run?

Where tax code changes are automatically applied via EDI, then this report should be run prior to each payrun.

Tax Code Changes since Last Payrun

Report Category: Operational

Run Date/Time:　29/09/2004　15:47:31

Page 1 of 3

Generated By: Lucy Lawson

COMPANY: Framar Distribution Centre

PAYGROUP: Framar Distribution Fortnightly

EFFECTIVE FROM	EFFECTIVE TO	TAX CODE	TAX BASIS	SOURCE
Boyle, Sheila (C047) Not yet paid				
27/04/1992		453L	CUM	P46
18/06/2002	17/05/2002	461L	CUM	P9T
Brown, Oran (C037) Not yet paid				
27/04/1992		453L	CUM	P46
18/06/2002	17/05/2002	461L	CUM	P9T
Campbell, Moira (C031) Not yet paid				
09/04/1992		453L	CUM	P46
18/06/2002	17/05/2002	461L	CUM	P9T
Clarke, Molly (C032) Not yet paid				
09/04/1992		453L	CUM	P46
18/06/2002	17/05/2002	461L	CUM	P9T
Collins, Maureen (C030) Not yet paid				
09/04/1992		453L	CUM	P46
18/06/2002	17/05/2002	461L	CUM	P9T
Duffy, Rowan (C045) Not yet paid				
09/04/1992		453L	CUM	P46
18/06/2002	17/05/2002	461L	CUM	P9T
Fitzgerald, Oona (C036) Not yet paid				
27/04/1992		453L	CUM	P46
18/06/2002	17/05/2002	461L	CUM	P9T
Flynn, Rohan (C041) Not yet paid				
09/04/1992		453L	CUM	P46
18/06/2002	17/05/2002	461L	CUM	P9T
Healy, Sorley (C048) Not yet paid				
09/04/1992		453L	CUM	P46
18/06/2002	17/05/2002	461L	CUM	P9T

Tax code uplift exceptions

Brief description:

The Tax Code Uplift Exceptions report provides a list of employees who have not met the relevant criteria to enable their tax code to be automatically updated following the Tax Code Uplift procedure.

Who should run this report?

Implementation teams or HR/Payroll Administrators should run this report.

When should the report be run?

Post tax code uplift.

EMPLOYEE NAME	EMPLOYEE CODE	NI NUMBER	MESSAGE
PAY GROUP: Framar Distribution Weekly			**COMPANY: Framar Distribution Centre**
Ryan, Brendan	C008	JJ7612348	Tax code goes below minimum points value, code set to 0T
McLoughlin, Kean	C021	JH966669C	Tax code goes below minimum points value, code set to 0T
O'Neill, Declan	C010	RB1234123	Tax code goes below minimum points value, code set to 0T
Quinn, Jarlath	C019	BB1002246A	Tax code goes below minimum points value, code set to 0T
McCarthy, Eavan	C013	AB6767880	Tax code goes below minimum points value, code set to 0T
Gallagher, Enya	C014	AE656375C	Tax code goes below minimum points value, code set to 0T
O'Brien, Bevan	C006	TR7803668	Tax code goes below minimum points value, code set to 0T
O'Reilly, Dermot	C011	HP1003443C	Tax code goes below minimum points value, code set to 0T
Doyle, Eamon	C012	BB7889134	Tax code goes below minimum points value, code set to 0T
Daly, Kevin	C024	ZT5791220	Tax code goes below minimum points value, code set to 0T
O'Connell, Kieran	C025	TR778474C	Tax code goes below minimum points value, code set to 0T
O'Doherty, Fenella	C015	JG4567865A	Tax code goes below minimum points value, code set to 0T
Dunne, Maeve	C027	LL2332138	Tax code goes below minimum points value, code set to 0T
Lynch, Fergus	C017	AW985690C	Tax code goes below minimum points value, code set to 0T
Moore, Kathleen	C020	TK996835C	Tax code goes below minimum points value, code set to 0T
Kennedy, Fergal	C016	TH562547A	Tax code goes below minimum points value, code set to 0T
Murray, Ivar	C018	HH361242A	Tax code goes below minimum points value, code set to 0T
O'Carroll, Keelin	C022	TP1583358	Tax code goes below minimum points value, code set to 0T
O'Connor, Bridget	C009	ZA147981C	Tax code goes below minimum points value, code set to 0T
Wilson, Kilian	C026	JJ4567878	Tax code goes below minimum points value, code set to 0T
Connolly, Kenneth	C023	TY6432454	Tax code goes below minimum points value, code set to 0T

** End of Report **

Report Category - Operational   Company: Framar Distribution Centre   Effective Date: 07/11/2003

Tax Code Uplift Exceptions Report   Pay Group: Framar Distribution Weekly

Report Run Date/Time: 07/11/2003 20:25:30   Page 1 of 1   Operational   TXCU

User Login Audit report

Brief description:

The User Login Audit report can be used to monitor user access to the system. In particular it can be used to list:

- the users that have accessed the system between selected dates showing when they logged in and out

- the users who accessed the system outside normal working hours i.e. Monday to Friday 9.00am to 5.30pm, during the selected dates

- any users who did NOT access the system during the selected dates.

Who should run this report?

HR/ Payroll Administrators should run this report either to provide a record of who has accessed the system during selected period or out of hours, or who has NOT accessed the system.

When should the report be run?

The report should be run and reviewed on a regular basis to monitor user access and identify inactive users.

Report Category - Operational

User Log-in Audit

Report Run Date/Time: 20/10/2008 11:15:50

Business Unit: BDC Warehouse

USER ID	USER NAME	USER ROLE	BUSINESS UNIT	JOB TITLE	E-MAIL ADDRESS	IP ADDRESS	LOG IN DATE/TIME	LOG OUT DATE/TIME
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.23	01/09/2008 13:42	01/09/2008 13:42
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.23	01/09/2008 13:48	01/09/2008 13:48
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	03/09/2008 10:24	03/09/2008 10:24
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	03/09/2008 15:23	03/09/2008 16:45
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	05/09/2008 10:20	05/09/2008 10:36
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	05/09/2008 12:18	05/09/2008 12:18
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	05/09/2008 13:41	05/09/2008 14:07
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	05/09/2008 14:07	05/09/2008 14:14
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	10/09/2008 09:15	10/09/2008 9:31
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	17/09/2008 09:30	17/09/2008 9:34
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.46	18/09/2008 12:20	18/09/2008 12:20
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.46	18/09/2008 12:30	18/09/2008 12:30
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.46	18/09/2008 16:53	18/09/2008 17:03
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	22/09/2008 14:15	22/09/2008 14:19
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	22/09/2008 14:34	22/09/2008 14:42
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	23/09/2008 11:14	23/09/2008 11:16
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	23/09/2008 16:08	23/09/2008 16:32
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	24/09/2008 13:59	24/09/2008 13:59
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	24/09/2008 14:01	24/09/2008 14:01
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	24/09/2008 14:32	24/09/2008 15:10
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	24/09/2008 15:15	24/09/2008 15:21
DEVPHR10335SH144@TC8410001 3	PHR, ADMIN	PAY/HR ADMIN	BDC Warehouse	Warehouse Person	paytresdmin@xx.com	10.15.30.187	24/09/2008 15:27	24/09/2008 15:45

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Users Logged In between: 01/08/2008 and 30/10/2008

Generated By: Rose Weir

ULAU

Chapter 10 – Payments Reports

BACS Payments

Brief description:

This report provides an audit listing of the BACS transactions submitted to the ADP Data Centre for the selected payrun. The report is broken down by pay group and payment category.

Who should run this report?

This report should be run by the payroll team as a confidence check against BACS payments.

When should the report be run?

As required, following each payrun.

Note: *ADP freedom provides similar reports for **Employee cheque payments** and **Employee other payments**. To avoid repetition and to keep this document at a reasonable size, these reports have not been included.*

PAY GROUP: EA Monthly 1

PAYMENT CATEGORY: Employee net pay

BACS USER NO: 000000   ORIGINATING SORT CODE / ACCOUNT NO: 404783 / 81643507

BACS DATE: 24/07/2003

EMPLOYEE / PAYEE NAME	EMPLOYEE CODE	SORT CODE	DESTINATION		USER REFERENCE	AMOUNT
			ACCOUNT NO	ACCOUNT NAME		
Ainsworth, Susan A.	EE025	404783	73132919	Susan Ainsworth		1652.41
Ash, Pierre A.	EE183	404783	28970357	Pierre Ash		1555.50
Barnes, Steve	EE009	404783	55579036	Steve Barnes		1382.81
Baldrick, Jim R.	EE008	404783	81040392	Jim Baldrick		1633.71
Bank, Kevin S.	EE163	309424	73211154	Kevin Bank		1384.19
Bert, William A.	EE177	309424	44804957	William Bert		1410.34
Bluegrass, Jane	EE192	404783	28991286	Jane Bluegrass		1293.06
Brayfield, Raymond	EE035	404783	28970357	Raymond Brayfield		1126.75
Brown, Charlotte H.	EE036	404783	63707431	Charlotte Brown		1052.55
Byron, Jane	EE062	404783	31078550	Jane Byron		997.21
Carter, Edwin	EE179	309424	21860363	Edwin Carter		1658.48
Clifton, Paul	EE011	404783	71060381	Paul Clifton		1692.70
Collins, Tracy	EE209	404783	70843165	Tracy Collins		1231.71
Costin, Nigel C.	EE052	309424	17185092	Nigel Costin		1181.46
Cross, Emma	EE032	404783	48750996	Emma Cross		1102.82
East, Noreen	EE181	404783	29579898	Noreen East		2110.33
Eastham, Tony A.	EE020	404783	28568147	Tony Eastham		793.47
Ecclestone, Susie	EE018	404783	34702255	Susie Ecclestone		1125.64
Everest, Julie K.	EE042	309424	27934932	Julie Everest		1632.56
Falmer, Joanne	EE016	404783	48844715	Joanne Falmer		1184.62
Farrow, Mick	EE041	309424	22537451	Mick Farrow		1921.20
Fordham, Grant D.	EE051	309424	28903028	Grant Fordham		1195.35

Report Category - Payments

BACS Payments Report

Report Run Date/Time: 25/11/2003 13:07:10

Payrun Description: EAM1 Month 4

Period Ending: 31/07/2003
Pay Date: 25/07/2003
Tax Period: 04 Regular - Post Commit
Tax Year: 2003/04

Payments   **PYBA**

Page 1 of 17

CMEC Payment Summary Schedule

Brief description:

This report contains the payment summary schedule required by the Child Maintenance & Enforcement Commission (CMEC). A single consolidated BACS payment is sent by Freedom to CMEC for all the employee Deductions from Earnings Orders (DEOs) made during a payrun.

The payment schedule is required by CMEC to identify each individual employee's deduction so that it can be matched by CMEC to the person's CMEC account.

The report includes two sections:

- a header section that identifies the organisation, it's PAYE Referencem, the payment period covered by the schedule and the total amount paid

- a detail section that identifies each employee by name, NI number, employee code and CMEC reference number; and identifies the amount due, the amount paid and the reason for any difference.

Note: This information can also be output as a csv extract file using the Payroll Extract facility.

Report Parameters

- **Date From/To** - Select the start and end dates for the report.

- **Payrun** - Select the payrun to be reported on, or select **All** to include all payruns in the period defined above. Only employees with DEO deductions during this payrun are included in the schedule.

- **Company** or **All** - Select the individual company to be reported on, or select **All** to report on all companies included.

- **Pay Group** - Select the individual pay group to be reported on, or select **All** to include all pay groups.

- **Sort by** - The report details can be sorted by Employee Code or Employee Name.

- **Sort order -** The report details can be sorted in ascending or descending order.

Employer Name: Pension BB	Employer PAYE Reference: 072/PENBB	Employer Reference: 501234567890	Payment from 27/09/2012	Payment to 27/09/2018	Total Amount Paid 200.00
Employee Name	Employee Code	National Insurance Number	Employee Reference Number	Monthly Amount Due	Actual Deduction	Reason for difference

PAYGROUP: BB Lunar   **COMPANY: Blue Berry**

Employee Name	Employee Code	National Insurance Number	Employee Reference Number	Monthly Amount Due	Actual Deduction	Reason for difference
Venkat, Test	12365	AA123456A	12345678012	200.00	200.00	

** End of Report **

Report Category - Payments
CMEC Payment Summary Schedule Report

Report Run Date/Time: 27/09/2012 11:03:27   Page 1 of 1

Date from: 27/09/2012
Date to: 27/09/2018
Payrun desc: Test CMEC extract

CPSS

Coinage breakdown by employee

Brief description:

Where cash payments are made, this report provides a detailed breakdown of the coinage required in each employee's pay packet.

Who should run this report?

This report should be run by the payroll team as an aid to making up pay packets.

When should the report be run?

As required, for each payrun that included cash payments.

Coinage Breakdown by Employee Report

PAY GROUP: Birmingham Weekly　　　COMPANY: BMS Help Team

EMPLOYEE NAME	EMPLOYEE CODE	TOTAL CASH	POUNDS			PENCE		
			Denom	COUNT	VALUE	Denom	COUNT	VALUE
Berridge, Ellis	A157	76.90	£20 note	1	20.00	50p coin	1	0.50
			£10 note	3	30.00	20p coin	2	0.40
			£5 note	3	15.00			
			£1 coin	11	11.00			
Harris, Ken	A159	76.90	£20 note	1	20.00	50p coin	1	0.50
			£10 note	3	30.00	20p coin	2	0.40
			£5 note	3	15.00			
			£1 coin	11	11.00			
Hays, Richard	A155	78.00	£20 note	1	20.00			
			£10 note	3	30.00			
			£5 note	3	15.00			
			£2 coin	1	2.00			
			£1 coin	11	11.00			
Jones, Mark	A152	76.90	£20 note	1	20.00	50p coin	1	0.50
			£10 note	3	30.00	20p coin	2	0.40
			£5 note	3	15.00			
			£1 coin	11	11.00			
Martindale, Paul	A151	468.60	£20 note	21	420.00	50p coin	1	0.50
			£10 note	2	20.00	10p coin	1	0.10
			£5 note	3	15.00			
			£2 coin	1	2.00			
			£1 coin	11	11.00			

** End of Report **

Report Category - Payments
Coinage Breakdown by Employee Report
Report Run Date/Time: 21/10/2003 11:10:06

Payrun Description: Holiday Period 52

Page 1 of 1

Period Ending: 04/04/2003
Pay Date 04/04/2003
Tax Period: 52 Regular - Post Commit
Tax Year: 2002/03

Payments　　　**CNBR**

Coinage required

Brief description:

The Coinage Required report provides a summary of the total coinage required, broken down by denomination, and totalled by **Payrun** / **Company** / **Pay Group**. This report should be suitable to supply to a bank, to enable them to supply the correct coinage.

Who should run this report?

This report should be run by the payroll team prior to making up pay packets.

When should the report be run?

As required, before each payrun that includes cash payments.

PAY GROUP: Birmingham Weekly

COMPANY: BMS Help Team

COUNT	DENOMINATION	VALUE
25	£20 note	£500.00
14	£10 note	£140.00
15	£5 note	£75.00
2	£2 coin	£4.00
55	£1 coin	£55.00
4	50p coin	£2.00
6	20p coin	£1.20
1	10p coin	£0.10
	Total for Pay Group: Birmingham Weekly	**£777.30**

Report Category - Payments
Coinage Required Report

Payrun Description: Holiday Period 52

Period Ending: 04/04/2003
Pay Date: 04/04/2003
Tax Period: 52 Regular - Post Commit
Tax Year: 2002/2003

Payments   **CNRE**

Report Run Date/Time: 21/10/2003 11:10:06

Page 1 of 2

Payee schedule

Brief description:

The Payee Schedule report provides a list at employee level of payments due to third parties. These schedules will be suitable for submitting directly to third parties and will provide the breakdown required for a BACS payment or be included with a cheque or other method of payment. Pensions and AEO's will not be shown on this report.

Who should run this report?

This report should be run by the payroll team.

When should the report be run?

As required, after each payrun that includes third party payments.

Note: *The **Payee Schedule by Date** report is also available which reports on the payments within a range of dates. To avoid repetition and to reduce the size of this document, this report has not been included.*

EMPLOYEE NAME	EMPLOYEE CODE	SOURCE	PERIOD	EMPLOYEE DEDUCTION	EMPLOYER CONTRIBUTION	TOTAL AMOUNT	REF
						PAYMENT METHOD: BACS	
PAYEE: No Payee Defined							
DEDUCTION: HOLIDAY DEDUCTION 2						PAYMENT DUE DATE: 07/08/200:	
Martindale, Paul	A151	Regular Pay Calendar Entry	51	150.00		150.00	
				150.00		150.00	

** End of Report **

Report Category - Payments

Payee Schedule Report

Payrun Description: Holiday Period 51

Period Ending: 28/03/2003
Pay Date: 28/03/2003
Tax Period: 51 Regular - Post Commit
Tax Year: 2002/03

Payments   **PSCH**

Report Run Date/Time: 12/11/2003 15:52:15

Page 2 of 2

Payee schedule AEO

Brief description:

The Payee Schedule AEO report provides specific data to allow the courts and other statutory bodies to allocate payments correctly relating to the employee and their AEOs. Only employees with AEOs this period will be included in this report.

Who should run this report?

This report should be run by the payroll team.

When should the report be run?

As required, after each payrun that includes Attachment of Earnings payments.

 Note: *The **Payee Schedule AEO by Date** report is also available which reports on these details within a range of dates. To avoid repetition and to reduce the size of this document, this report has not been included.*

EMPLOYEE NAME	EMPLOYEE CODE	SOURCE	PERIOD	CLAIMANT	REF NO	OTHER REF NO	AMOUNT	AMOUNT TO DATE
PAY GROUP: Birmingham Weekly								**COMPANY: BMS Help T**
PAYEE: Sheriff Court (Scotland)								**PAYMENT METHOD: Che**
ORDER TYPE: Priority Attachment of Earnings Order								**PAYMENT DATE: 07/08/2**
Marsters, Gerry	A156		52.00		A110CC01		25.00	
Martindale, Paul	A151		52.00		A110CC01		84.00	
ORDER TYPE: Priority Attachment of Earnings Order						Totals:		109.00
PAYEE: Sheriff Court (Scotland)						Totals:		109.00
PAYEE: Leicester Crown Court								**PAYMENT METHOD: Che**
ORDER TYPE: Child Support Deduction from Earnings								**PAYMENT DATE: 07/08/2**
Martindale, Paul	A151		52.00		A107CC03		81.00	
ORDER TYPE: Child Support Deduction from Earnings						Totals:		81.00
PAYEE: Leicester Crown Court						Totals:		81.00
PAYEE: Peterborough CCourt 01								**PAYMENT METHOD: Che**
ORDER TYPE: Non-Priority Attachment of Earnings Order								**PAYMENT DATE: 07/08/2**
Marsters, Gerry	A156		52.00		A107CC02		26.00	
ORDER TYPE: Non-Priority Attachment of Earnings Order						Totals:		26.00
PAYEE: Peterborough CCourt 01						Totals:		26.00
PAY GROUP: Birmingham Weekly						Totals:		216.00

** End of Report **

Report Category - Payments
Payee Schedule AEO Report

Report Run Date/Time: 12/11/2003 15:53:17

Payrun Description: Holliday Period 52

Page 1 of 1

Period Ending: 04/0
Pay Date: 04/0
Tax Period: 52 Regular - Post
Tax Year:

Payments

PSA

Payee schedule pension

Brief description:

The Payee Schedule Pension report creates a report suitable for sending to pension providers detailing all information required, including **Earnings**, **National Insurance calculations**, actual and notional, **Employee name** and **Number** and **Year to date** totals. Note that this report will only show employees who have pension contributions this period or who have adjustments to a pension contribution.

If a pension contribution has been made as a part of salary sacrifice scheme, this is shown as an Employee Pay Over.

Who should run this report?

This report should be run by the payroll team.

When should the report be run?

As required, after each payrun that includes Pension contributions.

Note: *The **Payee Schedule Pension by Date** report is also available which reports on these details within a range of dates. To avoid repetition and to reduce the size of this document, this report has not been included.*

COMPANY NAME: O'Toole Garden Furniture
ADDRESS: 20 The Clarendon Centre
CONTACT: Lawson, Lucy
TELEPHONE NO:01865 798363

PAY GROUP: Birmingham Weekly
ADP PAYROLL NUMBER: F303
PAYROLL DISBURSEMENT: No

PENSION SCHEME: OTGF Pension Scheme
PAYMENT METHOD: No Payment Method Defined
PAY PERIOD START DATE: 20/04/2009

SCHEME REF:
PAY PERIOD END DATE: 26/04/2009

POLICY NUMBER	JOINER / LEAVER	SCHEME JOIN DATE	SCHEME LEAVE DATE	SOURCE	PERIOD	AVC TYPE	EMPLOYEE DEDUCTION	EMPLOYER CONTRIBUTION	EMPLOYER'S PAY OVER (SAL SACRIFICE)	TOTAL AMOUNT
EMPLOYEE NAME: Arato, Karl			EMPLOYEE CODE: A162					NI NUMBER: TK105363C	DATE OF BIRTH: 20/08/1950	
		04/10/1991			3		10.48	20.96	0.00	31.44
						Pension Scheme AVC	4.19			4.19
							14.67	20.96	0.00	35.63
EMPLOYEE NAME: Harris, Ken			EMPLOYEE CODE: A150					NI NUMBER: AW985988C	DATE OF BIRTH: 07/10/1970	
		04/10/1991			3		10.19	20.39	0.00	30.58
						Pension Scheme AVC	4.08			4.08
							14.27	20.39	0.00	34.66
EMPLOYEE NAME: Jones, Mark			EMPLOYEE CODE: A152					NI NUMBER: RB906087D	DATE OF BIRTH: 29/08/1946	
		01/09/1994			3		33.65	67.31	0.00	100.96
						Pension Scheme AVC	13.46			13.46
							47.11	67.31	0.00	114.42
EMPLOYEE NAME: Kirkbride, Vince			EMPLOYEE CODE: A164					NI NUMBER: TP286588B	DATE OF BIRTH: 29/09/1950	
		01/09/1994			3		22.79	45.58	0.00	68.37
						Pension Scheme AVC	9.12			9.12
							31.91	45.58	0.00	77.49
EMPLOYEE NAME: Marsters, Gerry			EMPLOYEE CODE: A156					NI NUMBER: YY893830C	DATE OF BIRTH: 01/02/1954	
		01/09/1994			3		9.90	19.81	0.00	29.71
						Pension Scheme AVC	3.96			3.96
							13.86	19.81	0.00	33.67

Report Category - Payments
Payee Schedule - Pension Report

Payrun Description: Birmingham Weekly Pd 3 09-10

Period Ending: 26/04/2009
Pay Date: 24/04/2009
Tax Period: 03 Regular - Post Commit
Tax Year: 2009/10

Report Run Date/Time: 06/11/2009 16:32:23

Page 1 of 2

Payments   PSPE

Payments summary

Brief description:

This report provides a summary of all payments made to third parties within the selected date range, including AEOs, Tax payments and Pensions.

Who should run this report?

This report should be run by the payroll team.

When should the report be run?

As required, after each payrun.

PAYEE	COMPANY	PAYGROUP	PAYRUN	PAYMENT AMOUNT	AMOUNT SENT via BACS	AMOUNT OUTSTANDING
PAYMENT DATE : 22-Dec-2006						
Accounts Office Cumbernauld	Endless Adventures Ltd	EA Monthly 1	2005/06 month : 004	22,842.16	22,842.16	0.00
Total Payments due on 22-Dec-2006				22,882.78	22,882.78	0.00
Grand Total Payments within Period 7-Jul-2006 to 7-Jul-2006				168,788.90	162,710.04	6,049.86

" End of Report "

Report Category - Payments

Payments Summary Report

Report Run Date/Time : 31/01/2006 12:18:55   Page 1 of 1   Payments   PYSU

Payroll funding

Brief description:

Note: This report is provided for Payroll Disbursement information.

This report is provided to ensure that there are sufficient funds to cover amounts due from this pay-run. It provides a summary of all payments and can be filtered so that individual pay groups only are reported.

Who should run this report?

This report should be run by the ADP payroll team.

When should the report be run?

As required, after each payrun that includes payroll disbursement pay groups.

DESCRIPTION	AMOUNT

The total is the amount that will be required to fund your payroll for the pay period and pay date shown below. These payroll funds will be drawn from your designated bank account according to your payroll funding terms.

PAY GROUP: Max and Lennies Monthly   **PAYROLL DISBURSEMENT: YES**   **ADP PAYROLL NUMBER: 3306**

Employee net pay	13,132.11
HMRC	4,696.09
Other deductions	1,500.00
Total Max and Lennies Monthly Transactions: 8	Total amount: 19,328.20

** End of Report **

Payrun Description: cobp rates month8

ort Category – Payments

roll Funding Report

Report Run Date/Time: 14/05/2008 10:02:31   Page 1 of 1

Period Ending: 30/11

Pay Date: 23/11

Tax Year: 20

Tax Period: 08 Regular - Post Co

Payments   **PYD**

Salary Sacrifice Exceptions (Post-Commit) report

Brief description:

The Salary Sacrifice Exceptions (Post-Commit) report focuses on employee salary sacrifice deductions. By default it identifies any employees whose salary sacrifice amount has been reduced to ensure a statutory payment is made in full i.e. the exceptions only. For example, when an employee is on maternity leave her statutory maternity pay must be paid in full and should not be reduced by a salary sacrifice.

Alternatively, it can report on all of the employee salary sacrifice deductions made during the payrun. .

Who should run this report?

This report should be run by the ADP payroll team.

When should the report be run?

As required, after each payrun that includes salary sacrifice payments.

COMPANY: O' Toole Garden Furniture

PAY GROUP: Peterborough Weekly

EMPLOYEE	SACRIFICE CODE	DEDUCTION DESCRIPTION	DEDUCTION AMOUNT	EARNINGS DESCRIPTION	EARNINGS AMOUNT	DIFFERENCE
Abb, Alsison (A960)	SS1	SalSac - AA Vouchers	19.99	Salary Sacrifice 1	-13.23	6.76
Abb, Brian (A961)	SS1	SalSac - AA Vouchers	19.99	Salary Sacrifice 1	-19.99	0.00
	SS2	SalSac - BB Vouchers	150.00	Salary Sacrifice 2	-150.00	0.00
Abb, Ed (A964)	SS1	SalSac - AA Vouchers	19.99	Salary Sacrifice 1	-19.99	0.00
	SS2	SalSac - BB Vouchers	150.00	Salary Sacrifice 2	-110.01	39.99
Abb, Ian (A968)	SS1	SalSac - AA Vouchers	19.99	Salary Sacrifice 1	-19.99	0.00
	SS2	SalSac - BB Vouchers	150.00	Salary Sacrifice 2	-50.01	99.99
Abb, Len (A970)	SS1	SalSac - AA Vouchers	19.99	Salary Sacrifice 1	-19.99	0.00
	SS2	SalSac - BB Vouchers	150.00	Salary Sacrifice 2	-110.01	39.99
Abbar, Jane (A959)	SS1	SalSac - AA Vouchers	19.99	Salary Sacrifice 1	-19.99	0.00
	SS2	SalSac - BB Vouchers	136.96	Salary Sacrifice 2	-136.96	0.00
Fordham, Grant (A066)	SS1	SalSac - AA Vouchers	19.99	Salary Sacrifice 1	-19.99	0.00

Report Category - Payments

Salary Sacrifice Exceptions (Post-Commit) Report

Run Date/Time: 30/07/2010   09:23:03

Payrun Description: OTGF-PE1-04-2009

Page 1 of 3

Period Ending: 03/05/2009
Pay Date: 01/05/2009
Tax Period:04Regular - Post Commit
Tax Year: 2009/10

Payments

SSXP

Third party cheque payments

Brief description:

This report provides a list of employee deductions for third parties to be paid by cheque. Information includes the organisation, employee name, number, payee, payment due date and a blank space for the cheque number. The report can be run showing just a summary or at detail level.

Who should run this report?

This report should be run by the payroll team.

When should the report be run?

As required when third party cheques are being issued.

Note: *ADP freedom provides three similar reports: **Third party cheque payments by date, Third party other payments** and **Third party other payments by date.** To avoid repetition and to keep this document at a reasonable size, this report has not been included.*

If you print this report, you may enter the cheque number(s) in the blank field below

COMPANY: O Toole Garden Furniture

EMPLOYEE NAME	EMPLOYEE CODE	AMOUNT

PAY GROUP: Peterborough Weekly

TOTAL AMOUNT: 44.70

PAYEE: Cheque Payee   **CHEQUE NO:**

DEDUCTION: Denplan   **PAYMENT DUE DATE: 20/06/200:**

Smith, Samantha   A088   2.00

DEDUCTION: Denplan   **Number of employees: 1**   **Total amount: 2.00**

DEDUCTION: Pension Scheme Employee   **PAYMENT DUE DATE: 20/06/200:**

Smith, Samantha   A088   7.12

DEDUCTION: Pension Scheme Employee   **Number of employees: 1**   **Total amount: 7.12**

DEDUCTION: Pension Scheme Employer   **PAYMENT DUE DATE: 20/06/200:**

Smith, Samantha   A088   35.58

DEDUCTION: Pension Scheme Employer   **Number of employees: 1**   **Total amount: 35.58**

PAYEE: Cheque Payee   **Number of employees: 1**   **Total amount: 44.70**

PAY GROUP: Peterborough Weekly   **Number of employees: 1**   **Total amount: 44.70**

** End of Report **

Report Category - Payments

Third Party Cheque Payments Report

Payrun Description: 2003/04 week 11 - 0001

Period Ending: 22/06/2003
Pay Date: 20/06/2003
Tax Period: 11 Regular - Post Commit
Tax Year: 2003

PYTC

Report Run Date/Time: 07/11/2003 10:58:15   Page 1 of 1   Payments

Chapter 11 – Payroll Analysis Reports

Accumulations by employee

Brief description:

The Accumulations by Employee report provides accumulator details and balances by employee. The report includes details of both tax year and special accumulator balances, as well as goal and limit information.

The report can be run for single or a subset of employees.

Who should run this report?

This report should be run by payroll.

When should the report be run?

As required.

Note: *ADP freedom provides a similar report for Accumulations by types. To avoid repetition and to keep this document at a reasonable size, this report has not been included.*

ACCUMULATOR DESCRIPTION	AMOUNT	QUANTITY	UNITS	ANNUAL LIMIT	GOALS AMOUNT TO DATE	TOTAL VALUE	EFFECTIVE FROM TAX YEAR/PERIOD	EFFECTIVE TO TAX YEAR/PERIOD
Employee Name: Byrne, Breda								**Employee Code: C007**
PAY GROUP: Framar Distribution Weekly								
							ACCUMULATOR TYPE: DEDUCTIONS	
Ages Scheme Employee	107.70							
Ttt	0.00							
							ACCUMULATOR TYPE: EARNINGS	
Basic Pay	12,115.44	0.00						
Bonus	0.00	0.00						
Overtime 1 1/2 T	0.00	0.00						
Overtime 2 T	0.00	0.00						
Occupational Adoption Pay	200.00	0.00						
Statutory Adoption Pay	373.02	0.00						
SSP	500.00	0.00	Days					
							ACCUMULATOR TYPE: ER CONTRIBUTIONS	
Ages Scheme Employer	188.46	188.46						
							ACCUMULATOR TYPE: GROSS	
Gross	13,188.46	13,188.46						
							ACCUMULATOR TYPE: STATUTORY	
Previous Employment	0.00	0.00						
Employees NI	787.95	0.00	NI Code A					
Employees NI	399.73	0.00	NI Code A					
Employers NI	944.47	0.00	NI Code A					
Employers NI	503.77	0.00	NI Code A					
NIC-able Pay LEL	1,320.00	0.00						
NIC-able Pay LEL	654.00	0.00						
NIC-able Pay PT	492.00	0.00						
NIC-able Pay PT	240.00	0.00						
NIC-able Pay UAP	6,458.80	0.00						
NIC-able Pay UAP	3,241.40	0.00						
NIC-able Pay over	326.08	0.00						
NIC-able Pay over	376.08	0.00						
NIC-able Pay	8,649.98	0.00						
NIC-able Pay	4,538.48	0.00						
NIC-able Pay UEL/UST	53.10	0.00						
NIC-able Pay UEL/UST	27.00	0.00						
UK Income Tax	2,347.56	13,080.76						

Report Category - Payroll Analysis

Accumulations by Employee Report

Company: Framar Distribution Centre   Tax Year: 2014

Report Run Date/Time: 13/02/2015 10:49-27   Payroll Analysis   Page 8 of 950

ACEE

Accumulator adjustment transactions by tax year

Brief description:

The Accumulator Adjustment Transactions by Tax Year report provides details of any adjustments made to accumulators that have been included in a payroll commit for the selected tax year. The report details the opening balance of the accumulator and the details of the adjustment being made.

Who should run this report?

This report should be run by payroll.

When should the report be run?

As required as an aid to audit the payroll when unexpected results occur.

PAY GROUP: BE3 M&L Monthly

EXP_ACTY EMP NO: EMP92 N.I. NO: GY647464D COMPANY: Copy Max And Lennies COPYML STATUS: Current

DESCRIPTION		ITEM	ADJUSTMENT		
			VALUE	EFFECTIVE DATE	PAYRUN
Payrun: 2008/09 month 4 - 0001					
Earnings	Basic Pay	Amount	1,000.00	01/07/2008	2008/09 month 4 - 0001
Earnings	Basic Salary	Amount	50,000.00	01/08/2008	2008/09 month 4 - 0001
Statutory	TAX	Taxable Wage	50,000.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Wage	50,000.00	01/08/2008	2008/09 month 4 - 0001
Statutory	ER NI	NICable Wage	100,000.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay LEL	390.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay ET	63.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay UAP	2,861.00	01/08/2008	2008/09 month 4 - 0001
Statutory	ER NI	NICable Pay UAP	2,861.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay UEL	2,684.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay Over	46,663.00	01/08/2008	2008/09 month 4 - 0001
Statutory	ER NI	NICable Pay Over	50,000.00	01/08/2008	2008/09 month 4 - 0001
Payrun: 2008/09 month 5 - 0001					
Earnings	Basic Pay	Amount	7,000.00	01/09/2008	2008/09 month 5 - 0001
Statutory	TAX	Taxable Wage	7,000.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Wage	7,000.00	01/09/2008	2008/09 month 5 - 0001
Statutory	ER NI	NICable Wage	14,000.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Pay LEL	390.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Pay ET	63.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Pay UEL	2,884.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Pay Over	3,663.00	01/09/2008	2008/09 month 5 - 0001
Statutory	ER NI	NICable Pay Over	7,000.00	01/09/2008	2008/09 month 5 - 0001
Payrun: 2008/09 month 7 - 0001					
Earnings	Basic Pay	Amount	770.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NI Code A Amount	330.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NI Code A Amount	330.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NICable Wage	5,550.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NICable Wage	5,550.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NICable Pay LEL	600.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NICable Pay LEL	600.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NICable Pay ET	40.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NICable Pay ET	40.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NICable Pay UAP	450.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NICable Pay UAP	450.00	07/10/2008	2008/09 month 7 - 0001

Report Category - Payroll Analysis

Accumulator Adjustment Transactions by Tax Year

Tax Year: 2008/09

Report Run Date/Time: 07/01/2009 5:21:28

Page 1 of 3

Payroll Analysis

ADJY

Accumulator Adjustment Transactions final

Brief description:

The Accumulator Adjustment Transactions Final report provides details of any adjustments made to accumulators that have been included in a payroll commit for the period. The report details the opening balance of the accumulator and the details of the adjustment being made.

Who should run this report?

This report should be run by payroll.

When should the report be run?

As required as an aid to audit the payroll when unexpected results occur.

	ADJUSTMENT		
DESCRIPTION	**ITEM**	**VALUE**	**EFFECTIVE DATE**

PAY GROUP: BE3 M&L Monthly

EXP_ACTY

EMP NO: EMP92　　N.I. NO: GY647464D　　COMPANY: Copy Max And Lennies COPYML　　STATUS: Current

DESCRIPTION		ITEM	VALUE	EFFECTIVE DATE
Earnings	Basic Pay	Amount	770.00	07/10/2008
Statutory	EE NI	NI Code A Amount	330.00	07/10/2008
Statutory	EE NI	NI Code A Amount	5,550.00	07/10/2008
Statutory	ER NI	NICable Wage	5,550.00	07/10/2008
Statutory	EE NI	NICable Wage	600.00	07/10/2008
Statutory	EE NI	NICable Pay LEL	600.00	07/10/2008
Statutory	ER NI	NICable Pay LEL	40.00	07/10/2008
Statutory	EE NI	NICable Pay ET	40.00	07/10/2008
Statutory	ER NI	NICable Pay ET	450.00	07/10/2008
Statutory	EE NI	NICable Pay UAP	450.00	07/10/2008
Statutory	ER NI	NICable Pay UAP	55.00	07/10/2008
Statutory	EE NI	NICable Pay UEL	55.00	07/10/2008
Statutory	ER NI	NICable Pay UEL	140.00	07/10/2008
Statutory	EE NI	NICable Pay Over	140.00	07/10/2008
Statutory	ER NI	NICable Pay Over		

Totals for Pay Group: BE3 M&L Monthly

DESCRIPTION		ITEM	VALUE
Earnings	Basic Pay	Amount	770.00
Statutory	EE NI	Amount	330.00
Statutory	EE NI	NICable Wage	5,550.00
Statutory	EE NI	NICable Pay LEL	600.00
Statutory	EE NI	NICable Pay ET	40.00
Statutory	EE NI	NICable Pay UAP	450.00
Statutory	EE NI	NICable Pay UEL	55.00
Statutory	EE NI	NICable Pay Over	140.00
Statutory	ER NI	Amount	330.00
Statutory	ER NI	NICable Wage	5,550.00
Statutory	ER NI	NICable Pay LEL	600.00
Statutory	ER NI	NICable Pay ET	40.00
Statutory	ER NI	NICable Pay UAP	450.00
Statutory	ER NI	NICable Pay UEL	55.00
Statutory	ER NI	NICable Pay Over	140.00

** End of Report **

Report Category - Payroll Analysis　　　　　　PAYRUN: 2008/09 month 7 - 0001

Accumulator Adjustment Transactions Final

Report Run Date/Time: 07/01/2009 5:24:16　　　　Page 1 of 1　　　　Payroll Analysis

ADJF

Audit Summary (Final) Financial Impact

Brief description:

The Audit Summary (Final) Financial Impact report identifies fixed data changes that could have a financial impact, for example, tax codes, bank accounts and salary etc. The post commit version can be used as part of an audit trail.

Who should run this report?

The report should be run by payroll to ensure that data that has changed does not impact on pay-runs that have already been committed.

When should the report be run?

As required as an aid to audit the payroll when unexpected results occur.

EMPLOYEE NAME	EMPLOYEE CODE	PERSON ID	FIELD NAME	OLD VALUE	NEW VALUE	EFFECT DATE	END DATE	DATE & TIME	USER
PAYGROUP: Peterborough Weekly									
STATUS: Current									
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	334L	339L	01/01/2004		07/07/2004 15:00:03	DEVPHR1000010753 @TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	334L	339L	01/01/2004		07/07/2004 15:00:03	DEVPHR1000010753 @TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	334L	339L	01/01/2004		07/07/2004 15:00:03	DEVPHR1000010753 @TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	339L	340L	01/01/2004		07/07/2004 15:08:29	DEVPHR1000010753 @TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	339L	340L	01/01/2004		07/07/2004 15:08:29	DEVPHR1000010753 @TCS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	339L	340L	01/01/2004		07/07/2004 15:08:29	DEVPHR1000010753 @TCS
Fordham, Grant D.	A066	A066	TAX DETAIL - Tax code	461L	462L	18/05/2002		07/07/2004 15:10:20	DEVPHR1000010753 @TCS
Fordham, Grant D.	A066	A066	TAX DETAIL - Tax paid previous employment		0	18/05/2002		07/07/2004 15:10:20	DEVPHR1000010753 @TCS
Fordham, Grant D.	A066	A066	TAX DETAIL - Taxable pay previous employment		0	18/05/2002		07/07/2004 15:10:20	DEVPHR1000010753 @TCS

Audit Summary Financial Impact Final   O'Toole Garden Furniture

Report Category: Payroll Analysis

Run Date/Time: 07/07/2004   16:00:32   Page 1 of 1   Generated By: Admin PHR

ASFF

Backpay Payments Report

Note: The Backpay Processing module must be enabled for this report to be available.

Brief description:

The Backpay Payments report identifies the backpay payments that were generated by the Backpay Processing assistant for a selected payrun. It can be restricted to a selected company, pay group or employee, if required.

By default it will include all of the backpay transactions, but can be restricted to include only those paid or not paid (excluded from payment).

Note: This report identifies the back payments as they were generated by the Backpay Processing assistant and posted to the PDE batches for the period. If the PDE batch was subsequently changed, that is not reflected back into this report

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Employee** or **All**
- **Sort by Employee name,** or **Employee code**
- **Sort order** - **Asc** or **Desc**
- **Include – All, Paid** or **Non Paid**

Who should run this report:

This report should be run by the payroll team.

When should the report be run:

As required, prior to each payrun.

ORIGINAL PAYMENTS			RATE CHANGE %	SYSTEM CALCD AMOUNT	USER %	COMMENT	PAYMENT POSTED TO PDE	PDE BATCH
AMOUNT	PERIOD END DATE	TRANS DATE						
PAY GROUP: Weekly CSC								**COMPANY: Backpay Ltd**
EMPLOYEE NAME: Voebbkn, Lztmtwi P				EMPLOYEE CODE: 108285				
EARNING: Wages (WAGE8)				RATE: Base rate				
RATE CHANGE EFFECTIVE FROM: 01/11/2009								
562.50	13/11/2009	13/11/2009	33.333333	187.50			187.50	BP_VU_0001
562.50	20/11/2009	20/11/2009	33.333333	187.50			187.50	BP_VU_0001
						Total amount for Earning: Wages (WAGES)	375.00	
EMPLOYEE NAME: Vgkya, Rmgdrr S				EMPLOYEE CODE: 109011				
EARNING: Wages (WAGE8)				RATE: Base rate				
RATE CHANGE EFFECTIVE FROM: 01/11/2009								
412.50	13/11/2009	13/11/2009	36.363636	150.00			150.00	BP_VU_0001
412.50	20/11/2009	20/11/2009	36.363636	150.00			150.00	BP_VU_0001
						Total amount for Earning: Wages (WAGES)	300.00	
EMPLOYEE NAME: Vof, Hgqczqp				EMPLOYEE CODE: 107576				
EARNING: Wages (WAGE8)				RATE: Base rate				
RATE CHANGE EFFECTIVE FROM: 02/11/2009								
562.50	13/11/2009	13/11/2009	26.666666	150.00			150.00	BP_VU_0001
562.50	20/11/2009	20/11/2009	26.666666	150.00			150.00	BP_VU_0001
						Total amount for Earning: Wages (WAGES)	300.00	
						Total amount for Pay Group: Weekly CSC	975.00	

** End of Report **

Report Category - Payrun Review
Backpay Payments (Pre-Commit)

Payrun Description: Weekly CSC P35 0910

Period Ending: 27/11/2009
Pay Date: 04/12/2009
Tax Period: 35- Pre Commit
Tax Year: 2009/10

BCPR

Report Run Date/Time: 03/12/2009 8:35:55

Page 1 of 1

Calculate Holiday Pay AWE Report

Brief description:

The Calculate Holiday Pay AWE report shows the holiday pay an employee is entitled to, which is normally equivalent to their average weekly earnings calculated. The report shows the different average weekly earnings calculated for each employee under the EU Working Time Directive (EU WTD) and under the UK Working Time Regulations (UK WTR), depending on their working week.

Note: The EU WTD and UK WTR calculations return different values because different earnings are included in each. This is based on the earnings definition (Company-Company Setup-Earnings-Additional Definition).

The average weekly earnings calculation varies according to the employee's typical working week. Different rules apply to:

- employees with normal fixed hours per week

- employees with variable hours per week – for a worker with no normal working hours the average weekly pay is calculated as the average pay received over the previous 12 weeks in which they were paid

- employees who work shifts - for a worker who works shifts then the average weekly pay is calculated as the average number of hours worked in the previous 12 weeks at their average hourly rate.

Report parameters

- **Company** or **All**

- **Pay group** or **All**

- **Employee** or **All**

- **Reference Period**

- **Reference Period End**

- **Sort by Employee name,** or **Employee code**

- **Sort order** - **Asc** or **Desc**

Who should run this report:

This report should be run by the payroll team.

When should the report be run:

As required.

Company: Annies Purple Payroll

Pay group: Annies Purple Monthly Pay Group

Employee Code	Employee Name	Worker with normal working hours each week		Worker with no normal working hours each week				Shift worker with variable hours each week							
		EU WTD	UK WTR	EU WTD		UK WTR		EU WTD				UK WTR			
		Weekly Earnings	Earnings	Av. Wkly Earnings	Periods	Av. Wkly Earnings	Periods	Av. Wkly Earnings	Av. Wkly Hours	Av. Hrly Rate	Periods	Av. Wkly Earnings	Av. Wkly Hours	Av. Hrly Rate	Periods
24	Becker, David Mr.	1,385.77	1,385.77	1,385.77	1	1,385.77	1	0.00	0.00	0.00	0	0.00	0.00	0.00	0
A56	Bee, Helen Mrs.	128.08	128.08	418.25	6	418.25	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
37	Booker, David Mr.	2,153.85	2,153.85	1,346.15	4	1,346.15	4	0.00	0.00	0.00	0	0.00	0.00	0.00	0
23	Butler, Gerard Mr.	2,307.69	2,307.69	1,346.15	6	1,346.15	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
72	Director, Annual Mr.	3,846.15	3,846.15	2,564.10	3	2,564.10	3	0.00	0.00	0.00	0	0.00	0.00	0.00	0
222000	Jim, Jones Mr.	961.54	961.54	560.90	6	560.90	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
21	Maternity, Joanne Mrs.	346.15	346.15	10,634.62	6	10,634.62	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
39	Maternity, Matilde M Ms.	0.00	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
100	Mum, Olly Mr.	2,884.62	2,884.62	1,682.69	6	1,682.69	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
3	Quirkylegg, Helen Joanne Ms.	0.00	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
A822	Smithy, Black Miss	961.54	961.54	641.02	3	641.02	3	0.00	0.00	0.00	0	0.00	0.00	0.00	0
A8777	Stanier, HMRC Ms.	1,153.85	1,153.85	673.08	6	673.08	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0

Holiday Pay Average Weekly Earnings

Report Category: Payroll Analysis

Run Date/Time: 30/09/2015   12:40:10

Page 1 of 2

Generated By: Annie Buckley/SecLine

CHPA

Copy Payslip

Brief description:

The Copy Payslip report allows payroll professionals to view individual employee payslips for a given payrun.

Who should run this report?

This report should be run by payroll when required to check individual payslips.

When should the report be run?

As required, to answer queries.

EA Monthly 1		Tax Month 8		EE025

Earnings	Units	Rate	Amount
Basic Pay		14.285721	2,166.67
Bonus			30.00
Total		Earnings	2,196.67

Deductions		Amount
TAX - Code 461L		0.00
EE NI - Category D		167.30
Union		5.00
Sports and Social		1.10
Pension Scheme Employee		109.83
Total	Deductions	283.23

Running Totals

Accumulations

Pension Scheme AVC	0.00
Pension Scheme Notional	0.00
Basic Pay	2,166.67

Tax Year To Date

Gross Pay	2,196.67
Taxable Pay	2,116.84
Tax	0.00

This Employment

Gross Pay	2,196.67
Taxable Pay	2,116.84
Tax	0.00
Student Loan	
Employee's NI	167.30
Employer's NI	164.53
Tax Credit	

Previous Employment

Taxable Pay	
Tax	

Amount Paid

Earnings	2,196.67
Deductions	283.23
Net Pay	1,913.44
B/Forward	
Tax Credit	
Amount Paid	1,913.44
C/Forward	
Payment Method	BACS

Employer's Contributions

ER NI - Category D	164.53
Pension Scheme Employer	219.67

Annual Salary	26,000.00
NI Number	YT111135C
Amount Paid	**1,913.44**

COPY PAYSLIP

Employee earnings and deductions goals and limits

Brief description:

This report displays by payrun details of an employee's earnings/deductions incorporating any annual goals/limits that may be associated.

The report can be focused either by employee (i.e. listing by employee their earnings/deductions) or by earning/deduction (i.e. listing all employees receiving specific earnings/deductions).

Who should run this report?

This report should be run by payroll.

When should the report be run?

As required.

TYPE	DESCRIPTION	CODE	ANNUAL LIMIT	GOAL	GOAL TO DATE	GOAL OUTSTANDING	THIS PD	GOAL MET?
			EARNINGS/DEDUCTIONS					
PAYGROUP: Max and Lennies Weekly (continued)								**COMPANY: Max And Lennies**
Goldsby, Warren								**EMPLOYEE CODE: B009**
Earning	Bonus	E2					0.00	
Earning	Non Niable	E3					0.00	
Earning	Overtime 2 T	E4					0.00	
Deduction	Pension Scheme AVC	PD3					1.67	
Deduction	Pension Scheme Employee	PD1					4.17	
Deduction	Pension Scheme Employer	PD2					8.33	
Deduction	Pension Scheme Notional	PD4					0.00	
Knight, Rebecca								**EMPLOYEE CODE: B013**
Earning	Bonus	E2					0.00	
Earning	Non Niable	E3					0.00	
Earning	Overtime 2 T	E4					0.00	
Neabitt, Duncan								**EMPLOYEE CODE: B015**
Earning	Bonus	E2					0.00	
Earning	Non Niable	E3					0.00	
Earning	Overtime 2 T	E4					0.00	
Deduction	Pension Scheme AVC	PD3					1.58	
Deduction	Pension Scheme Employee	PD1					3.95	
Deduction	Pension Scheme Employer	PD2					7.90	
Deduction	Pension Scheme Notional	PD4					0.00	
Nichols, Robyn								**EMPLOYEE CODE: B012**
Earning	Bonus	E2					0.00	
Earning	Non Niable	E3					0.00	
Earning	Overtime 2 T	E4					0.00	
Deduction	Pension Scheme AVC	PD3					1.58	
Deduction	Pension Scheme Employee	PD1					3.95	
Deduction	Pension Scheme Employer	PD2					7.90	
Deduction	Pension Scheme Notional	PD4					0.00	
Peters, Joseph								**EMPLOYEE CODE: B014**
Earning	Bonus	E2					0.00	
Earning	Non Niable	E3					0.00	
Earning	Overtime 2 T	E4					0.00	

Report Category - Payroll Analysis
Employee Earnings & Deductions Goals & Limits

Report Run Date/Time: 15:51:39   12/04/2005

Payrun Description: Payroll Register Pre-Commit

Page 3 of 4

EDGL

GL costing details by payrun

Brief description:

This report contains employee level figures and provides information on costings by payrun, company and cost centre. It will report differences if the total credits are not equal to the total debits or if the total employee cash earnings less the total employee deductions do not equal the net pay figure. This information is suitable for keying in to a company general ledger.

Who should run this report?

This report should be run by payroll.

When should the report be run?

When maintaining the company general ledger, or as required.

Note: *ADP freedom provides a similar report for GL Costing details by period. To avoid repetition and to keep this document at a reasonable size, this report has not been included.*

ACCOUNT NO.	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	EMPLOYEE NAME	EMPLOYEE CODE	COST CENTRE	PAYMENT DATE
COMPANY: O Toole Garden Furniture							
PAYGROUP: Peterborough Weekly &							
CATEGORY: Earnings							
AA**1-***	Basic Pay	4,**1.**		Abbot, Jone	A*11*	AA CostCentre	*1/**1/****
AA001-***	Total	4,807.**					
AB**1-***	Basic Pay	1.**		Azzopardi, Elaine	A*1*	AB CostCentre	*1/**1/****
AB002-***	Total	1.00					
AB**1-EEExp	Statutory Adoption Pay	1**.**		Azzopardi, Elaine	A*1*	AB CostCentre	*1/**1/****
AB002-EEExp	Total	106.00					
Adm**1-***	Basic Pay	1.**		Costin, Nigel C	A**1	Administration	*1/**1/****
Adm001-***	Total	2.00					
Fin**1-***	Basic Pay	1.**		Smith, Samantha	A***	Finance	*1/**1/****
Fin001-***	Total	8*1.82					
CATEGORY: Employee Deductions							
Fin**1-LibEDed	Pension Scheme AVC		*.*4	Smith, Samantha	A***	Finance	*1/**1/****
Fin**1-LibEDed	Pension Scheme Employee		*.1*	Smith, Samantha	A***	Finance	*1/**1/****

Report Category - Payroll Analysis

General Ledger Costing Detail by Payrun

Payrun Description: 2005/06 week 43 - 0002

Period Ending:29/01/2006 00:00:00
Period Date:27/01/2006 00:00:00
TaxPeriod:43Regular
TaxYear:2,005

Report Date/Time:07/02/2006 15:03:04

Page 1 of 5

GDPR

GL costing exceptions by payrun

Brief description:

This report contains employee level figures and provides information on costing exceptions by payrun, company and cost centre. Exceptions include a company with an amount not associated with a GL code or employees without assigned primary positions. This information indicates errors in the costing process that should be corrected before keying to a company general ledger.

Who should run this report?

This report should be run by payroll.

When should the report be run?

This report should be run prior to entering data into the company general ledger.

Note: *ADP freedom provides a similar report for GL Costing exceptions by period. To avoid repetition and to keep this document at a reasonable size, this report has not been included.*

ACCOUNT NO.	DESCRIPTION	MESSAGES	DEBIT AMOUNT	CREDIT AMOUNT	GL ACCT. PERIOD	PAYMENT DATE
COMPANY: O Toole Garden Furniture						
PAYGROUP: Peterborough Weekly &						
CATEGORY: Employer Contributions						
RБ##1-###	Pension Scheme Employer			#.##	*	2?.#1/2.####
RБ##2-###	Pension Scheme Employer		#.##		*	2?.#1/2.####
RБ##:-EEExp	Pension Scheme Employer		##.##		*	2?.#1/2.####
Ad m##1-###	Pension Scheme Employer		##.##		*	2?.#1/2.####

Report Category - Payroll Analysis

General Ledger Costing Exceptions by Payrun

Payrun Description: 2005/06 week 43 - 0002

Report Date/Time : 07/02/2006 15:44:38

Page 1 of 1

Period Ending:29/01/2006
Period Date:27/01/2006
Tax Period:43Regular
Tax Year:2005

GEPR

GL costing summary by payrun

Brief description:

This report summarises by GL code and provides information on costings by Payrun, company and cost centre. It summarises differences such as total credits not equalling total debits and total employee earnings less total employee deductions not equalling the net pay figure. This information is suitable for keying in to a company general ledger.

Who should run this report?

This report should be run by payroll.

When should the report be run?

This report should be run prior to entering data into the company general ledger.

Note: *ADP freedom provides a similar report for GL Costing summary by period. To avoid repetition and to keep this document at a reasonable size, this report has not been included.*

COMPANY: Framar Distribution Centre
PAYGROUP:Framar Distribution Monthly

ACCOUNT NO.	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	PAYMENT DATE
CATEGORY: Accruals - Earnings				
AcEeBo-AcEeAc	Basic Pay		1,086.67	25/03/2004
Admini-EeEeEc	Basic Pay	439.17		25/03/2004
QualiI-EeEeEc	Basic Pay	360.00		25/03/2004
wareho-EeEaEc	Basic Pay	287.50		25/03/2004
CATEGORY: Accruals - Employer Tax				
AcTxBo-AcTxAc	Employers NI		114.45	25/03/2004
Admini-ErTxEc	Employers NI	46.36		25/03/2004
QualiI-ErTxEc	Employers NI	36.22		25/03/2004
wareho-ErTxEc	Employers NI	31.87		25/03/2004
CATEGORY: Clearing Transactions - Employee NI				
Admini-EeTxEc	Employees NI	398.38		25/03/2004
QualiI-EeTxEc	Employees NI	311.30		25/03/2004
wareho-EeTxEc	Employees NI	244.30		25/03/2004
CATEGORY: Clearing Transactions - Employee Taxes				
wareho-EeTxEc	Tax Credit		1,550.00	25/03/2004
CATEGORY: Earnings				
Admini-EeEdEc	Basic Pay	4,391.67		25/03/2004
QualiI-EeEdEc	Basic Pay	3,600.00		25/03/2004
wareho-EeEaEc	Basic Pay	2,875.00		25/03/2004
CATEGORY: Employee NI				
Admini-EeTxLc	Employees NI		398.38	25/03/2004
QualiI-EeTxLc	Employees NI		311.30	25/03/2004
wareho-EeTxLc	Employees NI		244.30	25/03/2004
CATEGORY: Employer NI				

Report Category - Payroll Analysis
General Ledger Costing Summary

Report Date/Time: 18/11/2003   4:34:14PM

Page 1 of 2

Year: 2003
GL Accounting Period: 12

Payroll Analysis

GSPD

Hours paid analysis

Brief description:

The Hours Paid Analysis report provides statistical analysis of hourly-related data. This report will only list employees receiving payment as a result of an hourly rate calculation, i.e. hourly paid employees and employees receiving hourly paid enhancements.

Who should run this report?

This report should be run by payroll.

When should the report be run?

This report is an aid to payroll in providing statistical information. It can be run at any time, or on a regular basis to maintain running totals.

PAY GROUP: Framar Distribution Fortnightly
COST CENTRE: None

COMPANY: Framar Distribution Centre

EARNINGS CODE	DESCRIPTION	SOURCE	PERIOD	RATE	HOURS	AMOUNT	TOTAL HOURS	TOTAL AMOUNT
EMPLOYEE CODE: C030							**EMPLOYEE NAME: Collins, Maureen**	
E1	Basic Pay		10	7.307692	70.0000	511.54		
				TOTAL FOR EMPLOYEE NAME: Collins, Maureen			70.0000	511.54
EMPLOYEE CODE: C031							**EMPLOYEE NAME: Campbell, Moira**	
E1	Basic Pay		10	7.362637	70.0000	515.38		
				TOTAL FOR EMPLOYEE NAME: Campbell, Moira			70.0000	515.38
EMPLOYEE CODE: C032							**EMPLOYEE NAME: Clarke, Molly**	
E1	Basic Pay		10	7.417582	70.0000	519.23		
				TOTAL FOR EMPLOYEE NAME: Clarke, Molly			70.0000	519.23
EMPLOYEE CODE: C033							**EMPLOYEE NAME: Johnston, Mona**	
E1	Basic Pay		10	7.472527	70.0000	523.08		
				TOTAL FOR EMPLOYEE NAME: Johnston, Mona			70.0000	523.08
EMPLOYEE CODE: C034							**EMPLOYEE NAME: Hughes, Myrna**	
E1	Basic Pay		10	7.527472	70.0000	526.92		
				TOTAL FOR EMPLOYEE NAME: Hughes, Myrna			70.0000	526.92
EMPLOYEE CODE: C035							**EMPLOYEE NAME: O'Farrell, Noreen**	
E1	Basic Pay		10	7.582417	70.0000	530.77		
				TOTAL FOR EMPLOYEE NAME: O'Farrell, Noreen			70.0000	530.77
EMPLOYEE CODE: C036							**EMPLOYEE NAME: Fitzgerald, Oona**	
E1	Basic Pay		10	7.637362	70.0000	534.62		
				TOTAL FOR EMPLOYEE NAME: Fitzgerald, Oona			70.0000	534.62

Report Category - Payroll Analysis
Hours Paid Analysis Report

Payrun Description: FDC Fort P10

Report Run Date/Time: 12/11/2003 17:43:06

Page 1 of 3

Period Ending: 15/06/2003
Pay Date: 13/06/2003
Tax Period: 10 Regular - Post Commit
Tax Year: 2003/04

ANHP

Payroll Analysis

Payroll control book period

Brief description:

This report provides a period on period comparison of regular earnings and deductions. The report displays headcounts, impact of new starters, leavers, salary adjustments, maternity leave, payments in advance and other relevant information.

Who should run this report?

This report should be run by payroll.

When should the report be run?

This report is an aid to payroll in providing actual comparisons of totals from the previous period to the current period. The report should be run for each payrun.

Summary Reconciliation to Previous Period

COMPANY: O'Toole Garden Furniture

PAYMENT TYPE	DESCRIPTION	DETAILS	SUBTOTALS	MANUAL PAYMENTS	PAYSLIP REVERSALS	FINAL TOTAL
PAY GROUP: Birmingham Weekly						
Payments						
Auto Generated	BASIC	Brought Forward from Period 1	800.00			
		First Payment to Starter in Previous Period	500.00			
		Period 2 Amount	1,300.00			1,300.00
	OVERTIME AT DOUBLE THE BASIC HOURLY RATE	Brought Forward from Period 1	100.00			
		First Payment to Starter in Previous Period	100.00			
		Period 2 Amount	200.00			200.00
	BASIC PAY	Brought Forward from Period 1	0.00			
		Starters this Period	746.58			
		First Payment to Starter in Previous Period	355.77			
		Started and Left in this Period	236.30			
		Period 2 Amount	1,338.65			1,338.65
	Bonus	Brought Forward from Period 1	0.00			
		Period 2 Amount	0.00			0.00
	Overtime 1 1/2 T	Brought Forward from Period 1	0.00			
		Period 2 Amount	0.00			0.00
	Earn1	Brought Forward from Period 1	50.00			
		Period 2 Amount	50.00			50.00
	Earn10	Brought Forward from Period 1	50.00			
		Movements in Statutory Leave	-50.00 R			
		Period 2 Amount	0.00			0.00

Report Category - Payroll Analysis
Payroll Control Book Period Report

Report Run Date/Time: 11/11/2003 6:13:05PM

Page 1 of 10

Payroll Analysis

Tax Year: 2002
Tax Period: 02

COBP

Payroll costing

Brief description:

This report provides statistical analysis of all payroll costs at summary level suitable for internal distribution.

Who should run this report?

This report should be run by payroll.

When should the report be run?

As required to provide an overview of payroll costs.

PAY GROUP: Framar Distribution Fortnightly   **COMPANY: Framar Distribution Centre**

EMPLOYEE PAYMENTS

DESCRIPTION	AMOUNT
Basic Pay	14,707.68
Statutory Maternity Pay	3,001.00
Statutory Adoption Pay	3,000.98
Statutory Paternity Pay	3,001.02
Total:	**23,710.68**

EMPLOYEE DEDUCTIONS

DESCRIPTION	AMOUNT
TAX - Code 461L	5,965.52
EE NI - Category A	646.94
Student Loan Repayment	865.00
Total:	**7,477.46**

EMPLOYER CONTRIBUTIONS

DESCRIPTION	AMOUNT
ER NI - Category A	2,672.16
Total:	**2,672.16**

AMOUNT PAID ANALYSIS

DESCRIPTION	AMOUNT
Net Pay	16,233.22
Tax Credits	155.00
Amount Paid	16,388.22

EMPLOYER REBATES

DESCRIPTION	AMOUNT
SSP	0.00
SMP	2,885.92
SPP	2,885.94
SAP	2,885.90
Total:	**8,657.76**

EMPLOYER COST OF PAYROLL

DESCRIPTION	AMOUNT
TOTAL PAYROLL COSTS:	17,725.08

** End of Report **

Report Category - Payroll Analysis

Payroll Costing Report

Payrun Description: FDC Fort P10

Period Ending: 15/06/2003
Pay Date: 13/06/2003
Tax Period: 10 Regular - Post Commit
Tax Year: 2003/04

ANCO

Payroll Analysis

Report Run Date/Time: 11/11/2003 17:59:02   Page 1 of 1

Payroll costing by period

Brief description:

This report provides statistical analysis of all payroll costs by selected tax periods. This report is suitable for internal distribution.

Who should run this report?

This report should be run by payroll.

When should the report be run?

As required to provide an overview of payroll costs per tax period.

PAY GROUP: Peterborough Monthly   **COMPANY: O'Toole Garden Furniture**

PERIOD: 08 - PAYRUN: 2005/06 month 8 - 0001

EMPLOYEE PAYMENTS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Basic Pay	3,841.67	ER NI	287.05
Bonus	100.00	Pension Scheme Employer	384.17
Non Niable	0.00	Pension Scheme Notional	0.00
Overtime 2 T	0.00	**Total:**	**671.22**
Total:	**3,941.67**		

EMPLOYEE DEDUCTIONS	
DESCRIPTION	AMOUNT
TAX	584.54
EE NI	292.15
Pension Scheme Employee	192.08
Pension Scheme AVC	76.83
Total:	**1,145.60**

AMOUNT PAID ANALYSIS		EMPLOYEE REBATES	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Net Pay:	2,796.07	SSP	0.00
Tax Credits:	150.00	SMP	0.00
Amount Paid:	2,946.07	SPP	0.00
		SAP	0.00
		Total:	**0.00**

EMPLOYER COST OF PAYROLL	
DESCRIPTION	AMOUNT
TOTAL PAYROLL COSTS:	**4,612.89**

Report Category - Payroll Analysis

Payroll Costing by Period

Report Run Date/Time: 08/02/2006 9:23:59   Page 1 of 2   Payroll Analysis

Tax Year: 2005/06

Tax Period: 08

ANCP

Payroll register

Brief description:

This report provides detailed payslip information for all employees at post commit. Pending items are included and displayed separately.

Who should run this report?

This report should be run by payroll.

When should the report be run?

As required.

PAY GROUP: Framar Distribution Fortnightly

COMPANY: Framar Distribution Centre

(continued)

Campbell, Moira

EMPLOYEE CODE: C031
NI NUMBER: HY147981C

BUSINESS UNIT: Framar Drivers
COST CENTRE:
LOCATION: Belfast

PAYMENTS

DESCRIPTION	QTY	RATE	AMOUNT	TAX YTD
Basic Pay	70.0000	7.362637	515.38	2,576.90
Total Hours:	70.0000	Total Payments:	515.38	2,576.90

DEDUCTIONS

DESCRIPTION	AMOUNT	TAX YTD
TAX - Code 481L	65.50	327.05
EE NI - Category A	37.11	185.55
Total:	102.61	512.60

AMOUNT PAID ANALYSIS

DESCRIPTION	AMOUNT
Net Pay:	412.77
Tax Credits:	1.00
Amount Paid	413.77

PAYMENT METHOD: BACS

EMPLOYER CONTRIBUTIONS

DESCRIPTION	AMOUNT	TAX YTD
ER NI - Category A	43.18	215.90
Total:	43.18	215.90

TAX YEAR TO DATE

DESCRIPTION	THIS EMPLOYMENT	PREV EMPLOYMENT
Gross:	2,576.90	0.00
Taxable:	2,576.90	0.00
Tax Paid:	327.05	
Tax Credits:	15.00	

Report Category - Payroll Analysis

Payroll Register Report

Payrun Description: FDC Fort P10

Period Ending: 15/06/2003
Pay Date: 13/06/2003
Tax Period: 10 Regular - Post Commi
Tax Year: 2003/04

RGST

Report Run Date/Time: 12/11/2003 18:12:07

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Payroll Analysis

Payrun control book summary

Brief description:

The Payrun Control Book Summary report provides a summary of pay group results totals, showing payslip net pay, deductions, employers' costs, disbursement key dates and HMRC payments.

Who should run this report?

This report should be run by payroll.

When should the report be run?

This report should be run for every payrun.

CODE	PAYMENT DESCRIPTION	AMOUNT	MANUAL PAYMENTS	PAYSLIP REVERSALS	TOTAL AMOUNT
COMPANY: O'Toole Garden Furniture					
PAYGROUP: Sheffield Lunar Monthly					
TAXABLE & NICABLE PAYMENTS					
E1	Basic Pay	600.07			600.07
TAXABLE & NICABLE PAYMENTS Total:		600.07			600.07

CODE	DEDUCTION DESCRIPTION	PAYMENT DATE	AMOUNT PAID BY BACS	OTHER REGULAR PAYMENT	MANUAL PAYMENTS	PAYSLIP REVERSALS	TOTAL LIABILITY
COMPANY: O'Toole Garden Furniture							
PAYGROUP: Sheffield Lunar Monthly							
STATUTORY DEDUCTIONS							
NI_EE	Employees NI	22/01/2008	21.79				21.79
UKTAX	UK Income Tax	22/01/2008	132.00				132.00
STATUTORY DEDUCTIONS		Total:	153.79				153.79

CODE	CONTRIBUTION DESCRIPTION	PAYMENT DATE	AMOUNT PAID BY BACS	OTHER REGULAR PAYMENT	MANUAL PAYMENTS	PAYSLIP REVERSALS	TOTAL LIABILITY
COMPANY: O'Toole Garden Furniture							
PAYGROUP: Sheffield Lunar Monthly							
STATUTORY EMPLOYER CONTRIBUTIONS							
NI_ER	Employers NI	22/01/2008	25.35				25.35
STATUTORY EMPLOYER CONTRIBUTIONS		Total:	25.35				25.35

Report Category - Payroll Analysis
Payrun Control Book Summary Report

Payrun Description: 2007/08 week 40 - 0001

Report Run Date/Time: 24/12/2009 9:45:36

Page 1 of 3

COBS

Pending items by tax year

Brief description:

The purpose of this report is to provide details of manual payment and reversal adjustments by tax year showing earnings/deductions type including the impact on year to date values at post commit stage of the payroll process.

Who should run this report?

This report should be run by payroll.

When should the report be run?

This report provides an audit trail for manual payments and payment reversals and should be run as required.

PAYMENTS				DEDUCTIONS		AMOUNT PAID ANALYSIS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	UNITS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
PAY GROUP: Peterborough Weekly &								**COMPANY: O'Toole Garden Furniture**	
EMPLOYEE NAME: Costin, Nigel C.				**EMPLOYEE CODE: A067**				**NI NUMBER: NB697964A**	
Manual Payment Printed Next Payrun									
BONUS			200.00	TAX - Code 489L	-32.72 R	NET PAY:	221.06	ER NI - Category A	13.57
				EE NI - Category A	11.66	TAX CREDITS:	35.00		
						AMOUNT PAID:	256.06		
Total Hours: 0.0000		**Total Amount:**	200.00	**Total:**	-21.06 R			**Total:**	13.57
Payrun Details:	Company: **O'Toole Garden Furniture** Paygroup: **Peterborough Weekly &** Payrun: **2005/06 week 11 - 0001**								
EMPLOYEE NAME: Smith, Samantha				**EMPLOYEE CODE: A068**				**NI NUMBER: TY643532B**	
Immediate Manual Payment									
BONUS			500.00	TAX - Code 489L	84.28	NET PAY:	377.75	ER NI - Category D	37.34
				EE NI - Category D	37.97	AMOUNT PAID:	377.75		
Total Hours: 0.0000		**Total Amount:**	500.00	**Total:**	122.25			**Total:**	37.34
Payrun Details:	Company: **O'Toole Garden Furniture** Paygroup: **Peterborough Weekly &** Payrun: **2005/06 week 26 - 0003**								

** End of Report **

Report Category - Payroll Analysis
Pending Items by Tax Year Report

Tax Year: 2005/06

Report Run Date/Time: 08/02/2006 9:46:13

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Payroll Analysis

PENY

Pending items final

Brief description:

The purpose of this report is to provide details of manual payment and reversal adjustments by employee showing earnings/deductions type including the impact on year to date values at post commit stage of the payroll process.

Who should run this report?

This report should be run by payroll.

When should the report be run?

This report provides an audit trail for manual payment recording and should be run as required.

Report Category - Payroll Analysis
Pending Items Final Report

PAY GROUP: Framar Distribution Fortnightly
EMPLOYEE NAME: Martin, Orla

COMPANY: Framar Distribution Centre
NI NUMBER: ER885590C
EMPLOYEE CODE: C038

Payslip Reversal

	PAYMENTS			DEDUCTIONS		AMOUNT PAID ANALYSIS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	UNITS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
BASIC PAY	-70.0000	7.747252	-542.31 R	TAX - Code 461L	-71.21 R	NET PAY:	-431.03 R	ER NI - Category A	-46.63 R
				EE NI - Category A	-40.07 R	AMOUNT PAID:	-431.03 R		
						BACS	-431.03		
Total Hours: -70.0000		Total Amount:	-542.31 R	Total:	-111.28 R			Total:	-46.63 R
BASIC PAY	-70.0000	7.747252	-542.31 R	TAX - Code 461L	-71.44 R	NET PAY:	-430.80 R	ER NI - Category A	-46.63 R
				EE NI - Category A	-40.07 R	AMOUNT PAID:	-430.80 R		
						BACS	-430.80		
Total Hours: -70.0000		Total Amount:	-542.31 R	Total:	-111.51 R			Total:	-46.63 R
BASIC PAY	-70.0000	7.747252	-542.31 R	TAX - Code 461L	-71.22 R	NET PAY:	-431.02 R	ER NI - Category A	-46.63 R
				EE NI - Category A	-40.07 R	AMOUNT PAID:	-431.02 R		
						BACS	-431.02		
Total Hours: -70.0000		Total Amount:	-542.31 R	Total:	-111.29 R			Total:	-46.63 R
BASIC PAY	-70.0000	7.747252	-542.31 R	TAX - Code 461L	-71.44 R	NET PAY:	-430.80 R	ER NI - Category A	-46.63 R
				EE NI - Category A	-40.07 R	AMOUNT PAID:	-430.80 R		
						BACS	-430.80		
Total Hours: -70.0000		Total Amount:	-542.31 R	Total:	-111.51 R			Total:	-46.63 R

** End of Report **

Report Run Date/Time: 12/11/2003 19:59:09

Payrun Description: FDC Fort P10

Page 1 of 1

Period Ending: 15/06/2003
Pay Date: 13/06/2003
Tax Period: 10 Regular - Post Commit
Tax Year: 2003/04

Payroll Analysis   PENF

Starters and leavers analysis (post-commit)

Brief description:

This report provides a list of starters and leavers included in the payrun after the payrun has been committed.

Who should run this report?

This report should be run by payroll.

When should the report be run?

As required.

Report Category - Payroll Analysis

Starters & Leavers Analysis (Post-Commit)

EMPLOYEE NAME	EMPLOYEE CODE	NATIONAL INSURANCE NO.	START DATE	LEAVING DATE	BASE RATE	FREQUENCY
PAY GROUP: Sheffield Monthly						**COMPANY: O'Toole Garden Furniture**
Starter Previous Period						
Adams, Michael	A190	BTSN0772A	10/09/1990		20,400.00	Annual
Adams, Vivienne	A872	YH8725441D	03/09/1990		36,500.00	Annual
Atancliffe, Robin	A203	QV9808558B	03/09/1990		31,900.00	Annual
Barfield, Richard M.	A425	JK3777065A	03/09/1990		18,900.00	Annual
Bell, Kevin B.	A427	YK9287934A	07/09/1990		22,500.00	Annual
Barraclough, Brian	A426	KL6649853A	07/09/1990		21,900.00	Annual
Bell, William A.	A502	NRS890770C	07/09/1990		22,200.00	Annual
Blaise, Peter	A278	Y0872658D	03/09/1990		31,500.00	Annual
Blise, Tracey	A985	WL26154424	03/09/1990		26,900.00	Annual
Bloomfield, Stan	A384	TK9712670D	03/09/1990		26,500.00	Annual
Brown, Fay S.	A256	CR1845078	03/09/1990		26,900.00	Annual
Burrup, Joanna H.	A666	Y889511BA	03/09/1990		33,700.00	Annual
Callan, Terence	A503	WP8349012A	03/09/1990		33,000.00	Annual
Chamberlin, Lewin A.	A652	NRS990214	07/09/1990		22,600.00	Annual
Chambers, Nicky	A439	JJ4731568	03/09/1990		31,100.00	Annual
Chantler, Jane	A255	YT9019183B	03/09/1990		28,900.00	Annual
Collen, Laura K.	A213	RR7796300B	03/09/1990		26,300.00	Annual
Cook, Susan	A256	YT0712570	07/09/1990		21,500.00	Annual
Crawford, June B.	A391	HTS158460	03/09/1990		26,900.00	Annual
Deuce, Dylan	A453	WMS40506C	03/09/1990		34,000.00	Annual
Dentley, Juergen	A428	YT8894086A	03/09/1990		32,500.00	Annual
Eesi, Noreen	A556	AET031744	03/09/1990		32,100.00	Annual

Report Run Date/Time : 09/07/2006 10:58:00   Page 1 of 1   Payroll Analysis

SLRP

Statement of earnings

Brief description:

The purpose of this report is to provide a breakdown of earnings for an employee from a specific tax year, including details of National Insurance and tax payments.

Who should run this report?

This report should be run by payroll.

When should the report be run?

As required, or if requested by employee.

Name
Address

Rosmary McGuiness
Quail Rise
SHEFFIELD
S2 5GB

Employer Details

Name   O Toole &Garden Furnitur
Address   No Address Found

Tax District Name   Paye As You Earn
Tax District Reference No.   123 / 124566

Employee Details

Employee Code   A620
Date of Birth   09/07/1962
Date of Start   17/09/1990
Date Left

National Insurance Number   NP462018D
National Insurance Code   A
National Insurance Details

	Earnings LEL to PT	Earnings PT to UAP	Earnings UAP to UEL/UST	Earnings Over UEL/UST	Employee NI Contributions	Employer NI Contributions
Earnings to LEL						
5,772.00	2,184.00	32,084.00	1,825.00	3,460.00	4,138.28	5,156.92

Tax Code   461L Cumulative

		NI Code Letter
		A

Total Taxable Pay Year To Date	41,699.00
Total Tax Paid Year To Date	14,776.55
Previous Taxable Pay	0.00
Previous Tax Paid	0.00

The above data is for Tax Year 2014/15

Statement of Earnings

Report Category: Payroll Analysis

Run Date/Time: 13/02/2015   14:11:56

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Chapter 12 – Payrun Review Reports

The reports in this chapter have been provided to allow users to view various aspects of their data prior to committing the payrun.

Note: To avoid repetition and to keep this document at a reasonable size, the reports listed below have not been included. Instead, where a corresponding report exisits post-commit showing similar details, a link has been provided to that corresponding report.

- **Accumulator adjustment transactions review** – details of which can be viewed from Accumulator adjustment transactions final.

- **Audit summary (review) financial impact** – details of which can be viewed from Audit summary (final) financial impact.

- **Coinage breakdown by employee (pre-commit)** – details of which can be viewed from Coinage breakdown by employee.

- **Coinage required (pre-commit)** – details of which can be viewed from Coinage required.

- **Payee schedule pension (pre-commit)** – details of which can be viewed from Payee schedule pension.

- Payroll register (pre-commit) – details of which can be viewed from Payroll register.

- **Pending items review**– details of which can be viewed from Pending items final.

- **Starters and leavers (review)** – details of which can be viewed from TStarters and leavers analysis (post-commit).

Accumulator Adjustment Transactions Review

Brief description:

The Accumulator Adjustment Transactions Review report provides details of any adjustments made to accumulators that have been included in a payroll calc for the period. The report details the opening balance of the accumulator and the details of the adjustment being made.

The report can be run by company, pay group or accumulator group.

Who should run this report?

The report should be run by payroll provide information on accumulator adjustments that have been made prior to committing the payrun.

When should the report be run?

Prior to payruns to ensure that any adjustments that have been made are valid and that all adjustments that were meant to have been made are listed.

ADJUSTMENT

PAY GROUP: NI Monthly   COMPANY: Test Company For NI Purposes TEST

STATUS: Current

Longton, Paul R   N.I. NO: KL851243B   EMP NO: A364

DESCRIPTION		ITEM	VALUE	EFFECTIVE DATE
Statutory	EE NI	NICable Wage	600.00	05/01/2009
Statutory	ER NI	NICable Wage	600.00	05/01/2009
Statutory	EE NI	NICable Pay LEL	390.00	05/01/2009
Statutory	ER NI	NICable Pay LEL	390.00	05/01/2009
Statutory	EE NI	NICable Pay ET	63.00	05/01/2009
Statutory	ER NI	NICable Pay ET	63.00	05/01/2009
Statutory	EE NI	NICable Pay UAP	40.00	05/01/2009
Statutory	ER NI	NICable Pay UAP	40.00	05/01/2009
Statutory	EE NI	NICable Pay UEL	147.00	05/01/2009
Statutory	ER NI	NICable Pay UEL	147.00	05/01/2009

Totals for Pay Group: NI Monthly

Statutory	EE NI	NICable Wage	600.00	
Statutory	EE NI	NICable Pay LEL	390.00	
Statutory	EE NI	NICable Pay ET	63.00	
Statutory	EE NI	NICable Pay UAP	40.00	
Statutory	EE NI	NICable Pay UEL	147.00	
Statutory	ER NI	NICable Wage	600.00	
Statutory	ER NI	NICable Pay LEL	390.00	
Statutory	ER NI	NICable Pay ET	63.00	
Statutory	ER NI	NICable Pay UAP	40.00	
Statutory	ER NI	NICable Pay UEL	147.00	

** End of Report **

Report Category - Payrun Review   PAYRUN: NI Monthly

Accumulator Adjustment Transactions Review   Payrun Review

Report Run Date/Time: 07/01/2009 6:53:54   Page 1 of 1   **ADJR**

Audit Summary (Review) Financial Impact

Brief description:

The Audit Summary (Review) Financial Impact report identifies fixed data changes that could have a financial implication, for example, tax codes, bank accounts, salary, etc.

Who should run this report?

The report should be run by payroll to ensure that data that has changed does not impact on pay-runs that have already been committed.

When should the report be run?

As required as an aid to audit the payroll when unexpected results occur.

EMPLOYEE NAME	EMPLOYEE CODE	PERSON ID	FIELD NAME	OLD VALUE	NEW VALUE	EFFECT DATE	END DATE	DATE & TIME	USER
PAYGROUP: Peterborough Weekly									
NO GROUPING SELECTED									
STATUS: Current									
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	334L	339L	01/01/2004		07/07/2004 15:00:03	DEVPHR1000010753@T CS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	334L	339L	01/01/2004		07/07/2004 15:00:03	DEVPHR1000010753@T CS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	334L	339L	01/01/2004		07/07/2004 15:00:03	DEVPHR1000010753@T CS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	339L	340L	01/01/2004		07/07/2004 15:08:29	DEVPHR1000010753@T CS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	339L	340L	01/01/2004		07/07/2004 15:08:29	DEVPHR1000010753@T CS
Kenyon, Nick J.	A063	A063	TAX DETAIL - Tax code	339L	340L	01/01/2004		07/07/2004 15:08:29	DEVPHR1000010753@T CS
Fordham, Grant D.	A066	A066	TAX DETAIL - Tax code	461L	462L	18/06/2002		07/07/2004 15:10:20	DEVPHR1000010753@T CS
Fordham, Grant D.	A066	A066	TAX DETAIL - Tax paid previous employment		0	18/06/2002		07/07/2004 15:10:20	DEVPHR1000010753@T CS
Fordham, Grant D.	A066	A066	TAX DETAIL - Taxable pay previous employment		0	18/06/2002		07/07/2004 15:10:20	DEVPHR1000010753@T CS

Audit Summary Financial Impact Review   O'Toole Garden Furniture

Report Category: Payrun Review

Run Date/Time: 07/07/2004   15:11:39   Page 1 of 1

Generated By: Admin PHR

ASFR

Backpay Payments (Pre-commit) report

Note: The Backpay Processing module must be enabled for this report to be available.

Brief description:

The Backpay Payments (Pre-commit) report identifies the backpay payments that were generated by the Backpay Processing assistant for a selected payrun. It can be restricted to a selected company, pay group or employee, if required.

By default it will include all of the backpay transactions, but can be restricted to include only those paid or not paid (excluded from payment).

Note: This report identifies the back payments as they were generated by the Backpay Processing assistant and posted to the PDE batches for the period. If the PDE batch was subsequently changed, that is not reflected back into this report

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Employee** or **All**
- **Sort by Employee name,** or **Employee code**
- **Sort order** - **Asc** or **Desc**
- **Include – All, Paid** or **Non Paid**

Who should run this report?

This report can be run by the payroll team prior to making up pay packets.

When should the report be run?

As required, before each payrun.

COMPANY: Backpay Ltd

	ORIGINAL PAYMENTS		RATE CHANGE %	SYSTEM CALCD AMOUNT	USER %	COMMENT	PAYMENT POSTED TO PDE	PDE BATCH
AMOUNT	PERIOD END DATE	TRANS DATE						

PAY GROUP: Weekly CSC

EMPLOYEE NAME: Vceßbkn, Lztntwi P   EMPLOYEE CODE: 108285
EARNING: Wages (WAGES)   RATE: Base rate
RATE CHANGE EFFECTIVE FROM: 01/11/2009

AMOUNT	PERIOD END DATE	TRANS DATE	RATE CHANGE %	SYSTEM CALCD AMOUNT	COMMENT	PAYMENT POSTED TO PDE	PDE BATCH
562.50	13/11/2009	13/11/2009	33.333333	187.50		187.50	BP_WU_0001
562.50	20/11/2009	20/11/2009	33.333333	187.50		187.50	BP_WU_0001
					Total amount for Earning: Wages (WAGES)	375.00	

EMPLOYEE NAME: Vgkya, Rmgdr S   EMPLOYEE CODE: 109011
EARNING: Wages (WAGES)   RATE: Base rate
RATE CHANGE EFFECTIVE FROM: 01/11/2009

412.50	13/11/2009	13/11/2009	36.363636	150.00		150.00	BP_WU_0001
412.50	20/11/2009	20/11/2009	36.363636	150.00		150.00	BP_WU_0001
					Total amount for Earning: Wages (WAGES)	300.00	

EMPLOYEE NAME: Vof, Hgqczqp   EMPLOYEE CODE: 107578
EARNING: Wages (WAGES)   RATE: Base rate
RATE CHANGE EFFECTIVE FROM: 02/11/2009

562.50	13/11/2009	13/11/2009	26.666666	150.00		150.00	BP_WU_0001
562.50	20/11/2009	20/11/2009	26.666666	150.00		150.00	BP_WU_0001
					Total amount for Earning: Wages (WAGES)	300.00	
					Total amount for Pay Group: Weekly CSC	975.00	

** End of Report **

Report Category - Payrun Review
Backpay Payments (Pre-Commit)

Report Run Date/Time: 03/12/2009 8:35:55

Payrun Description: Weekly CSC P35 0910

Page 1 of 1

Period Ending: 27/11/2009
Pay Date: 04/12/2009
Tax Period: 35- Pre Commit
Tax Year: 2009/10

BCPR

Employee payment methods (pre-commit)

Brief description:

This report provides information on the payment methods that will be used for employees in the selected payrun.

Who should run this report?

This report can be run by the payroll team prior to making up pay packets.

When should the report be run?

As required, before each payrun.

EMPLOYEE NAME	EMPLOYEE CODE	EFFECTIVE DATE	SORT CODE	ACCOUNT NUMBER	ACCOUNT NAME	BUILDING SOCIETY ROLL NO	AMOUNT
PAY GROUP: Max And Lennies Monthly							**COMPANY: Max And Lennies**
PAYMENT METHOD: BACS							
Steele, Annette	B**1	15/08/2004	01-01-06	00366613	Annette Steele		2,216.64
							Total BACS 2,216.64
PAYMENT METHOD: Cash							
Bridgeworth, Mike	42	15/08/2004					120.00
							Total Cash 120.00
						Pay Group Max And Lennies Monthly Totals 2,336.64	

*** End of Report ***

Report Category – Payrun Review

Employee Payment Methods (Pre-Commit)

Payrun Description : ML monthly period 8

Period Ending : 31/08/2004
Pay Date : 25/08/2004
Tax Period : 05 Regular - Pre Commit
Tax Year : 2004/05

Payrun Review   **PMPC**

Report Run Date/Time : 07/07/2006 11:23:14

Page 1 of 1

Payee Schedule Pension (Pre-commit) report

Brief description:

The **Payee Schedule Pension (Pre-commit)** report details all information required, including earnings, National Insurance calculations, actual and notional, employee name and number and year to date totals. Note that this report will only show employees who have pension contributions this pay period or who have adjustments to a pension contribution.

If a pension contribution has been made as a part of salary sacrifice scheme, this is shown as an Employee Pay Over.

Tip: You can include several pension schemes on the report by selecting them individually in the Pension Scheme parameter.

Note also that as this report is pre-commit the actual data may be subject to change.

Who should run this report?

This report should be run by the payroll team.

When should the report be run?

As required, prior to each payrun.

COMPANY NAME: O'Toole Garden Furniture
ADDRESS: 20 The Clarendon Centre
PAY GROUP: Birmingham Weekly
PENSION SCHEME: OTGF Pension Scheme
SCHEME REF:

CONTACT: Lawson, Lucy
TELEPHONE NO:01865 798363
PAYROLL DISBURSEMENT: No
ADP PAYROLL NUMBER: F303
PAYMENT METHOD: No Payment Method Defined
PAY PERIOD START DATE: 20/04/2009
PAY PERIOD END DATE: 26/04/2009

POLICY NUMBER	JOINER / LEAVER	SCHEME JOIN DATE	SCHEME LEAVE DATE	SOURCE	PERIOD	AVC TYPE	EMPLOYEE DEDUCTION	EMPLOYER CONTRIBUTION	EMPLOYER'S PAY OVER (SAL SACRIFICE)	TOTAL AMOUNT
EMPLOYEE CODE: A162						EMPLOYEE NAME: Arato, Karl		NI NUMBER: TK105363C	DATE OF BIRTH: 20/06/1950	
		04/10/1991			3		10.48	20.96	0.00	31.44
						Pension Scheme AVC	4.19			4.19
							14.67	20.96	0.00	35.63
EMPLOYEE CODE: A150						EMPLOYEE NAME: Harris, Ken		NI NUMBER: AW985908C	DATE OF BIRTH: 07/10/1970	
		04/10/1991			3		10.19	20.39	0.00	30.58
						Pension Scheme AVC	4.08			4.08
							14.27	20.39	0.00	34.66
EMPLOYEE CODE: A152						EMPLOYEE NAME: Jones, Mark		NI NUMBER: RB906087D	DATE OF BIRTH: 29/08/1946	
		01/09/1994			3		33.65	67.31	0.00	100.96
						Pension Scheme AVC	13.46			13.46
							47.11	67.31	0.00	114.42
EMPLOYEE CODE: A164						EMPLOYEE NAME: Kirkbride, Vince		NI NUMBER: TP286588B	DATE OF BIRTH: 29/09/1950	
		01/09/1994			3		22.79	45.58	0.00	68.37
						Pension Scheme AVC	9.12			9.12
							31.91	45.58	0.00	77.49
EMPLOYEE CODE: A156						EMPLOYEE NAME: Marsters, Gerry		NI NUMBER: YY893830C	DATE OF BIRTH: 01/02/1954	
		01/09/1994			3		9.90	19.81	0.00	29.71
						Pension Scheme AVC	3.96			3.96
							13.86	19.81	0.00	33.67

Report Category - Payments
Payee Schedule - Pension Report

Payrun Description: Birmingham Weekly Pd 3 09-10

Period Ending: 26/04/2009
Pay Date: 24/04/2009
Tax Period: 03 Regular - Post Commit
Tax Year: 2009/10

Report Run Date/Time: 06/11/2009 16:32:23

Page 1 of 2

Payments PSPE

Payment summary (pre-commit)

Brief description:

This report provides a summary of all payments made to third parties within the selected date range, including AEOs, Tax payments and Pensions.

Who should run this report?

This report should be run by the payroll team.

When should the report be run?

As required, prior to each payrun.

PAYEE	SORT CODE	ACCOUNT NUMBER	USER REFERENCE	PAYMENT DATE	AMOUNT
COMPANY: Endless Adventures Ltd					
PAYMENT METHOD: BACS					
PAY GROUP: IMIS End Of Year Weekly					
Accounts Office Cumbernauld	10-51-01	12344461	N441P04555555545a		452.15
Accounts Office Cumbernauld	10-51-01	12344461	P441P04555555545a		392.84
Employee NetPay				15/03/2004	1,731.88
				Total:	1,876.07

Report Category - Payrun Review
Payment Summary - Pre Commit

Payrun Description: 2003/04 week 50 - 0002

Period Ending: 15/03/2004
Pay Date: 15/03/2004
Tax Period: 50 Regular - Pre Commit
Tax Year: 2003/04

Payrun Review **PYSR**

Report Run Date/Time: 10/01/2007 10:48:09

Page 2 of 3

Payroll control book review

Brief description:

The purpose of this report is to provide current payrun totals and reconciliation to the previous payrun of all pay elements at pay group, company and payrun level. All payments, deductions and employer contributions (including pending items) that are automatically generated will be reconciled. The report will highlight the impact of starters, leavers, suspended and SSP/SMP/SPP/SAP leave starting and ending, employees paid in advance and salary adjustments. One off amounts entered via pay data entry will be totalled to provide a complete breakdown of the payrun, company and pay group.

Who should run this report?

This report should be run by payroll.

When should the report be run?

This report is the major aid to payroll in reviewing the current payrun. It is highly recommended that this report is run for every payrun.

Summary Reconciliation to Previous Period

COMPANY: O'Toole Garden Furniture

PAY GROUP: Birmingham Weekly

Payments

PAY TYPE	DESCRIPTION	DETAILS	SUBTOTALS	MANUAL PAYMENTS	PAYSLIP REVERSALS	TOTAL
Auto Generated	Basic	Brought Forward from Period 1	800.00			
		First Payment to Starter in Previous Period	500.00			
		Period 2 Amount	1,300.00			1,300.00
	Overtime at double the basic hourly rate	Brought Forward from Period 1	100.00			
		First Payment to Starter in Previous Period	100.00			
		Period 2 Amount	200.00			200.00
	Basic Pay	Brought Forward from Period 1	0.00			
		Starters this Period	746.58			
		First Payment to Starter in Previous Period	365.77			
		Started and Left in this Period	226.30			
		Period 2 Amount	1,338.65			1,338.65
	Bonus	Brought Forward from Period 1	0.00			
		Period 2 Amount	0.00	73.50		73.50
	Overtime 1 1/2 T	Brought Forward from Period 1	0.00			
		Period 2 Amount	0.00			0.00
	Earn1	Brought Forward from Period 1	50.00			
		Period 2 Amount	50.00			50.00
	Earn10	Brought Forward from Period 1	50.00			
		Movements in Statutory Leave	-50.00			
		Period 2 Amount	0.00			0.00

Report Category - Payrun Review
Payroll Control Book Review Report

Payrun Description: 2002/03 week 2 - 0001

Period Ending: 19/04/2002
Pay Date: 19/04/2002
Tax Period: 02 Regular - Post Calc
Tax Year: 2002

COBR

Payrun Review

Report Run Date/Time: 11/11/2003 12:49:14PM

Page 1 of 11

Payrun warnings and alerts

Brief description:

This report provides the user with system generated warnings and alert messages generated during the payroll calculation or commit phase, listed and grouped by severity including **No payroll activity for active employees**, **Payroll activity for inactive employees** and **Insufficient net pay**. The report details employees who have met specific criteria to identify goals set and values met or, over/under a threshold.

Who should run this report?

This report should be run by payroll.

When should the report be run?

Where warnings and alerts are indicated for the current payrun, then this report should be run to list the relevant items.

EMPLOYEE NAME	EMPLOYEE CODE	MESSAGE
PAY GROUP: Delta Monthly		COMPANY: Delta Electronics
NUMBER OF ERRORS:		
Errors are inaccuracies in entered data that cannot be accepted into the database and must be corrected before the associated data can be processed		
No errors found		
NUMBER OF WARNINGS: 8		
Warnings are inaccuracies in entered data that may require further review		
Fletcher, Robert	0908	Employee has No transactions in run yet is being processed
Fletcher, Robert	0908	Net Pay of £0.00 below Pay Group Delta Monthly minimum limit of £1.00
Fletcher, Robert	0908	Net Pay of £0.00 generated. £0.00 carried forward
Fletcher, Robert	0908	Employee has zero / negative net pay, therefore no disbursements achieved
Terry, Anderson	P043	Employee has No transactions in run yet is being processed
Terry, Anderson	P043	Net Pay of £0.00 below Pay Group Delta Monthly minimum limit of £1.00
Terry, Anderson	P043	Net Pay of £0.00 generated. £0.00 carried forward
Terry, Anderson	P043	Employee has zero / negative net pay, therefore no disbursements achieved
NUMBER OF INFORMATION MESSAGES:		
Information not critical to the payrun		
No information messages found		

** End of Report **

Report Category - Payrun Review

Payrun Warnings and Alerts Report

Payrun Description: August 22 2003-0001

Period Ending: 31/08/2003
Pay Date: 22/08/2003
Tax Period: 05 Regular - Post Commit
Tax Year: 2003/04

WARN

Payrun Review

Report Run Date/Time: 16/10/2003 11:58:17

Page 1 of 1

PDE batch detail

Brief description:

The PDE Batch Detail report provides details of the data contained within the PDE batches. This report should be used in conjunction with the PDE Batch Summary report.

Who should run this report?

This report should be run by payroll.

When should the report be run?

Where PDE payments are included in a payrun.

EMPLOYEE	DESCRIPTION	QUANTITY	RATE	AMOUNT/VALUE	ADD'N OVER'D	PDE OVERRIDES	LAST UPDATED BY	DATE/TIME
								GRID: Import Grid
BATCH DESCRIPTION: Audit Variable Grid 1		LAST UPDATED BY:		BATCH CODE: AVG1				
CREATED BY: DEVPHR1091004268@TCS		DEVPHR1091004268@TCS		BATCH STATUS: In Balance				SAVED WITH ERRORS: No
EARNINGS								
Savage, Debbie S. A074/001	Non Noble			12.98	Y	Cost Centre: Administration		
						GL Business Code: XK1		
						GL Liability Code: XK3		
						Comment: Comment		
						Transaction Date: 17/07/2008		
Savage, Debbie S. A074/001	Bonus			12.76				
	Total EARNINGS			25.74				
DEDUCTIONS								
Fowler, Anne B. A514/001	Loan			12.65				
Savage, Debbie S. A074/001	Loan		2.000000		Y	Cost Centre: Administration		
						GL Business Code: XK1		
						GL Liability Code: XK3		
						Comment: Comment		
						Transaction Date: 17/07/2008		
Savage, Debbie S. A074/001	Loan	3.00		12.65				
	Total DEDUCTIONS	3.00		12.65				
ATTACHMENTS / STUDENT LOANS								
Bloomfield, Stan A084/001	Council Tax Attachment of Earnings Order 01/04/2008			12.65				
Bloomfield, Stan A084/001	Student Loan Repayment 16/04/2008			10.76				
	Total ATTACHMENTS / STUDENT LOANS			23.41				
PAYRUN OVERRIDES								
Wells, Julie A438/001	Employee Advice Message:			Override Payslip				

Report Category - Payrun Review

PDE Batch Detail Report

Company: O'Toole Garden Furniture

Pay Group: Sheffield Monthly

Period Ending: 30/06/2008
Pay Date: 20/06/2008
Tax Period: 3 Regular
Tax Year: 2008/09

PDBD

Payrun Review

Report Run Date/Time: 27/07/2009 15:06:38

Page 1 of 2

PDE batch summary

Brief description:

The PDE Batch Summary report provides batch control totals of the PDE batches for a particular period.   This report should be used in conjunction with the PDE Batch Detail report.

Who should run this report?

This report should be run by payroll.

When should the report be run?

Where PDE payments are included in a payrun.

BATCH DETAIL		BATCH CONTROL TOTALS		
	CATEGORY	EXPECTED	ACTUAL	DIFFERENCE
PAY GROUP: Peterborough Weekly				COMPANY: O'Toole Garden Furniture
Batch Description: BatJ01	Earnings Quantity	20.00	20.00	0.00
Grid Description: Basic PDE Grid (Variable Grid)	Amount	0.00	0.00	0.00
Batch Status: In Balance	Deductions Quantity	0.00	0.00	0.00
Saved with Errors: No	Amount	0.00	0.00	0.00
Created By: DEVPHR1000010753@TCS	Attachments / SLR Amount	0.00	0.00	0.00

** End of Report **

Report Category - Payrun Review

PDE Batch Summary Report

Company: O'Toole Garden Furniture

Pay Group: Peterborough Weekly

Period Ending: 25/04/2004

Pay Date: 23/04/2004

Tax Period: 3 Regular

Tax Year: 2004/05

PDBS

Report Run Date/Time: 07/07/2004 15:56:40

Page 1 of 1

Payrun Review

PDE employee detail

Brief description:

This report provides details of PDE payments made and is listed by employee. The report includes details of all quantities, rates and amounts paid along with any overrides that have been made.

Who should run this report?

This report should be run by payroll.

When should the report be run?

Where PDE payments are included in a payrun.

DESCRIPTION	QUANTITY	RATE	AMOUNT	ADD'N OVER'D	PDE OVERRIDES	PAYRUN OVERRIDES	STATUTORY OVERRIDES		
							TAX TYPE	REPL'	ADD'N'L
NAME: Pratt, Nick							EMPLOYEE CODE:	EE021N001	
BATCH DESCRIPTION: Batch 03			BATCH STATUS: In Balance				GRID: EAL Weekly Grid		
EARNINGS									
Statutory Adoption Pay			11.11			DD Suspended: False			
						Generate Regular Earnings:			
						False			
						Generate Other Earnings:			
						False			
						Generate Voluntary			
						Deductions: False			
						Suspend from Payrun: False			
						Pre Tax Deduction Negative:			
						False			
Basic Pay			1,111.11			DD Suspended: False			
						Generate Regular Earnings:			
						False			
						Generate Other Earnings:			
						False			
						Generate Voluntary			
						Deductions: False			
						Suspend from Payrun: False			
						Pre Tax Deduction Negative:			
						False			
Total EARNINGS			1,166.66						

Report Category - Payrun Review

PDE Employee Detail Report

Report Run Date/Time: 10/01/2007 12:11:31

Company: Endless Adventures Ltd

Pay Group: EA Monthly 1

Page 5 of 8

Payrun Review

Period Ending: 30/06/2003

Pay Date: 25/06/2003

Tax Period: 3

Tax Year: 2003/04

PDEE

Salary Sacrifice Exceptions (Pre-Commit) report

Brief description:

The Salary Sacrifice Exceptions (Pre-Commit) report focuses on employee salary sacrifice deductions. By default it identifies any employees whose salary sacrifice amount has been reduced to ensure a statutory payment is made in full i.e. the exceptions only. For example, when an employee is on maternity leave her statutory maternity pay must be paid in full and should not be reduced by a salary sacrifice.

Alternatively, it can report on all of the employee salary sacrifice deductions made during the payrun.

Note: As this report is pre-commit the actual data may be subject to change.

Who should run this report?

This report should be run by payroll.

When should the report be run?

Where salary sacrifice payments are included in a payrun.

EMPLOYEE	SACRIFICE CODE	DEDUCTION DESCRIPTION	DEDUCTION AMOUNT	EARNINGS DESCRIPTION	EARNINGS AMOUNT	DIFFERENCE
COMPANY: O' Toole Garden Furniture						
PAY GROUP: Peterborough Lunar Monthly						
Target, Lucy (A058)	SS1	SalSac - AA Vouchers	10.00	Salary Sacrifice 1	-10.00	0.00
Total Employees in Pay Group- Peterborough Lunar Monthly: 1			10.00		-10.00	0.00
Total Employees in Company- O' Toole Garden Furniture: 1			10.00		-10.00	0.00

** End of Report **

Report Category - Payrun Review

Salary Sacrifice Exceptions (Pre-Commit) Report

Run Date/Time: 30/07/2010   09:00:08

Payrun Description: OTGF-PE3-48-2009

Page 1 of 1

Period Ending:07/03/2010
Pay Date:05/03/2010
Tax Period:48Regular - Pre Commit
Tax Year: 2009/10

Payrun Review

SSXE

Statutory parental pay weeks processed

Brief description:

The purpose of this report is to list employees who will receive statutory parental pay (SMP, SPP, SAP) in a payrun, and the payments by week number of entitlement. Where an employee is not entitled to a payment, the non-payment will be listed, together with an explanatory reason code.

Who should run this report?

The HR should run this report.

When should the report be run?

This report can be run prior to commit to ensure that all statutory payments are as expected.

WEEK	AMOUNT	STATUS

PAY GROUP: EA Monthly Mat   **COMPANY: Endless Adventures Ltd**

Statutory Maternity Pay

Smithson, Elizabeth   National Insurance No: YT111212D   Employee Code: EE1C2 / 002

Statutory Maternity Pay

Average Earnings Date:	13/12/2003	Leave Start Date: 21/03/2004
Payment Period Start Date:	21/03/2004	Average Earnings Amount: £482.69 Average Earnings Override: No
		Payment Period End Date: 18/09/2004 Total Weeks Payable: 26

20 07/03/2004	102.80
21 14/03/2004	102.80
22 21/03/2004	102.80
23 28/03/2004	102.80
Total	**411.20**

** End of Report **

Report Category - Payrun Review

Statutory Parental Pay Weeks Processed Report

Report Run Date/Time: 22/10/2004 09:01:02

Payrun Description: 2004/05 month 5 - 0001

Page 1 of 1

Period Ending: 31/08/2004
Pay Date: 25/06/2004
Tax Period: 5 Regular - Post Calc
Tax Year: 2002/03

SXPW

Payrun Review

Time and expense sheet report

Brief description:

This report provides a review of either time sheet or expense sheet details submitted for a payrun.

Who should run this report?

HR or payroll should run this report.

When should the report be run?

This report can be run prior to commit to ensure that all time and expense payments are included as expected.

BUSINESS UNIT: Assembly Line 1

EMPLOYEE	WEEK COMMENCING	STATUS	PAYMENT TYPE	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
EE064 - Fisher, Carol	17/05/2004	Input	Overtime 1 1/2 T	2.15	3.50	0.00	0.00	0.00	0.00	0.00	5.65
		Returned	Overtime 1 1/2 T	3.20	1.25	0.00	0.00	0.00	0.00	0.00	4.45
			Week Total:	**5.35**	**4.75**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10.10**
			Period Total:	**5.35**	**4.75**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10.10**

Timesheet Report

Report Category: Payrun Review

Run Date/Time: 26/11/2004   14:27:45

Page 1 of 1

Report Period From 23/12/2002 to 21/11/2004

Generated By: Shelley Sturgeon

TESR

Chapter 13 –Pension Reforms Reports

Employee within Opt-Out Period report

This report identifies the employee pension contributions that have been withheld from the BACS payment run i.e. have not been paid to the pension providers, because the employees are currently within the opt-out period.

Report content

For each employee it identifies the employee's name, and employee code, date of auto enrolment, opt out period end date, opt out date, PRP end date, deduction amount, deduction reference and pension scheme description.

Report parameters

Date in time	Select a date to report on details up to and including this date.
Company or **All**	Select the individual company to be reported on, or select **All** to include all companies.
Pay Group or **All**	Select the individual pay group to be reported on, or select **All** to include all pay groups.
Employee or **All**	Select the individual employee to be reported on, or select **All** to include all employees.
Sort by	The report details can be sorted by Employee Code or Employee Name.
Sort order	The report details can be sorted in ascending or descending order.
Detailed report	Select **Yes** to include the individual employee transactions. Select **No** to include a summarised total of the transactions for each employee.

Pay Group: Monthly 25th   Company: UK Ltd

EE Code	EE Name	AE Date	Opt-out Period Ends	Opt-out Date	PRP End Date	Deduction Desc	Pension Desc	Amount
001074	Employee, One L.	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	104.17
001074	Employee, One L.	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	104.17
001074	Employee, One L.	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	208.33
001074	Employee, One L.	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	208.33
001004	Employee, Two	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	66.67
001004	Employee, Two	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	66.67
001004	Employee, Two	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	133.33
001004	Employee, Two	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	133.33
00194	Llccdp, Qlscj	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	101.25
00194	Llccdp, Qlscj	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	101.25
00194	Llccdp, Qlscj	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	202.50
00194	Llccdp, Qlscj	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	202.50
00473	Nugkr, Lhuwmgn	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	103.33
00473	Nugkr, Lhuwmgn	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	103.33
00473	Nugkr, Lhuwmgn	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	206.67
00473	Nugkr, Lhuwmgn	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	206.67
00576	Qleoc, Cqgei	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	69.33
00576	Qleoc, Cqgei	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	69.33
00576	Qleoc, Cqgei	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	138.67
00576	Qleoc, Cqgei	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	138.67
00727	Tqss, Ooqly	01/12/2012	No opt-out period end date found	No opt-out date found	31/01/2013	Ees Default scheme	Default Scheme	0.00
00727	Tqss, Ooqly	01/12/2012	No opt-out period end date found	No opt-out date found	31/12/2012	Ers Default scheme	Default Scheme	0.00

	PAY GROUP EMPLOYEE TOTAL:	889.50
	PAY GROUP EMPLOYER TOTAL:	1,779.00
	PAY GROUP TOTAL:	2,668.50
	COMPANY EMPLOYEE TOTAL:	889.50
	COMPANY EMPLOYER TOTAL:	1,779.00
	COMPANY TOTAL:	2,668.50

** End of Report **

Report Category - Pension Reforms
Employee Within Opt-out Period Report

Report Run Date/Time: 11/01/2013 09:33:35   Page 1 of 1   Date in time: 28/01/2013

EOOP

Figure 13 - 1 – Employee within Opt-Out Period report

Manual Assessments (Pre-Commit) report

The Manual Assessments (Pre-Commit) report identifies any employees who have been a member of a qualifying pension scheme and have since left the scheme, but may need to be re-assessed manually (to determine whether they meet the criteria to be enrolled into the default workplace pension scheme).

As an employer you are required to re-assess those employees who have been members of a qualifying scheme but who were not eligible. For example, an employee under the age of 22 who was a member of a qualifying scheme but who subsequently left the scheme (the employee could have been a member as at the Duty Start Date or alternatively manually enrolled after that date).

This report will assist you in identifying employees who have never been assessed (either automatically or manually) as an Eligible Jobholder in the last three years or since the Duty Start Date (whichever is the later date), AND who were also either:

- members of a qualifying pension scheme as at the duty start date, and who subsequently left the scheme but are still employees

- manually enrolled on or after the duty start date and who subsequently left the scheme but are still employees.

Note: This report is required because ADP Freedom will not currently re-assess employees automatically if they have been members of a qualifying pension scheme.

Report content

For each employee it identifies the employee's name and code, NI number, date of birth, date of 22nd birthday, expected retirement date, last calculated qualifying earnings, last assessed category, pension scheme code, date of joining scheme, date of leaving scheme.

Report parameters

Payrun	Select the payrun to be reported on.
Company or **All**	Select the individual company to be reported on, or select **All** to include all companies.
Pay Group or **All**	Select the individual pay group to be reported on, or select **All** to include all pay groups.
Group by	Report details can be grouped by Company or Pension Scheme.
Group ascending	Report details can be sorted in ascending or descending order.
Sort by	Employee details can be sorted, within Group, by Employee Code or Employee Name.
Sort order	The report details can be sorted in ascending or descending order.

Employee	National Insurance Number	Date of Birth	Date of 22nd Birthday	Expected Retirement Date	Last Calculated Qualifying Earnings	Last Assessed Category	Scheme Code	Date of Joining Scheme	Date of Leaving Scheme
Manual, Assessment Seventeen Mr. (MA102)		02/02/1985	02/02/2007	02/02/2053	15,166.67	Worker	P53	05/12/2012	19/02/2013
Manual, Assessment Sixteen Miss (MA101)		03/03/1985	03/03/2007	03/03/2053	12.00	Entitled Worker	P54	25/12/2012	25/02/2013
FPSTesting, StarterOne Mr. (FP556)		03/03/1985	03/03/2007	03/03/2053	10,833.33	Not assessed	P53	02/02/2013	02/03/2013
Kitty, Mohan Mrs. (B035)		13/06/1965	13/06/1987	13/06/2031	1,250.00	Not assessed	P54	01/01/2013	30/03/2013
Cogglesworth, Eddie Mr. (B034)		17/05/1988	17/05/2010	17/05/2056	1,625.00	Not assessed	P56	01/01/2011	10/02/2013

** End of Report **

Report Category: Pension Reforms

Pension Reform - Manual Assessments (Pre-Commit)

Run Date/Time: 17/04/2013   10:45:08AM

Page 1 of 1

PRMA

Figure 13 - 2 – Manual Assessments (Pre-Commit) report

Pension Action (Post-Commit) report

The Pension Action (Post-Commit) report is designed to help you ensure your employees are kept up to date with the statutory information relating to pensions.

This report will allow you to identify:

- employees who have been manually enrolled in a pension in the current pay reference period so they can be sent the opt-in information

- employees who have been automatically enrolled in the current pay reference period so they can be sent the automatic enrolment information e.g. identifying their opt out rights etc.

- employees who have recently become Non-eligible workers so they can be provided with information on the right to opt into a qualifying pension scheme

- employees who have recently become Entitled workers so they can be provided with information on the right to join a pension scheme

- employees who have recently begun a postponement period so they can be provided with the relevant postponement period notice.

These details are required to meet the requirements of the Workplace Pension Reform scheme.

Report content

For each employee it identifies the employee's name and code, date of birth, address, gender, NI number, date of auto enrolment, enrolment type, and pension scheme code.

The Worker Category Check section identifies any employees whose assessment category has changed. Similarly, the Postponement Check section identifies any employees whose postponement rule has changed.

Report parameters

Date From/To	Select a range to dates to restrict Payrun selection list to runs within this period.
Payrun	Select the payrun to be reported on.
Company or **All**	Select the individual company to be reported on, or select **All** to include all companies.
Pay Group or **All**	Select the individual pay group to be reported on, or select **All** to include all pay groups.
Include worker category check	When ticked, the Worker Category Check section is included in the report.
Include postponement check	When ticked, the Postponement Check section is included in the report.

PAYRUN: MU Postponement - Apr 13
PAY REF PERIOD START: 01/04/2013
PAY REF PERIOD END: 30/04/2013

PAY PERIOD NO: 1
PAY PERIOD START: 01/04/2013
PAY PERIOD END: 30/04/2013

PAY GROUP: MU Paygroup - Postponement   COMPANY: MU Company - Postponement

AUTO & MANUAL ENROLMENTS

EE Code	EE Name	Date of Birth	Correspondence Address	Gender	NI Number	Enrolment type	AE Date	Scheme Ref
387	EE, Eight	07/07/1976		Female		Automatic	01/04/2013	Default Postponement
394	EE, PayFive	06/03/1963		Female		Manual	01/04/2013	Default Postponement
396	EE, PaySeven	01/04/1970		Female		Manual	01/04/2013	Standard Life
397	EE, PaySevenA	06/04/1982		Female		Manual	01/04/2013	Standard Life
398	EE, PaySevenB	06/03/1965		Female		Manual	01/04/2013	Standard Life
399	EE, PaySevenC	06/04/1974		Male		Manual	01/04/2013	Standard Life
395	EE, PaySix	06/04/1982		Male		Manual	01/04/2013	Default Postponement
386	EE, Seven	05/07/1983		Female		Automatic	01/04/2013	Default Postponement

WORKER CATEGORY CHANGES

EE Code	EE Name	Date of Birth	Correspondence Address	Gender	NI Number	Previous Category		New Category
385	EE, SixC	15/01/1991		Female		Eligible Jobholder		Non Eligible Jobholder

POSTPONEMENT RULE CHANGES

EE Code	EE Name	Date of Birth	Correspondence Address	Gender	NI Number	Previous Rule	New Rule
10062	EE, Eight B	15/03/1980	28 Uvcpysh Reodm, Dzizmij, Hmgchajvij, OD19 1WG	Male		First Pay Reference Period after the assessment date	Current Pay Reference Period
001077	EE, Eight	09/12/1989	1 Jdeqp Mynqiis Rahbfp, Epru, NG38 8HV	Male		First Pay Reference Period after the assessment date	Current Pay Reference Period
001097	EE, Nine	05/05/1982	2 Okhunclfrij Znof, Ikxtimfre, Yeak, XP21 1FB	Male		First Pay Reference Period after the assessment date	Current Pay Reference Period
00243	EE, Seven	05/03/1971	694 Qoomfyott Jpoce, Lowqfbr, Duckfpooq, Dc4xqgjaww, West Yorkshire, WB56 4OZ	Male		First Pay Reference Period after the assessment date	Current Pay Reference Period
00237	EE, Six	13/07/1972	217 Ccpnoylawi Rlmfj, Toogotvf, Abhf4wple, Isspjxxfl, West Yorkshire, JG28 7TJ	Male		First Pay Reference Period after the assessment date	Current Pay Reference Period

** **End of Report** **

Page 1 of 1

Report Category - Pension Reforms   PAYRUN: MU Postponement - Apr 13

Pension Action (Post-Commit) Report

Report Run Date/Time: 28/01/2013 10:11:09

PNAR

Figure 13 - 3 – Pension Action (Post-Commit) report

Pension Enrolment Assessment Results report

The Pension Enrolment Assessment report displays the results of the Pension Reform assessment process. The assessment process determines whether or not an employee meets the criteria to be enrolled into the default workplace pension scheme.

The report is produced by the processes that assess multiple employees : the Mass Pension Enrolment assistant, Starter processes and the Payrun Post Calculation process.

Alternatively, you can reproduce this report manually using the Pension Enrolment Assessment Results report option in the Payrun Review report category (for the report produced by the Payrun Post Calc process) or the Pension Reforms report category (for the report produced by the Payrun, Mass Pension Enrol/Starter).

Report content

For each employee who has been assessed, the report identifies the key assessment details. These include the employee's name, current pension scheme details, relevant earnings information including the upper and lower thresholds and the employee's assessable earnings, key dates e.g. date of birth and expected retirement date, and the assessment details including the Pay Reference Period dates, and Assessment date.

Report parameters

Assessment called from	The **Payrun** option is selected by default if the enrolment assessment was performed by the Payrun Post Calc process. The **Mass Pension Enrol/Starter** option is selected by default if the enrolment assessed by performed by the Mass Pension Enrolment assistant or Starter processes.
Date From	Select the starting date for the report. This is mandatory if the Payrun option is selected, otherwise optional.
Date To	Select the end date for report. This is mandatory if the Payrun option is selected, otherwise optional.
Payrun	If the **Payrun** option is selected, you must select the payrun to be reported on. Only employees assessed during this payrun are included on the report.
Company or **All**	Select the individual company to be reported on, or select **All** to report on all companies included. This is mandatory if the **Mass Pension Enrol/Starter** option is selected above.
Pay Group or **All**	Select the individual pay group to be reported on, or select **All** to include all pay groups.
Assessment requested date or **All**	Select a particular assessment date to limit the report to employees assessed on this date, or select **All**.
Employee or **All**	Select an employee to restrict the report to this individual or select **All** for all employees.
Sort by	The report details can be sorted by Employee Code or Employee Name.
Sort order	The report details can be sorted in ascending or descending order.

COMPANY : UK Ltd		PAYGROUP DETAILS : Monthly 25th	
Employee : Ckbxj, Gvwugx (00622)	**Category : Non Eligible Jobholder**	**Eligibility : Not an eligible job holder**	
Current Pension Schemes	**Earnings Details**	**Assessable Details**	
No. of Qualifying Schemes	Lower Threshold	£ 464.00	UK Worker	Yes
No. of Non-Qualifying Schemes	Upper Threshold	£ 3,540.00	Assessment Date	21/12/2012
Member of Qualifying Scheme	Qualified Earnings Trigger	£ 676.00	Postponement Rule	First Pay Reference Period after the assessment date
	Nicable wage		PRP Start	01/12/2012
	Other Compensation		PRP End	31/12/2012
Key Dates	Pay Rate		State Pension Age	66
Date of Birth　2002/1991	Assessable Earnings	£ 1,197.11	Age at PRP Start Date	21
Expected Retirement Date　14/05/2057	Assessable Earnings History			
Employment Hire Date　12/07/2010				
Date when 22　2002/2013				
Date when 16　2002/2007	**Assessment Result**　No error		
Date when 75　2002/2066				
Employee : Clfssu, Flsksilksyt (00239)	**Category : Eligible Jobholder**	**Eligibility : Assessment date in the future**	
Current Pension Schemes	**Earnings Details**	**Assessable Details**	
No. of Qualifying Schemes	Lower Threshold	£ 464.00	UK Worker	Yes
No. of Non-Qualifying Schemes	Upper Threshold	£ 3,540.00	Assessment Date	21/12/2012
Member of Qualifying Scheme	Qualified Earnings Trigger	£ 676.00	Postponement Rule	First Pay Reference Period after the assessment date
	Nicable wage		PRP Start	01/12/2012
	Other Compensation		PRP End	31/12/2012
Key Dates	Pay Rate		State Pension Age	67
Date of Birth　05/10/1982	Assessable Earnings	£ 1,665.75	Age at PRP Start Date	30
Expected Retirement Date　03/06/2050	Assessable Earnings History			
Employment Hire Date　2003/2004				
Date when 22　05/10/2004				
Date when 16　05/10/1998	**Assessment Result**　No error		
Date when 75　05/10/2057				

Run Date/Time:　21/12/2012　10:05:02

Report Category - Pension Reforms
Pension Enrolment Assessment Result

Payrun: Monthly - Dec 2012-13

Generated By:Managed

PEAR

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Figure 13 - 4 – Pension Enrolment Assessment Results report

Pension Enrolment Results report

The Pension Enrolment Results report displays the results of the Pension Reform automatic employee enrolment process. The report is produced automatically by the two processes that enrol employees, the standalone Mass Enrolment Assistant and the Payrun Commit process.

In each case you are notified by a Home page message when the report has finished and is available to be viewed. A link is provided to the report.

Report content

The report is divided by pay group, into two sections:

- Employees automatically enrolled into a pension scheme
- Employees un-enrolled from a pension scheme i.e. those who have opted out.

For each employee it identifies the employee's name and code, the default pension scheme, the effective date of the enrolment, an error code and description.

Report parameters

Enrolment called from	If the report is the result of enrolments made by the Payrun process, it is run using the **Payrun** option. If it is the result of enrolments made using the standalone mass enrolment process, or the Starter processes, it is run using the **Mass Pension Enrol/Starter** (i.e. company) option.
Date From/To	Select a range to dates to restrict Payrun selection list to runs within this period. These fields are mandatory if the report is being run for a Payrun.
Payrun	Select the payrun to be reported on. Only enrolments during this payrun are included on the report. This field is mandatory if the report is being run for a Payrun.
Company or **All**	Select the individual company to be reported on, or select **All** to include all companies.
Pay Group or **All**	Select the individual pay group to be reported on, or select **All** to include all pay groups.
Enrolment requested date or **All**	Select a particular enrolment date to limit the report to employees enrolled on this date, or select **All**.
Employee or **All**	Select an employee to restrict the report to this individual or select **All** for all employees.
Sort by	The report details can be sorted by Employee Code or Employee Name.
Sort order	The report details can be sorted in ascending or descending order.

EMPLOYEE	PENSION SCHEME ENROLLED INTO	EFFECTIVE DATE	COMPLETION CODE	DESCRIPTION
PAYGROUP: Monthly				
disfKufesg, Xdikijhelfa (00944)	Default Scheme	01/12/2012	0	OK
EE, Eight A (5127)	Default Scheme	01/12/2012	0	OK
EE, Eighteen (0249)	Default Scheme	01/12/2012	0	OK
EE, Twenty Two (0622)	Default Scheme	01/12/2012	0	OK

EMPLOYEE ENROLMENT INTO A PENSION SCHEME

COMPANY: UK Ltd

Payrun: Monthly - Dec 2012-13

PERR

Report Category - Pension Reforms
Pension Enrolment Results Report

Report Run Date/Time: 27/12/2012 12:43:08

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Figure 13 - 5 – Pension Enrolment report

Pension Regulator Compliance Report

The Pension Regulator Compliance report provides the details the Pensions Regulator requires to monitor compliance, in particular identifying the number of employees enrolled into each scheme at the Staging date and subsequently.

Report content

The report identifies the PAYE Scheme Reference number and the following employee totals:

- Number of active employees at the Staging date
- Number of active employees today
- Number of employees in a scheme at the Staging date
- Number of employees currently in a qualifying scheme
- Number of employees automatically enrolled into a qualifying scheme
- Number of employees not enrolled in a qualifying scheme.

For each pension scheme it also identifies:

- the type of scheme e.g. Occupational
- scheme reference
- the number of employees in scheme at the Staging date
- the number of employees currently in the scheme
- the number of employees automatically enrolled into the scheme.

Report parameters

Company or **All**	Select the individual company to be reported on, or select **All** to include all companies.
Pension Scheme or **All**	Select the individual pension scheme to be reported on, or select **All** to include all schemes.

COMPANY NAME: Framar Distribution Centre

ADDRESS: Richview, Dundonald, Belfast, Antrim, BT1 4FD, United Kingdom

EMAIL ADDRESS: kelly_aileen@dtgf.co.uk

TELEPHONE NUMBER: 028 90 564775

PAYE SCHEME REFERENCE: 123/ PENREF

ACTIVE EE'S AT STAGING DATE: 197

ACTIVE EE'S AT 14/09/2012: 191

EE'S IN SCHEME(S) AT STAGING DATE: 27

LAST DAY OF POSTPONEMENT PERIOD: 30/06/2013

EE'S CURRENTLY IN SCHEME(S): 27

EE'S AUTO- ENROLLED IN SCHEME(S): 0

EE'S NOT ENROLLED IN A SCHEME: 164

PENSION SCHEME: APP CO MP   SCHEME REFERENCE: PENSION TYPE: Appropriate

EE'S IN SCHEME AT STAGING DATE: 0   EE'S AUTO- ENROLLED IN SCHEME: 0

EE'S CURENTLY IN SCHEME: 0

PENSION SCHEME: APP CO MP STAKE   SCHEME REFERENCE: PENSION TYPE: Appropriate

EE'S IN SCHEME AT STAGING DATE: 0   EE'S AUTO- ENROLLED IN SCHEME: 0

EE'S CURENTLY IN SCHEME: 0

PENSION SCHEME: Ages Scheme   SCHEME REFERENCE: PENSION TYPE: Occupational

EE'S IN SCHEME AT STAGING DATE: 0   EE'S AUTO- ENROLLED IN SCHEME: 0

EE'S CURENTLY IN SCHEME: 0

PENSION SCHEME: Avc Scheme   SCHEME REFERENCE: PENSION TYPE: Occupational

EE'S IN SCHEME AT STAGING DATE: 0   EE'S AUTO- ENROLLED IN SCHEME: 0

EE'S CURENTLY IN SCHEME: 0

PENSION SCHEME: Earnings band scheme   SCHEME REFERENCE: PENSION TYPE: Occupational

EE'S IN SCHEME AT STAGING DATE: 0   EE'S AUTO- ENROLLED IN SCHEME: 0

EE'S CURENTLY IN SCHEME: 0

PENSION SCHEME: FDC Pension Scheme   SCHEME REFERENCE: PENSION TYPE: Occupational

EE'S IN SCHEME AT STAGING DATE: 27   EE'S AUTO- ENROLLED IN SCHEME: 0

EE'S CURENTLY IN SCHEME: 27

PENSION SCHEME: Length of Service Scheme   SCHEME REFERENCE: PENSION TYPE: Occupational

EE'S IN SCHEME AT STAGING DATE: 0   EE'S AUTO- ENROLLED IN SCHEME: 0

EE'S CURENTLY IN SCHEME: 0

Report Category - Pension Reforms

Pension Regulator Compliance Report

Company Name: Framar Distribution Centre

Report Run Date/Time: 14/09/2012 15:15:01

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PRCR

Figure 13 - 6 – Pension Regulator Compliance report

Pension Statutory Data (Post-Commit) report

The Pension Statutory Data (Post-Commit) report provides the information that is required to comply with statutory regulations. This data must be kept for 6 years and includes details of every worker who has made pension contributions during this period.

Report content

The report is produced by pension scheme, within pay group, within company and includes details of each. It includes the following details for every worker within each pension scheme who has made contributions:

- Name, employee code & NI number (where in existence)
- Date of birth
- Scheme policy number
- Employment start date
- Automatic enrolment date & Scheme joining date
- Scheme leaving date.

For each pay reference period in which contributions have been made it identifies:

- Qualifying earnings
- Earnings payable
- Employee & employer contribution
- Employer's pay over (salary sacrifice)
- Total contributions

Report parameters

Date From/To	Select a range to dates to restrict Payrun selection list to runs within this period.
Payrun	Select the payrun to be reported on. Only enrolments during this payrun are included on the report.
Company or **All**	Select the individual company to be reported on, or select **All** to include all companies.
Pay Group or **All**	Select the individual pay group to be reported on, or select **All** to include all pay groups.
Pension Scheme or **All**	Select one or more particular pension schemes to limit the report to that scheme, or select **All**.
Sort by	The report details can be sorted by Employee Code or Employee Name.
Sort order	The report details can be sorted in ascending or descending order.

COMPANY NAME: UK Ltd
ADDRESS: Snkt Zfmquj Qnrf 1 Nirihspx Mtguofr, Ggx Wc Fnptigns Mocbxuw Aqp, Bkx
CONTACT : Llwygeq, Oqhrcuwe
TELEPHONE NO: 06263-685871

PAY GROUP: Monthly 25th
PAYRUN: Monthly 25th - Dec 2012-13

PENSION SCHEME: Default Scheme   PAY PERIOD START DATE: 01/12/2012
SCHEME REF: Default Scheme   PAY PERIOD END DATE: 31/12/2012
PAY DATE: 27/12/2012

HIRE DATE	AUTO ENROL DATE	SCHEME JOIN DATE	SCHEME LEAVE DATE	PERIOD	QUAL EARNINGS	EARNINGS PAYABLE	EMPLOYEE DEDUCTION	EMPLOYER CONTRIBUTION	EMPLOYER'S PAY OVER (SAL SACRIFICE)	TOTAL AMOUNT
EMPLOYEE NAME: Employee, OneL.		EMPLOYEE CODE: 001074				POLICY NUMBER: E1		NI NUMBER: AA654168B		DATE OF BIRTH: 28/08/1969
20/08/2012	19/12/2012	01/12/2012		9		2,083.33	104.17	208.33		312.50
EMPLOYEE NAME: Employee, Two		EMPLOYEE CODE: 001004				POLICY NUMBER: E2		NI NUMBER: AA46192B		DATE OF BIRTH: 27/04/1984
08/05/2012	19/12/2012	01/12/2012		9		1,333.33	66.67	133.33		200.00
EMPLOYEE NAME: Lbcdp, Qsoj		EMPLOYEE CODE: 00194				POLICY NUMBER:		NI NUMBER: AA46545B		DATE OF BIRTH: 05/09/1977
31/10/2005	19/12/2012	01/12/2012		9		2,025.00	101.25	202.50		303.75
EMPLOYEE NAME: Nugikr, Lhuwmtgn		EMPLOYEE CODE: 00473				POLICY NUMBER:		NI NUMBER: AA258668B		DATE OF BIRTH: 14/12/1988
01/06/2009	19/12/2012	01/12/2012		9		2,066.67	103.33	206.67		310.00
EMPLOYEE NAME: Qieoc, Cqgei		EMPLOYEE CODE: 00576				POLICY NUMBER:		NI NUMBER: AA57132B		DATE OF BIRTH: 20/10/1990
26/04/2010	19/12/2012	01/12/2012		9		1,386.67	69.93	138.67		208.00
EMPLOYEE NAME: Tdqsc, Oadty		EMPLOYEE CODE: 00727				POLICY NUMBER:		NI NUMBER: AA85696B		DATE OF BIRTH: 27/04/1989
07/03/2011	19/12/2012	01/12/2012		9			0.00	0.00		
PENSION SCHEME: Default Scheme		Total Employees: 6					444.75	889.50	0.00	1,334.25
							444.75	889.50	0.00	1,334.25

** End of Report **

Report Category - Pension Reforms
Pension Statutory Data (Post-Commit) Report

Report Run Date/Time: 14/01/2013 17:44:26

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Pay Period Start Date: 01/12/2012
Pay Period End Date: 31/12/2012
Monthly 25th - Dec 2012-13

Pension Reforms   PSDT

Figure 13 - 7 – Pension Statutory Data (Post-Commit) report

Chapter 14 – Sick Pay Processing Reports

Changes That Affect Sick Pay

Brief description:

ADP freedom recognises when an event takes place on an employee that may affect their sick pay for the period and 'registers' the employee for Sick Pay Processing.

The **Changes That Affect Sick Pay** report identifies all of the employees that have been registered for Sick Pay Processing. For each employee it lists each change that has been made to the employee details to trigger the Sick Pay Processing, and identifies who made the change and when it was made.

Report Parameters

The following parameters can be entered for the report to restrict the employees that are included:

Company or **All / Pay Group** or **All** - Employees can be restricted to a selected company/pay group for the payrun. By default, the employees are included for **All** of the companies/paygroups included in the payrun.

Events logged since – A date must be selected and only employees registered for sick pay processing on or after this date are included i.e. where a sick pay related change was made on or after this date.

By user or **All** – The employees can be restricted to those registered by an event that was carried out by a particular user or All users.

Employee Code – Enter an employee code to only include this employee on the report.

Last name starts with/First name starts with – Enter the first few characters of an employee's first and/or last name to restrict the report to only the employees with matching names.

Who should run this report?

The report is intended for an administrator to determine the reasons why sick pay has been calculated for particular employees. For example, to identify the events that resulted in a sick pay adjustment transaction being generated for an employee.

When should the report be run?

It is recommended that the report is run on a regular basis in line with the Sick Pay Processor.

Pay Group: Framar Distribution Weekly		Company: Framar Distribution Centre

Bean, Helen (16)

Date & Time	Event	User Name
17/11/2009 14:26:39	Leave Plan enrolment reviewed from 27/01/2005	DEWSUP1033559143g510000099-1041002273
17/11/2009 14:23:30	Leave Plan enrolment reviewed from 27/01/2005	DEWSUP1033559143g510000099-1041002273
17/11/2009 14:20:08	Leave Plan enrolment reviewed from 27/01/2005	DEWSUP1033559143g510000099-1041002273
17/11/2009 14:17:55	Leave Plan enrolment reviewed from 27/01/2005	DEWSUP1033559143g510000099-1041002273
17/11/2009 14:14:02	Leave Plan enrolment reviewed from 27/01/2005	DEWSUP1033559143g510000099-1041002273
17/11/2009 14:12:54	Leave Plan enrolment reviewed from 27/01/2005	DEWSUP1033559143g510000099-1041002273
17/11/2009 14:10:11	Leave Plan enrolment reviewed from 27/01/2005	DEWSUP1033559143g510000099-1041002273
17/11/2009 14:10:07	Deleted Appointment Shift Pattern '4 days on 4 days off 8 weeks' covering period 27/01/2005 to <no end date> and Appointment starting on 27/01/2005	DEWSUP1033559143g510000099-1041002273
07/09/2009 09:30:59	New Rate entry logged for Appointment No 1 and Rate Code BASE covering period 27/01/2006 to <no end date>	DEWFHR1033559144g510000099-1041002274

Total number of Events logged for Employee: Bean, Helen (16) - 9

Young, Alan (QS132)

Date & Time	Event	User Name
24/11/2009 09:03:51	Leave Plan enrolment reviewed from 01/11/2009	DEWRec1040001005g510000099-1041002280

Total number of Events logged for Pay Group: Framar Distribution Weekly - 10

Changes That Affect Sick Pay

Report Category: Sick Pay Processing

Report Run Date/Time: 11/12/2009 7:48:24

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Generated By: Annette Steele

Sick Pay Processing   ECSP

Errors and warnings

Brief description:

The **Errors and Warnings** report provides a consolidated list of all errors and warnings that were issued on the last running of the Sick Pay Processor for sick and occupational health entitlements.

The report can be configured to display the following details:

- Just error messages.

- Just warning messages.

- Both errors and warnings.

- Only errors or warnings with a specific message.

Examples of the messages that may be issued include:

- Not enough notice provided.

- Not enough documentary evidence provided.

- You should issue an SSP1 for this person.

Who should run this report?

The report is intended for the HR department as a confidence check that they have any outstanding actions that relate to employee health and sickness entitlements, in hand.

When should the report be run?

It is recommended that the report is run on a regular basis in line with the Sick Pay Processor.

Errors and Warnings

Report Category: Sick Pay Processing

Run Date/Time: 12/11/2008   08:50:43

Company: O'Toole Garden Furniture

Pay Group: Sheffield Weekly

Run completed on: 09/11/2008 14:20:41

STATUS: Completed with warnings

EMPLOYEES PROCESSED: 24   ERRORS: 0   WARNINGS: 279

TYPE	MESSAGE	REASON	DATES	PERSON ID	NAME
Warning	Insufficient documentary evidence	Absence commencing 01/07/2005	PIW Start Date: 01/07/2005	47	Griggs, Carol
Warning	Insufficient documentary evidence	Absence commencing 21/12/2005	PIW Start Date: 21/12/2005	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol
Warning	Entitlement to OSP has been exhausted		Affects All	47	Griggs, Carol

Generated By: Ben Bottersley

SSPW

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Review Sick Pay

Brief description:

This report identifies the total amount of sick pay payable to selected employees in the **current** payrun. For each employee it identifies the total amount payable for SSP, OSP and Salary Offset.

The report separate the sick pay into the different transactions types available i.e.

- sick pay due for new absences this period

- sick pay adjustments (from previous periods)

- discretionary adjustments.

By default this report only includes the sick pay payments that have been released for payment in the payrun. However, the **Include unpaid items** parameter can be set to **Yes** to include any sick pay payments that were calculated as payable but have been de-selected for payment.

The report can be based on the following criteria:

- A specific **Payrun**

- A specific **Company** or **All** (within the payrun selected)

  or

- A specific **Pay Group** or **All** (within the payrun selected)

- **Include unpaid items** – **Yes** or **No**

- **Show adjustments only** – **Yes** or **No**

Who should run this report?

The report is an aid to HR and management to review employee sickness payments.

When should the report be run?

The report should be produced following the running of the Sick Pay Processor.

SOURCE	PAY	SSP	OSP	SALARY	TOTAL
PAY GROUP: Framar Distribution Monthly				COMPANY: Framar Distribution Centre	
Steele, Annette (B001)					
Adjustment (On or before 20/01/2009)	Yes	18.85	0.00	-673.05	-654.20
This Period (To 30/04/2009)	Yes	75.40	0.00	-673.05	-597.65
Total amounts		94.25	0.00	-1,346.10	-1,251.85
Walsh, Ardal (C004)					
This Period (SSP Processing)	Yes	67.86	303.96	349.20	721.02

** End of Report **

Review Sick Pay
Report Category: Sick Pay Processing

Payrun: FDC Monthly Apr 09

Generated By: USER SUPER

SREV

Report Run Date/Time: 24/11/2009 13:44:12

Page 1 of 1

Review Sick Pay Audit

Brief description:

The **Review Sick Pay Audit** report documents the details that appear on the Review Sick Pay assistant for a payrun. It includes the employees that have been processed by the Sick Pay Processor, or a filtered selection of these. For each employee it lists all of the sick pay transactions, identifying the type (source) of the transaction, the date/time it was generated or entered, and the SSP, OSP, Salary Offset and total amounts.

For discretionary sick pay transactions that have been entered manually in the Review Sick Pay assistant to adjust an employee's sick pay for the payrun it identifies the user who entered/or updated the transaction.

Report Parameters

The following parameters can be entered for the report to restrict the details that are included on the report:

Company or **All / Pay Group** or **All** - Employees can be restricted to a selected company/pay group for the payrun. By default, the employees are included for **All** of the companies/paygroups included in the payrun.

Pay Period From or **All** – The report can include the sick pay transaction details for a range of pay periods, for the payrun, or for **All** pay periods. If a pay period is selected here, this is the pay period from which transactions will be included on the report.

Pay Period To – If a **Pay Period From** is selected above to identify a range of pay periods for the report, this is the pay period up to and including which transactions will be included on the report.

Show final result only (Yes/No)– If this is set to Yes, then the report will only show the final transaction details that were included in the payroll. If this is set to No, then the report will show all of the incremental changes that were made to a sick pay transaction prior to it being included in the payrun.

Employee Code – Enter an employee code to only report on sick pay transactions for this employee.

Last name starts with/First name starts with – Enter the first few characters of an employee's first and/or last name to restrict the report to only the employees with matching names.

Who should run this report?

The report is intended to provide a detailed audit trail of all the transactions generated by the Sick Pay Processor. It will identify all of the sick pay transactions including any discretionary transactions that were entered/amended.

When should the report be run?

It is recommended that the report is run on a regular basis in line with the Sick Pay Processor.

COMPANY: Framar Distribution Centre

PAY GROUP: Framar Distribution Fortnightly

DATE & TIME	USER NAME	SOURCE	PAY	SSP	OSP	SALARY	PROCESSED TO
O'Farrell, Noreen (C035)							
Period ending 18 Jan 2009 (2008/09 period 42)							
17/11/2009 11:04:31	Sick Pay Processor	Adjustment (On or before 31/12/2008)	Yes	0.00	0.00	0.00	16/01/2009
17/11/2009 11:04:31	Sick Pay Processor	This Period (To 16/01/2009)	Yes	0.00	0.00	-212.28	16/01/2009
O'Mahony, Shaun (C046)							
Period ending 18 Jan 2009 (2008/09 period 42)							
17/11/2009 11:04:38	Sick Pay Processor	Adjustment (On or before 31/12/2008)	Yes	0.00	0.00	0.00	16/01/2009
17/11/2009 11:04:38	Sick Pay Processor	This Period (To 16/01/2009)	Yes	0.00	0.00	-244.80	16/01/2009
O'Shea, Tallulah (C049)							
Period ending 18 Jan 2009 (2008/09 period 42)							
17/11/2009 11:04:30	Sick Pay Processor	Adjustment (On or before 31/12/2008)	Yes	0.00	0.00	0.00	16/01/2009
17/11/2009 11:04:30	Sick Pay Processor	This Period (To 16/01/2009)	Yes	0.00	0.00	-249.20	16/01/2009
Sweeney, Tiernan (C051)							
Period ending 18 Jan 2009 (2008/09 period 42)							
17/11/2009 11:04:40	Sick Pay Processor	Adjustment (On or before 31/12/2008)	Yes	0.00	0.00	0.00	16/01/2009
17/11/2009 11:04:40	Sick Pay Processor	This Period (To 16/01/2009)	Yes	10.78	0.00	-535.92	16/01/2009
Thompson, Ronan (C042)							
Period ending 18 Jan 2009 (2008/09 period 42)							
17/11/2009 11:04:37	Sick Pay Processor	Adjustment (On or before 31/12/2008)	Yes	0.00	0.00	0.00	16/01/2009
17/11/2009 11:04:37	Sick Pay Processor	This Period (To 16/01/2009)	Yes	0.00	0.00	-238.44	16/01/2009

Review Sick Pay Audit

Report Category: Sick Pay Processing

Report Run Date/Time: 24/11/2009 13:28:28

Pay Group: Framar Distribution Fortnightly

Generated By: USER SUPER

Sick Pay Processing　**RSPA**

Sick days evaluated

Brief description:

This report shows a history of the sick days for a selected employee as they were interpreted by the Sick Pay Processor. It does not include any sick days that have not yet been evaluated by the processor (even though they may be recorded as absences).

The selectable criteria for the report is:

- A specific Company
- A specific Pay Group
- A specific Employee
- The Sick days from date i.e. the date from which the sick days will be evaluated.

The Employee dropdown will include employees for the chosen pay group and company who are:

- current employees who belong to the chosen pay group on the selected date
- leavers who left within the last 3 months (of the selected date) who belonged to the pay group.

Who should run this report?

The report is an aid to HR and management when assessing employee sickness payments.

When should the report be run?

The report can be run at any time when requiring information about an employee's sickness payments.

PIW START	ABSENCE START	SICK DAY	SSP	OSP	SALARY	TOTAL
06/10/2008	06/10/2008	06/10/2008	Waiting day	173.070000	-173.070000	0.0000
		07/10/2008	Waiting day	173.070000	-173.070000	0.0000
		08/10/2008	Waiting day	173.070000	-173.070000	0.0000
		09/10/2008	15.0800	157.990000	-173.070000	0.0000

** End of Report **

Sick Days Evaluated
Report Category: Sick Pay Processing

Report Run Date/Time: 12/11/2008 14:15:14

Generated By: Ben Battersley

SDAY

SSP1 Claim form

Brief description:

The SSP1 Claim form is produced in a letter format and is used to advise employees who are not entitled to statutory sick pay from a particular date, for either of the following reasons:

- the employee's absence on or after the chosen date does not qualify for Statutory Sick Pay.

- the employee's entitlement to Statutory Sick Pay will end on or after the chosen date.

In each case, the letter will provide the reason why the payments cannot be made.

This report can be produced and attached to the back of the official HMRC SSP1 Claim form.

The **SSP stops on/after** date selected for the report determines the absences the report analyses.

The report can be produced for a single employee or for all employees to whom an SSP1 Claim form should be issued.

Who should run this report?

The HR should run this report.

When should the report be run?

This report should be run when the Sick Pay Processor has analysed the information that has been entered for this employee's absences and has concluded that payment is not due. Once run, the report should be issued to the employee(s).

SSP1 Claim Form - Mr. Steve Burridge

These are the details to enter into parts A and B of the SSP claim form

Employee's details

Surname:	Burridge
First names:	Steve
National Insurance number:	TP670260A
Payroll number:	A165
Tax reference number:	123/SPINE01
Position in firm:	Manager

Employer's details

Employer:	O`Toole Garden Furniture
Address:	20 The Clarendon Centre
	Oxford
	Oxfordshire
	OX1 3JD
	United Kingdom
Telephone:	01865 796363
Fax:	01865 796464

Why I cannot pay SSP

Cannot pay SSP on or after:	03/11/2008
Reason:	You have not earned enough money.

Chapter 15 – Statutory Records Reports

ADP Quarterly Reconciliation Letter

Brief description:

The **ADP Quarterly Reconciliation Letter** is a formal letter to one or more recipients in each pay group. Attached to the letter is a set of balances taken from Freedom for the selected pay group, for a quarter. These balances should match the values that were actually debited from the company's bank account each period and paid to HMRC. The balance page also includes YTD accumulation values for the total tax and NI liability to date.

The recipient of the letter is asked to confirm that the balances shown are correct by signing and returning the balances page.

The recipients for whom this letter is produced are determined by the contacts identified on the **Pay Group Contacts** page with a Responsibility of **Qtrly Letter**. If no contact has been set up with this Responsibility for the company, the recipient defaults to the company contact set on the **Company Details** page.

The address on the letter is that identified on the **Company Address** page with an Address Type of **Company**.

Who should run this report:

The report is intended to be run by the ADP Reconciliation team.

When should the report be run:

This report is intended to be run each quarter.

31 December 2014

Annette Steele

Max And Lennies

Hyde End Road

Shinfield

Reading

Berkshire

RG2 9ER

Dear Annette

Re: BE3 M&L Monthly
Quarter 1 Reconciliation Tax Year 2015/2016, PAYE Ref: 123 / SPINE01

Thank you for processing your payroll with ADP for the 2015/2016 tax year. As part of our payroll process we require your confirmation that the balances shown below match the values that were actually debited from your Bank Account. The 'YTD Accum' column represents your tax and national insurance liability to date and will assist us in the end of year reconciliation. Your confirmation of this will ensure that the payments you have made to HMRC match our report total up to and including the tax period stated above and assist with a smooth transition through the end of year process.

Please confirm your agreement to these figures by signing and dating page 2 of this letter, returning it to me by fax to 01932 597091 or by email to reconciliation@adp-es.co.uk within two weeks of the date of this letter. If you do not agree with these figures please annotate and return in order that we can investigate further. If no response is received, this will be taken as acknowledgement and approval of the figures within this letter. If you have any queries, please contact your Payroll Specialist.

Yours sincerely

ADP Freedom Reconciliation Team

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Description	Prev. Payroll Provider Figs	Period 1	Period 2	Period 3	Period 4
PAYE	£ 0.00	£ 30,073.63	£ 24,552.93	£ 23,482.32	£ 0.00
Student Loans	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Tax Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total Tax Due)	£ 0.00	£ 30,073.63	£ 24,552.93	£ 23,482.32	£ 0.00
Gross EEs/ERs NI	£ 0.00	£ 16,514.53	£ 14,002.03	£ 14,002.03	£ 0.00
Employment Allowance	£ 0.00	£ 0.00	£ 0.00	£ 2,000.00	£ 0.00
SMP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SAP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
ASPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Small Employers Relief	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
NI Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total NI Due)	£ 0.00	£ 16,514.53	£ 14,002.03	£ 12,002.03	£ 0.00
REPORTED TOTAL	£ 0.00	£ 46,588.16	£ 38,554.96	£ 35,484.35	£ 0.00

Description	Period 5	Period 6	Period 7	Period 8	Period 9
PAYE	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Student Loans	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Tax Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total Tax Due)	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Gross EEs/ERs NI	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Employment Allowance	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SMP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SAP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
ASPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Small Employers Relief	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
NI Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total NI Due)	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
REPORTED TOTAL	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Description	Period 10	Period 11	Period 12	YTD Accum Totals
PAYE	£ 0.00	£ 0.00	£ 0.00	£ 78,108.88
Student Loans	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Tax Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total Tax Due)	£ 0.00	£ 0.00	£ 0.00	£ 78,108.88
Gross EEs/ERs NI	£ 0.00	£ 0.00	£ 0.00	£ 44,518.59
Employment Allowance	£ 0.00	£ 0.00	£ 0.00	£ 2,000.00
SMP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SAP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00
ASPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Small Employers Relief	£ 0.00	£ 0.00	£ 0.00	£ 0.00
NI Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total NI Due)	£ 0.00	£ 0.00	£ 0.00	£ 42,518.59
REPORTED TOTAL	£ 0.00	£ 0.00	£ 0.00	£ 120,627.47

Client Authorisation:

Annette Steele

Max And Lennies   Signature   Date   T328

ADP Quarterly Reconciliation Letter – Pre April 2014

Brief description:

The **ADP Quarterly Reconciliation Letter** is a formal letter to one or more recipients in each pay group. Attached to the letter is a set of balances taken from Freedom for the selected pay group, for a quarter. These balances should match the values that were actually debited from the company's bank account each period and paid to HMRC. The balance page also includes YTD accumulation values for the total tax and NI liability to date.

The recipient of the letter is asked to confirm that the balances shown are correct by signing and returning the balances page.

The recipients for whom this letter is produced are determined by the contacts identified on the **Pay Group Contacts** page with a Responsibility of **Qtrly Letter**. If no contact has been set up with this Responsibility for the company, the recipient defaults to the company contact set on the **Company Details** page.

The address on the letter is that identified on the **Company Address** page with an Address Type of **Company**.

Who should run this report:

The report is intended to be run by the ADP Reconciliation team.

When should the report be run:

This report is intended to be run each quarter.

08 May 2012

Annette Steele

Max and Lennies new

Hyde End Road

Shinfield

Reading

Berkshire

RG2 9ER

Dear Annette

Re: Max and Lennies Monthly
      Quarter 4 Reconciliation Tax Year 2011/2012, PAYE Ref: 569 / 2222222

Thank you for processing your payroll with ADP for the 2011/2012 tax year. As part of our payroll process we require your confirmation that the balances shown below match the values that were actually debited from your Bank Account. The 'YTD Accum' column represents your tax and national insurance liability to date and will assist us in the end of year reconciliation. Your confirmation of this will ensure that the payments you have made to HMRC match our report total up to and including the tax period stated above and assist with a smooth transition through the end of year process.

Please confirm your agreement to these figures by signing and dating page 2 of this letter, returning it to me by fax to 01932 597091 or by email to reconciliation@adp-es.co.uk within 5 days of receipt of this letter. If you do not agree with these figures please annotate and return in order that we can investigate further. If no response is received, this will be taken as acknowledgement and approval of the figures within this letter. If you have any queries, please contact your Payroll Specialist.

Yours sincerely

ADP Freedom Reconciliation Team

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Description	Prev. Payroll Provider Figs	Period 1	Period 2	Period 3	Period 4
PAYE	£ 0.00	£ 3,360.62	£ 3,361.04	£ 3,361.24	£ 3,361.02
Student Loans	£ 0.00	£ 179.00	£ 179.00	£ 179.00	£ 179.00
Tax Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total Tax Due)	£ 0.00	£ 3,539.62	£ 3,540.04	£ 3,540.24	£ 3,540.02
Gross EEs/ERs NI	£ 0.00	£ 3,224.79	£ 3,224.79	£ 3,224.79	£ 3,224.79
SMP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
OSPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SAP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SSP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
ASPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Small Employers Relief	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
NI Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total NI Due)	£ 0.00	£ 3,224.79	£ 3,224.79	£ 3,224.79	£ 3,224.79
REPORTED TOTAL	£ 0.00	£ 6,764.41	£ 6,764.83	£6765.03	£ 6,764.81

Description	Period 5	Period 6	Period 7	Period 8	Period 9
PAYE	£ 3,361.84	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Student Loans	£ 179.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Tax Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total Tax Due)	£ 3,540.84	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Gross EEs/ERs NI	£ 3,224.79	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SMP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
OSPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SAP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SSP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
ASPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Small Employers Relief	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
NI Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total NI Due)	£ 3,224.79	£ 0.00	£ 0.00	£ 0.00	£ 0.00
REPORTED TOTAL	£ 6,765.63	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Description	Period 10	Period 11	Period 12	YTD Accum Totals
PAYE	£ 0.00	£ 56.84	£ 3,228.50	£ 20,091.10
Student Loans	£ 0.00	£ 179.00	£ 179.00	£ 1,253.00
Tax Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total Tax Due)	£ 0.00	£ 235.84	£ 3,407.50	£ 21,344.10
Gross EEs/ERs NI	£ 0.00	£ 3,224.79	£ 3,224.79	£ 22,573.53
SMP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00
OSPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SAP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00
SSP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00
ASPP Recovery	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Small Employers Relief	£ 0.00	£ 0.00	£ 0.00	£ 0.00
NI Adjustment	£ 0.00	£ 0.00	£ 0.00	£ 0.00
Sub Total (Total NI Due)	£ 0.00	£ 3,224.79	£ 3,224.79	£ 22,573.53
REPORTED TOTAL	£ 0.00	£ 3,460.63	£ 6,632.29	£ 43,917.63

Client Authorisation:

Annette Steele

Max and Lennies new   _____   _____

                             Signature   Date   7030

Employee P60 report

The Employee P60 Report identifies the P60s that have been produced for the employee's e.g. in a selected pay group, and identifies the date the P60 was produced. It does not include the P60 details.

Report parameters

- **PAYE Reference** - Select the PAYE Reference for which the Employee P60 report is required.

- **Company** or **All -** Select the individual company to be reported on, or select **All** to report on all companies included.

- **Pay Group** or **All -** Select the individual pay group to be reported on, or select **All** to include all pay groups.

- **Employee** or **All** - Select the individual employee to be reported on, or select **All** to include all employees.

- **Tax Year** – Select the Tax Year for which the P60(s) are required.

- **Group By** – The employees can be grouped by cost centre, business unit or work location.

- **Sort by** - The report details can be sorted by Employee Code or Employee Name.

- **Sort order** - The report details can be sorted in ascending or descending order

PAYE Reference: 034 / EXP2243 Master UK Ltd- EP App 6				Accounts Office Reference - 951 CU 13133358
Company : Master UK Ltd				Tax Year : 2014/15
Pay group : UK Employees				
Employee Code	HR ID	Person ID	Name	Date P60 Generated
BUSINESS UNIT : MASTER UK Ltd				
46273	46273	686	Ybgitrpabobe, Coprosyw MR	14/04/2015
55090	55090	1358	Ycooiye, Qkribf MS	14/04/2015
33583B	33583B	1122	Yjeiqxpuw, Hmehfl MR	02/06/2015
38137	38137	113	Yikqlom, Jcdv MS	14/04/2015
37317	37317	87	Ynwizzokq, Nihuo MR	14/04/2015
46592	46592	764	Yqpjf, Vqkkxy MS	14/04/2015
33138	33138	29	Yxs, Njcifk MR	14/04/2015
49049	49049	1116	Zhjucur, Stics MR	14/04/2015
42378	42378	226	Zhxpmztik, Jozhygui MS	14/04/2015
50037	50037	1210	Zkdc, Udaewwr MS	14/04/2015
46514	46514	689	Zkermmwqm, Cueld MR	14/04/2015
54056	54056	1299	Zxkiz, Onweionj MS	14/04/2015
Total	213			
Grand Total	213			

Report Category: Statutory Records

P60 Report

For further information please refer to the employees P60 End of Year Certificate which can be found under the P60 View

Please note P60's are only produced for an employee if they are still employed at the End of the Tax Year. The End Of Year change is not calculated on P60's but based on every individual employment reported by RTI (Real Time Information) and sent to HMRC throughout the Tax Year.

Run Date/Time: 15/09/2015 03:07:46PM   Page 13 of 13

P60S

EAS Detail report

The EAS Detail report identifies the employees and employee data that has been sent to HMRC in the EAS submission.

Report parameters

- **Employers PAYE Reference** - Select the PAYE Reference for which the proposed EAS submission report is required.

- **Company** or **All** - Select the individual company to be reported on, or select **All** to report on all companies included.

- **Pay Group** or **All** - Select the individual pay group to be reported on, or select **All** to include all pay groups.

- **Group by** - The report details can be grouped by pay group, if required.

- **Sort by** - The report details can be sorted by **Employee Code** or **Employee Name**.

- **Sort order** - The report details can be sorted in ascending or descending order.

PAYE Ref: 120 / FDC120 FDC120	Accounts Office Reference: 120 PA 11332200	Number of parts: 1	Unique part Id: ADPFFDC1201
	Submitted On: 17/01/2013 at: 12:36:22		ICR No: 311

Pay Group: Framar Distribution Fortnightly (Continued)

Brennan, Malachy Mr. (C028-14)

Employee Information		Tax code details		Indicators		Address
Payroll ID:	C028-14	Tax Code:	547L	Irregular Pay Pattern:	N	Home Address
NI Number:	JW339308D	Basis:	WK1	Expat:	N	Town
Date of Birth:	05/05/1975	Scottish Variable Rate:	N	Occupational Pension:	N	
Gender:	Male			Non-Individual:	N	
Start Date:	25/02/2013					
Leave Date:	15/03/2013					

Brennan, Malachy Mr. (C028-2)

Employee Information		Tax code details		Indicators		Address
Payroll ID:	C028-2	Tax Code:	BR	Irregular Pay Pattern:	Y	Home Address
NI Number:	JW339308D	Basis:	WK1	Expat:	N	Town
Date of Birth:	05/05/1975	Scottish Variable Rate:	Y	Occupational Pension:	N	
Gender:	Male			Non-Individual:	N	
Start Date:	06/05/2012					
Leave Date:	30/05/2012					

Brennan, Malachy Mr. (C028-3)

Employee Information		Tax code details		Indicators		Address
Payroll ID:	C028-3	Tax Code:	BR	Irregular Pay Pattern:	Y	Home Address
NI Number:	JW339308D	Basis:	WK1	Expat:	N	Town
Date of Birth:	05/05/1975	Scottish Variable Rate:	Y	Occupational Pension:	N	
Gender:	Male			Non-Individual:	N	
Start Date:	06/06/2012					
Leave Date:	30/06/2012					

Brennan, Malachy Mr. (C028-4)

Employee Information		Tax code details		Indicators		Address
Payroll ID:	C028-4	Tax Code:	BR	Irregular Pay Pattern:	Y	Home Address
NI Number:	JW339308D	Basis:	WK1	Expat:	N	Town
Date of Birth:	05/05/1975	Scottish Variable Rate:	Y	Occupational Pension:	N	
Gender:	Male			Non-Individual:	N	
Start Date:	01/07/2012					
Leave Date:	30/07/2012					

Report Category - Statutory Records
EAS - Detail Report

Report Run Date/Time: 22/01/2013   07:07:52AM   Page 2 of 11

Generated By: USERnew SUPERone

EASA

EAS Pre-Submission Review report

The EAS – Pre-Submission Review report identifies the employees and employee data that would be sent to HMRC as part of an EAS submission, if the process to generate the submission was run as at a selected date. It is extremely important to ensure that the correct employee details are sent to HMRC on this first submission and this report is designed to help you check this.

You can use this report to check that:

- the expected set of employees is going to be sent to HMRC

- the data to be sent is as expected

- there are no mandatory data items missing from the data to be sent.

  The report identifies missing mandatory data by printing MISSING in red where the mandatory data should be.

  Tip: If the employees are grouped by pay group, employees who have been transferred between pay groups during the year appear in the most recent, live, pay group.

Report parameters

- **Proposed EAS production date** - Select the date you propose to produce the EAS submission. The report will include all the employees and employee data that would be included on the submission as at this date.

- **Employers PAYE Reference** - Select the PAYE Reference for which the proposed EAS submission report is required.

- **Company** or **All** - Select the individual company to be reported on, or select **All** to report on all companies included.

- **Pay Group** or **All** - Select the individual pay group to be reported on, or select **All** to include all pay groups.

- **Group by** - The report details can be grouped by pay group, if required.

- **Sort by** - The report details can be sorted by **Employee Code** or **Employee Name**.

- **Sort order** - The report details can be sorted in ascending or descending order.

PAYE Ref: 124 / 0000001 TEST-ITx   **Accounts Office Reference: 124 PG 00000001**   Alignment in parts: N

Bailey, Cole Mr. (71005)

Employee Information		Tax code details		Indicators		Address
Payroll ID:	71005	Tax Code:	0T	Irregular Pay Pattern:	N	MISSING
NI Number:		Basis:	WK1	Expat:	N	
Date of Birth:	20/10/1969	Scottish Variable Rate:	N	Occupational Pension:	N	
Gender:	Male			Non-individual:	N	
Start Date:	01/09/2012					
Leave Date:						

Bailey, Earl Mr. (910012)

Employee Information		Tax code details		Indicators		Address
Payroll ID:	910012	Tax Code:	0T	Irregular Pay Pattern:	N	MISSING
NI Number:		Basis:	CUM	Expat:	N	
Date of Birth:	03/12/1965	Scottish Variable Rate:	N	Occupational Pension:	N	
Gender:	Male			Non-individual:	N	
Start Date:	01/01/2010					
Leave Date:						

Bailey, Paul Mr. (C0000002)

Employee Information		Tax code details		Indicators		Address
Payroll ID:	C0000002	Tax Code:	0T	Irregular Pay Pattern:	N	MISSING
NI Number:		Basis:	CUM	Expat:	N	
Date of Birth:	31/03/1997	Scottish Variable Rate:	N	Occupational Pension:	N	
Gender:	Male			Non-individual:	N	
Start Date:	01/01/2010					
Leave Date:						

Bailey, Philip Mr. (60000062)

Employee Information		Tax code details		Indicators		Address
Payroll ID:	60000062	Tax Code:	0T	Irregular Pay Pattern:	N	MISSING
NI Number:		Basis:	CUM	Expat:	N	
Date of Birth:	16/05/1975	Scottish Variable Rate:	N	Occupational Pension:	N	
Gender:	Male			Non-individual:	N	
Start Date:	01/01/2010					
Leave Date:						

Report Category - Statutory Records
EAS Pre-Submission Review Report

Report Run Date/Time: 17/01/2013   03:35:55PM   Page 17 of 261   Generated By: User Super

EASP

EPS Detail report

The EPS Detail report summarises the EPS submissions that have been sent to HMRC each pay period. It identifies the total amount recovered from HMRC in each month, and breaks this total down into the following amounts for each submission:

- total SMP, OSPP, SAP and ASPP recovered

- total SMP, OSPP, SAP, and ASPP compensation.

This report is run for a selected tax year for a PAYE reference, and can be restricted to a particular month within this, or chosen EPS submission.

This report also includes the answers to the end of year declaration that are included on the EPS Final submission which is sent to HMRC at the end of each tax year, or when a company ceases trading.

Report parameters

- **Year** – Select the tax year to be reported on.

- **PAYE Reference** - Select the PAYE Reference for which the EPS submission report is required.

- **Tax Month** or **All** - Select the individual month, within the chosen year, to be reported on, or select **All** to report on all months of the year.

- **Submission** or **All** - Select the individual EPS submission to be reported on, if required.

PAYE Reference: 205 / FPSTEST FPS Testing	Claim Employment Allowance: No	Accounts Office Reference: 205 PT 3652145	Tax year: 2015/16

Refund Bank Account Name: Sort Code: A/c No: Reference:

Tax Month	Submission Number/ Date	SMP Recovered	SPP Recovered	SAP Recovered	ASPP Recovered	SMP Compensation	SPP Compensation	SAP Compensation	ASPP Compensation	CIS Deductions	Amount Recovered YTD	Amount Recovered This Period
1	1 on 22/10/2014											
Period		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
External		10.00	20.00	45.00	30.00	55.00	65.00	85.00	75.00	510.00		
Total:		10.00	20.00	45.00	30.00	55.00	65.00	85.00	75.00	510.00	0.00	0.00
1	2 on 22/10/2014											
	3 on 28/10/2014											
Period		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
External		180.00	190.00	210.00	200.00	220.00	230.00	250.00	240.00	260.00		
Total:		180.00	190.00	210.00	200.00	220.00	230.00	250.00	240.00	260.00	0.00	0.00

PAYE scheme will be inactive for 2 period(s) from 06/05/2015 to 05/07/2015.

Tax Month	Submission Number/ Date	SMP Recovered	SPP Recovered	SAP Recovered	ASPP Recovered	SMP Compensation	SPP Compensation	SAP Compensation	ASPP Compensation	CIS Deductions	Amount Recovered YTD	Amount Recovered This Period
10	5 on 28/10/2014											
Period		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
External		111.00	222.00	444.00	333.00	555.00	666.00	888.00	777.00	999.00		
Total:		111.00	222.00	444.00	333.00	555.00	666.00	888.00	777.00	999.00	0.00	0.00
10	6 on 03/11/2014											
Period		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
External		150.00	150.00	51.00	24.00	214.00	251.00	51.00	24.00	21.00		
Total:		150.00	150.00	51.00	24.00	214.00	251.00	51.00	24.00	21.00	0.00	0.00
10	7 on 10/11/2014											
12	4 on 28/10/2014											
Period		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
External		199.00	299.00	499.00	399.00	599.00	699.00	899.00	799.00	999.00		
Total:		199.00	299.00	499.00	399.00	599.00	699.00	899.00	799.00	999.00	0.00	0.00

PAYE scheme will be inactive for 2 period(s) from 06/02/2016 to 05/04/2016.

Report Category: Statutory Records
EPS Detail Report

Run Date/Time: 20/11/2014   05:41:05AM

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Tax year: 2015/16

EPSD

FPS Detail report

The FPS Detail report can be run after an FPS submission has been sent to HMRC. It documents all of the information that has been included in the FPS submission.

This report is run for a selected payrun for a PAYE reference, and can be restricted to a particular company and pay group within this, if required. It can also be run for a selected employee, if required.

Report parameters

- **Date from/to** – Select the range of dates to be reported on.

- **PAYE Reference** - Select the PAYE Reference for which the FPS submission report is required.

- **Company** or **All -** Select the individual company to be reported on, or select **All** to report on all companies included.

- **Pay Group** or **All -** Select the individual pay group to be reported on, or select **All** to include all pay groups.

- **Employee** or **All** - Select the individual employee to be reported on, or select **All** to include all employees.

- **Group by** - The report details can be grouped by pay group, if required.

- **Sort by** - The report details can be sorted by Employee Code or Employee Name.

- **Sort order** - The report details can be sorted in ascending or descending order.

PAYE Reference: 123 / SPINE01 Spine Master | Accounts Office Reference: 123 PT 7654321 | Tax Year: 2015/16

Company: Max And Lennies

Pay Group: BE3 M&L Monthly | Period Number: 2 | Payment date: 25/05/2015

Employee: Regresston, Teting NN Mr. (556) | NI Number:

HMRC data items 10 through 41 plus 118

[10] Date of Birth:	03/03/1982
[11] Gender:	Male
[12] Passport Number:	
[13] Address Line 1:	Dfasdf
[14] Address Line 2:	
[15] Address Line 3:	
[16] Address Line 4:	Dasfd
[17] UK Postcode:	
[18] Foreign Country:	
[24] Start Date:	
[24A] Starting Declaration:	
[27] Has Student Loan:	
[28] Intend to Stay 183 days or more:	N
[29] Intend to Stay less than 183 days:	N
[30] Intend to Work Both in and out of UK:	N
[31] EEA Citizen:	
[31A] EPM6 Scheme:	
[33] Occ pension- Recently Bereaved:	
[34] Annual Amount of Occ Pension:	
[38] Payroll ID:	556
[39] Payroll ID Changed Indicator:	
[40] Old Payroll ID (for This Employment):	
[40A] Irregular Employment Indicator:	N
[41] Date of Leaving:	
[118] BACS Hash Code:	

HMRC data items 41A through 68

[41A] Taxable Pay to Date:	37,050.00
[41B] Total Tax to Date:	13,770.83
[41C] Student Loan Rec'd to date:	0.00
[42] Pay Frequency:	M1
[43] Payment Date:	25/05/2015
[44] Weekly Period Number:	
[45] Monthly Period Number:	2
[48] No. Earn Periods covered:	1
[49] Aggregated Earnings (Indicator):	N
[51] Payment After Leaving Date Indicator:	N
[54] Number of Normal Hours Worked:	D
[55] Tax Code:	785L
[55A] Scottish Variable Rate (SVR) Indicator:	N
[56] Week 1 / Month 1 Indicator:	
[58] Taxable Pay in Period:	18,525.00
[58A] Non Tax or NIC Payment:	0.00
[58B] Deductions from Net Pay:	0.00
[59] Pay After Statutory Deductions:	10,980.24
[60] Benefits Taxed via Payroll:	0.00
[61] Employee Pension Contributions:	975.00
[62] Items Subject to Class 1 NIC:	0.00
[65] Employee Contributions not Paid:	0.00
[67] Student Loan Rec'd this period:	0.00
[68] Tax Deducted or Refunded:	6,885.42

HMRC data items 70 through 154 (except NI, 118 and 144 - see below)

[70] SMP Year to Date:	0.00
[71] SPP Year to Date:	0.00
[72] SAP Year to Date:	0.00
[73] ASPP Year to Date:	0.00
[74] Partner Surname/ Family Name:	
[75] Partner Forename/ Given Name:	
[77] Partner Second Forename/ Given Name:	
[78] Partner National Insurance Number :	
[84A] Director's N.I. Calc Method:	
[84B] Tax Week of Director's App't:	
[141] SA UTR:	
[142] COTAX:	
[145] Occupational Pension Indicator:	N
[146] Triv' Comm' Payment Type 1:	
[148] Triv' Comm' Payment Amount 1:	
[146] Triv' Comm' Payment Type 2:	
[148] Triv' Comm' Payment Amount 2:	
[146] Triv' Comm' Payment Type 3:	
[148] Triv' Comm' Payment Amount 3:	
[147] Payment to a Non-Individual:	
[149] Bens taxed via Payroll YTD:	0.00
[150] Ee pension paid - 'net pay' YTD:	1,950.00
[151] Ee pension not paid - 'net pay' YTD:	0.00
[152] On Strike Indicator:	
[153] Unpaid Absence Indicator:	
[154] Late Reporting Reason:	

NI Details:

HMRC data items 79 through 86Ba, except 84A/B, plus 144

[79] NI Category	[79A] Gross NICable Earns YTD	[79B] Gross NICable Earns TP	[82] EARN@ LEL YTD	[82A] EARN LEL to PT YTD	[83] EARN PT to UAP YTD	[84] EARN UAP to UEL YTD	[86A] ER contrib'ns TP	[86Aa] ER contrib'ns YTD	[86B] EE contrib'ns TP	[86Ba] EE contrib'ns YTD	[144] SCON
A	39,000.00	19,500.00	962.00	364.00	5,348.00	304.00	2,599.51	5,199.02	659.34	1,318.68	

Report Category: Statutory Records

FPS Detail Report

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EYU Detail report 2014/15

The EYU Detail report 2014/2015 can be run after an EYU submission has been sent to HMRC. It documents all of the information that has been included in the EYU submission.

This report is run for a selected payrun for a PAYE reference, and can be restricted to a particular company and pay group within this, if required. It can also be run for a selected employee, if required.

Report parameters

- **Date from/to** – Select the range of dates to be reported on.

- **Payrun** - Select the Payrun for which the FPS submission report is required.

- **PAYE Reference** - Select the PAYE Reference for which the FPS submission report is required.

- **Company** or **All -** Select the individual company to be reported on, or select **All** to report on all companies included.

- **Pay Group** or **All -** Select the individual pay group to be reported on, or select **All** to include all pay groups.

- **Employee** or **All** - Select the individual employee to be reported on, or select **All** to include all employees.

- **Sort by** - The report details can be sorted by Employee Code or Employee Name.

- **Sort order** - The report details can be sorted in ascending or descending order.

PAYE Reference: 505 / V31YE Version 31 year end (Framar)	Accounts Office Reference: 505 PT 1234	Tax Year: 2014/15

Company: Framar Distribution Centre

Pay group - Framar Distribution Fortnightly	Tax Period: 2	Payment Date: 11/04/2014

Employee: Brown, Oran Mrs. (C037)   NI Number: TH562545A

HMRC data items 10 through 31

[10] Date of Birth: 21/02/1954
[11] Gender: Female
[12] Passport Number:
[13] Address Line 1: Brookfield Walk
[14] Address Line 2:
[15] Address Line 3:
[16] Address Line 4: BELFAST
[17] UK Postcode: BT14 7FW
[18] Foreign Country:
[24] Start Date:
[24A] Starting Declaration:
[27] Has Student Loan:
[28] Intend to Stay 183 days or more:
[29] Intend to Stay less than 183 days:
[30] Intend to Work Both in and out of UK:
[31] EEA Citizen:

HMRC data items 31A through 122

[31A] EPM6 Scheme:
[33] Occ pension- Recently Bereaved:
[34] Annual Amount of Occ Pension:
[38] Payroll ID: C037
[41] Date of Leaving:
[55] Tax Code: 489L
[55A] Scottish Variable Rate (SVR) Indicator:
[56] Week 1 / Month 1 Indicator:
[74] Partner Surname/ Family Name:
[75] Partner Forename/ Given Name:
[77] Partner Second Forename/ Given Name:
[78] Partner National Insurance Number :
[110] ECON :
[120] Taxable Pay - EYU: 1,001.53
[121] Tax : 162.60
[122] Student Loan Repayment - EYU : 0.00

HMRC data items 124 through 165

[124] Statutory Maternity Pay (SMP) - EYU : 0.00
[125] Statutory Paternity Pay (SPP) - EYU : 0.00
[126] Statutory Adoption Pay (SAP) - EYU : 0.00
[127] Additional Statutory Paternity Pay (ASPP) - EYU : 0.00
[146] Triv' Comm' Payment Type 1:
[148] Triv' Comm' Payment Amount 1:
[146] Triv' Comm' Payment Type 2:
[148] Triv' Comm' Payment Amount 2:
[146] Triv' Comm' Payment Type 3:
[148] Triv' Comm' Payment Amount 3:
[147] Payment to a Non-Individual:
[160] Employee pension contributions - EYU: 75.39
[161] Employee pension contributions not paid - EYU: 0.00
[165] Benefits taxed via Payroll - EYU: 0.00

NI Details:

[128] NI letter - EYU	[129] Gross Earnings for NICs	[130] At-LEL-EYU	[131] LEL-to-PT-EYU	[132] PT-to-UAP-EYU	[133] UAP-to-UEL-EYU	[134] Total of Employer NI Contributions - EYU	[135] Employee's Contributions on all earnings - EYU	[143] NIC Refund	[144] SCON
D	1,076.92	222.00	84.00	770.92	0.00	77.31	80.54	0.00	S2123456M

HMRC data items 128 through 135 plus 143 & 144

Report Category: Statutory Records
EYU Detail Report 2014/15

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EYUD

FPS Detail report

The FPS Detail report can be run after an FPS submission has been sent to HMRC. It documents all of the information that has been included in the FPS submission.

This report is run for a selected payrun for a PAYE reference, and can be restricted to a particular company and pay group within this, if required. It can also be run for a selected employee, if required.

Report parameters

- **Date from/to** – Select the range of dates to be reported on.

- **PAYE Reference** - Select the PAYE Reference for which the FPS submission report is required.

- **Company** or **All -** Select the individual company to be reported on, or select **All** to report on all companies included.

- **Pay Group** or **All -** Select the individual pay group to be reported on, or select **All** to include all pay groups.

- **Employee** or **All** - Select the individual employee to be reported on, or select **All** to include all employees.

- **Group by** - The report details can be grouped by pay group, if required.

- **Sort by** - The report details can be sorted by Employee Code or Employee Name.

- **Sort order** - The report details can be sorted in ascending or descending order.

PAYE Reference: 010 / OTGFREF OTGF Pay as you Earn　　**Accounts Office Reference: 010 PF 00043210**　　**Tax Year: 2015/16**

Company: O Toole Garden Furniture

Pay Group: Peterborough Monthly　　　　　　　　　　**Period Number: 1**　　　　　　　**Payment date: 01/05/2015**

Employee: Dill, Kevin Mr. (A069)　　　　　　　　　　　　　　　　　　　　　　　　**NI Number: GY870346A**

HMRC data items 10 through 41 plus 118

		HMRC data items 41A through 68	
[10] Date of Birth:	27/03/1956	[41A] Taxable Pay to Date:	2,169.99
[11] Gender:	Male	[41B] Total Tax to Date:	0.00
[12] Passport Number:		[41C] Student Loan Rec'd to date:	0.00
[13] Address Line 1:	Duke Sheet	[42] Pay Frequency:	M1
[14] Address Line 2:		[43] Payment Date:	01/05/2015
[15] Address Line 3:		[44] Weekly Period Number:	
[16] Address Line 4:	WISBECH	[45] Monthly Period Number:	1
[17] UK Postcode:	PE13 2AS	[48] No. Earn Periods covered:	1
[18] Foreign Country:		[49] Aggregated Earnings (Indicator):	N
[24] Start Date:		[51] Payment After Leaving Date Indicator:	N
[24A] Starting Declaration:		[54] Number of Normal Hours Worked:	D
[27] Has Student Loan:		[55] Tax Code:	250L
[28] Intend to Stay 183 days or more:	N	[55A] Scottish Variable Rate (SVR) Indicator:	Y
[29] Intend to Stay less than 183 days:	N	[56] Week 1 / Month 1 Indicator:	
[30] Intend to Work Both in and out of UK:	N	[58] Taxable Pay in Period:	2,169.99
[31] EEA Citizen:		[58A] Non Tax or NIC Payment:	0.00
[31A] EPM6 Scheme:		[58B] Deductions from Net Pay:	0.00
[33] Occ pension- Recently Bereaved:		[59] Pay After Statutory Deductions:	1,995.49
[34] Annual Amount of Occ Pension:		[60] Benefits Taxed via Payroll:	0.00
[38] Payroll ID:	A069	[61] Employee Pension Contributions:	163.34
[39] Payroll ID Changed Indicator:		[62] Items Subject to Class 1 NIC:	0.00
[40] Old Payroll ID (for This Employment):		[65] Employee Contributions not Paid:	0.00
[40A] Irregular Employment Indicator:	N	[67] Student Loan Rec'd this period:	0.00
[41] Date of Leaving:		[68] Tax Deducted or Refunded:	0.00
[118] BACS Hash Code:	63a47af1ff75cc0ca6a675c95e9effc4ae6fe68996c64c3569e6496d7ea39f7		

HMRC data items 70 through 154 (except NI, 118 and 144 - see below)

[70] SMP Year to Date:	0.00	[145] Occupational Pension Indicator:	
[71] SPP Year to Date:	0.00	[146] Triv' Comm' Payment Type 1:	
[72] SAP Year to Date:	0.00	[148] Triv' Comm' Payment Amount 1:	
[73] ASPP Year to Date:	0.00	[146] Triv' Comm' Payment Type 2:	
[74] Partner Surname/ Family Name:		[148] Triv' Comm' Payment Amount 2:	
[75] Partner Forename/ Given Name:		[146] Triv' Comm' Payment Type 3:	
[77] Partner Second Forename/ Given Name:		[148] Triv' Comm' Payment Amount 3:	
[78] Partner National Insurance Number :		[147] Payment to a Non-Individual:	
[84A] Director's N.I. Calc Method :		[149] Bens taxed via Payroll YTD:	0.00
[84B] Tax Week of Director's App't :		[150] E'ee pension paid - 'net pay' YTD:	163.34
[141] SA UTR:	2234567890	[151] E'ee pension not paid - 'net pay' YTD:	0.00
[142] COTAX:	N	[152] On Strike Indicator:	
		[153] Unpaid Absence Indicator:	
		[154] Late Reporting Reason:	

NI Details:

HMRC data items 79 through 86Ba, except 84A/B, plus 144

[79] NI Category	[79A] Gross NICable Earns YTD	[79B] Gross NICable Earns TP	[82] EARN@ LEL YTD	[82A] EARN LEL to PT YTD	[83] EARN PT to UAP YTD	[84] EARN UAP to UEL YTD	[86A] ER contrib'ns TP	[86Aa] ER contrib'ne YTD	[86B] EE contrib'ns TP	[86Ba] EE contrib'ne YTD	[144] SCON
D	2,333.33	2,333.33	481.00	182.00	1,670.33	0.00	167.52	167.52	174.50	174.50	S1301234T

Report Category: Statutory Records

FPS Detail Report

ADP

Run Date/Time:	07/01/2015	02:19:05PM	Page 1 of 13	FPSD

FPS Summary report

The FPS Summary report can be run after an FPS submission has been sent to HMRC to summarise the submission's content. The report is split into four sections:

- Starters
- Leavers
- Payments
- Included in FPS but not Paid

All the employees in the Starters and Leavers sections are also included in either the Payments or Included in FPS but not Paid section. An employee who both started and left in the payrun is reported in both the Starters and Leavers sections.

This report is run for a selected payrun for a PAYE reference, and can be restricted to a particular company and pay group within this, if required.

Report parameters

- **Date from/to** – Select the range of dates to be reported on.

- **PAYE Reference** - Select the PAYE Reference for which the FPS submission report is required.

- **Company** or **All -** Select the individual company to be reported on, or select **All** to report on all companies included.

- **Pay Group** or **All -** Select the individual pay group to be reported on, or select **All** to include all pay groups.

- **Group by** - The report details can be grouped by pay group, if required.

- **Sort by** - The report details can be sorted by Employee Code or Employee Name.

- **Sort order** - The report details can be sorted in ascending or descending order.

PAYE Reference: 010 / OTGFREF OTGF Pay as you Earn — **Accounts Office Reference: 010 PF 00043210** — **Tax Year: 2015/16**

Company: O Toole Garden Furniture

Pay group: Peterborough Weekly — **Tax Period: 7** — **Payment Date: 22/05/2015**

Payments

Name	NI Number	Normal Hours Worked	Period No	Taxable Pay	Tax Code	W1/M1	Tax deducted	Student Loan Payment	NI Cat.	Gross Earnings for NICs	Total ER's Contrib'ns	Total EE's Contrib'ns	Payment to Leaver	SMP	SPP	SAP	ASPP
Costin, Nigel Charles Mr. (A067)	NB697964A	30 hours or more	7	334.16	489L		48.00	0.00	A	353.85	27.72	24.10	N				
YTD Accumulator Totals:				2,455.26			359.00	0.00	A	2,476.95	194.04	168.70		0.00	0.00	0.00	0.00
Fordham, Grant David Mr. (A066)	YT7750040A	30 hours or more	7	327.28	489L		46.60	0.00	D	351.92	19.26	20.49	N				
YTD Accumulator Totals:				2,290.96			326.20	0.00	D	2,463.44	134.82	143.43		0.00	0.00	0.00	0.00
FPS-Sixteen, I-One Mr. (676)	WM555051A	16 - 23.99 hours	7	948.00	420M		76.20	0.00	I	1,000.00	4.50	72.91	N				
YTD Accumulator Totals:				948.00			76.20	0.00	I	1,000.00	4.50	72.91		0.00	0.00	0.00	0.00
FPS-Sixteen, K-One Mr. (678)	WM555054A	24 - 29.99 hours	7	948.00	351N	Y	229.44	0.00	K	1,000.00	4.50	16.35	N				
YTD Accumulator Totals:				948.00			229.44	0.00	K	1,000.00	4.50	16.35		0.00	0.00	0.00	0.00
FPS-Sixteen, M-One Mr. (675)	WM555050A	16 - 23.99 hours	7	1,000.00	220N	Y	140.40	0.00	M	1,000.00	26.91	82.14	N				
YTD Accumulator Totals:				1,000.00			140.40	0.00	M	1,000.00	26.91	82.14		0.00	0.00	0.00	0.00
FPS-Sixteen, P-One Mr. (681)	WM555057A	24 - 29.99 hours	7	500.00	1000L		61.40	0.00	P	500.00	0.00	6.94	N				
YTD Accumulator Totals:				500.00			61.40	0.00	P	500.00	0.00	6.94		0.00	0.00	0.00	0.00
FPS-Sixteen, V-One Mr. (680)	WM555056A	24 - 29.99 hours	7	948.00	1000L		0.00	0.00	V	1,000.00	4.50	72.91	N				
YTD Accumulator Totals:				948.00			0.00	0.00	V	1,000.00	4.50	72.91		0.00	0.00	0.00	0.00
FPS-Sixteen, Y-One Mr. (679)	WM555055A	16 - 23.99 hours	7	1,000.00	1000L		0.00	0.00	Y	1,000.00	26.91	82.14	N				
YTD Accumulator Totals:				1,000.00			0.00	0.00	Y	1,000.00	26.91	82.14		0.00	0.00	0.00	0.00

Report Category: Statutory Records

FPS Summary Report

ADP   Run Date/Time: 07/01/2015   02:33:42PM   Page 3 of 8   FPSS

FPS YTD Summary report

The FPS YTD Summary report can be run at any time after FPS submissions have been sent to HMRC, to view the year-to-date FPS submission totals by employee i.e. the total tax, NICs and student loans recorded on FPS submission up to a selected month of the tax year, for each employee.

The report is run for a selected PAYE Reference and includes the year to date values for a selected tax year, up to and including a particular tax month.

Report parameters

- **PAYE Reference** - Select the PAYE Reference for which the report is required.
- **Tax Year** - the tax year for which FPS submission summary totals are required.
- **Tax Month** - the month up to and including which will be included in the summary totals.
- **Company** or **All** - Select the individual company to be reported on, or select **All** to
- report on all companies included.
- **Pay Group** or **All** - Select the individual pay group to be reported on, or select **All** to include all pay groups.
- **Sort by** - The report details can be sorted by Employee Code or Employee Name.
- **Sort order** - The report details can be sorted in ascending or descending order.

PAYE Reference: 120 / ANNIE99 Annies Purple PAYE Quilting Company
Accounts Office Reference: 120 PP 00/12341
Company: Annies Purple Payroll
Tax Year: 2015/16
Pay group: Annies Purple Monthly Pay Group
Tax Month: 6

Name	NI Number	Date of Birth	Payroll ID (Employee Code)	Employment Start Date	Employment Leave Date	Last Tax	Frequency	Tax Code	Wt1/ M1	Tax YTD this	Total NICs YTD (EE's + ER's)	Student Loan YTD
Starter, HMRC Ms.	WM775598C	19/07/1975	AB777	01/11/2014		6	Monthly	1000L	CUM	1,399.00	2,153.48	597.00
Takeon, Beginning Balances Mr.	WM224232B	03/05/1987	75	06/04/2015		6	Monthly	1060L	WK1	13,469.90	2,680.61	0.00
test, Elvis Dr.		01/01/1985	120	25/09/2012		6	Monthly	0T	CUM	400.00	168.14	0.00

Total Employees submitted for the pay group 'Annies Purple Monthly Pay Group': 15

Summary for the company 'Annies Purple Payroll':

Total Employees paid: 15
Total NICs YTD: 35,611.81
Total Tax YTD: 53,888.95
Total Student Loan YTD: 1,045.00

Total Taxes Paid: 90,545.76

Summary for the PAYE Reference '120 / ANNIE99':

Total Employees paid: 15
Total NICs YTD: 35,611.81
Total Tax YTD: 53,888.95
Total Student Loan YTD: 1,045.00

Total Taxes Paid: 90,545.76

EPS for the PAYE Reference '120 / ANNIE99':

Statutory Recovery: 0.00
CIS Deductions: 0.00
NI Compensation: 0.00
Employment Allowance: 0.00

Note: There are no previous values for a tax month in the current tax year.

Total Liability: 90,545.76

Report Category: Statutory Records
FPS YTD Summary Report

Run Date/Time: 30/09/2015   11:51:51AM

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FYSU

P11 substitute

Brief description:

The purpose of this report is to provide a substitute Employers Deduction Working Sheet (P11) that includes system generated values and adjustments. The report details all tax and national insurance payments that have been made per employee.

The NI Contributions section of the report now includes the UAP Earnings threshold, introduced in tax year 2009/2010 and tax credits are no longer included.

Who should run this report?

Payroll should run this as part of the year end process.

When should the report be run?

As part of the year end process.

Note: LEL = Lower Earnings Limit
PT = Primary Threshold
UAP = Upper Accrual Point
UEL = Upper Earnings Limit
UST = Upper Secondary Threshold

NI CONTRIBUTIONS

EMPLOYER'S NAME: Max And Lennies

TAX OFFICE NAME: Paye As You Earn

Arato, Karl

EMPLOYEE CODE: A162   NI NUMBER: TK105363C   DATE OF START: 04/10/1991

EMPLOYER'S PAYE REFERENCE: 7 / MLPAYE   DATE OF BIRTH: 20/06/1950

PAY CALENDAR	TAX WEEK NO	EARNINGS DETAILS					CONTRIBUTION DETAILS			
		EARNINGS UP TO & INC LEL 1a	EARNINGS ABOVE LEL UP TO AND INCL PT 1b	EARNINGS ABOVE PT UP TO AND INCL UAP 1c	EARNINGS ABOVE UAP UP TO AND INCL UEL/UST 1d	NICABLE EARNINGS	TOTAL OF EES AND ERS CONTS 1e	EE CONTS DUE ON ALL EARNINGS ABOVE PT 1f	NI CATEGORY LETTER	EMPLOYER CONTS
	1	111.00	42.00	617.00	35.00	4,421.76	708.02	141.34	D	566.68
	2	111.00	42.00	617.00	35.00	1,138.18	189.22	75.67	D	113.55
	3	111.00	27.18	0.00	0.00	138.18	-1.30	0.00	D	-1.30
	4	112.00	30.38	0.00	0.00	142.38	-2.74	0.42	D	-3.16
	5	112.00	27.58	0.00	0.00	139.58	-2.48	0.39	D	-2.87
	6	112.00	27.58	0.00	0.00	139.58	-2.48	0.39	D	-2.87
YTD Accumulator Totals:		669.00	196.72	1,234.00	70.00	6,119.66	888.24	218.21		670.03

Battersley, Ben

EMPLOYEE CODE: B029   NI NUMBER: DATE OF START: 21/11/2005

DATE OF BIRTH: 22/06/1977

PAY CALENDAR	TAX WEEK NO	1a	1b	1c	1d	NICABLE EARNINGS	1e	1f	NI CATEGORY LETTER	EMPLOYER CONTS
	1	111.00	42.00	222.00	0.00	375.00	57.28	26.64	A	30.64
	2	111.00	42.00	222.00	0.00	375.00	0.00	0.00	X	0.00
	3	111.00	42.00	472.00	0.00	625.00	0.00	0.00	X	0.00
	4	112.00	44.00	569.00	0.00	725.00	0.00	0.00	X	0.00
	5	112.00	44.00	219.00	0.00	375.00	0.00	0.00	X	0.00
	6	112.00	44.00	219.00	0.00	375.00	0.00	0.00	X	0.00
YTD Accumulator Totals:		689.00	258.00	1,923.00	0.00	2,850.00	57.28	26.64		30.64

Report Category - Statutory Records

P11 Substitute Report

Report Run Date/Time: 13/02/2015 10:26:56

Max And Lennies

BE1 M&L Weekly

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Tax Year: 2015/16

For Reference Only

Statutory Records

P11S

P14 YTD Reconciliation by PAYE Reference report

Brief description:

The purpose of this report is to provide a year to date summary of totals, at PAYE Reference level, of information that will be included on the P14/P60.

Who should run this report?

Payroll should run this each pay period to ensure that tax payments and receipts are correct.

When should the report be run?

On a regular basis each tax period and as part of the year end process.

RECONCILIATION OF PAYMENTS TO HMRC (Part 2)

EMPLOYER'S NAME: OTGF Pay as you Earn
TAX OFFICE NAME: Ashton-under-Lyne District
EMPLOYER'S PAYE REF: 10 / OTGFREF

EMPLOYER NIC PAYMENT RECORD

TAX PERIOD	GROSS NI CONT	EMPLOYMENT ALLOWANCE	SMP RECOVERED	NIC COMP ON SMP	SPP RECOVERED	NIC COMP ON SPP	SAP RECOVERED	NIC COMP ON SAP	ASPP RECOVERED	NIC COMP ON ASPP	TOTAL DED'N FROM NIC	NIC ADJUSTMENT	TOTAL NIC DUE
Week 1	21,279.40	100.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	180.00	10.00	21,279.40
Week 2	25,115.52	-2,494.48	6,900.00	0.00	6,900.00	0.00	6,900.00	0.00	6,900.00	0.00	25,115.52	0.00	0.00
Week 3	25,115.52	-2,494.48	6,900.00	0.00	6,900.00	0.00	6,900.00	0.00	6,900.00	0.00	25,115.52	0.00	0.00
Payments Made Total	71,510.44	-4,868.96	13,810.00	10.00	13,810.00	10.00	13,810.00	10.00	13,810.00	10.00	50,411.04	10.00	21,279.40
Payments	71,510.44	-4,868.96	13,810.00	10.00	13,810.00	10.00	13,810.00	10.00	13,810.00	10.00	50,411.04	10.00	21,279.40

NIC RECONCILIATION

Note: SMP/SPP/SAP/ASPP recovery is estimated as 92% of relevant earnings.

	GROSS NI CONT		SMP RECOVERED	NIC COMP ON SMP	SPP RECOVERED	NIC COMP ON SPP	SAP RECOVERED	NIC COMP ON SAP	ASPP RECOVERED	NIC COMP ON ASPP	TOTAL DED'N FROM NIC	NIC ADJUSTMENT	TOTAL NIC DUE
P14 Totals	71,510.44		13,800.00	0.00	13,800.00	0.00	13,800.00	0.00	13,800.00	0.00	55,200.00		16,310.44
Total Payments	71,510.44		13,810.00	10.00	13,810.00	10.00	13,810.00	10.00	13,810.00	10.00		0.00	21,279.40
Payment Outstanding	0.00		-10.00	-10.00	-10.00	-10.00	-10.00	-10.00	-10.00	-10.00		-10.00	-4,968.96

EXPLANATION OF OUTSTANDING PAYMENTS

	GROSS NI CONT	EMPLOYMENT ALLOWANCE	SMP RECOVERED	NIC COMP ON SMP	SPP RECOVERED	NIC COMP ON SPP	SAP RECOVERED	NIC COMP ON SAP	ASPP RECOVERED	NIC COMP ON ASPP	TOTAL DED'N FROM NIC
Payments not made	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Adjustments Process after Year End	0.00	0.00	0.00		0.00		0.00				
Unreconciled Amount	0.00	0.00	-10.00	-10.00	13,800.00	-10.00	-10.00	-10.00	-10.00	-10.00	

Report Category - Statutory Records
P14 YTD Reconciliation Report by PAYE Reference

OTGF Pay as you Earn

Report Run Date/Time: 04/02/2014 8:43:22

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Tax Year: 2014/15
For Reference Only

Statutory Records

PP14

P14 YTD Reconciliation by PAYE Reference report - Pre April 2014

Brief description:

The purpose of this report is to provide a year to date summary of totals, at PAYE Reference level, of information that will be included on the P14/P60.

Who should run this report?

Payroll should run this each pay period to ensure that tax payments and receipts are correct.

When should the report be run?

On a regular basis each tax period and as part of the year end process.

RECONCILIATION OF PAYMENTS TO HMRC (Part 2)

TAX PERIOD	GROSS NI CONT	SSP RECOVERED	SMP RECOVERED	NIC COMP ON SMP	SPP RECOVERED	NIC COMP ON SPP	SAP RECOVERED	NIC COMP ON SAP	ASPP RECOVERED	NIC COMP ON ASPP	TOTAL DED'N FROM NIC	NIC ADJUSTMENT	TOTAL NIC DUE
Payments Not Made	5,669.93	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		427.64	-4,332.51
Payments Outside ADPfreedom	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	20.00

EMPLOYER'S NAME: Release 9 Pay As You Earn   **TAX OFFICE NAME: Liverpool Large Business Office (Lbo)**   **EMPLOYER'S PAYE REF:5 / R9PAYE**

* = This payment has been recorded as not paid to HMRC and is not included in total

	GROSS NI CONT		SMP RECOVERED		SPP RECOVERED		SAP RECOVERED		ASPP RECOVERED		TOTAL DED'N FROM NIC	NIC ADJUSTMENT	TOTAL NIC DUE
Total Payments	77,146.61		280.00		184.00		184.00		2,760.00		3,408.00	-4,760.15	68,125.91

NIC RECONCILIATION

Note: SMP/SPP/SAP/ASPP recovery is estimated as 92% of relevant earnings.   SSP recovery is assumed to be equal to SSP recovery paid.

	GROSS NI CONT	SSP RECOVERED	SMP RECOVERED	NIC COMP ON SMP	SPP RECOVERED	NIC COMP ON SPP	SAP RECOVERED	NIC COMP ON SAP	ASPP RECOVERED	NIC COMP ON ASPP	TOTAL DED'N FROM NIC	NIC ADJUSTMENT	TOTAL NIC DUE
P14 Totals	83,196.54	0.00	11,562.62	0.00	184.00	0.00	184.00	0.00	2,760.00	0.00	14,690.62	-4,760.15	68,505.92
incl beg balance of:	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
Total Payments	77,146.61		280.00		184.00		184.00		2,760.00			-4,760.15	68,125.91
Payment Outstanding	6,049.93	0.00	11,282.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00		4,760.15	380.01

EXPLANATION OF OUTSTANDING PAYMENTS

	GROSS NI CONT		SMP RECOVERED		SPP RECOVERED		SAP RECOVERED		ASPP RECOVERED	
Payments not made	5,669.93		30.00		0.00		0.00		0.00	0.00
Total Adjustments Process after Year End										0.00
Unreconciled Amount	380.00		11,252.62		0.00		0.00		0.00	0.00

Report Category - Statutory Records

P14 YTD Reconciliation Report by PAYE Reference

Release 9 Pay As You Earn

Tax Year: 2013/14

For Reference Only

Report Run Date/Time: 04/02/2014 8:38:27   Page 7 of 8   Statutory Records   **PP14**

P14 YTD Reconciliation

Brief description:

The purpose of this report is to provide year to date information at employee and pay group/company level of the fields included on the P14/P60. This report also includes details of payments made to the HMRC to assist the user with the tax and national insurance reconciliation that should be carried out each tax period.

Who should run this report?

Payroll should run this each pay period to ensure that tax payments and receipts are correct.

When should the report be run?

On a regular basis each tax period and as part of the year end process.

RECONCILIATION OF PAYMENTS TO HMRC (Part 1)

TAX MONTH	INCOME TAX	STUDENT LOAN DEDUCTIONS	TAX ADJUSTMENT	TOTAL TAX DUE

EMPLOYER'S NAME: Debby Monthly R9   **EMPLOYER'S PAYE REF: 673 / KV29925**

TAX OFFICE NAME: HM Revenue & Customs Pay As You Earn

EMPLOYER PAYE PAYMENT RECORD

	INCOME TAX	STUDENT LOAN DEDUCTIONS		TOTAL TAX DUE
1 *	57,561.25	388.00		57,949.25
1A *	0.00			0.00
2 *	57,493.08	388.00		57,881.08
3 *	57,490.68	388.00		57,878.68

= This payment has been recorded as not paid to HMRC and is not included in total

Total Payments Made:

PAYE RECONCILIATION

P14 Totals	172,545.01	1,164.00		173,709.01
Total Payments Made	0.00			
Difference	172,545.01	1,164.00	0.00	173,709.01
Beginning Balance	0.00			0.00
Payment Outstanding	172,545.01	1,164.00	0.00	173,709.01

EXPLANATION OF OUTSTANDING PAYMENTS

Payments Not Made	172,545.01	1,164.00	
Total Adjustments	0.00	0.00	
Processed after Year End	0.00		
Unreconciled Amount	0.00	0.00	

Report Category - Statutory Records   Debby Monthly R9

P14 YTD Reconciliation Report   Monthly Payroll R9

Report Run Date/Time: 26/02/2014 15:56:03

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Tax Year: 2014/15

For Reference Only

Statutory Records

RP14

RECONCILIATION OF PAYMENTS TO HMRC (Part 2)

EMPLOYER'S NAME: Debby Monthly R9

TAX OFFICE NAME: HM Revenue & Customs Pay As You Earn

EMPLOYER'S PAYE REF: 673 / KV2825

EMPLOYER NIC PAYMENT RECORD

TAX MONTH	GROSS NI CONT	EMPLOYMENT ALLOWANCE	SMP RECOVERED	NIC COMP ON SMP	SPP RECOVERED	NIC COMP ON SPP	SAP RECOVERED	NIC COMP ON SAP	ASPP RECOVERED	NIC COMP ON ASPP	TOTAL DED'N FROM NIC	NIC ADJUSTMENT	TOTAL NIC DUE
1 *	49,811.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,811.85
1A *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 *	49,744.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,744.45
3 *	49,744.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,744.45

* = This payment has been recorded as not paid to HMRC and is not included in Total

Total Payments:

Report Category - Statutory Records

P14 YTD Reconciliation Report

Report Run Date/Time: 26/02/2014 15:56:03

Debby Monthly R9

Monthly Payroll R9

Statutory Records

Tax Year: 2014/15

For Reference Only

RP14

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ADP

P14 YTD Reconciliation – Pre April 2014

Brief description:

The purpose of this report is to provide year to date information at employee and pay group/company level of the fields included on the P14/P60. This report also includes details of payments made to the HMRC to assist the user with the tax and national insurance reconciliation that should be carried out each tax period.

Who should run this report?

Payroll should run this each pay period to ensure that tax payments and receipts are correct.

When should the report be run?

On a regular basis each tax period and as part of the year end process.

RECONCILIATION OF PAYMENTS TO HMRC (Part 1)

	INCOME TAX	STUDENT LOAN DEDUCTIONS	TAX ADJUSTMENT	TOTAL TAX DUE

EMPLOYER'S NAME: KMH Ltd   TAX OFFICE NAME: Peterborough Neneview TSO   **EMPLOYER'S PAYE REF: 569 / 44844**

EMPLOYER PAYE PAYMENT RECORD

	INCOME TAX			TOTAL TAX DUE
11	222.00			222.00
12	1,125.20			1,125.20
Total Payments Made:	1,347.20			1,347.20

PAYE RECONCILIATION

	INCOME TAX	STUDENT LOAN DEDUCTIONS	TAX ADJUSTMENT	TOTAL TAX DUE
P14 Totals	1,347.20			1,347.20
Total Payments Made	1,347.20			1,347.20
Difference	0.00	0.00	0.00	0.00
Beginning Balance	0.00	0.00	0.00	0.00
Payment Outstanding	0.00	0.00	0.00	0.00

EXPLANATION OF OUTSTANDING PAYMENTS

Payments Not Made	0.00
Total Adjustments	0.00
Processed after Year End	0.00
Unreconciled Amount	0.00

Report Category - Statutory Records   KMH Ltd   Tax Year: 2011/12

P14 YTD Reconciliation Report   Sick Pay Entitlement Days   For Reference Only

Report Run Date/Time: 02/03/2012 13:21:31   Page 8 of 60   Statutory Records   **RP14**

P32 Liability

Brief description:

The P32 Liability report provides details of the payments due to the HMRC on a tax period by period basis (whether already paid or not). This report provides a breakdown of all payment types due to the HMRC.

Who should run this report?

Payroll should run this each pay period to ensure that tax payments and receipts are correct.

When should the report be run?

On a regular basis each tax period and as part of the year end process.

Month	Paygroup	Period	Income Tax	Student Loan Deductions	Net Tax / Tax Adjustment	Gross NICs	Employment Allowance	SMP Recovered / Compensation	SPP Recovered / Compensation	SAP Recovered / Compensation	ASPP Recovered / Compensation	Net NICs / NIC Adjustment	Amount Due
	Framar Distribution Monthly	2	1,613.20	10.00	1,613.20 / 10.00	1,565.65	40.00	10.00 / 10.00	10.00	10.00	0.00 / 0.00	1,565.65 / 10.00	3,178.85
	Framar Distribution Monthly		1,613.20	10.00	1,613.20 / 10.00	1,565.65	40.00	10.00 / 10.00	10.00	10.00	0.00 / 0.00	1,565.65 / 10.00	3,178.85
Month 2 Total			12,077.42	10.00	12,077.42 / 10.00	10,370.13	40.00	50.00 / 10.00	10.00	10.00	0.00 / 0.00	10,370.13 / 10.00	22,447.55
Month 3	Framar Distribution Weekly	9	3,091.61	0.00	3,091.61	2,353.22	0.00	10.00	322.11	230.00	94.17	1,246.94	4,338.55
	Framar Distribution Weekly	10	2,779.80	0.00	2,779.80	2,230.83	0.00	10.00	123.31	113.18	143.56	1,747.73	4,527.53
	Framar Distribution Weekly	11	2,615.81	0.00	2,615.81	2,170.94	0.00	10.00	0.00	0.00	0.00	2,170.94	4,786.75
	Framar Distribution Weekly	12	2,616.20	0.00	2,616.20	2,170.94	0.00	10.00	0.00	0.00	0.00	2,170.94	4,787.14
	Framar Distribution Weekly	13	2,860.10	0.00	2,860.10	2,450.27	0.00	0.00	0.00	0.00	0.00	2,450.27	5,310.37
	Framar Distribution Weekly		13,963.52	0.00	13,963.52	11,376.20	0.00	40.00	445.42	343.18	237.73	9,786.82	23,750.34
	Framar Distribution Monthly	3	1,613.00	10.00	1,613.00 / 10.00	1,565.65	40.00	10.00 / 10.00	10.00	10.00	0.00 / 0.00	1,565.65 / 10.00	3,178.65
	Framar Distribution Monthly		1,613.00	10.00	1,613.00 / 10.00	1,565.65	40.00	10.00 / 10.00	10.00	10.00	0.00 / 0.00	1,565.65 / 10.00	3,178.65
Month 3 Total			15,576.52	10.00	15,576.52 / 10.00	12,841.85	40.00	50.00 / 10.00	455.42	353.18	237.73 / 0.00	11,352.47 / 10.00	26,928.99
Month 4													

P32 Liability

Report Category: Statutory Records

Run Date/Time: 04/02/2014   09:09:44

Company: Framar Distribution Centre

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Employer's PAYE Reference: 5 / R9PAYE

Tax Year: 2014

Generated By: Annette Steele

P32L

P32 Liability – Pre April 2014

Brief description:

The P32 Liability report provides details of the payments due to the HMRC on a tax period by period basis (whether already paid or not). This report provides a breakdown of all payment types due to the HMRC.

Who should run this report?

Payroll should run this each pay period to ensure that tax payments and receipts are correct.

When should the report be run?

On a regular basis each tax period and as part of the year end process.

Month	Paygroup	Period	Income Tax	Student Loan Deductions	Net Tax / Tax Adjustment	Gross NICs	SSP Recovered	SMP Recovered / Compensation	SPP Recovered / Compensation	SAP Recovered / Compensation	ASPP Recovered / Compensation	Net NICs / NIC Adjustment	Amount Due
Month 1	BE1 M&L Weekly	1	571.28	0.00	571.28	427.64	0.00	10.00	0.00	0.00	0.00	427.64	998.92
Month 6	BE3 M&L Monthly	6	5,113.00	0.00	5,113.00	5,931.72	0.00	10.00	0.00	0.00	0.00	5,931.72	11,044.72
	BE3 M&L Monthly	6A	8,077.00	0.00	8,077.00	3,950.00	0.00	10.00	0.00	0.00	0.00	3,950.00	12,027.00
Period Total:			13,190.00	0.00	13,190.00	9,881.72	0.00	20.00	0.00	0.00	0.00	9,881.72	23,071.72
Month 7	BE3 M&L Monthly	7	5,382.00	0.00	5,382.00	4,661.60	0.00	10.00	0.00	0.00	0.00	-5,768.48	-386.48
Month 8	BE1 M&L Weekly	35	-477.68	0.00	477.68	427.64	0.00	10.00	0.00	0.00	0.00	427.64	-50.04
	BE1 M&L Weekly		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BE3 M&L Monthly	8	5,950.60	0.00	11,332.60 / 5,382.00	3,638.04	0.00	10.00	184.00	184.00	460.00 / 0.00	-3,587.63 / -5,768.48	7,744.97
	BE3 M&L Monthly	8A	3,804.00	0.00	3,804.00	1,324.70	0.00	10.00	0.00	0.00	0.00	1,324.70	5,128.70
Period Total:			9,754.60	0.00	15,136.60 / 5,382.00	4,962.74	0.00	20.00	184.00	184.00	460.00 / 0.00	-2,262.93 / -5,768.48	12,873.67
	BE3 M&L Monthly		9,754.60	0.00	15,136.60 / 5,382.00	4,962.74	0.00	20.00	184.00	184.00	460.00 / 0.00	-2,262.93 / -5,768.48	12,873.67
Month 8 Total			9,754.60	0.00	15,136.60 / 5,382.00	4,962.74	0.00	20.00	184.00	184.00	460.00 / 0.00	-2,262.93 / -5,768.48	12,873.67
Month 9	BE1 M&L Weekly	36	-704.50	0.00	-1,182.18 / 477.68	580.69	0.00	10.00	0.00	0.00	0.00	1,008.33 / 427.64	-173.85
	BE1 M&L Weekly	37	403.40	0.00	-778.78 / -1,182.18	580.69	0.00	10.00	0.00	0.00	0.00	1,589.02 / 1,008.33	810.24

P32 Liability Pre April 2014
Report Category: Statutory Records
Run Date/Time: 04/02/2014   09:10:17

Company: Max And Lennies

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Employer's PAYE Reference: 5 / R9PAYE
Tax Year: 2013

Generated By: Annette Steele

P32L

P32 Substitute

Brief description:

The P32 Substitute report provides details of the payments made to the HMRC on a tax period by period basis. The main objective of this report is to provide a breakdown of the BACS payment to the HMRC

Who should run this report?

Payroll should run this as part of the year end process.

When should the report be run?

As part of the year end process.

Month	Paygroup	Period	Income Tax	Student Loan Deductions	Net Tax / Tax Adjustment	Gross NICs	Employment Allowance	SMP Recovered / Compensation	SPP Recovered / Compensation	SAP Recovered / Compensation	ASPP Recovered / Compensation	Net NICs / NIC Adjustment	Amount Paid	BACS Pay Date
Month 1	Framar Distribution Weekly	1	2,218.76	0.00	2,218.76	1,832.74	0.00	0.00	0.00	0.00	0.00	1,832.74	4,051.50	22/05/2014
	Framar Distribution Weekly	2	2,606.52	0.00	2,606.52	2,158.15	0.00	0.00	0.00	0.00	0.00	2,158.15	4,764.67	22/05/2014
	Framar Distribution Weekly	3	2,622.01	0.00	2,622.01	2,231.54	0.00	0.00	0.00	0.00	0.00	2,231.54	4,853.55	22/05/2014
	Framar Distribution Weekly	4	2,616.40	0.00	2,616.40	2,231.30	0.00	0.00	0.00	0.00	0.00	2,231.30	4,847.70	22/05/2014
	Framar Distribution Weekly		10,063.69	0.00	10,063.69	8,453.73	0.00	40.00	0.00	0.00	0.00	8,453.73	18,517.42	
	Framar Distribution Monthly	1	1,612.40	10.00	1,612.40 10.00	1,565.65	40.00	10.00 10.00	10.00	10.00	0.00 0.00	1,565.65 10.00	3,178.05	22/05/2014
	Framar Distribution Monthly		1,612.40	10.00	1,612.40 10.00	1,565.65	40.00	10.00 10.00	10.00 0.00	10.00 0.00	0.00 0.00	1,565.65 10.00	3,178.05	
Month 1 Total			11,676.09	10.00	11,676.09 10.00	10,019.38	40.00	50.00 10.00	10.00	10.00	0.00 0.00	10,019.38 10.00	21,695.47	
Month 2	Framar Distribution Weekly	5	2,616.21	0.00	2,616.21	2,231.30	0.00	0.00	0.00	0.00	0.00	2,231.30	4,847.51	22/06/2014
	Framar Distribution Weekly	6	2,616.20	0.00	2,616.20	2,231.30	0.00	0.00	0.00	0.00	0.00	2,231.30	4,847.50	22/06/2014
	Framar Distribution Weekly	7	2,616.41	0.00	2,616.41	2,170.94	0.00	0.00	0.00	0.00	0.00	2,170.94	4,787.35	22/06/2014
	Framar Distribution Weekly	8	2,615.40	0.00	2,615.40	2,170.94	0.00	0.00	0.00	0.00	0.00	2,170.94	4,786.34	22/06/2014

P32 Substitute

Report Category: Statutory Records

Run Date/Time: 04/02/2014   09:10:32

Company: Framar Distribution Centre

Page 1 of 3

Employer's PAYE Reference: 5 / R9PAYE

Tax Year: 2014

Generated By: Annette Steele

P32S

P32 Substitute – Pre April 2014

Brief description:

The P32 Substitute report provides details of the payments made to the HMRC on a tax period by period basis. The main objective of this report is to provide a breakdown of the BACS payment to the HMRC

Who should run this report?

Payroll should run this as part of the year end process.

When should the report be run?

As part of the year end process.

Month	Paygroup	Period	Income Tax	Student Loan Deductions	Net Tax / Tax Adjustment	Gross NICs	SSP Recovered	SMP Recovered / Compensation	SPP Recovered / Compensation	SAP Recovered / Compensation	ASPP Recovered / Compensation	Net NICs / NIC Adjustment	Amount Paid	BACS Pay Date
Month 1	BE1 M&L Weekly	1	571.28	0.00	571.28	427.64	0.00	10.00	0.00	0.00	0.00	427.64	998.92	22/05/201
Month 6	BE3 M&L Monthly	6	5,113.00	0.00	5,113.00	5,931.72	0.00	10.00	0.00	0.00	0.00	5,931.72	11,044.72	22/10/201
	BE3 M&L Monthly	6A	8,077.00	0.00	8,077.00	3,950.00	0.00	10.00	0.00	0.00	0.00	3,950.00	12,027.00	22/10/201
	Period Total		13,190.00	0.00	13,190.00	9,881.72	0.00	20.00	0.00	0.00	0.00	9,881.72	23,071.72	
Month 8	BE3 M&L Monthly	8	5,950.60	0.00	11,332.60 / 5,382.00	3,638.04	0.00	10.00	184.00	184.00	460.00 / 0.00	-3,587.63 / -5,768.48	7,744.97	22/12/201
	BE3 M&L Monthly	8A	3,804.00	0.00	3,804.00	1,324.70	0.00	10.00	0.00	0.00	0.00	1,324.70	5,128.70	22/12/201
	Period Total		9,754.60	0.00	15,136.60 / 5,382.00	4,962.74	0.00	20.00	184.00	184.00	460.00 / 0.00	-2,262.93 / -5,768.48	12,873.67	
Month 9	BE1 M&L Weekly	37	403.40	0.00	-778.78 / -1,182.18	580.69	0.00	10.00	0.00	0.00	0.00 / 0.00	1,589.02 / 1,008.33	810.24	22/01/201
	BE1 M&L Weekly	38	416.80	0.00	416.80	580.69	0.00	10.00	0.00	0.00	0.00	580.69	997.49	22/01/201
	BE1 M&L Weekly	39	1,666.20	78.00	1,744.20	2,076.66	0.00	10.00	0.00	0.00	0.00	2,076.66	3,820.86	22/01/201
	BE1 M&L Weekly	39A	255.28	82.00	337.28	212.96	0.00	10.00	0.00	0.00	0.00	212.96	550.24	22/01/201
	Period Total	39	1,921.48	160.00	2,081.48	2,289.62	0.00	20.00	0.00	0.00	0.00	2,289.62	4,371.10	
	BE1 M&L Weekly		2,741.08	160.00	1,719.50 / -1,182.18	3,451.00	0.00	40.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	4,459.33 / 1,008.33	6,178.83	
	BE3 M&L Monthly	9	8,491.80	390.00	8,881.80	6,499.93	0.00	10.00	0.00	0.00	0.00	5,996.57	14,878.37	22/01/201
	BE3 M&L Monthly		8,491.80	390.00	8,881.80	6,499.93	0.00	10.00	0.00	0.00	0.00	5,996.57	14,878.37	
Month 9 Total			11,233.48	550.00	10,601.30 / -1,182.18	9,950.93	0.00	50.00	0.00 / 0.00	0.00	0.00 / 0.00	10,455.90 / 1,008.33	21,057.20	
Month 10	BE1 M&L Weekly	40	2,980.36	216.00	3,196.36	3,298.80	0.00	10.00	0.00	0.00	0.00	3,298.80	6,495.16	22/02/201

P32 Substitute Pre April 2014

Report Category: Statutory Records

Run Date/Time: 04/02/2014   09:10:44

Company: Max And Lennies

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Employer's PAYE Reference: 5 / R9PAYE

Tax Year: 2013

Generated By: Annette Steele

P32S

Chapter 16 – Tax Year End Reports

P14 End of year summary

Brief description:

The purpose of this report is to provide a post validation view of the P14 data for all employees.

Who should run this report?

Payroll should run this as part of the year end process.

When should the report be run?

Payroll should run this as part of the year end process.

For Employer's Information Only - THIS IS NOT A P14 SUBSTITUTE

P14 End of Year Summary 2011-12

Your name and address as employer

East Cheshire & South Lancashire
West Street
E3234567Q
Oundle

HM Revenue & Customs office name

123 - Burnley Integrated Office

For employer's use

Employer PAYE reference

SPINE01

Tax Year to
5 April 2012

Employee's details — Copy from P11

National Insurance number	
Surname	Burley
First two forenames	Mark
Works/payroll no. etc.	B027

Date of Birth: 12/08/1978

Gender: M　　'M' - male 'F' - female

Employee's private address incl. postcode (if known)
24 Big House
Oundle

Expenses payments and benefits paid to directors and employees: Complete form P11D or P9D if appropriate and provide a copy of the information by 6 July

National Insurance contributions in this employment

Note: LEL=Lower Earnings Limit, PT=Primary Threshold, UAP=Upper Accrual Point, UEL=Upper Earnings Limit

NIC table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL) (whole £s only) From col.1a on P11	Earnings above the LEL up to and including the PT (whole £s only) From col.1b on P11	Earnings above the PT up to and including the UAP (whole £s only) From col.1c on P11	Earnings above the UAP up to and including the UEL (whole £s only) From col.1d on P11	Total of employee's and employers contributions From col.1e on P11	If amount in col.1e is a minus amount enter "R"	Employee's contributions due on all earnings above the PT From col.1f on P11	Scheme Contracted-out No. (For contracted-out Money Purchase schemes OR contracted-out Money Purchase Stakeholder Pension schemes only)
	1a £ p 0.00	1b £ 0.00	1c £ 0.00	1d £ 0.00	1e £ p 0.00		1f £ p 0.00	£ p
A	1,326	480	5,069	0	1,313.16		608.28	

Statutory payments included in the pay 'In this employment' figure below

Student Loan Deductions

Statutory Sick Pay (SSP)	Statutory Maternity Pay (SMP)	Ordinary Statutory Paternity Pay (OSPP)	Additional Statutory Paternity Pay (ASPP)	Statutory Adoption Pay (SAP)	In this employment (whole £s) From col.1f on P11
1g £ p 0.00	1h £ p 0.00	1i £ p 0.00	1j £ p 0.00	1k £ p 0.00	£ 0.00

Pay & Income Tax details

	Pay £	Tax Deducted £
Previous employments	0.00	0.00
This employment	6,875.01	1,163.40
Total for year	6,875.01	1,163.40

Employee's Widows & Orphans/ Life Assurance contributions this employment　£ p 0.00

Enter 'R' in this box if net refund

Final tax code　422L

Date of starting if during tax year to 5 April 2012

Date of leaving if during tax year to 5 April 2012

Payment in Week 53: if included in the Pay & Tax totals, enter '53', '54' or '56' here

Final Summary

Generated By: Annette Steele

P14F

End of Year Summary 2011-12

Report Category: Tax Year End

Run Date/Time:　10/01/2012　14:27:45

Page 2 of 8

P35 Employer's annual return

Brief description:

The P35 Employers Annual Return report provides a post validation summarised view of the P35 data for the selected PAYE reference.

Who should run this report?

Payroll should run this as part of the year end process.

When should the report be run?

Payroll should run this as part of the year end process.

Employer's PAYE Reference: SPINE01	East Cheshire & South Lancashire West Street, E3234567Q Oundle	Tax Year to April 5, 2012
District Tax Office:	123 - Burnley Integrated Office	

Part 2   Summary of payments for the year

Total NICs 1 + 2	**3**	13,050.88

Total Tax 4+5	**6**	11,511.20
Advance received from HM Revenue & Customs to refund tax	**7**	0.00
Total Tax 6+7	**8**	11,511.20

Combined amounts

Total NICs & Tax 3 + 8	**9**	24,562.08
Total Student Loan deductions	**10**	0.00
9 + 10	**11**	24,562.08

Statutory payments recovered

Statutory Sick Pay (SSP) recovered	**12**	0.00
Statutory Maternity Pay (SMP) recovered	**13**	0.00
NIC compensation on SMP	**14**	0.00
Ordinary Statutory PaternityPay (OSPP) recovered	**15**	0.00
NIC compensation on OSPP	**16**	0.00
Statutory Adoption Pay (SAP) recovered	**17**	0.00
NIC compensation on SAP	**18**	0.00
Additional Statutory Paternity Pay (ASPP) recovered	**19**	0.00
NIC compensation on ASPP	**20**	0.00
Total of boxes 12 to 20	**21**	0.00
Funding received from HM Revenue & Customs to pay SSP/SMP/OSPP/SAP/ASPP	**22**	0.00

21 minus 22	**23**	0.00
11 minus 23	**24**	24,562.08
Deductions made from subcontractors	**25**	0.00
Amount payable for the year 24 + 25	**26**	24,562.08
NICs and Tax paid already	**27**	22,974.80
Tax-free incentive payment received during the year	**28**	0.00
NOW PAYABLE 26 minus 27 and 28	**29**	1,587.28
CIS deductions suffered Total of col E on form CIS 132	**30**	
Revised amount now payable 29 minus 30	**31**	

Fill in boxes 30 and 31 only if you are a limited company
that has had CIS deductions made from payments
received for work in the construction industry.

ADP P35 Employer's Annual Return
Final Summary   East Cheshire & South Lancashire

Report Category: Tax Year End

ReportRun Date/Time: 10/01/2012   15:38:58   Page 1 of 2

Tax Year to April 5 2012
Generated By: Annette Steele

P35A

Employer's PAYE Reference: SPINE01	East Cheshire & South Lancashire West Street, E3234567Q Oundle	Tax Year to April 5, 2012
District Tax Office:	123 - Burnley Integrated Office	

Part 3 Checklist

Each question is answered by Yes or No

1　Have you sent a form P14 End of Year Summary or completed and retained a form P38 (S) Student employees for every person in your paid employment, either on a casual basis or otherwise, during the tax year shown on the front of this form?

No

If 'No', please send a form P38A Employer's Supplementary Return

2　Did you make any 'free of tax' payments to an employee? In other words, did you bear any of the tax yourself rather than deduct it from the employee?

No

3　So far as you know did anyone else pay expenses, or in any way provide vouchers or benefits to any of your employees whilst they were employed by you during the year?

No

4　Did anyone employed by a person or company outside the UK work for you in the UK for 30 or more days in a row?

No

If "Yes' have you sent a form P14 for them?

No

5　Have you paid any of an employee's pay to someone other than the employee, for example to a school?

No

If "Yes' have you included this pay on their form P14?

No

6　Do the rules relating to services provided through an intermediary (sometimes known as IR35) apply to any work carried out by another worker listed on this return?

No

If 'Yes', have you included a deemed payment, or any part of one on their form P14?

No

For more detailed information, see CWG2 Employer's Further Guide to PAYE and NICs, or ring the IR35 Helpline

Part 4 Contracted-out pension schemes　　　*if applicable*

If you have a Contracted-out pension scheme, enter your Employer's Contracted-out number (ECON) from your contracting out certificate　　　　E3234567Q

Part 5 Employer's certificate and declaration

Forms P14 End of Year Summary for each employee or director for whom I was required to complete a form P11 Deductions Working Sheet (or equivalent record) during the year:

Have been submitted

Completed form P38A Employers Supplementary Return:

Are due

Completed forms P11D and P11D(b) Return of expenses payments, benefits and Class 1A contributions:

Are due

ADP P35 Employer's Annual Return Final Summary Report Category: Tax Year End ReportRun Date/Time:　10/01/2012　15:38:58	East Cheshire & South Lancashire Page 2 of 2	Tax Year to April 5 2012 Generated By: Annette Steele **P35A**

QSV Errors and Warnings

Brief description:

The QSV report provides users with a hard copy of messages that appear in the Quality Standard Validation viewer.

Who should run this report?

Payroll should run this as part of the year end process.

When should the report be run?

Payroll should run this as part of the year end process.

EMPLOYEE			MESSAGE		RELATES
NAME	CODE	TYPE	TEXT		TO DOC
PAY GROUP: BE1 M&L Weekly					COMPANY: Copy Max And Lennies
PROCESS STEP: INYEAR	START: 06/01/2009 09:59:27		END: 06/01/2009 09:59:27		
Battersley, Ben	B029	Warning	NI number either invalid or not present; blanks have been used.		P14
		Information	All P14 data for B029 is valid.		P14
Gobblin, Paul	B031	Warning	NI number either invalid or not present; blanks have been used.		P14
		Information	All P14 data for B031 is valid.		P14
Surapu, Naidu	EMP88	Information	All P14 data for EMP88 is valid.		P14

QSV 2008/09 In Year

Report Category: Tax Year End

Run Date/Time: 08/01/2009   14:28:33

Processes Starting Between 06/04/2008 and 05/04/2009

In Year QSV

Generated By: USER SUPER

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