



# Staffology Payroll

Solution Description



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## 1.0 AIM OF THE DOCUMENT

Staffology Payroll is a payroll software under the IRIS family. We offer end-to-end payroll processing functions using the latest in secure cloud hosted technology, along with real-time payroll calculations and connectivity via APIs & pre-built connectors.

The objective of the software is to:

**Support Compliance:** Keep your business ahead of regulatory change with a simple to use and comprehensive solution that mitigates any risks.

**Drive Productivity:** Automate both mundane and complex operational tasks, whilst also providing new data and insights to drive business success, saving you time and money.

**Improve Engagement:** Build a culture of employee engagement by providing a user-friendly experience that unifies services and software and eliminates duplication

Staffology Payroll platform provides various types of payroll related services such as employee record maintenance, payroll calculations, HMRC reporting, accounts journal output, BACS processing to employees and 3rd parties, payslip distribution and payroll queries.

This document constitutes the solution description of payroll software which is provided by Staffology by IRIS and identifies:

- The solution to be provided to the end customer / organisation
- The scope of services that Staffology will provide
- How any issues regarding the specified service will be supported

This document is updated on a periodic basis as & when changes are made to the software and those changes would be deemed to be either replacement and/or enhancement to the existing functionality, with no material degradation of the core offering.



## 2.0 ONBOARDING WITH IRIS (Subject to Purchase)

The Implementation Team within IRIS ensures you will receive a dedicated Implementation Consultant to guide you through the process. Your consultant will support your onboarding to guarantee a successful and controlled transition to onboarding your first customers onto the platform. Your Implementation Consultant will contact you to arrange the most convenient date to discuss and understand your requirements.

Payroll System Set -up	IRIS Responsibility	Customer Responsibility
Issue Solution Description	✓	
Welcome pack sent to client with IRIS templates	✓	
Complete Set-up Documentation & Return to IRIS within pre-agreed deadlines.		✓
Create a list of initial administration users based upon the customers' requests	✓	
Issue e-learning, Training & Payroll Help Hub Materials	✓	
Issue availability for any paid Training purchased alongside the Software		✓
Confirm availability for any paid Training with IRIS		✓
Set-up and Integration of ePayslips or MEPW digital payslip delivery platform, if applicable	✓	
Confirm if migration of an existing MEPW digital payslip client (one being processed currently on other IRIS payroll software) is required as part of the project set-up – this to ensure that once the client payroll is migrated to Staffology Payroll it can be correctly linked in MEPW		✓

### 3.0 STAFFOLOGY INITIAL IMPLEMENTATION SUPPORT

Staffology Payroll can either be self-implemented or you can purchase an implementation, training, and support from our professional services function. The following table only applies if you have purchased support from our professional services function and is subject to package or hours agreed at the time of purchase.

Supporting with Implementations	IRIS Responsibility	Customer Responsibility
Collate company & employee data (employee information and YTD data) using importable template(s) or agreed software back up for the initially agreed implementations		✓
Load employee set up and YTD data	✓	
Agree pension output file or upload method		✓
*Provide indirect BACS / Faster Payment information		✓
*Configure and test indirect BACS / Faster Payment	✓	✓
Provide information for all third-party deductions (unions, additional pension deductions (AVCs and APCs), child-care vouchers, salaries sacrifice schemes, court orders, including reference numbers, payments date and bank details		✓
Confirm calculation used for starter, leavers and unpaid leave		✓
Provide all occupational (maternity, paternity, adoption, shared parental, bereavement, neo-natal and absence) policies. Including the calculation required for holiday pay on additional hours worked		✓
Configure any standardised or bespoke pay codes	✓	
Configure any absence & occupational schemes or rules	✓	
Build non-standard reports, custom nominal journals or any other bespoke requirements, as agreed**	✓	
Provide any historic absences required to calculate Avg. Holiday Pay or Occupation Sickness	✓	

Build any average holiday pay or occupational sickness schemes within the system.		✓
Provide list of users who need to access the system to manage the payroll process		✓
Set-up the users on the 'Staffology Payroll' at an agreed time & date	✓	
*Provide parallel run input information using importable template(s) or via 'Staffology' and live pay run results for comparison	✓	✓
*Load parallel run information and process pay run. Reconcile and match to live pay run results	✓	✓
*Sign off parallel results		✓
*Provide the details (including keys) of any connectors and APIs to be used with payroll process		✓
*Configure any connectors and APIs provided by the Client within the live environment	✓	✓
*Sign off any initial data being provided via connectors and APIs to confirm successful configuration		✓
For pre-existing IRIS MEPW payrolls, administer and schedule the Payroll 'engine' migration date in MEPW admin so that Paylips delivered will be correctly displayed for clients and employees	✓	
Handover and introduction to Staffology Support Function	✓	

\* Incurs additional cost

\*\*Subject to additional fees per previously agreed Order Form

## 4.0 SCOPE OF SERVICE

The Staffology solution provides payroll software, which is designed to support businesses and organisations with a modern cloud-based payroll experience for their colleagues and customers.

The main aim of payroll is to pay people accurately and on time. To do this, both parties must ensure the payroll is both processed accurately and checked thoroughly. Staffology software allows this process to proceed seamlessly to pay day and repeatedly to the next pay period.

What is described in the following scope of services, is an illustration of how the software can be configured to run with or without customer involvement within the 'Payroll Process' and will be configured to your own and your customers needs.

Main Payroll / Staffology updates	Client Responsibility
Download and process DPS data from HMRC (P6, P6B, P9, SL1, SL2) prior to opening a pay period	✓
Update employee records with any permanent changes to personal information and fixed salary, payments, or deductions	✓
Provide new starter information including new starter declarations and/or P45s via the New Starter Wizard	✓
Check on a new employee's eligibility to live and work in the UK in accordance with the Government's Code of Practice "Preventing Illegal Working" and section 8 of the Asylum and Immigration Act 1996.	✓
Upload general or statutory payment documentation via 'Staffology'	✓
Update the hours/salaries/additional payments/additional deductions via the 'Staffology', Import Template, Connector or API.	✓
*Adding and verifying any Contractors or Off-Payroll Workers	✓
Ensure any changes to employees and/or payroll are accurate and meet current legislative requirements	✓
Process payroll and reconcile output back to permanent and variable data keyed, uploaded, imported or send to 'Staffology' via API / Connectors	✓
Review Summary, Gross to Net, Payslips and Pension Contributions, alongside Payrun Report Packs or Wider Reporting	✓
Check payroll and advise of any amendments	✓
Approve Pay Run, BACS and RTI submissions via 'Staffology Payroll'	✓
Finalise payroll in line with processing calendar	✓
Provide final reporting packs	✓

* Provide pension output files or submit pension file on client behalf via Connector, API or Manual Upload	✓
* Send EPS, FPS, BACS or Faster Payment submissions	✓
* Issue employee payslips / P45's / P60's. Including Delivery to MEPW, ePayslip or other Payslip distribution platforms	✓

\*If applicable

#### 4.1 Managed Statutory Maternity / Paternity / Adoption / Parental Leave / Shared Parental Leave

Statutory payments	Client Responsibility
Enter leave via Leave Wizard or Processing Notes within 'Staffology' and upload any MATB1/SC3/matching certificate.	✓
Review or enter leave on employee records using dates and documentation provided, ensuring it meets the relevant legislative framework	✓
Calculation of statutory payments processed, based on dates provided and current tax year legislation	✓
Provide end date of statutory leave	✓

#### 4.2 Managed SSP (Statutory sick pay) & OSS

SSP and Occupational Sickness	Client Responsibility
Enter leave via Leave Wizard or Processing Notes within 'Staffology' and upload any supporting documentation.	✓
Review or Enter Leave on employee records using dates and documentation provided, ensuring it meets the relevant legislative framework	✓
Calculate SSP due based on employee working patterns where they have been configured. In the absence of a defined working pattern, absence will be calculated and paid over 5 days.	✓
If employee is not entitled to SSP, inform client that SSP1 needs to be produced	✓
Issue SSP1 form to employee	✓
Calculate occupational sick payments and supply value as variable payment and deduction	✓



### 4.3 Managed Auto Enrolment

Auto Enrolment	Client Responsibility
Assess each employee's AE status	✓
Decide whether the pension is to be salary sacrifice or a net pay arrangement	✓
Make appropriate pension deductions	✓
Publish AE communications	✓
*Produce pension upload file	✓
*Upload data to pensions provider manually or via Connector or API	✓

\*If applicable

### 4.4 Pay Run Automation

Pay Run Automation	Client Responsibility
Enable Auto Pilot - automatically finalise pay runs on or before their payment date and start the next pay run	Optional
Enable Auto Open - automatically start the next Pay Run whenever you close a pay run	Optional
Enable Auto Journal Submission – automatically submit journal to accounting software when a pay run is finalised	Optional
Auto Submit FPS – automatically submit the FPS when the Pay Run is finalised	Optional
Auto Submit Payments – automatically submit payments for processing when the payrun is finalised	Optional
Auto Emails – configure emails to automatically send once a Pay Run is complete including reports & payslips (password protected)	Optional

#### 4.5 Pay Run Warnings

Pay Run Warnings	Client Responsibility
Configure Pay Run Warnings as per Client requirements: <ul style="list-style-type: none"> <li>- Employees with No Bank Details Provided</li> <li>- Employees bank details don't pass validation</li> <li>- Missing or Invalid Details for FPS Submission</li> <li>- Employee on Invalid NI Letter Table</li> <li>- Employee is earning below National Minimum Wage</li> <li>- Employee is paid above Gross or Net Pay Threshold</li> <li>- Employee is receipt of Tax Refund</li> <li>- Target Net Pay Amount could not be reached</li> <li>- Employee has reached her full 39 weeks within the pay period</li> <li>- Employee has a pension membership which is not auto-calculated</li> <li>- Employee is not eligible to claim tax relief on their pension contributions</li> <li>- Employee has an open ended absence</li> <li>- Employee has been in receipt of SSP for 28 Weeks</li> <li>- Employee has been in receipt of SSP for 23 Weeks</li> <li>- Employee has a duplicate NI Numbers with another employee record</li> <li>- Employee does not have an MCR Role ID</li> </ul>	Optional
Resolve Warnings to allow the accurate & timely processeing of payroll to pay schedule	If configured

#### 4.6 User Management

User Management	Client Responsibility
Add, Edit & Delete Users and manage their relevant permission levels within Staffology Payroll	✓

#### 4.7 Pay & Nominal Code Management

User Management	Client Responsibility
Review default system Pay Codes and set-up any Bespoke Pay Codes	✓
'Import' any Bespoke Pay Codes where applicable to save time on configuration	✓

Review detailed nominals to allow for the configuration of Nominal Codes to Pay Codes	✓
Map any default system or bespoke Pay Codes to 'Nominal Codes' to support the manual or automated (via API / Connector) of a Journal	✓

#### 4.8 Department Management

Department Management	Client Responsibility
Collate detailed information on Departments, employees within Departments and any related 'Accounting Codes'	✓
Set-up Departments within the initial implementation of the Employer	✓
Import Employees against departments within the implementation of the Employer/s	✓
Maintain the departments and employees within departments within the payroll process	✓

#### 4.9 Working Pattern Management

Working Pattern Management	Client Responsibility
Collate detailed information on 'Working Patterns' and treatment of related 'Bank Holiday's and 'Pro Rata Rules'	✓
Set-up Working Patterns within the initial implementation of the Employer/s	✓
Import Employees against Working Patterns within the implementation of the Employer	✓
Maintain the 'Working Patterns' and employees within 'Working Patterns' within the payroll process	✓

## 5.0 STANDARD OUTPUT REPORTS

This section relates to the reports you receive as part of the service. We have over 40 standard reports to choose from depending on your requirements and that of your individual customers. These reports can be bundled up into 'Reporting Packs' and provide to customers via the portal or send via password protected emails. When viewed online, some of these reports allow users to select a prior pay period for comparison to spot for changes / anomalies.

Most reports are available in a variety of formats such as PDF and CSV

Payroll Reports	Description
P11	Generate a P11 to summarise pay and deductions to date.
P11 Detailed	Generate a detailed P11 for a breakdown of pay & statutory deductions.
P11D	Generate a P11D to detail Benefits and Expenses.
P30	Generate a P30 to summarise your HMRC liabilities.
P32	Generate a P32 to view the details of your HMRC liabilities.
P45	Generate P45s for employees that are leaving.
P60	Generate P60s to give your employees at the end of a tax year.
Apprenticeship Levy	Generate a report showing your Apprenticeship Levy calculation breakdown per period.
Gender Pay Gap	Generate a report showing the information required to prepare your data for HMRC.
Payroll Analysis	Analyse payroll by employee across multiple periods.
Required Payments	Generate a detailed P11 for a breakdown of pay & statutory deductions.
Payrun Journal	View the journal entry required for a Payrun.

Gross to Net	Compare your employees' gross pay with their net pay for one or more pay periods.
Variance Report	Compare one period (or range) to another period (or range).
Cost Analysis	Analyse payroll costs and statistics for one or multiple periods.
Cost Of Employment	Analyse payroll costs per employee across one or many periods.
Full Summary Of Pay	Get a detailed breakdown of the pay and deductions made to each Pay Code in a payrun.
Hourly Pay	Summary of hourly pay for one or more pay periods.
Statutory Pay	Produce a report detailing statutory payments made on one or more payruns.
Furlough Claim Report	Generate a report to reclaim pay for furloughed employees.
NI Letter Validation	Check that employee NI letters are valid.
Year to Date Balances	Export the Year to Date values for your employees.
Tax Code Changes	Changes of Employee Tax Codes over a period.
Tax Code Changes	Changes of Employees Tax Code over a Period
Attachment Orders	View attachment of earnings orders deductions for one or multiple periods
Average Holiday Pay Report	View an employees average holiday pay rate
Pay Element	Produce a report detailing payments made on one or more pay runs based on a selected list of pay codes
Advanced Variance Report	Compare one pay period to another pay period
AE Assessments	View the Auto Enrolment status of your employees and when they were last assessed.

Pension Contributions	View the contributions made to each of your schemes.
Member Enrolment	View Employees being enrolled into a pension.
Pension Membership	View pension attached to your employees with year to date figures
Employee Export	Export your employee data.
Year to Date Balances	Export the YTD values for your employees.
NI Year to Date Balances	Export the NI YTD values for your employees
Right To Work	Export all information logged for employees right to work.
AEO Statement	Produce a statement to show payments made to an Attachment Order.
Holiday Allowances	View holiday allowances for all employees.
Holiday Pay Accruals	View holiday pay accrual information for all employees.
Holiday Pay Accruals in HRs	View holiday pay accrual information for all employees on an hours based scheme.
Umbrella Statement	Produce an Umbrella Statement detailing payments and deductions.
NI Letter Validations	Check that employee NI letters are valid.
Employee Benefits	Export Benefits for your employees
Loan Balances	View loans for all employees
Employee Leave	Export Leave for your employees
Employee Payments	Export payments for all employees

Pay Spine Information	View Spine Information for a selected Pay Spine
Pay Spines (Spine Points)	View the Spine Points and associated values for a selected Pay Spine.
Pay Grades	View Pay Grade information for a selected Pay Spine
Employer Audit Report	Check all changes to employers between a configurable start and end date.
Employee Audit Report	Check all changes to employees between a configurable start and end date.

## 6.0 STAFFOLOGY FUNCTIONALITY

Staffology Payroll is a comprehensive cloud-based payroll system which has highly detailed level of functionality available to its users and customers. This functionality is not exhaustive and prior to contracting with Staffology Limited or IRIS Software Limited, we would strongly recommend that you do the appropriate level of due diligence on the availability of functionality required.

One of the simplest ways of doing this is to sign up for a trial account on the following URL:

<https://app.staffology.co.uk/account/okta/create>

Alternatively, we have provided a top-level summary of the functionality available aligned to the CIPP Payroll Software Directory 2025, which can be found [here](#)

Modules Available	Staffology Payroll
Payroll	✓
HR	Via Staffology HR
Expenses & Benefits	Via Payroll Run/s
Workforce Management	✗
Self-Service	Via Staffology HR
Managed / Outsourced Service	Via IRIS FMP
Maximum Employees	Unlimited
Maximum PAYE References	Unlimited
Cloud Based Option	✓
On Premise Option	✗
Hosted Service Option	✗
Integration / API Capabilities	✓
GDPR Compliant	✓
International Capabilities	Via IRIS FMP

Frequencies	Staffology Payroll
Standard (W/M/FN/L)	✓
Non-Standard (Annual & Quarterly)	Future Roadmap (2025)
Other	✓

Statutory requirements	Staffology Payroll
HMRC Recognized (see verification <a href="#">here</a> )	✓
RTI Submissions	✓
P9/P6 uplift - auto HMRC interface	✓
Payroll stationery (P45/P60)	✓
Off-Payroll Working	✓
CIS	✓
AEO's	✓



Spilt NI Calcs	✓
Aggregated NI Calcs	✗
Auto NI Letter Changes	✗
Automatic NI Calculations	✓

Functionality/Capability	Staffology Payroll
New user defined pay elements/deductions	✓
Backdated pay awards	✓
Advance pay periods	Future Roadmap (2025)
Pay grades/spines	✓
Teachers payroll	✓
Multiple rates of pay	✓
Payslip Rework	✓
Auto pro-rating (starters/leavers)	✓
Auto pro-rating (changes to hours)	✓
Bulk changes - fixed	✓
Bulk changes - temp	✓
Sort code validation	✓
Payslip messages	✓
Pay element overrides	✓
Email integration functionality (for emailing documents)	✓
Supplementary Runs	✓

Absence processing	Staffology Payroll
Calcs SSP	✓
Calcs SMP	✓
Calcs SAP	✓
Calcs SPP	✓
Calcs SHPP	✓
Calcs SBP	✓
Calcs Multi Occ sick pay	✓
Calcs multi Occ maternity pay	✓
Calcs multi Occ adoption pay	✗
Calcs multi Occ paternity pay	✗
Calcs multi Occ Shared parental pay	✗
Calcs multi Occ parental pay	✗
Calcs "Custom Absence" (untracked Occ Absence set by user)	✓
Calcs 52 Week Average Holiday Pay	✓
Recalcs for Alabaster rules	Future Roadmap (2025)



<b>Payments</b>	<b>Staffology Payroll</b>
BACS	✓
Faster Payments Service	✓
Split Payments	✓
Third Party Payments	✓
Multi-Currency Payslips	Via IRIS FMP
Pay On Demand	✗

<b>Payments Standards</b>	<b>Staffology Payroll</b>
Standard BACS-18 File	✓
Tellaroo File	✓
Tellaroo Connector	✓
Barclays BACS Payment File	✓
Santander Connect BACS Payment File	✓
Barclays SIF / Pegasus Payment File	✓
Revolut Payment File	✓
HSBC Faster Payment File (Standard 18)	✓
HSBC BACS Payment File (Standard 18)	✓
NatWest Bankline Payment File	✓
NatWest Bankline (Bulk) Payment File	✓
NatWest Bankline (Bulk List Debit) Payment File	✓
Standard CSV (BACS) Payment File	✓
Lloyds Bank BACS Multiple Standard CSV Payment File	✓
Lloyds Bank v1.1 CSV Payment File	✓
Co-Op Bank Bulk BACS CSV Payment File	✓
Co-Op Bank Faster Payments CSV Payment File	✓
Bank of America BACS Payment File	✓
Danske Bank UK Local Payments File	✓
Danske Bank UK FP Payments File	✓
BACS Multi Payment File	✓

<b>Pensions</b>	<b>Staffology Payroll</b>
Auto enrolment assessment	✓
Auto enrolment correspondents	✓
Auto enrolment deductions	✓
Occu %age based deductions	✓
Occu fixed deductions	✓

Multiple Pensions Schemes Per Employee	✓
Net pay arrangement	✓
Relief at source	✓
Salary sacrifice	✓
Automated Pension Refunds	✓

Pensions Providers Supported	Staffology Payroll
Nest	API & File
The People Pension's	API & File
Smart Pensions (Adviser)	API & File
Smart Pensions (Employer)	API & File
NOW Pensions	File
PAPDIS	File
Scottish Widows	File
Aviva	File
Aegon (ARC)	File
Standard Life (Workplace Hub)	File
Standard Life (Group Pension Zone)	File
Friends Life	Via PAPDIS
Legal & General	Via PAPDIS
NHF Pensions	Via PAPDIS
Royal London	Via PAPDIS
The Pensions Trust	Via PAPDIS
Zurich	Via PAPDIS
APTIS	File
LGPS iConnect	File
LGPS Civica UPM	File
Teachers Pension (MCR Only)	File
Prudential AVC	File
True Potential	File

Reporting & Journaling	Staffology Payroll
Payroll analysis	✓
Neg net/zero net	✓
Net Variance	✓
Bank detail changes	✓
Starters/leavers	✓
YTD totals	✓
Cost code analysis	✓
Pension contribution analysis	✓

Report writing	✓
Bespoke reporting	✓
Change audit report	✓
Ability to export reports > SS	✓
Advanced Journaling	✓

Education Features	Staffology Payroll
Multiple Roles – for employees with multiple employment contracts	✓
Multiple Pensions	✓
Backdated Pay Calculations	✓
Automatic Tier Calculations (also able to fix at a tier)	✓
Pay Spines - Spines, Grades and Points	✓
Strike Days – including different calculation methods	✓
APP for LGPS – automatically calculated per role.	✓
Notional Pay for Teachers Pension Schemes – auto calculated per role	✓
Putting Teachers to non-pensionable service on <50% OSP	✓
Normal Service Lines FT/PTR/PTIC/OO	✓
Backdated WE calculations, including Tier corrections	✓
Zero Hours allocation of hours worked to correct months	✗
April Split	✓
Service line Splits with change in salary/hours	✓
LGPS iConnect and UPM reporting support	✓
Customisable iConnect reporting options	✓
Customisable UPM reporting options	✓
Service Breaks automatically added if required	✓
LGPS Deficit management	✓
LGPS Reasons for Leaving	✓
Teachers OSP	Future Roadmap (2025)
Backpay on Overtime and Absence	Future Roadmap (2025)
Green Book adjustments for Term Time leavers	Future Roadmap (2025)
MCR FL and OS indicators	Future Roadmap (2025)
BK lines for backdated pay award & provision for new BKWE indicator	Future Roadmap (2025)
Correct treatment of pensionable payment after leaving	Future Roadmap (2025)
2008 regs final pay calculation	Future Roadmap (2025)
Additional reporting options	Future Roadmap (2025)
Auto increment salaries from Pay Spines	Future Roadmap (2025)
MDC Reporting	Future Roadmap (2025)
Multiple Pay Dates for a single employee	✗
Completion of LGPS PDF/DOC forms	✗
Best of 3 years calculations for final pay	✗

Amalgamation of MCR/LGPS reports over multiple pay schedules	✖
Amalgamation of MCR/LGPS reports over multiple payrolls	✖

## 7.0 GLOSSARY OF TERMS AND DEFINITIONS

Statutory Terms		
AE	Auto Enrolment	Under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute towards it. This is called 'automatic enrolment'.
AEO	Attachment of Earnings	Payment of debts by direct deduction from the debtor's earnings, under a court order.
CIS	Construction Industry Scheme	Clients must register as a contractor with the Construction Industry Scheme (CIS) if: <ul style="list-style-type: none"> <li>- The Client pays subcontractors to do construction work</li> <li>- The Clients' business doesn't do construction work but usually spend more than £1 million a year on construction</li> </ul>
Class 1A	Class 1A National Insurance	As an employer must pay Class 1A National Insurance on work benefits given to employees, e.g., a company mobile phone.
CMS	Child Maintenance Service	Child maintenance is financial support towards a child's everyday living costs when separated from the other parent.
CSA	Child Support Agency	Child maintenance is financial support towards a child's everyday living costs when separated from the other parent.
DEA	Direct Earnings Attachment	As an employer, you may be asked to deduct any benefit overpayments an employee owes the Department for Work and Pensions (DWP) from their pay. This is called a Direct Earnings Attachment.
EDI	Electronic Data Interchange	Allows a secure electronic exchange of pay as you earn information between employers and HMRC.
EPS	Employer Payment Summary (RTI process)	An employer must complete and submit an FPS whenever they make a payment to an employee. These form part of the (RTI) Process.
EYU	Earlier Year Update (RTI process)	Earlier Year Update, forms part of the (RTI) Process - If pay or deductions for previous tax years have been reported incorrectly, an Earlier Year Update (EYU) needs to be submitted showing the difference between what was originally reported and the correct figure.
FPS	Full Payment Submission (RTI process)	Full Payment Submission (RTI process) - The FPS is the submission that must be made to HMRC each time an employee has been paid, with any new starters, process employees paid infrequently, and process leavers.
HMRC	HM Revenue & Customs	Her Majesty's Revenue and Customs (HM Revenue and Customs or HMRC) is a non-ministerial department of the UK Government Responsibility for the collection of taxes, the payment of some forms of state support, and the administration of other regulatory regimes including the national minimum wage.
KIT	Keeping in Touch	Employees can work up to 10 days during their maternity, adoption or additional paternity leave. These days are called 'keeping in touch days'. Keeping in touch days are optional - both the employee and employer need to agree to them.
PAYE	Pay as You Earn	Tax payment method in which an employer is required by law to deduct income tax (and national insurance, if applicable) from an employee's taxable wages or salary.
P32	HRMC form containing the Employer Payment Record details	HRMC form containing the Employer Payment Record - details a record of total payments and deductions made for each pay period.
RTI	Real Time Information	An electronic way of submitting payroll information to the HMRC in real time.

SAP	Statutory Adoption Pay	Is a weekly payment from an employer to help take time off work when someone adopts a child. To qualify for Statutory Adoption Pay the person must have been: matched with a child for adoption by an adoption agency employed by their present employer without a break for at least 26 weeks up to and including the week the adoption agency told informed that they had been matched with a child for adoption earning an average of at least £112 a week (before tax).
SMP	Statutory Maternity Pay	Is there to help Eligible employees to take time off work both before and after the birth of their baby, this is a weekly payment from the employer.
SPP	Statutory Paternity Pay	Eligible employees may be entitled to Statutory Paternity Pay SPP, sometimes referred to as Ordinary Statutory Paternity Pay when their wife, partner or civil partner gives birth or adopts a child.
SSP	Statutory Sick Pay	Statutory Sick Pay - Employees unable to work because their ill may be able to claim Statutory Sick Pay. It is paid by the employer and can be paid for up to 28 weeks.

Statutory Forms	
MATB1	The Maternity Certificate (MAT B1) enables a pregnant woman to claim: - Statutory Maternity Pay (SMP) from her employer - Maternity Allowance (MA) from Jobcentre Plus
NVREQ	National Insurance number verification request
NVREP	National Insurance number verification reply
P6	Individual in-year tax code changes
P6B	Individual budget tax code changes
P9	Tax code to use for an employee
SL1	Start making student loan deductions
SL2	Stop making student loan deductions
SSP1	Statutory Sick Pay Form
GL	General ledger
P11D	An employer may provide an employee a copy of their P11D if they used it to tell HM Revenue and Customs (HMRC) about their 'benefits in kind' (e.g. company cars or interest-free loans).
P46	When a car is provided for private use to an employee
P45	An employer will provide a P45 when the employee stops working for them
P60	A P60 shows the tax an employee has paid on their salary in the tax year (6 April to 5 April)





Staffology  
Heathrow Approach  
470 London Road,  
Slough,  
SL3 8QY  
0344 815 5555  
[https://www.iris.co.uk/products/  
staffology-payroll/](https://www.iris.co.uk/products/staffology-payroll/)

