

Income Tax, National Insurance and Statutory Sick Pay

The Quick Calculators allow you to make independent calculations of *Income Tax*, *National Insurance* and *Statutory Sick Pay*.

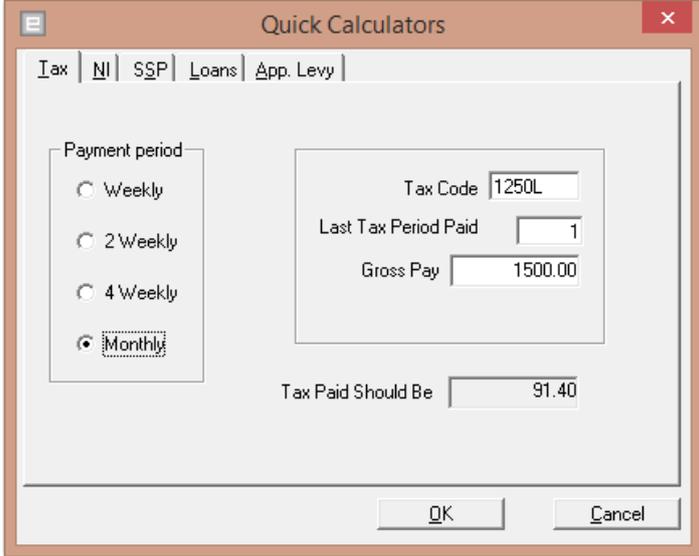
You bring up the quick calculators by clicking the icon on the tool bar or by selecting Tools and then Quick Calculators from the menu bar.

Select the tab card appropriate to the type of calculation you want to make.

If you engage the quick calculators against a blank EARNIE desktop the fields of the tab cards are empty, ready for you to enter details.

If you engage the quick calculators with an employee's details already on the desktop, EARNIE assumes you want to work on this employee and as much information as possible is filled in automatically in the tab card fields.

Tax



The screenshot shows a dialog box titled "Quick Calculators" with a tabbed interface. The "Tax" tab is selected. The dialog contains the following fields and controls:

- Payment period:** A group box containing four radio buttons: "Weekly", "2 Weekly", "4 Weekly", and "Monthly". The "Monthly" option is selected.
- Tax Code:** A text input field containing "1250L".
- Last Tax Period Paid:** A text input field containing "1".
- Gross Pay:** A text input field containing "1500.00".
- Tax Paid Should Be:** A text input field containing "91.40".

At the bottom of the dialog are "OK" and "Cancel" buttons.

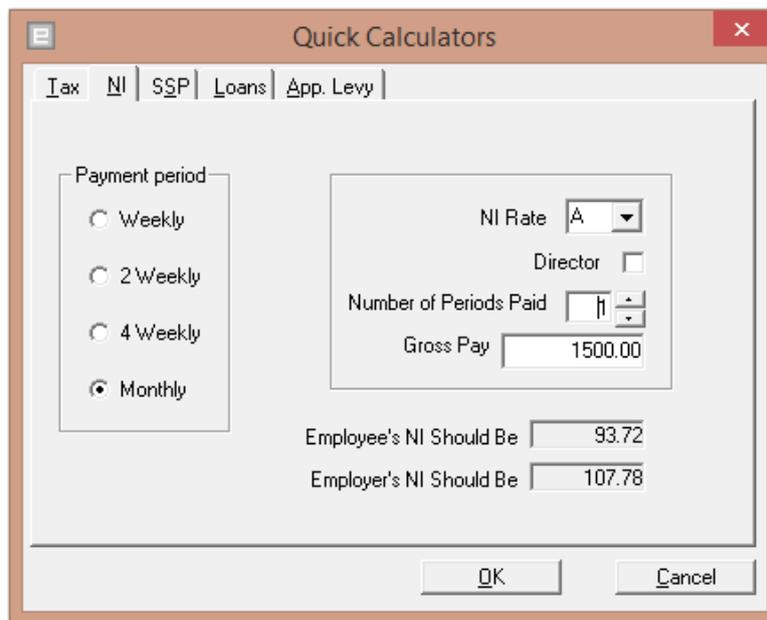
Choose the appropriate payment period, weekly, 2 weekly, 4 weekly or monthly.

Enter the employee's tax code, only valid codes are accepted.

Enter the employee's gross pay to-date and the tax period no. of the last time they were paid.

As you do so the income tax due to-date is displayed in the **Tax Paid Should Be** window.

National Insurance



The screenshot shows a software window titled "Quick Calculators" with a tabbed interface. The "NI" tab is selected. On the left, under "Payment period", there are four radio button options: "Weekly", "2 Weekly", "4 Weekly", and "Monthly", with "Monthly" selected. On the right, there is a "NI Rate" dropdown menu set to "A", a "Director" checkbox which is unchecked, and a "Number of Periods Paid" spinner box set to "1". Below these is a "Gross Pay" text box containing "1500.00". At the bottom, two text boxes show the results: "Employee's NI Should Be" with the value "93.72" and "Employer's NI Should Be" with the value "107.78". "OK" and "Cancel" buttons are at the bottom right.

Choose the appropriate payment period, weekly, 2 weekly, 4 weekly or monthly.

Choose the employee's NI rate from the **NI Rate** drop down list box.

If the employee is a director of the company tick the **Director** box.

Enter the employee's gross pay and the number of periods it was paid over.

As you do so the employee's and employer's National Insurance contribution due is shown in the window.

Statutory Sick Pay

The screenshot shows a software window titled "Quick Calculators" with a tabbed interface. The "SSP" tab is selected. On the left, under "Qualifying Days", there are checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. Mon, Tue, Wed, Thu, and Fri are checked. On the right, there are input fields for "First Day Sick" (31/01/2019), "Last Day Sick" (05/02/2019), and "Average Gross Pay" (1500.00). A checkbox for "SSP paid within last 8 weeks?" is unchecked. A "Results" box displays: "6 Days Sick. 1 Days qualify for SSP totaling £18.85 (Includes 3 Waiting Days)". At the bottom are "OK" and "Cancel" buttons.

The SSP calculator is most useful as a tool to check what an employee would be entitled to should they be sick for a particular payroll run.

Normally we recommend you enter any periods of sickness in the absence diary.

SSP cannot be calculated correctly unless you fill in the qualifying days of the week in question. If a qualifying rota applies, you have to calculate one week at a time.

Similarly, the average gross pay over the last eight weeks and whether SSP has been paid in that period also need to be known.

If, at the time you engage the calculator the employee's details are open on the desktop, average gross pay details are filled in automatically.

As you select First Day Sick and Last Day Sick, using the calendar buttons to the right of the fields, the answer is showing in the results field below.

You should make a note of the result. If you wish to pay an employee this amount of SSP you may do so by entering it manually at payroll run time.

TIP: A much better way of calculating SSP for an employee is by using the absence diary. This way any amount due is automatically transferred into the employee's details for the next payroll run.