



Earnie

Getting Started Guide



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Section 1: Getting Started

This quick start guide is designed to get you started with **Earnie Payroll** and help you through setting up and starting to use the program. Please take time to look through our Demonstration Data (Riverside Hospital) and plan your own set up carefully so that you get the most out of the program and your own information.

For a more detailed instruction, we have a number of other solutions to help you get the most out of the program and use the advanced features not discussed in this guide.

Training

There is no substitute for personalised one-to-one training. We have a number of Farmplan trainers around the country and we can arrange for someone, who is local to you, to visit you for a half or full day at your business. We would recommend that two half-day sessions are always more effective than one whole day as learning a new computer program takes a lot of concentration. The ideal solution is one half day session to plan the initial setup and to get you going, followed up with another half day a few weeks later to answer your questions.

If you prefer you can come to our offices in Ross on Wye, Herefordshire or we can 'log' onto your computer remotely and talk you through the training via the phone.

Help Notes

Every screen within the program has a **Help** feature; you can access this by clicking F1 on your keyboard whilst on any screen within Earnie.

Clicking on this button will take you to detailed instructions of exactly what you should be entering on this screen. For a more detailed view of the **Help** text go to the menu option: **Help – EARNIE Help**.

Farmplan Support Line

We have a dedicated customer support line on **01594 545022**. We are available from 9am to 5pm, Monday to Friday, by a number of experienced staff who can talk you through any queries that you may have about the program. Please have your customer number to hand before you call.

Alternatively, email us with your question and customer number to support@farmplan.co.uk and we will respond as soon as possible. Our email box is checked regularly throughout the working day.

Farmplan Website

www.farmplan.co.uk

Keep an eye on our website for news and answers to frequently asked questions.

Section 2: Installation Instructions

*Windows™ 8 and Windows™ 10

- The option to download the latest version of the Earnie Payroll program can be found under Business & accounts in the Support section of the Farmplan website (www.farmplan.co.uk). You will need your Farmplan customer number to hand. ☐
- Click on **Download** and follow the on screen instructions. ☐

The exact procedure will vary according to the version of Windows and browser that you use but just follow the instructions on the screen. You will download a file called Farmplan.exe, supplied by Iris Group Ltd (who write Earnie), which should then be **Run**.

- If Windows SmartScreen (a warning message) appears to block the installation, click on **More Information** and then **Run Anyway**. ☐
- A black box will appear on your screen during the installation. Ignore it – it will disappear when the installation is complete. ☐
- When the installation is complete, you will see a confirmation message. Click on **OK**. Please ensure you reboot your PC; you can now use the program. ☐

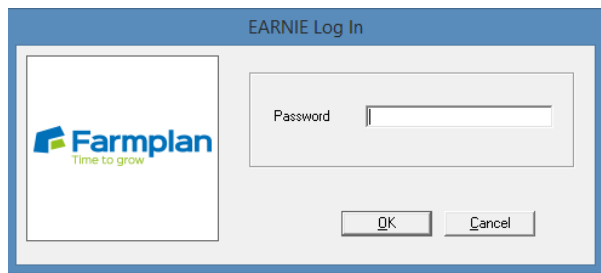
If you have any problems installing the program or if installing on a **network** and sharing data please contact support for further assistance.

Section 3: Logging in and Licencing

Logging in for the first time

When you first open the program, you will see the **EARNIE Log in** screen.

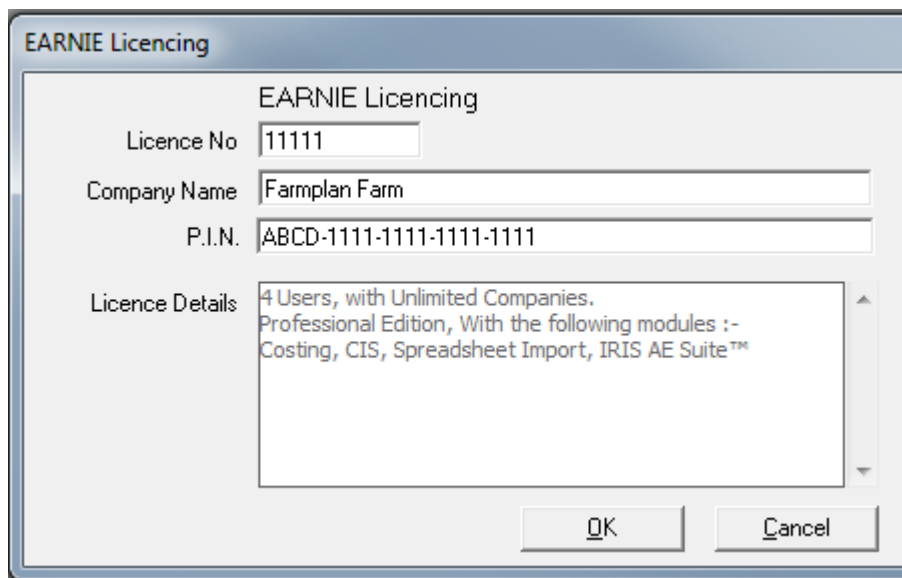
If this is the first time that you have used the program just click **OK**



If this is a new installation, you will be prompted to enter your Licence Details.

Licence the program

Fill in the Licence No, Company Name and PIN as they appear on your licence. Your Licence Details will then be shown.



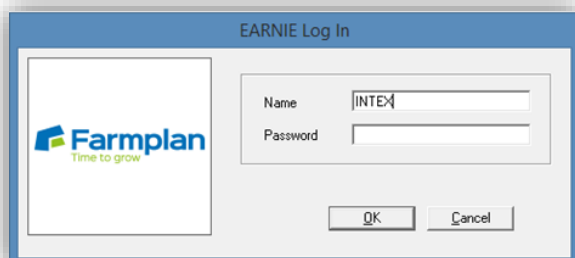
Click **OK** and allow the program to close.

IMPORTANT – Please keep your Licence Details safe and only give them to authorised users.

Logging in after Licencing

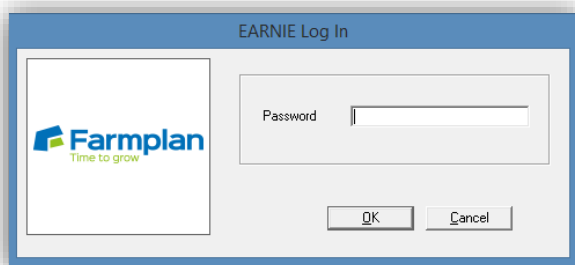
From now on, when you enter the program, you will see one of the following, depending on your licence.

Either:



For **Name**, type **INTEX**. Leave **Password** blank and click **OK**.

Or:



If this option appears, leave blank and click **OK**.

Password security for GDPR

General Data Protection Regulation (GDPR) is an EU regulation in which the European Parliament, European Council and European Commission have strengthened and unified data protection for living individuals. GDPR came into effect on 25th May 2018.

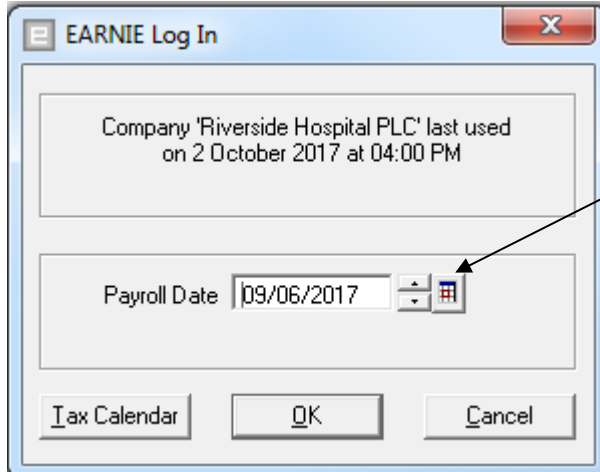
To assist you with this, when a default username / password is detected at login, the payroll software will inform you that default passwords are not secure and offer you the chance to change it.

If you choose to change your password, the payroll software will display a screen enabling you to do so.

You can go to the option **File – Alter Password** to set up or change a password if not prompted.

Payroll Date

Once logged in, you will be asked to confirm the date of the next payroll. If this is the first time that you are using the program, it will not yet be relevant so click **OK** to continue.



EARNIE Log In

Company 'Riverside Hospital PLC' last used
on 2 October 2017 at 04:00 PM

Payroll Date 09/06/2017

Tax Calendar OK Cancel

Use the 'up' arrow to advance your payroll to the next pay period, or use the calendar to select a date.

Section 4: The Home Page

The **Home Page** provides you with easy navigation through the program.

From the **Home Page** click on any of the options from the **Side Bar** to be taken to the relevant section of the program.



Alternatively, use the Tool Bar at the top of the screen. This Tool Bar can be customised – see **EARNIE Help** - chapter 18 for more details.



Section 5: Setting up a Company

To create your Payroll Company, take the option **Company – Create New Company**. You will then need to complete some basic details about your business.

Company Tab

Complete the company contact details:

The screenshot shows a 'Company Details' dialog box with the 'Company' tab selected. The 'Company Name' field contains 'Riverside Hospital PLC'. The 'Address' field contains 'Ward House', 'Chapel Lane', 'Illinois', and 'Bedfordshire'. The 'Postcode' field contains 'TS19 4QT'. Below these fields is a 'Directory for Data' section with a text box containing 'C:\EARNIE\' and a file explorer showing the 'EARNIE' folder selected. At the bottom are buttons for 'HMRC Details', 'Payment Summary', 'OK', and 'Cancel'.

Tab	Company Name	Address	Postcode	Directory for Data
Company	Riverside Hospital PLC	Ward House Chapel Lane Illinois Bedfordshire	TS19 4QT	C:\EARNIE\ C:\ EARNIE ARW

Tax Tab

In order to submit details to HMRC, you will need to identify your business.

Tax District, Account Number (PAYE Accounts Office Reference), **PAYE Ref No** and **District No** are mandatory. They can be found on any correspondence from HMRC e.g. the P30B 'Paying Electronically'.

This information will also be available if you log onto your HMRC PAYE account.

The screenshot shows the 'Company Details' window with the 'Tax' tab selected. The 'Tax' section contains the following fields:

- District: MIDDLESBROUGH 1
- Account No: 002PV92746639
- Ref No: 002/ Q1
- District No: 002
- Current Tax Year: 2017/2018
- Use Tax Rates Effective From: April 2017
- Child Maintenance Service Employer Reference: 507837463478
- Scheme Ceased: / /

Callouts provide instructions for the Child Maintenance Service Employer Reference and the Current Tax Year/Use Tax Rates Effective From fields.

Enter your Child Maintenance Service Employer Reference here if you have one.

Make sure the **Current Tax Year** and **Use Tax Rates Effective From** fields are correct

Buttons at the bottom: HMRC Details, Payment Summary, OK, Cancel

Bank Details Tab

If you pay your employees electronically, the program will need to know your bank details.

Company Details

Company | Tax | **Bank Details** | Pay Rates | Overtime | Contact Details | IRIS Open IDs

Bank/Building Soc Name: National Westminster

Branch: YARM Sort Code: 55-81-44

Address: 60 High Street
YARM
Cleveland

Postcode: TS15 9AH

Account No.: 02088745

BACS No.: 928474

BACS Ref.: Wages

Account Name: Riverside Hospital PLC

Bank Reference 1:

Bank Reference 2:

Use in EPS: ☐

Account No. 1:

HMRC Details | Payment Summary | OK | Cancel

You can add multiple Bank accounts here if required. Just click on the arrow to add account 2 etc.

Tick this box to allow HMRC to process payments i.e. refunds for overpayments etc.

Pay Rates

If your employees are paid an hourly rate or for piecework, each rate will need to be set up with a **Narrative**.

Enter the default hourly value for this rate if applicable. This can be left blank if you wish to enter different rates for each employee.

If the **Fixed** box is ticked, it can only be amended from this screen and changes will globally affect all employees using this rate. No tick means that you can personalise the rate against individual employees.

Company Details
X

Company | Tax | Bank Details | Pay Rates | Overtime | Contact Details | IRIS Open IDs

No	Narrative	Amount	Fixed	Manual
1	Standard > 19	9.5000	<input type="checkbox"/>	<input type="checkbox"/>
2	O/T Standard > 19	0.0000	<input type="checkbox"/>	<input type="checkbox"/>
3	O/T Weekends		<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Student 19-21	7.2500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	O/T Appt Grade 1	0.0000	<input type="checkbox"/>	<input type="checkbox"/>
6	Casual > 19	7.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	O/T casual	8.2500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	O/T student	8.2500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Click on 'Add New' to add a new rate.

HMRC Details
Payment Summary
OK
Cancel

If the **Manual** box is ticked, this rate can be overridden at the time of running the payroll.

Rates can be allocated to each employee within the Employee Record Card (**Employee – Alter Current Employee**).

Overtime Tab

If you pay overtime based on multiples of particular rates, for example time and a half (1.5), enter a Factor Description and multiplication factors under Value and click **OK**.

No	Factor Description	Value
1	Basic	1.0000
2	Overtime	1.0000
3	Overtime	1.5000
4		
5		
6		
7		
8		
9		
10		
11		
12		

NB. Factor 1 is not overtime and as such its value cannot be changed

Contact Details Tab

Complete the contact details of the person responsible for dealing with HMRC if they differ from the business, for example in the case of a payroll bureau.

Contact Name:

Address:

Postcode:

Telephone Number:

Email Address:

You do not need to enter information into the **IRIS Open IDs** tab at this stage. This is for more advanced use requiring multiple log-ins for OpenEnrol (as part of the Auto Enrolment module).

Company Options

The Menu **Company – Alter Company Options** allows you to set the behaviour of the program when being used. It is unlikely that you will need to change most of the default settings however, you should check the **Employment Allowance**, **Apprenticeship Levy** and **Small Employer Relief** boxes if required.

The screenshot shows the 'Company Options' dialog box with the 'Company' tab selected. The dialog is divided into several sections:

- Employee Code Format:** Includes radio buttons for 'Numeric' (selected) and 'Text', a 'Digits (Max)' dropdown set to '4', and an 'Archived Company' checkbox.
- Net Pay Rounding:** Includes an 'Active' checkbox, a 'Nearest' dropdown set to '£1', and a 'Method' dropdown set to 'Nearest'.
- Main Settings:** A central area with various options:
 - Period Close-Down:** Dropdown set to 'No'.
 - Cash Analysis Highest Denomination:** Dropdown set to '£20 note'.
 - Employment Allowance:** Checked checkbox. A callout box explains: "Does this business claim the **Employment Allowance**? If so this will normally be left ticked unless this payroll is only one of several payrolls in the same business and this is being claimed elsewhere. Please check your eligibility on the HMRC website".
 - Maximum Employment Allowance:** Text box containing '3000.00'.
 - Apprenticeship Levy:** Checked checkbox. A callout box explains: "Does this business claim the **Apprenticeship Levy Allowance**? If so, tick this box to show the £15000. To check eligibility please go to the HMRC website".
 - Apprenticeship Levy Allowance:** Text box containing '15000.00'.
 - Automatic Contra:** Dropdown set to 'SSP Only'.
 - Small Employer Relief:** Checked checkbox. A callout box explains: "Does this business qualify for **Small Employer Relief** (check your total NI bill for the previous tax year to see if it is under the threshold - £45,000 in 2016/17- 2017/18). This will affect how much can be claimed for some statutory payments such as Statutory Maternity Pay etc. (Please check with HMRC for up to date information)".
 - Full HMRC Validation:** Unchecked checkbox.
 - HR Synchronisation:** Dropdown set to 'Disabled'.
 - Annual Scheme:** Unchecked checkbox.

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

You may also wish to enable a warning to ensure that your pay rates do not fall below the current National Minimum and Living Wage – see the **Company - Alter Company Options - Payroll** Tab.

Full details of the other options can be found in **Help** (press F1).

Alter Payments / Deductions

In addition to basic salaries or hourly rates, you may have additional payments such as reimbursed expenses, a bonus, pension contributions etc. or deductions such as loans, court orders, pensions etc.

To add payments or deductions, select **Company - Alter Payments/Deductions**. This option will allow you to set up payments and deductions and specify how they should be treated in relation to Tax and National Insurance.

Each payment or deduction will be allocated a name to help you identify it.

If appropriate you can allocate a standard amount or % as a default to be applied to all employees who use this rate or it can be left blank and customised in the employee details.

No	Description	Standard	Weekly Lower	Weekly Upper	Account
1	Pension Employee	1.00 %	LOWER	UPPER	
2	Pension Employer	3.00			
3	SSP CONTRA	0.00			
4	Court Order	0.00			
5	Net to Gross	0.00			
6	Loan Repayment	0.00			
7	Dog allowance	0.00			
8	Paternity Contra	0.00			
9	Expenses	0.00			
10	AVC Pension	2.00			

Formulas Edit **Add New** Insert OK Cancel

*Clicking **Add New** will allow you to set a new payment or deduction – either by using the step-by-step wizard or by entering all the necessary details on one screen.*

Payments / Deductions – Wizard

The Company Payments & Deductions wizard is made up of a series of screens. Examples of various types of payments and deductions can be found in **Help**.

Payment/Deduction Wizard

Enter a name for the payment/deduction...

Bonus

Is it a ...?

☒ Payment

☐ Deduction

☐ Programmable Payment/Deduction

Help < Back Next > Cancel

Give the payment/deduction a name.

You should then decide whether this is going to be added or deducted from someone's pay.

The programmable option is only for complex formulae and is unlikely to be used.

Click **Next** to continue which will lead you through a series of screens.

Payment/Deduction Wizard

Is the payment...?

☒ Normal Payment

Payment/Deduction Wizard

Is the payment to be made...?

☒ Before both Tax and NI are calculated

Payment/Deduction Wizard

The Payment/Deduction has now been configured. You may change the configuration later if necessary.

☐ Skip this screen in the future

Help < Back Finish Cancel

The screens will vary depending on the answers given at each stage.

Keep clicking on **Next** to continue to the next stage. The final screen will let you **Finish** and return to the summary screen.

Payments / Deductions – Edit

If you need to edit an existing payment or deduction, highlight it in the summary list and click on **Edit**.

You may also prefer to set up new payments and deductions like this, i.e. without the wizard.

The exact payment or deduction for each employee can be personalised in their employee record card or at the time of running the payroll.

The screenshot shows the 'Settings for Bonus' dialog box. It contains the following fields and options:

- ID Number: 14
- Name: Bonus
- Category: Apply Before Tax & NI Calculation
- + or -: Payment
- Type: Value
- Range check: % Settings ...
- None
- Report Group: Settings ...
- <None>
- Clear to-date totals: Annually
- Subtract Basic Rate Tax
- ☐ Pension
- ☐ Qualifying Earnings
- ☐ Benefit in kind
- ☐ Pensionable Earnings
- ☐ Employer NI Saving
- ☐ Include in TP Tier Calc
- [What are Qualifying & Pensionable Earnings?](#)
- OK
- Cancel

Callout 1 (top right): As well as tax and NI treatment, the list of options includes more specialist payroll items such as a variety of attachment of earnings. The program will use the appropriate calculation and tables relevant to each one.

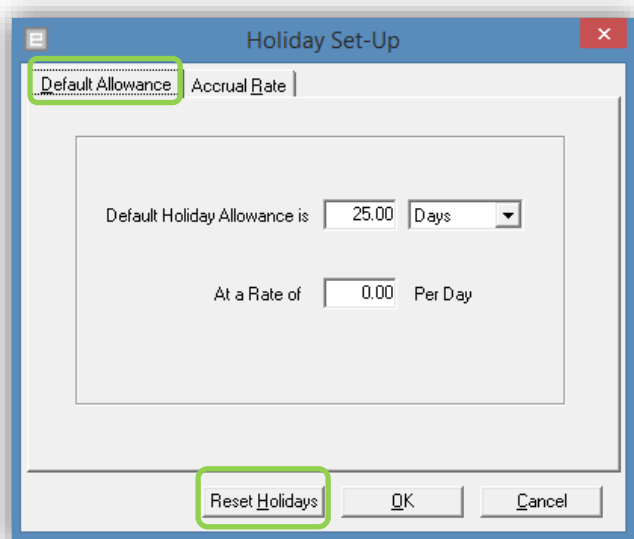
Callout 2 (middle right): Particular categories may automatically complete the rest of the boxes for you if appropriate.

Callout 3 (bottom right): Do you want the cumulative total to clear down to 0 at the end of the Tax year? If this is a loan repayment, for example, you may wish it to stop being deducted when the loan balances reaches zero.

Callout 4 (bottom): Pension deductions may have specific rules that you have to follow. Ask your pension provider if necessary.

Holiday Set Up

From the **Company** menu, select **Holiday Set up**



The screenshot shows the 'Holiday Set-Up' window with the 'Default Allowance' tab active. The 'Default Holiday Allowance is' is set to 25.00 Days. The 'At a Rate of' is set to 0.00 Per Day. The 'Reset Holidays' button is highlighted with a green box.

Once in the set up screen enter the Default Holiday Allowance for all employees and the daily rate.

If necessary individual holiday allowance and rates can be edited in the employee record card.

Press F1 for more help on setting up Holidays or Accrual Rates.

Reset Holidays

This will reset all remaining holidays at the end of the holiday year and put it

back to the default settings – you will be given the chance to carry forward remaining holiday if required.

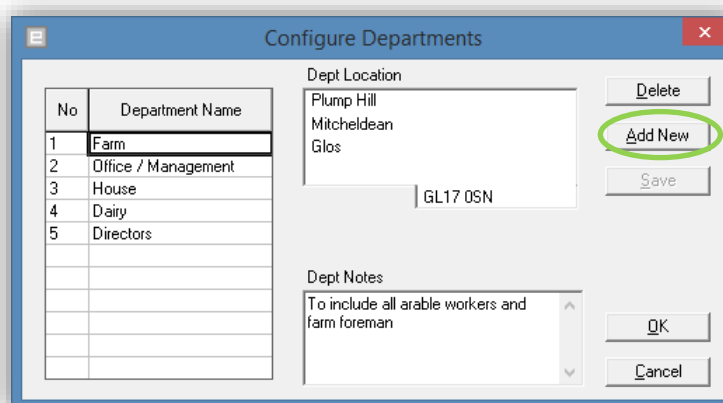
Once **Default Holiday Allowance** is allocated to the employee, you can then record any absence, including holiday in the **Employee** menu – **Absence Diary** during or before their payroll run so the absence is shown in the relevant pay period.

Configure Departments

Employees can be allocated to a department for the purpose of reporting.

Select **Company** from the tool bar and choose **Configure Departments**.

Click **Add New** and enter the name of the department. You can also enter notes and location if you wish.



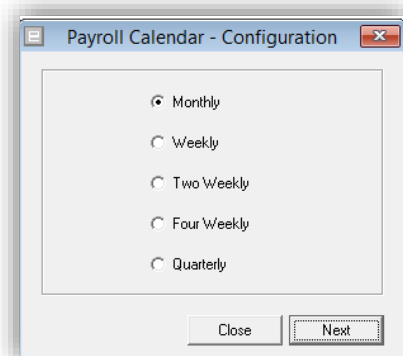
The screenshot shows the 'Configure Departments' window. It has a table with columns 'No' and 'Department Name'. The table contains the following data:

No	Department Name
1	Farm
2	Office / Management
3	House
4	Dairy
5	Directors

Below the table, there is a 'Dept Location' section with a text area containing 'Plump Hill', 'Mitcheldean', and 'Glos'. To the right of this text area is a 'GL17 OSN' label. Below the 'Dept Location' section is a 'Dept Notes' section with a text area containing 'To include all arable workers and farm foreman'. On the right side of the window, there are buttons for 'Delete', 'Add New' (highlighted with a green circle), 'Save', 'OK', and 'Cancel'.

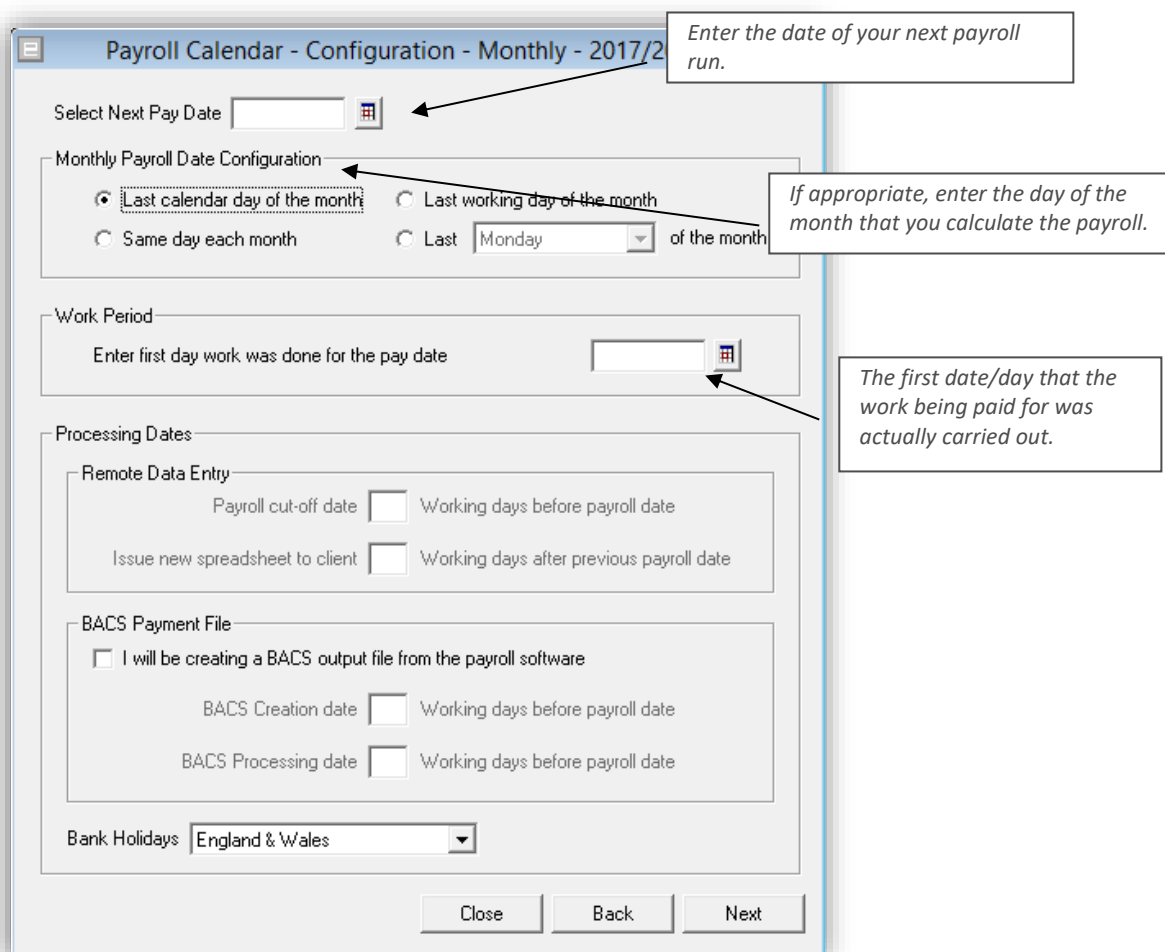
Payroll Calendar

The Payroll Calendar allows you to define the start and end date for work period in the year. It is used for Statutory Maternity Pay, Statutory Paternity Pay and Statutory Adoption Pay to calculate the correct weeks to be paid in the payroll run. It is also used when calculating Auto enrolment pension deductions.



*Pick the pay frequency you wish to configure and click on **Next**.*

If you are editing an existing frequency click on the **Configuration** button at the bottom of the summary screen.



Enter the date of your next payroll run.

If appropriate, enter the day of the month that you calculate the payroll.

The first date/day that the work being paid for was actually carried out.

Once you have entered these basic details in the **Configuration** screen, start and end dates for each period will automatically populate to the end of the year. Dates must be sequential.

Payroll Calendar - Configuration - Monthly - 2017/2018

2017/2018

Monthly Payroll Calendar

Tax Month	Payroll Date	Tax Calendar		Work Period		BACS		Remote Data Entry	
		Start Date	End Date	Start Date	End Date	Creation Date	Processing Date	Issue Spreadsheet	Payroll Cut-off
1	Fri 28/04/17	Thu 06/04/17	Fri 05/05/17	Sat 01/04/17	Sun 30/04/17				
2	Sun 28/05/17	Sat 06/05/17	Mon 05/06/17	Mon 01/05/17	Wed 31/05/17				
3	Wed 28/06/17	Tue 06/06/17	Wed 05/07/17	Thu 01/06/17	Fri 30/06/17				
4	Fri 28/07/17	Thu 06/07/17	Sat 05/08/17	Sat 01/07/17	Mon 31/07/17				
5	Mon 28/08/17	Sun 06/08/17	Tue 05/09/17	Tue 01/08/17	Thu 31/08/17				
6	Thu 28/09/17	Wed 06/09/17	Thu 05/10/17	Fri 01/09/17	Sat 30/09/17				
7	Sat 28/10/17	Fri 06/10/17	Sun 05/11/17	Sun 01/10/17	Tue 31/10/17				
8	Tue 28/11/17	Mon 06/11/17	Tue 05/12/17	Wed 01/11/17	Thu 30/11/17				
9	Thu 28/12/17	Wed 06/12/17	Fri 05/01/18	Fri 01/12/17	Sun 31/12/17				
10	Sun 28/01/18	Sat 06/01/18	Mon 05/02/18	Mon 01/01/18	Wed 31/01/18				
11	Wed 28/02/18	Tue 06/02/18	Mon 05/03/18	Thu 01/02/18	Wed 28/02/18				
12	Wed 28/03/18	Tue 06/03/18	Thu 05/04/18	Thu 01/03/18	Sat 31/03/18				

Configuration Reset/Remove Generate 2018/2019 Save Print Close Back Finish

You can edit one-off Payroll dates if you need to, for example if you pay early for Christmas.

Do this by clicking directly in the grid and overtyping the existing date that you wish to change.

Section 6: Employee Details

Add New Employee

From the **Employee** menu - **Add New Employee**

You may get the message - **Do you want to use a Template?** – For the first employee click **No** and work your way through the tabs displayed to enter the employee information. Templates may be used subsequently to copy the details of an existing employee or you can use a pre-defined template with default options.

General Tab

Fill in the basic details of the employee.

If boxes are highlighted in yellow, they are mandatory and must be completed before the record can be saved.

*Employee Code is normally numeric and will be automatically generated. However, it can be overwritten and the format can be changed in **Company – Alter Company Options**.*

Employee details - Wilkie Carol (2)

General | Period | Salary | Rates | Tax/NI | Pay/Deds | To-Date | Bank | Costing | SSP | Auto Enrol | Pensions

Empl. Code: 2 Level: 0

Title: Mrs Status: Married

Surname: Wilkie

Forename1: Carol

Forename2: Mary ☐ Male

Known as: Carol ☒ Female

Phone No: 01594 587962

Department: Office / Management

e-mail:

Dates

Birth: 01/03/1972 Age: 45

Started: 01/10/1995 LoS: 22

Left: / /

Address

15 Prospect Terrace
Ross-on-Wye
Herefordshire

Postcode: HR9 7YH

Country: United Kingdom

User-Defined Clone OK Save Cancel

When this screen is complete move onto the **Period** tab.

Period Tab

Select how often this employee is to be paid. If they are temporarily not working for you but have not left, they can be put on hold and reinstated when they next need paying.

How are they going to be paid? If they are being paid electronically select BACS.

Employee details - Wile Carol (2)

General **Period** Salary Rates Tax/NI Pay/Deds To-Date Bank Costing SSP Auto Enrol Pensions

Pay Period

- ☐ Weekly
- ☐ 2 Weekly
- ☐ 4 Weekly
- ☒ Monthly
- ☐ Quarterly
- ☐ Hold

Pay Method

- ☐ Cash
- ☐ Bank Credit
- ☐ Cheque
- ☒ BACS

Rounding

Active? ☐

B/F

C/F

Employment Status ☐ Irregular Payment ☐ One-off

☐ Pay Annually

Next Tax Pay Period

User-Defined Clone OK Save Cancel

Is this a casual worker? Or maybe a student? The status of the employee can be changed if necessary.

If they are not likely to be paid every period, tick the **Irregular Payment** box.

In **Next Tax Pay Period** put the next tax week/month number for which the employee is due to be paid.

Salary Tab

If the employee is paid a salary each period, put the figure in either the **Period** or **Annual** Salary fields. Hourly rates will be added at the next stage.

The screenshot shows the 'Employee details - Wilkie Carol (2)' window with the 'Salary' tab selected. The 'Salary' section contains fields for Period (2000.00), Annual (24000.00), Rounded (0.00), and To-Date (0.00). The 'Holiday Pay' section contains fields for Holiday Rate (0.0000), Entitlement (20.00 Days), Days Left (16.00), and 1 Diary day represents (1.00 Da). A callout box points to the 'Entitlement' field with the text: 'The default entitlement from **Company – Holiday Set up** will be populated here but can be overwritten for individuals.' The 'Normal Hours' section contains a field for Normal Hours Worked per Week (D - 30.00 hrs or more). A callout box points to this field with the text: 'Pick the appropriate option from the drop down list.' At the bottom of the window are buttons for User-Defined, Clone, OK, Save, and Cancel.

Days Left are automatically calculated by the program. Use the option under the menu **Employee – Absence Diary** to enter holiday dates. This information will show up when you run the payroll for that date.

Remember to enter the remaining balance in **Days Left** if you are setting up partway through your holiday year.

Rates Tab

This screen is only available once you have pay rates set up within the **Company** menu – **Alter Company Details**. If you do not pay on an hourly rate, you can ignore this tab.

This screen is divided into 2 sections. The top half lists all available rates and their values, along with a cumulative record of how many hours this employee has worked this year on that rate.

Hourly Rates for this Employee

No	Rate	£/Hour	Hours To-Date	£ To-Date
1	Standard > 19	9.5000		
2	O/T Standard > 19			
3	O/T Weekends	15.0000		
4	Student 19-21	7.2500		
5	O/T Appt Grade 1			

If the rate value is grey, it can be overtyped and changed to give a specific value to this employee.

If the rate value is blue it has been fixed in **Company – Alter Company Details** and cannot be changed in here.

The bottom half of the screen shows the rates applied to an individual employee. Additional rates can also be selected at the time of running the payroll if required.

Pay Screen Default for this Employee

Hours	Rate	Factor	Mult by
39.00	Basic	Basic	1.0000
0.00	Overtime	Overtime	1.0000

Enter the number of hours that the employee normally works (or leave blank if this varies).

Click on this line to see a drop down list of all available rates. Select the ones that are normally applicable to this employee.

The factor is selected to reflect if this is a basic rate or an overtime rate.

Tax/NI Tab

Enter the Tax Code and National Insurance details for this employee.

Employee details - (1)

General | Period | Salary | Rates | **Tax/NI** | Pay/Deds | To-Date | Bank | Costing | SSP | Auto Enrol | Pensions

Tax

Tax Code: 1200L

Wk1/Mth 1 ? ☐

Starter Details | Student Loan

National Insurance

NI Number: TY123456A

NI Rate: A - Normal

Director ? ☐

Normal NI ☐

Apprent. End ☐

Passport No

P45 Details

Gross Pay: 0.00

Tax Paid: 0.00

User-Defined | Clone | OK | Save | Cancel

*If this employee is new to your employment, you should fill in their P45 details and complete their **Starter Details**.*

*There are special rules for directors. Please refer to the **Help** for more details.*

If this employee has a student loan, use this button to say if it is Plan Type 1 or 2.

Starter Details for Online Services

New Starter | Pensioner | Expat

Your Present Circumstances

A - This is my first job since last 6 April and I have not been receiving taxable jobseeker's allowance or taxable Incapacity Benefit or a state pension. ☐

OR

B - This is now my only job but since last 6 April I have had another job, or have received taxable jobseeker's allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension. ☒

OR

C - I have another job or I am in receipt of a state pension or occupational pension. ☐

OR

P46 Not Complete ☐

Present Circumstances

Student Loan ☒

This is not a new employee ☐

Previous Employee Code

OK | Cancel

Pay/Deds Tab

Payments and Deductions are payslip items that are additional to the Salary and Hourly rates. They are created in **Company – Alter Payments / Deductions**.

Employee details - Wilson Juliet (5)

General | Period | Salary | Rates | Tax/NI | Pay/Deds | To-Date | Bank | Costing | SSP | Auto Enrol | Pensions

No	Description	Standard	Period Lower	Period Upper	To-Date	Carry Over	H	Reference Number
3	SSP CONTRA				0.00			
5	Net to Gross				0.00			
6	Loan Repayment	10.00			0.00			
7	Dog allowance	15.00			60.00			
9	Expenses				23.20			
12	Autoenrolment pension EEs	5.00			39.16			
13	Autoenrolment pension ERs	3.00			32.51			

AEO Settings

User-Defined | Clone | OK | Save | Cancel

To pick a new payment or deduction click on the next spare line and select it from the drop down list.

To interrogate any year to date values click on the 'clock' symbol that appears when you select this line.

If the amount (or %) involved is the same every period, enter it in the Standard field.

If the value varies, leave this field empty and adjust during the payroll run screen.

One-off payments or deductions can be added as part of the payroll run rather than in this screen.

To-Date Tab

This screen shows the employee's to date totals for each category so far this year.

If you are starting to use the software at the beginning of a new tax year, you should make no entries on this card.

If this is a new starter, this screen will automatically be populated with their P45 details from the Tax/NI tab.

Employee details - Wilson Juliet (5)

General | Period | Salary | Rates | Tax/NI | Pay/Deds | **To-Date** | Bank | Costing | SSP | Auto Enrol | Pensions

Statutory Payments

SSP	0.00	⌚
SMP	0.00	⌚
SAP	0.00	⌚
SPP	0.00	⌚
ShPP	0.00	⌚

Tax Details

Taxable Gross	240.02	⌚
Tax Paid	0.00	⌚
Student Loan	0.00	⌚

NI & Net Details

NIable Gross	240.86	⌚
Employee's NI	0.00	⌚
Employer's NI	0.00	⌚
Earnings 1a	224.00	⌚
Earnings 1b	16.86	⌚
Earnings 1c	0.00	⌚
NI Earnings 1d	0.00	⌚
Net Pay	255.02	⌚
Actual Pay	255.02	⌚

Click on the 'clock' at the end of any line to see a breakdown of the figures in any box.

User-Defined | Clone | OK | Save | Cancel

If you are starting to use Earnie part way through a tax year, we recommend that you contact Farmplan support on 01594 545022 for guidance to ensure that you are entering the correct figures on this screen.

Bank Tab

Complete the employee's bank details on this card if the employee is paid electronically (payment type BACS) and you are going to export a file to your bank from Earnie.

Employee details - Tapp Victor (7)

General | Period | Salary | Rates | Tax/NI | Pay/Deds | To-Date | **Bank** | Costing | SSP | Auto Enrol | Pensions

Sort Code: 55-48-89 Account No: 04587889

Bank/Building Soc Name: Nationwide

Bank Branch: Newent

Account Name: Victor Tapp

Building Society Roll Number: 0458888879

Bank Ref 1 (Bobs/Autopay): 1258498874

Bank Reference 2:

From Company Account: 1 - Greenway Farms

Account 1

User-Defined Clone OK Save Cancel

Costing Tab

If you are setting up a new payroll it is unlikely that you will need to enter anything on this tab. It is only used if you have account groups set up and you wish to export your payroll to an accounts package for analysis.

SSP Tab

This tab is to record an employee's usual working days for SSP purposes, tick the appropriate days.

Employee details - 0

General | Period | Salary | Rates | Tax/Nl | Pay/Deds | To-Date | Bank | Costing | **SSP** | Auto Enrol | Pensions

Qualifying Days

No. Wks	S	M	T	W	T	F	S
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current Week: 1

Previous Gross

Wk No.	£
Week 45(LY)	0.00
Week 46(LY)	0.00
Week 47(LY)	0.00
Week 48(LY)	0.00
Week 49(LY)	0.00
Week 50(LY)	0.00
Week 51(LY)	0.00
Week 52(LY)	0.00

Previous Employment

Previous Sickness Ended: 11 For: 0 Weeks

You can also enter the details of any previous sickness in an earlier employment during this payroll year.

Auto Enrol Tab & Pensions Tab

Both of these tabs are for use with the **Auto Enrolment Suite and do not need completing at this stage, unless you have this module.*

*Use the Guides that are available in the **Pension** menu for further help to set up the AE Module correctly before your staging date. If your staging date has passed, please call Farmplan Support on 01594 545022 for further assistance.*

*The majority of fields on the **Employee Details - Auto Enrol** and **Pensions** tabs will be populated via the **Auto Enrolment** feature during the payroll run.

Section 7: Running the Payroll

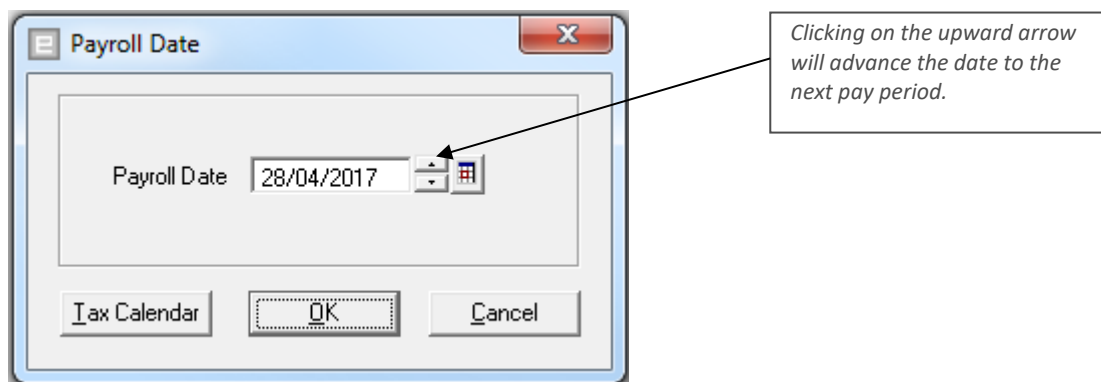
Once you have completed the set up you are ready to run your first payroll. We recommend you run it in parallel with your existing system for a few periods to ensure everything has been entered correctly and is calculating as expected.

IMPORTANT

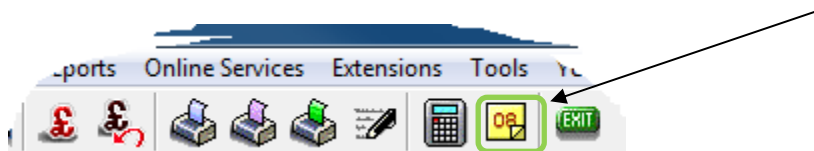
*Before you go any further, please ensure you take a copy of your data using **File – Backup** (see page 41). Backups should be taken after every payroll and kept away from your computer to safeguard your data.*

Setting the Payroll Date

Every time you go into the program, it will ask you to set the current payroll date. **It is essential that the payroll date is the date the employees are paid**, not the date they are paid up to. Please check the [HMRC website](#) for guidance.



You can also access this date screen from the Tool bar by clicking on this icon:



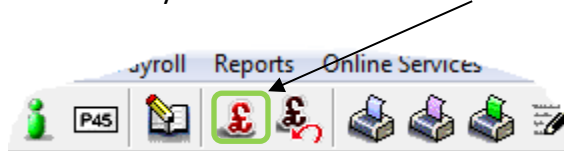
The bottom of the Home Page will show you the last time you ran a payroll and the pay period that it covered.

Pay Date: 28/04/2017 | Last Payroll - Week: 4 Month: 1 | Tax Year: 2017/18 | RTI Enabled

Payroll Run – Employee Selection

You can choose to start a payroll run by selecting **Payroll** on the Menu bar followed by **Do/Redo Payroll**.

Alternatively click on this icon on the Tool Bar:



Select the pay frequency(s) that you wish to pay. Weekly includes any multiple including fortnightly and 4 weekly. Remove the tick if you want to process weekly & monthly separately.

Which week and/or month number are you running the payroll for? These are generated automatically by the system, based on the Payroll Date and should not normally be overridden.

All will present employees in numerical order. **Select Now** lets you pick individuals in the Selection Criteria box below. **Select at Run Time** lets you pick the employees in your own order.

Select Employees - Payroll Run

Employee Type & Period

Weekly ☒ Week No

Monthly ☒ Month No

Who To Pay

☒ All

☐ Select Now

☐ Select at Run Time

How to Process

☐ Automatically

☒ Manually

Selection Criteria

Field	Condition	Detail

Buttons: **OK** **SQL** **Clear** **Cancel**

Running the payroll **Manually** will display each employee one at a time allowing you to make changes before you continue. **Automatically** runs each employee without stopping – for example on a payroll where nothing varies.

Individuals can also be picked by clicking on this button to be taken to a list of employees.

To pick specific employees based on Code, Department or Name. Click on the first Field line and pick the condition (e.g. =) and the detail (e.g. Code).

Re-run Payroll - The payroll for the current period can be rerun for all employees or individuals to make any amendments using the same option. This can be done for this period as often as you need until the next period is run.

Payroll Run – Completing the Payslip

Pay details already entered against the employee record card in **Employee – Alter Current Employee** are presented as defaults during the payroll run.

Changes to this payroll run can be made to any white boxes. Yellow boxes are fixed and cannot be changed. Permanent changes to the defaults for this employee should be made in **Employee – Alter Current Employee** (this can be accessed while you are still in the payroll run). The **Revert** button will update or refresh the changes.

This is the basic salary for this period but can be overwritten.

Check that the period (Week or Month) is correct.

*Any statutory leave should be entered first in **Employee – Absence Diary for (SSP) or Employee – Statutory Payments**. The program will automatically calculate any statutory payments due and the detail will be displayed.*

The number of hours worked against each rate can be entered here.

To add an additional rate in this run, click on the next spare line.

Payments and deductions are listed at the bottom of the screen. To add an additional one in this payroll run click on the next spare line.

*The **standard** figure is the default set against this employee but can be altered for this payroll run by overtyping the **Amount**.*

*When you are happy that all is correct, click on **Process** to move onto the next employee.*

Hours	Rate	£/hr	Factor	Mult. By	To Pay
10.00	O/T Weekends	15.0000	Basic	1.0000	150.00
0.00	O/T student	8.2500	Basic	1.0000	0.00

No	Pay/Ded	Amount	Standard	To-Date	Lower	Upper
1	Pension Employee	50.00	50.00	-50.00		
2	Pension Employer	100.00	100.00	100.00		
3	SSP CONTRA	0.00	0.00	0.00		
5	Net to Gross	0.00	0.00	0.00		
10	AVC Pension	0.00	0.00	0.00		
11	Bonus	50.00	0.00	0.00		
12	Autoenrolment pension EEs	5.00 %	5.00	0.00		

To view the full payslip details whilst running the payroll, click on **Preview**.

Section 8: Real Time Information (RTI)

All payroll details must be submitted to HMRC electronically on or before the day that employees are paid via a **Full Payment Submission (FPS)**. Additional details may also need to be submitted at the end of the payroll month via an **Employer Payment Summary (EPS)**.

The following notes are only a brief overview of RTI. There is a detailed guide on RTI that can be found in **Online Services – RTI Guide** that we strongly recommend that you read before making your first submission.

Online Services Configuration

Make sure that you have entered your HMRC log in and contact details so that Earnie knows how to communicate with the Government Gateway on your behalf. This can be done in **Online Services – Configure**.

The screenshot shows the 'Online Services Configuration' window with three tabs: 'General', 'RTI', and 'RTI Warnings'. The 'RTI' tab is selected. The window is titled 'For Tax District Reference No '002/Q1''. It contains two main sections: 'Contact Details' and 'Log In Details'. The 'Contact Details' section includes fields for Title (Mrs), Forename (Carol), Surname (Wilkins), e-mail Address (carol@greenwayfarms.co.uk), and Telephone No. (01594 545022). The 'Log In Details' section includes fields for ID (ISV124), Password (masked with asterisks), Sender Status (Employer), Role (Principal), and Receive From HMRC (Prompt at Login). There are 'Check', 'Set as Default', 'OK', and 'Cancel' buttons. Callouts provide additional information: one points to the 'RTI' tab asking if the payroll is for the same PAYE reference; another points to the 'e-mail Address' field stating that the business's HMRC log in details should be entered here; a third points to the 'Receive From HMRC' dropdown, explaining that HMRC may send messages back to you with important information like tax code changes.

Is this payroll one of several belonging to the same PAYE reference? If so have a look in the RTI tab.

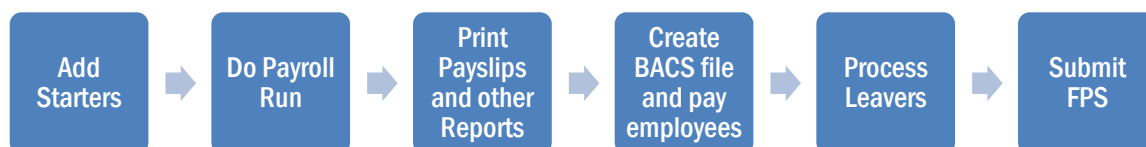
This business's HMRC log in details should be entered here. (Use the **Check** button to make sure that they are correct).

HMRC may send messages back to you with important information e.g. tax code changes. Do you wish to be prompted if there are new messages?

Full Payment Submission

Following every payroll run you need to send a **Full Payment Submission** to HMRC via the Government Gateway. It should be sent for every payroll on or before payday.

We recommend the following as a payroll process:



Once you are happy that you have completed the payroll run, including taking a backup of your data (see page 41), you are ready to submit the FPS.

Go to **Online Services – Send Full Payment Submission**. The first time that you do this you will be asked if this is the business's first submission or whether you have made previous ones using a different system.

Full Payment Submission for 2017/2018

This is not the first Full Payment Submission

Employee Type & Period

Week ☒ Week No 4

Month ☒ Month No 1

Who to Select

☒ All

☐ Selected

Submission

Submission Type Live ☐ Final Submission for Year

Reason for Late Reporting <None>

Selection Criteria

Field	Condition	Detail
-------	-----------	--------

Full Payment Submission Week 4 and Month 1 2017/2018 - Final Confirmation Screen

Note: Any employees not paid this period will not be displayed on the FPS, with the exception of un-paid leavers.

Full Payment Submission

Employees Paid in Week 4 or Month 1		Week 4 and Month 1 Totals	
New Employees	0	Tax	2,314.06
Current Employees	13	Employees NI	267.29
Leavers	0	Employers NI	484.53
Total	13	Student Loan	0.00

Submission Summary

Number of employees included in the file and paid in Week 4 or Month 1	13
Number of leavers included in the file but not paid in Week 4 or Month 1	0
Total Number of employees included in the file	13

Reason for Late Reporting

<None>

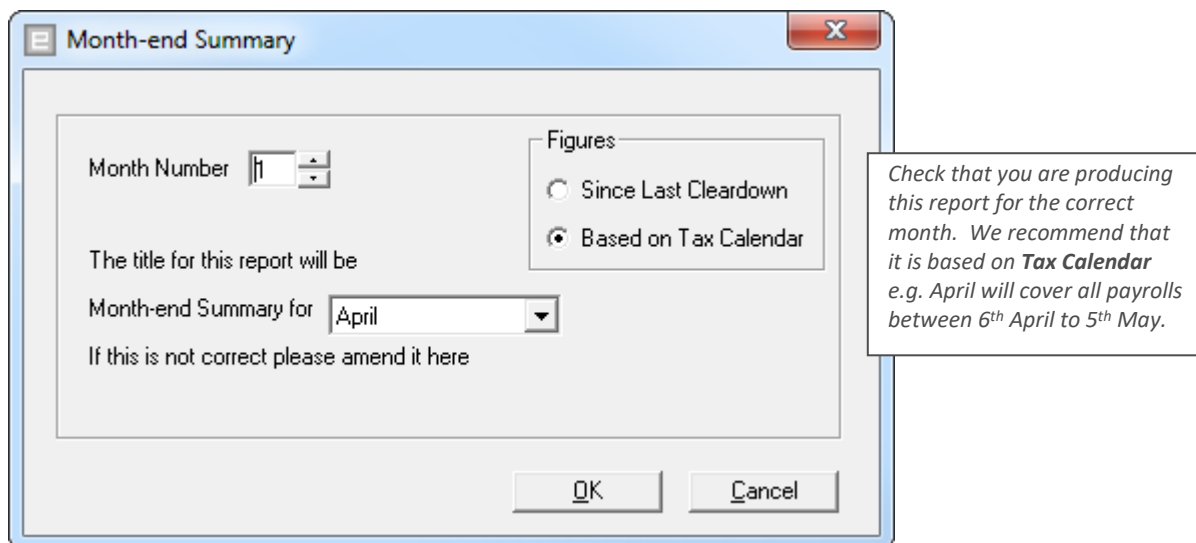
Year To Dates

Tax	2,314.06	Employees NI	267.29
Student Loan	0.00	Employers NI	484.53

Buttons: Help, Print Summary, Print Details, < Back, Send, Cancel

Month End Procedure

To calculate how much money is due to HMRC at the end of the month, you should produce the Month End Report which is found in **Reports – Month end Summary**.



The month end summary will give you a list of all employees with their Taxable Pay, Tax, and NI etc.

At the bottom of the report it will tell you how much is due to be paid to HMRC.

Calculation of Net Income Tax									
		Income Tax		Student Loans		Net Income Tax			
		2314.06		0.00		2314.06			
Calculation of National Insurance Contributions									
Gross NI	Apprenticeship Levy	SMP Recovered	NI Compensation	SMP Recovered	SPP Recovered	NI Compensation	SPP Recovered	ShPP Recovered	NI Compensation
751.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAP Recovered	NI Compensation	Employment Allowance	Total Payments		Total Deductions		Net NI		Amount Due
0.00	0.00	484.53	751.82		484.53		267.29		2581.35

If you have no statutory deductions calculated this month then HMRC will already know this from the Tax and NI on the Full Payment Submissions that you have made during the month and you need take no further action.

However, if the program has calculated an amount of SMP, SPP etc. compensation based on the whole period's figures, then you will need to make an additional submission called an **Employer Payment Summary (EPS)** at the end of the month. This will tell HMRC why the amount due is different from the amount based on the **Full Payment Submissions** that they have already received. (See Page 386).

Upon printing the **Month End Summary**, answer **Yes** to the question **Do you want to perform month end processing?** This will update the required reports. You will also be asked if you wish to send your online Employer Payment Summary to HMRC.

Employer Payment Summary – EPS

You need to do an **Employer Payment Summary** when there are changes to the payment that HMRC are expecting based on your Full Payment Submissions for the month. For example, if you are paying an employee Statutory Maternity Pay (SMP) you will have reduced your payment to HMRC by the SMP Recovered amount – see **Month End Summary**.

An EPS should also be sent if this is the first time that you have used Earnie, the first period in each year or if there are no employees to be paid this month.

Ensure that the correct period has been selected.

Remember to tell HMRC if you are not paying anyone this month or do not intend to pay anyone in future months.

In order to claim the Employment Allowance, we recommend that you send an EPS for the first period of each year.

The dialog box 'Employer Payment Summary 2017/2018' contains the following fields:

- Submission:** Month (dropdown menu showing 'April'), Submission Type (dropdown menu showing 'Live')
- Period Information:**
 - No Employees Paid In Current Month: ☐
 - Date From: / / Date To: / /
 - No Employees Will Be Paid In Future Months: ☐
 - Date From: / / Date To: / /
 - Employment Allowance: ☒
- Final Payment For Year:**
 - Final Employer Payment Summary for Tax Year: ☐
 - Date Scheme Ceased:

Buttons at the bottom: Pending, Close, Next.

The relevant boxes will be populated if the program has calculated any additional details on this payroll. However, you may need to overtype the figures on the **Current Month** line if you are adding in details, such as SMP compensation, from a related payroll.

The window title is 'Employer Payment Summary April 2017/2018 Live Submission'.

Month	Date Sent	SMP Rec	SMP Comp	SPP Rec	SPP Comp	ShPP Rec	ShPP Comp	SAP Rec	SAP Comp	CIS Suf	App. Lev
Current Month		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
April		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
May											
June											
July											
August											
September											
October											
November											
December											
January											
February											
March											

Buttons at the bottom: Print, Save, Close, Back, Next.

If you are happy with the summary shown, click on **Next** and then **Send**.

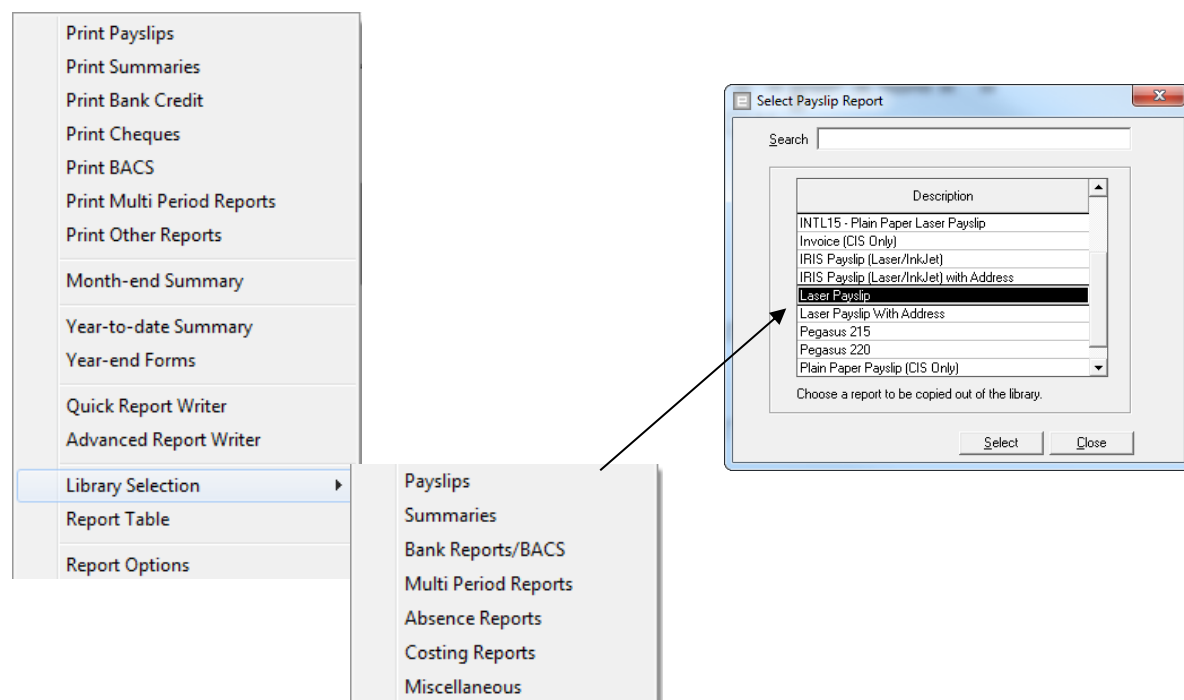
Section 9: Reporting

Earnie has an extensive range of reports that can be found in the **Reports** menu.

Initially you will find that there are some default reports in each option as a standard. You will need to choose the exact reports that you would like to use from the **Library Selection**.

Library Selection – Selecting reports

This contains all available reports in a variety of formats. For example, there are several variations of payslip layout using both plain and pre-printed stationery options.



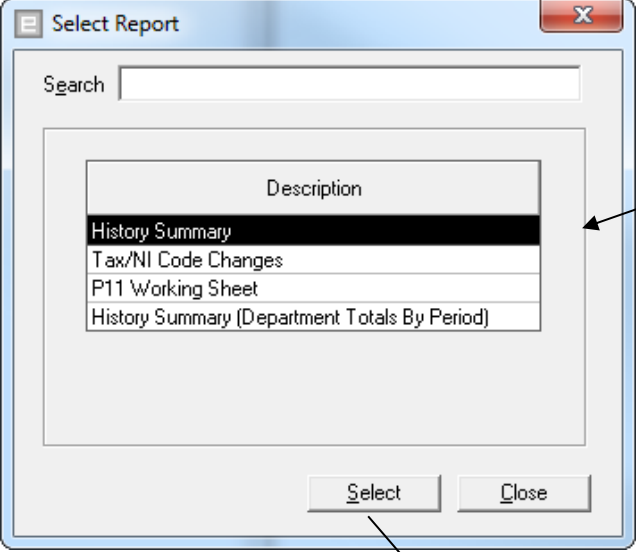
Highlight the payslip layout(s) (for example) that you want to use click on **Select**. Once selected it will then appear under the main **Print Payslips** menu option. You can add as many as you like. If you pick one that you subsequently decide is not for you, go to the **Report Table** option where you will be able to remove it from your list.

Bank Reports/BACS – if you intend to pay your employees electronically by creating a file from Earnie, remember to select the correct Bank Report from the Library. Printing or previewing this report (Print BACS) will automatically create the required file in your Earnie folder on your computer – probably c:\earnie. Please contact us for more details on 01594 545022.

Printing Reports

Any reports installed from the Library are now available to print.

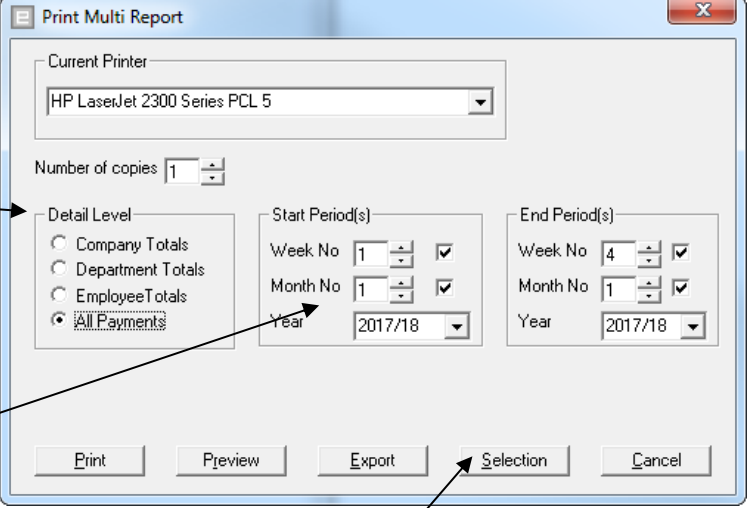
Go to **Reports** and select the appropriate option. Highlight the report that you wish to produce and click on **Select**.



The reports that appear in this list are the ones that have been previously selected from the Library.

You can choose the level of detail shown on the report – in this case perhaps a line summary for every department or maybe every single payment for this period.

Make sure you are covering the correct payroll periods. You will be able to look back at previous years if you have accumulated enough data (not available of all levels of Earnie).



The selection tab will allow you to access a wide range of filters to allow you to customise which employee details are shown on the report.

The **Select Report** dialog box contains a search field and a list of reports. The **Print Multi Report** dialog box includes settings for the current printer, number of copies, detail level (Company Totals, Department Totals, Employee Totals, All Payments), start and end periods (Week No, Month No, Year), and buttons for Print, Preview, Export, Selection, and Cancel.

Reports can be printed, previewed on screen or exported to a range of applications.

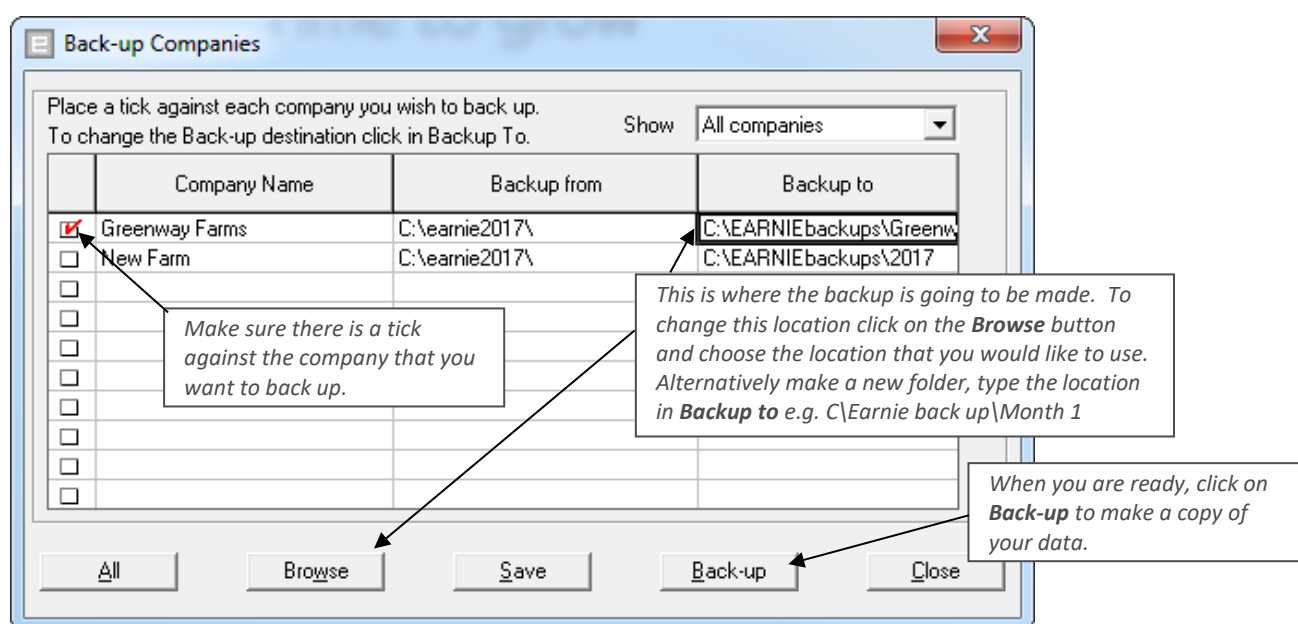
Section 10: Back-Up Company Data

For the security of your data, it is essential that you back it up after every payroll run. Although the information is saved within the computer, it is potentially vulnerable because if the computer was to break down, even if only through a temporary power failure, that information may be irretrievably lost or damaged.

Back-up Company Data

This option allows you to make a copy of your data to be stored – either on your computer or on a removable device such as an external drive or memory stick.

Take the option **File – Back-up & Restore – Back-up Company Data**.



Back-ups to Removable Devices - Whilst backups on the C: drive (the hard disk on your computer) are useful for every day back-ups, they could be lost or damaged if something happened to your machine. For that reason, we recommend that you backup to a removable device, which can be stored away from your computer.

Ensure you plug the device into your computer before you go into the **Backup** option and it will appear when you go to **Browse** you may see something like **Removable Disk E:**

Rotation of Back-ups – It is advisable to keep a minimum of two back-ups at different stages on different sources. We suggest making sub-folders for every payroll so you have backups at different stages in time. Accidents will happen, so **ALWAYS BACK-UP YOUR DATA AFTER EACH PAYROLL RUN!**

(NEVER just, rely on one backup, for example a single memory stick, which could get lost or broken).



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