



Earnie year-end guide and checklist 2024

A guide to take you through completing the 2023/2024 tax year and starting 2024/2025.

Contents

Dear Customer	3
Year-end Preparation	3
Download and install the year-end update	3
Read the Year-end Guide	3
Be ready to back up your data	3
Year-end overview	4
Checklist: Complete year-end and start 2024/25 tax year	5
Final Steps of the tax year - In detail	6
Step 1	6
Step 2	6
Step 3	6
Step 4	6
Step 5	6
Step 6	7
Step 7	8
Step 8	8
Step 9	9
Step 10	9
Step 11	9
Employment Allowance Important Note	10
Useful numbers	10

Dear Customer

Welcome to your guide to completing payroll year-end procedures for 2023/2024.
The guide contains:

- **Year-end preparation** - what you need to do before starting year-end procedures.
- **Year-end help** - step by step instructions for completing and submitting your final Full Payment Submission/Employer Payment Summary for the Tax Year and moving your companies into the new tax year.
- **Company checklist** - you can print a checklist for EACH of your companies and use it along with the year-end guide, ticking each step as you complete it.

HMRC's Gateway is ready now for your submissions - you do not need to wait until the 6th April to file your Final FPS/EPS.

Remember to install the year-end update of Earnie™ first.

Year-end Preparation

Before you start year-end procedures, there are some important checks to make.

You need to print P60s for all your current employees; you do not need forms for employees who have left.

You can print the P60s on plain A4 paper using the **Plain Paper Laser P60 report** or **P60 (published)** if using myePay Window:

- Go to **Reports > Library Selection > Miscellaneous**. Select **Plain Paper Laser P60** or **P60 (published)**

Download and install the year-end update

The version number in the title bar along the top of the screen should read **24.10***.

Read the Year-end Guide

Familiarise yourself with the year-end process before you start.

Be ready to back up your data

Make sure you know your back-up procedure and take a backup before getting started.

Year-end overview

Finish 2023/2024 payrolls & Reports



Send Final FPS or the Final EPS for the tax year



Print/Publish P60s for all current employees



Year-end Restart



Start 2024/2025 payrolls



If claiming Employment Allowance, remember to submit an EPS in April 2024/Month 1

Checklist: Complete year-end and start 2024/25 tax year

Use this checklist if you plan to send your final submissions before you start running payrolls in the 2024/2025 tax year.

Company name:	
Company number:	
Completed by:	
Date:	

Before you start, make sure you have installed the April update of Earnie™, version 24.10*

- Step 1 Complete payrolls up to the end of 2023/2024 - run reports ☐
- Step 2 Issue outstanding P45s for 2023/2024 ☐
- Step 3 Check year-to-date NI for Directors if you started using Earnie™ part way through the tax year ☐
- Step 4 Back up your 2023/2024 data. Use the space below to keep a record of where you saved it and when you did this: ☐
Back-up details
Location/filename _____
Date/Time _____
- Step 5 Submit your **FPS**. If an **EPS** is NOT required for March, tick **Final Submission for Year** ☐
- Step 6 Submit your **Final Employer Payment Summary for Year**, if required, to HMRC (Tick **Final Employer Payment Summary for Tax year**) ☐
- Step 7 Print or publish **P60s** and give to your employees by 31st May 2024 ☐
- Step 8 From the **Year-end** menu run the **Year-end Restart** ☐
- Step 9 If your company newly qualifies as a small employer, tick the **Small Employer Relief** box ☐
- Step 10 Reselect any reports you use regularly (unless they are bespoke) ☐
- Step 11 Make sure you know about changes to the software and payroll legislation – click on **Help** and select **Update Notes** ☐

Employment allowance:

If you are claiming/continuing to claim Employment Allowance in the new financial year, you are required to send an Employer Payment Summary end of Month 1 in 2024-2025 ☐

Final Steps of the tax year - In detail

Carry out steps 1 to 9 for each company you have in Earnie™

Before you start, make sure you have installed the April update of Earnie™,

Step 1

Complete payrolls up to the end of the 2023/2024 tax year. You can also run Year-end report if required and can be found under Year-end > Year-to-Date Summary

Do I need to run a week 53/54/56?

- Weekly payroll with a pay date of 4th/5th April should be week 53
- 2-weekly payroll with a pay date of 4th/5th April should be week 54
- 4-weekly payroll with a pay date of 4th/5th April should be week 56

For week 53, 54 and 56 payrolls, Earnie™ will automatically apply the week 1 tax basis as outlined by HMRC. You do **NOT** have to make any changes.

Step 2

Issue P45s for employees you do not intend to pay in the 2024/2025 tax year.

Step 3

If you started using Earnie™ part way through the 2023/2024 tax year AND imported your data from another payroll system, check year-to-date NI calculations for Directors. Follow HMRC leaflet [CA44 National Insurance for company directors](#) or use the Director's National Insurance contributions calculator listed on their website [here](#).

Step 4

Back up 2023/2024 data. Go to **File > Backup & Restore** or follow your standard back up routine.

Step 5

If no EPS needs to be sent for March - send final FPS for the tax year

If you _ to send an EPS for March to indicate adjustments made due to **Statutory Payments** reclaimed/recovered, or no employees have been paid, go to **Step 6 if no EPS is needed then see steps below.**

- Go to **Online Services > Send Full Payment Submission**, tick **Final Submission for Year** and click **Next**
- Check the figures on the **Full Payment Submission – Final Confirmation** screen. Click **Print Summary** and/or **Print Details** to print a copy for your records
- Click **Send** to submit the **Full Payment Submission**. Now go to **Step 7**

Step 6

Send FPS followed by a final EPS for the Tax Year

Complete this step if you need to send a **Final Employer Payment Summary for year** to indicate adjustments due to Statutory Payments reclaimed/recovered in the final pay period or if no employees have been paid in this month or if **Apprenticeship Levy** is or has ever been due during the tax year:

1. Following your usual procedures, send an FPS for your final pay period without ticking **Final Submission for year**
2. Go to **Online Services > Send Employer Payment Summary**, tick **Final Employer Payment Summary for Tax Year** then click **Next**
3. Check the figures on the **Employer Payment Summary Values** screen and amend them if necessary
 - For example, you may pay some employees via Earnie™ and some via another payroll system, and the company has the same PAYE tax reference in each. In this case the EPS values must be combined before submitting
4. Click **Next**
5. Check the values on the **Employer Payment Summary – Year to Date Values** section. Click **Print** if you require an EPS Confirmation report
6. Click **Send** to submit to HMRC

Step 7

Print or Publish P60 year-end forms

Print or publish P60s and give to your employees by 31st May 2024.

To do this go to **Year-end > Print Year-end Forms**.

If you need to start running payrolls before printing P60s:

- If you need to start running payrolls in the new tax year, before printing P60s, perform the **Year-end Restart** and then run payrolls in the new tax year as normal
- When you perform the **Year-end Restart** the company is copied automatically

When you are ready to print your P60s:

1. From the **Year-end** menu, select **Use Last Year's Company Data**. This restores the data to what it was before the **Year-end Restart**
2. A confirmation message is displayed. When the previous year's data is in use, the tax year is displayed in the title bar after the company name
3. Print P60s as described in the **Final Submission of the tax year** section of this guide

- Once finished, return to your current data by again selecting **Use Last Year's Company Data** from the **Year-end** menu. **Do not** perform a second **Year-end Restart** when you are using last year's data
- The Last Year copy is **NOT** a substitute for your end of year backup. When Earnie™ makes the automatic copy during the **Year-end Restart**, data already stored in the **Last Year** folder for the current company is overwritten. This happens every time a **Year-end Restart** is done for that company; consequently, only one previous tax year's copy is ever available

Step 8

Year-end Restart

1. Go to **Year-end > Year-end Restart**. The **Year-end Restart** clears all to-date information for the 2023/2024 tax year
2. Select **Yes** to start
3. From the **Employment Allowance** screen, select from the 2 options:
 - **Claim Employment Allowance:**
Tick - Continue to claim Employment Allowance.

Or

- **Do not claim Employment Allowance**
Tick - Stop claiming Employment Allowance
4. If you select to continue to claim Employment Allowance the **State Aid** screen will be displayed. Select the relevant De minimis state aid option from:
 - De minimis state aid does not apply
 - Agriculture
 - Fisheries and Aquaculture
 - Road Transport
 - Industrial/Other
 5. Click **OK**
 6. **Pay Rate** and **Payment/Deduction** annual totals are now cleared:
 - Ticked items are set to zero
 - Un-tick those you do not wish to clear
 - Any items with a reducing balance should **NOT** be cleared
 7. Do you wish to clear any History, Diary or Costing records for previous tax years?
Alter the tax year to clear the figures or leave them set to **None**, then click **OK**
 8. Click **OK** on the next screen to confirm the new tax year is 2024/2025. Employee tax codes will be updated automatically, if required
 9. If the company qualified for Small Employer Relief in 2023/2024, you are asked if you need to un-tick the **Small Employer Relief** box for the new tax year. If you respond **Yes**, Earnie™ automatically removes the tick for you
 10. Click **OK** to complete the process

Step 9

If your company NEWLY qualifies as a small employer for the 2024/2025 tax year, go to **Company > Alter Company Options**, tick the **Small Employer Relief** box and click **OK**.

Step 10

Go to **Reports > Library Selection** and reselect any reports you use regularly (unless they are bespoke) to make sure you have the latest versions.

Step 11

Read **Help > Update Notes** to learn about changes to the software.

Employment Allowance Important Note:

If you are claiming/Continuing to claim **Employment Allowance** in the new financial year 2024/2025, you are required to send an Employer Payment Summary in Month 1. *At least one EPS is required for each year you claim Employment Allowance to inform HMRC.*

Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600 Email: helpdesk@ir-efile.gov.uk	Tel: 0300 200 3200 Tel: 0300 200 3211 (new business)

Contact Support

Your Product	Phone	E-mail
Earnie Payroll Support	01594 545022	farmplansupport@proagrica.com