

Review of messages from last month...

Last month we shared our May Payroll update, where we communicated that the biggest change ahead was the National Living Wage increase from April. At Hakim Group we aim to pay 15p above the National Living Wage and are delighted to announce that 90% of our employed team members are now paid above this minimum standard. This will go a long way in helping us attract & retain the best talent.

What happened during May

There were no major updates or legislation changes in May.

We have maintained a reasonable level of service by replying 70% to 75% your emails within 3 working days and as promised we will continue to improve this.

On completion of the month of May payroll, we took some time to review our performance. We have had a similar number of corrections in comparison to last month. In summary, we are improving gradually and working hard to improve.

Important dates for June

P32 – The Employer Payment Record

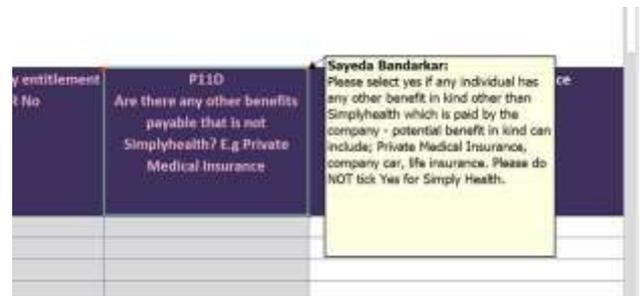
This is a short note to confirm that all P32's will be sent by 7th June 2022. Please ensure payment is made by the 22nd June.

P11D's

The P11D form is the way that businesses declare to HMRC any expense(s) or benefit(s) given to the workforce during the previous tax year that has not been processed through the payroll.

The fast-approaching deadline for submitting P11D benefits is the 6th of July.

To ensure we capture the correct P11D benefit(s) and declare to HMRC accurate information on the June timesheet there is an additional column (**column AI, see image**) pertaining to P11D's. This column has been added in order to inform payroll team of any extra benefits that have been provided to team member(s) over the course of the last tax year.



As the payroll team is relatively new, they might not necessarily be aware of any additional benefits, hence the added column. Please could you ensure that the drop-down box is completed for each person. As you return the June timesheet the payroll team will be in contact for further details about the benefit(s); examples of potential benefits include, Private Medical Insurance, company car, life insurance, or any additional expenses given to employees that have not been taxed through the payroll.

Please **DO NOT** include Simply Health Cash Plan as this will be submitted automatically to the inland revenue for each person who has had access to the benefit. The team only need to know about any other benefit(s) other than Simply Health.

Payroll Legislation Updates

Please note that from July the National Insurance threshold has been increased to be in-line with the income tax threshold of £12570 a year. This means that NI will become payable on all earnings above £1048 per month. The previous threshold was £823 a month.

However, the increase in National Insurance payments to 13.25% from April 6th to fund social care in England and help the NHS recover after the pandemic continues. This is a temporary measure until 6th April 2023.

The Payroll Calendar

Please find below important dates for June...this will allow you to plan your time in practice and enable the team to process everything in time. You can help us by ensuring that the spreadsheets are returned as planned – A big thank you in advance for your support and time.

9th June; RECEIVE TIMESHEETS. You will receive your timesheets from the Payroll Team by 5pm, please schedule some time to complete over the next few days.

13th June; RETURN TIMESHEETS. This is your deadline for sending the completed timesheets back to Payroll. You can send back as soon as completed but by 5pm.

20th June; RECEIVE PAYROLL SUMMARIES. You will receive your payroll summaries by 5pm. Please schedule some time to review, approve & return.

22nd June; RETURN PAYROLL SUMMARIES. 11am is your deadline for getting the payroll summary back to us with any necessary amendments, however the earlier you send that back, the better for the team.

The Payroll Team are also working to deadlines that can't be moved and they need everything to be posted by the 22nd of June to allow everyone to get paid on the 24th. This is the main purpose for us requiring this information on these dates.

**The payroll calendar is relevant for those with the 26th pay date.*

Last few updates.

Your emails:

We have noticed that many of you have been receiving post from "The Pension Regulator" stating your practice is coming up to the auto enrolment anniversary. If you do receive this type of letter, please be assured that auto enrolment dates

are embedded into our payroll software, and it will automatically get picked up to ensure we adhere to the requirements of the Pension Regulator. Please forward any such letters to HQ for the attention of the Payroll Team.

Finally, just a reminder that when practices know they have a leaver, please can they inform HR straight away so they can start the leaving process.

Finally, thank you once again for your support during May, we'll send another Payroll update next month.

From the Payroll Team

Your Payroll & Benefits Team

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