



CleanLink Software Ltd

## CleanLink Payroll End of Year

**The Year End Clear Down can be performed in 'Site Manager 2023' or higher.**

The 'How Do I Do Year End Clear Down' video can be accessed via the 'How do I...' button located on the Home screen or by pressing the 'F1' key within Site Manager. Alternatively follow the steps in this document.



## Notes:

There are no major procedural changes to the PAYE year end processing this year. Like last year, there are again no changes to Workplace Pension Minimum Contributions. Other than the clear-down and P60's, the main key point to look out for is:

### National Minimum & Living Wage Increases

National Minimum & Living Wage Increases – as of 1st April 2023 the National Minimum and Living Wage rates are increasing. Instructions showing how to apply the increases can be found in the '**How to Process NMW / NLW Increases**' video and in the CleanLink Manual both accessed via the '**How Do I...**' button in Site Manager. Details of the rates can be found below and information about when to apply the changes can be found by visiting the ACAS website:

<https://www.acas.org.uk/national-minimum-wage-entitlement>

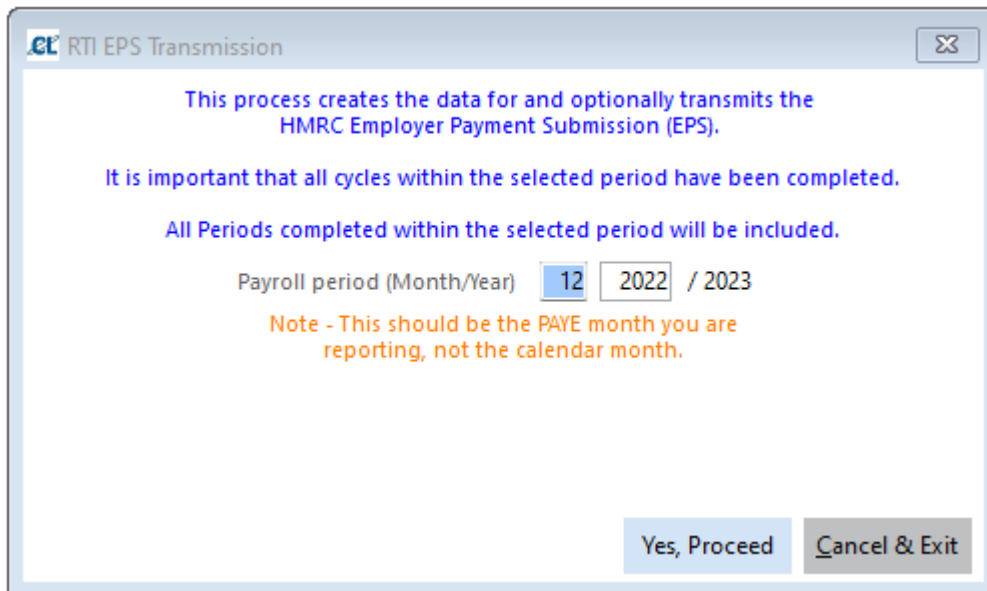
#### **National Minimum Wage (NMW) and National Living Wage (NLW) rates from 1 April 2023:**

Aged 23 and above (NLW rate)	£10.42
Aged 21 to 22 inclusive	£10.18
Aged 18 to 20 inclusive	£7.49
Under 18	£5.28
Apprentice Rate	£5.28

## Completion of current year:

Before starting the year end procedures **all pay cycles must have been completed and closed**. Once this has been done it is necessary to file an EPS stating that this is your final submission.

Select '**Pay > C. In Year Movements (RTI/DPS Processing and P45 printing) > F. Create Employer Payment Submission (EPS)**'.



RTI EPS Transmission

This process creates the data for and optionally transmits the HMRC Employer Payment Submission (EPS).

It is important that all cycles within the selected period have been completed.

All Periods completed within the selected period will be included.

Payroll period (Month/Year) 12 2022 / 2023

Note - This should be the PAYE month you are reporting, not the calendar month.

Yes, Proceed Cancel & Exit

Enter '**12/2022**' for the period and the year should then show as 2022/2023 as in the image above, then press '**Yes, Proceed**'. Check that the YTD totals agree. Make any adjustments to the 'This Period' figures if necessary. Once you are happy with the figures, tick the final submission box, then click on '**Yes, Proceed**'. This will then complete the RTI EPS transmission.

CL Check Details to Send

Tax Period 12 06/03/2023 to 05/04/2023

Please confirm this is your final submission for the current tax year

	This Period	Year to Date
SMP Recovered	156.66	3914.28
OSPP Recovered	0.00	0.00
SAP Recovered	0.00	0.00
ShPP Recovered	0.00	0.00
SPBP Recovered	0.00	0.00
SMP Compensation	4.70	117.43
OSPP Compensation	0.00	0.00
SAP Compensation	0.00	0.00
ShPP Compensation	0.00	0.00
SPBP Compensation	0.00	0.00
CIS Deductions Suffered	0.00	0.00

NOTE - This is the amount that has been deducted from your Invoices, not the amount you have deducted from Sub-contractors, this is reported on Form CIS300

Report Apprenticeship Levy

NI-able Gross Pay	26727.93	122579.47
Apprenticeship Levy Due	0.00	0.00

Claim Employer Allowance

Yes, Proceed   Cease Trading   Inactive Periods   Account Details   **OK & Exit**

Tick to confirm that this is the final submission of the current tax year.

Check that the YTD figures are correct. If not, amend the 'This Period' figures.

**At this point we strongly recommend that you take a backup of your CleanLink data before proceeding any further**

## Clear Down

**This must be done before opening any pay cycle for the new tax year.**

**Clients using CleanLink payroll for the first time may need to do No.3 below.**

**1. Ensure you are using the correct version of CleanLink and the new Tax, NI and Pension tables are present.**

The update you installed will have updated you to CleanLink Site Manager 2023. Check this now on the 'Home' tab in the bottom left corner.

The Tax, NI & Pension tables for all supported tax regimes for the 2023/24 tax year will have been installed during the above update. Go to '**Setups > R. PAYE, NI & Staff Setups > K. PAYE Parameters**' and check that the tables are correct and match the following:

The screenshot shows the 'PAYE Parameters' screen in CleanLink Site Manager. The 'Effective From' column is highlighted with a yellow box, and a callout box points to it with the text: 'Ensure all Tax Regimes are showing and are 'Effective From' 06/04/2023'. The table below shows the following data:

Effective From	Tax Year	Tax Regime
06/04/2023	2023/2024	England
06/04/2023	2023/2024	Wales (Cymru)
06/04/2023	2023/2024	Scotland
06/04/2023	2023/2024	Northern Ireland (Tuaisceart Éireann)
06/04/2023	2023/2024	Republic of Ireland (Éire). Note, Cleanlink will not apply any Gross to Net (PAYE) cases.
06/04/2023	2023/2024	Outside of PAYE (Contractors for example).
06/04/2022	2022/2023	England
06/04/2022	2022/2023	Wales (Cymru)
06/04/2022	2022/2023	Scotland (Alba)
06/04/2022	2022/2023	Northern Ireland (Tuaisceart Éireann)

Below the table, there are sections for 'Rate No', 'Rate of Tax', 'Bandwidth', 'Cumulative Bandwidth', and 'Cumulative Annual Tax'. The 'Student Loans' section includes a table with columns for 'Annual Threshold' and 'Rate of Repayment'.

Rate No	Rate of Tax	Bandwidth	Cumulative Bandwidth	Cumulative Annual Tax
1	20.00%	37700	37700	7540.00
2	40.00%	87440	125140	42516.00
3	45.00%			

Student Loans	Annual Threshold	Rate of Repayment
Plan 1	22015	9.00%
Plan 2	27295	9.00%
Scottish Plan 4	27660	9.00%
Graduate	21000	6.00%

**Note - MULTI COMPANY USERS – You will need to check the tables for each company. Each company will have its parameter files updated when it is entered for the first time following the update to Site Manager 2023. If the parameter file update fails for any reason, a message will be shown detailing what to do. If you were using non-standard table parameters you will need to make your**

own amendments to suit your requirements – **Please call support if necessary.**

Go to '*Setups > R. PAYE, NI & Staff Setups > L. NI Parameters*' and check the tables are correct and match the below:

NI Parameters

Effective from 06/04/23

Change No	Effective From	Earnings Limits	Categories	Rates	SMP etc.	SSP	Class 1A	Apprenticeship Levy	
28	06/04/23	<b>Standard</b>							
27	06/12/22								
26	06/11/22								
25	06/07/22								
24	06/04/22								
23	06/04/21								
22	06/04/20								
21	06/04/19								
20	06/04/18								
19	06/04/17								
18	06/04/16								
17	06/04/15								
16	06/04/14								
15	06/04/13								
14	06/04/12								
13	06/04/11								
12	06/04/10								
11	06/04/09								

	Lower Earnings Limit (LEL)	Primary Threshold (PT)	Secondary Threshold (ST)	Upper Earnings Limit (UEL)	Upper Secondary Threshold (UST)	Apprentice Secondary Threshold (AUST)	Veteran Secondary Threshold (VUST)	Termination Pay Er NIC Threshold
<b>Standard</b>								
Weekly	123	242	175	967	967	967	967	
Monthly		1,048	758	4,189	4,189	4,189	4,189	
Yearly	6,396		9,100	50,270	50,270	50,270	50,270	30000.00
<b>Directors</b>								
Weekly	123					967	967	
Monthly	533					4,189	4,189	
Yearly	6,396	12,570	9,100	50,270	50,270	50,270	50,270	

Ensure the changes are effective from 06/04/23

Cancel OK & Exit

## Workplace Pension Parameters & Thresholds

As there are no planned WP Pension threshold changes this year, you simply need to check the relevant tables are showing for the 2022-23 tax year.

Go to '**Setups > R. PAYE, NI & Staff Setups > I. Workplace Pension Parameters**'

Workplace Pensions (Global) Parameters

Staging Date: 01/08/2020

Next cyclical automatic re-enrolment date: 02/01/2023

For re-enrolment, use the original pension scheme instead of the current default for the worker's

Use DB/Hybrid Transitional Period:  End of DB Transition: 30/09/2017

Effective From	Employee's Contribution %	Employer's Contribution %	Total Contribution %	PRAS
01/04/2023	5.00%	3.00%	8.00%	20.00%
01/04/2022				
01/04/2021				
01/04/2020				
01/04/2019				
01/04/2018				
01/04/2013				

**1. The 'Effective from' date should show as 01/04/2023.**

**2. Now press 'Thresholds'**

Thresholds Modify Cancel OK & Exit

Workplace Pensions Earnings Thresholds

Frequency: Annual

Effective From	Qualifying Earnings Lower Threshold	Qualifying Earnings Upper Threshold	Auto Enrolment Trigger
01/04/2023	6240.00	50270.00	10000.00
01/04/2022	6240.00	50270.00	10000.00
01/04/2021	6240.00	50270.00	10000.00
01/04/2020	6240.00	50000.00	10000.00
01/04/2019	5876.00	50000.00	10000.00
01/04/2018	5876.00	46350.00	10000.00
01/04/2017	5876.00	45000.00	10000.00
06/04/2016			10000.00
06/04/2015			10000.00
06/04/2014			10000.00
06/04/2013			9440.00

1. The 'Effective from' date for annual thresholds will not need to be amended. Check that it is 01/04/2023 as shown.

Buttons: Modify, Cancel, OK & Exit

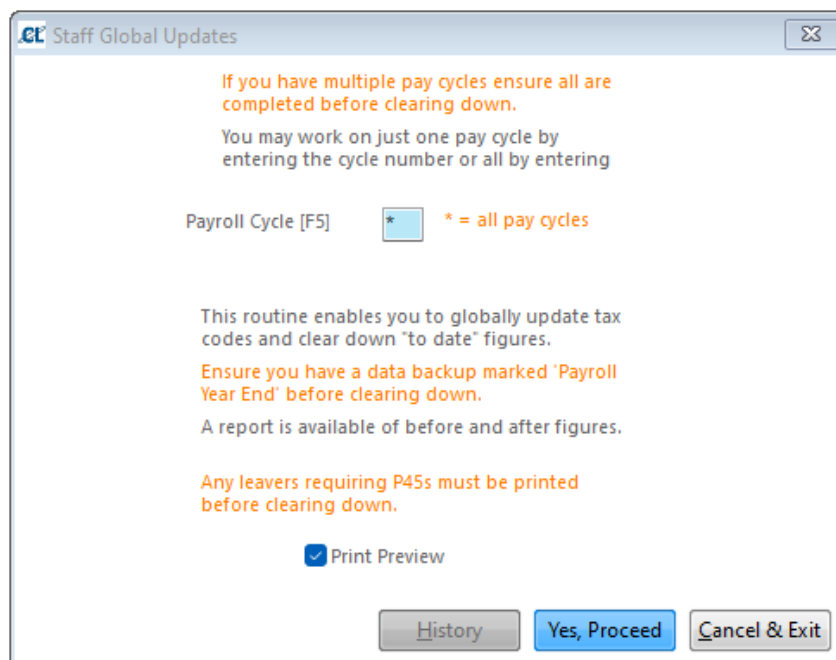
**2. Print any P45s due for the 2022/23 year.**

To date figures will be cleared down by the next routine.

### 3. Clear Down.

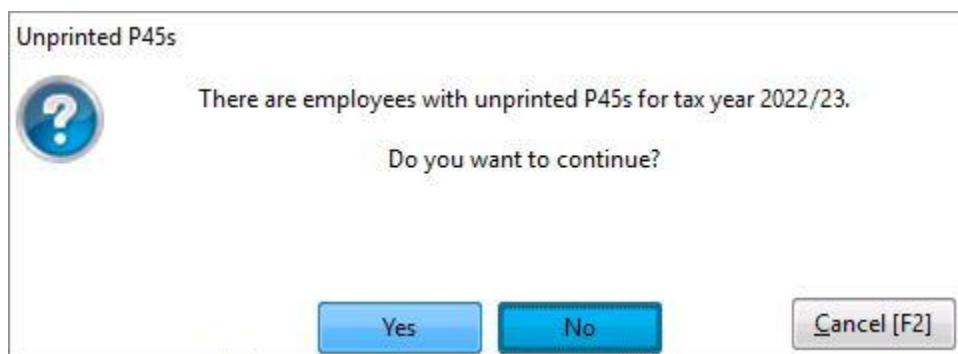
Go to '**Pay > E. Year-End (Clear-Down and globally update Tax Codes) > C. Update Tax Codes and Clear Down**'.

In the Staff Global Updates dialogue box, you can select a specific cycle if you need to. Unless you specifically need to clear your cycles one at a time, we strongly recommend leaving the '**Payroll Cycle**' set to \* to clear all payroll cycles. If you need help with this option, please contact support.



Click on '**Yes, Proceed**'.

Please Note: If you have unprinted P45s for the current tax year, a pop up window will appear advising of this. Press No or Cancel to go back and print them, before progressing with the clear down process.



Once all P45s have been printed, return to the 'Update Tax Codes & Clear Down' screen to continue.

You will now get a prompt to make a back up of your data. If you have backed up already, as prompted to do so on page 4 of these instructions, you do not need to back up again, however if you did not backup when prompted to earlier, we strongly recommend that you do so now, and keep the backup somewhere that it will not be overwritten.

If you wish to backup now, you can click '**OK**', and then '**Cancel & Exit**' in the next screen. Come back to this point once you have completed your backup.

On the next screen, in the '**Clear Downs**' box (the middle section of the screen) **tick all 5 boxes – this is VERY important**, it changes all:

- This Employment To Date figures to Zero
- Wk1/M1 to 'No'
- Previous P45 Gross/Tax figures to Zero
- Last tax Wk/Mth No. to Zero
- Contracted NI Classes no longer used

**For the 2023/2024 Tax Year L, M and N codes have not increased**

**Global Update of Pay Codes** [Close]

**Adjust Codes**

Increase Suffix Code L by

Increase Suffix Code M by

Increase Suffix Code N by

**Clear downs**

For EOY check these

Clear Year to Date accumulators

Change ALL W1M1 to NO

Zero ALL Previous & To Date Figures

Set all 'Last Tax Wk/Mths' to Zero

Convert NI Class

**To clear selected groups only - (Leave blank for all Staff)**

Only for Tax Code

Only for Tax Suffix

Branch [F5]

**April 2023**

There are NO increases to be applied to L, M or N codes for this tax year.

Please remember to set your default tax code to 1257L (Setups, Setups & Defaults, Defaults)

1. These should NOT need amending. Simply check that the figures shown here are in line with any changes (in orange) on the right of this screen.

2. Ensure all 5 Clear Down fields are ticked.

3. Press '**Yes, Proceed**'

Once the update has completed, you will get a confirmation message, and the '**Changes to Staff Tax Codes**' report will run.

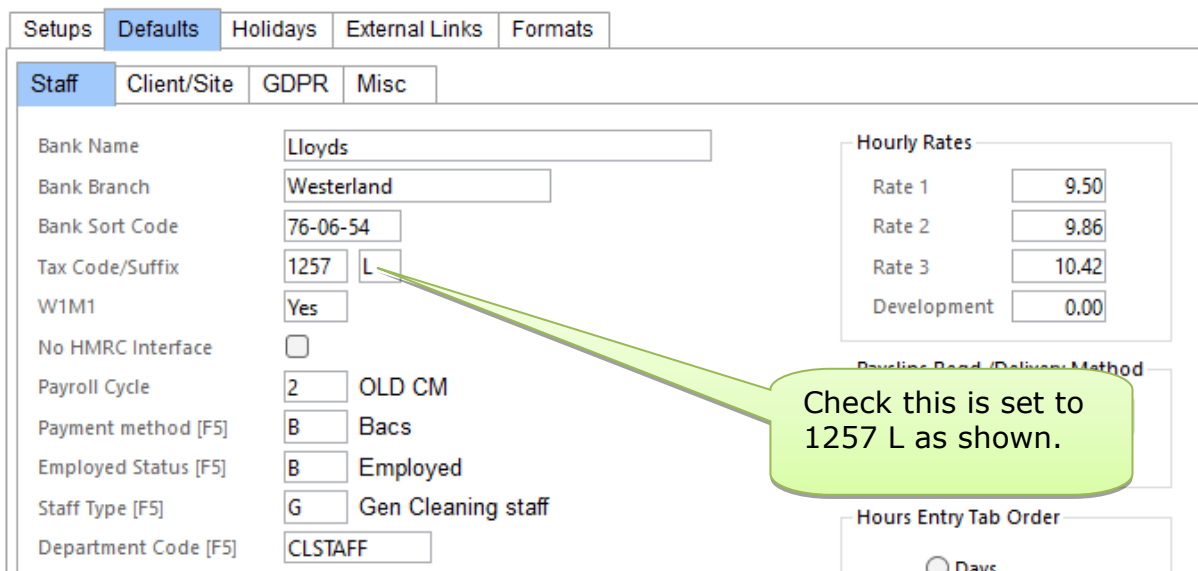
There is a new History option available, which will show you when the Cleardown was run, by whom, and what settings were used.

For this you can go to '**Pay > E. Year End > C. Update Tax Codes and Clear Down > History.**'

The **View Report** button will then produce the same '**Changes to Tax Codes**' report.

#### 4. Check the Default Tax Code (Emergency Code).

Go to '**Setups > B. Setups and Defaults > Defaults**' and check the default Tax Code/ Suffix field is set to **1257 L**.



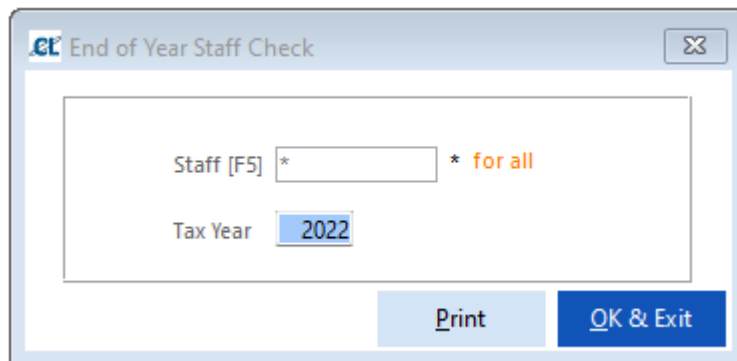
The screenshot shows the 'Defaults' tab in a software interface. The 'Staff' sub-tab is selected. The 'Tax Code/Suffix' field is set to '1257 L'. A callout box points to the 'L' suffix with the text 'Check this is set to 1257 L as shown.' Other fields include Bank Name (Lloyds), Bank Branch (Westerland), Bank Sort Code (76-06-54), W1M1 (Yes), No HMRC Interface (unchecked), Payroll Cycle (2), Payment method (B), Employed Status (B), Staff Type (G), and Department Code (CLSTAFF). The 'Hourly Rates' section shows Rate 1 (9.50), Rate 2 (9.86), Rate 3 (10.42), and Development (0.00).

**At this stage you are now ready to continue with the new year.**

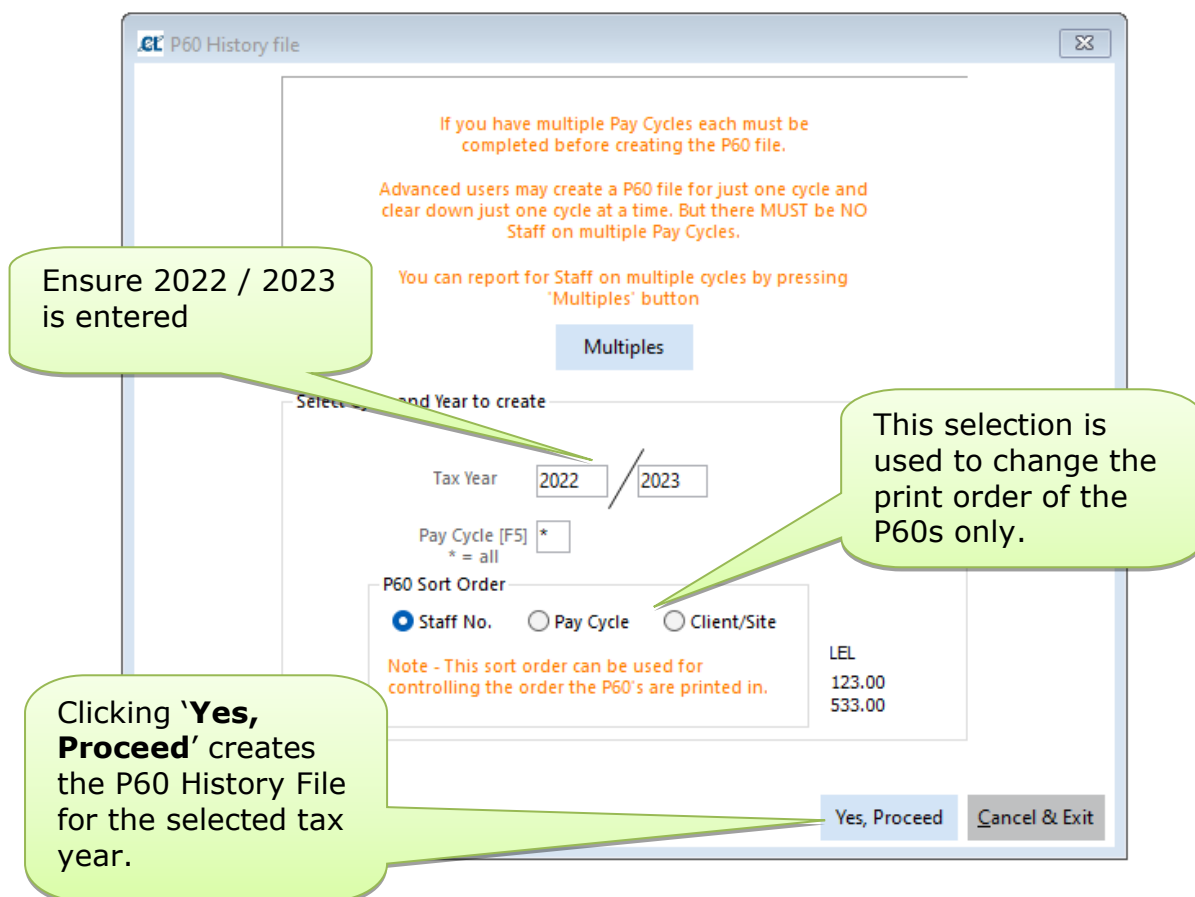
## P60 Printing:

Before you can print the P60's it is necessary to create the P60 history file. This is completed by going to '**Pay > E. Year-End (Clear-Down and globally update Tax Codes) > A. Create P60 History File**'.

The first stage of this is to run a staff check to confirm all staff have valid details. This should default to 2022, select Print. Any problems will be reported and must be cleared before the P60 History File can be created. (If the only errors displayed on the report are genuine missing NI numbers, you can press '**OK & Exit**')



Once no errors are found you will be given the following options:



Ensure 2022 / 2023 is entered

This selection is used to change the print order of the P60s only.

Clicking '**Yes, Proceed**' creates the P60 History File for the selected tax year.

Once the History file is created go to the **'Pay> E. Year-End (Clear-Down and globally update Tax Codes)> D. Print P60s'**.

Use F5 to select a cycle or enter \* for all cycles

Selecting **'Output to Portal'** will send all to the CleanLink Portal

Select **'Send by Email'** to email P60s – Please read note in orange regarding email P60s

Select the format to print.  
Note: Substitute P60s are printed on plain paper.

Tick and add a password to the P60 if required

We advise you to tick **'Include Zero Tax/NI'** and **'Print Preview'**. Only tick **'Include Staff with an email'** if you wish to print those with an email.

While this can be done at any stage after the completion of the current year above, employees *must* receive their P60 by 31st May. Our recommendation is that you use either our substitute P60 or the P60 Only documents - look at this web site:

<https://www.gov.uk/payroll-annual-reporting/give-employees-p60-form>

As the HMRC P60s are a 'one size fits all' you will need to set the offset to ensure that the figures appear in the correct boxes. All printers differ but

most need to use a figure of 12 to get the fit about right. It is not necessary to add an offset for the substitute P60's.