



Real Time  
**PAYE**

## QuickBooks RTI Frequently Asked Questions

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#### How to download RTI?

RTI filing is available in QuickBooks 2013. If you have 2012 you need to upgrade to 2013 and then accept the update for the latest release. You can turn on RTI in the latest release but you should only do so after you have been instructed to by HMRC. For most people this is after April 6th 2013.

#### How do I know if I have the RTI update?

You will see an RTI option under the Employee menu. You will be prompted to accept the latest QuickBooks 2013 update in March.

#### We process our payroll on QuickBooks and then file all of our HMRC info online! Can we still carry on doing this or will QuickBooks file this for us?

QuickBooks will file it for you in Real Time.

#### I'm not RTI ready. How do I force the updates?

QuickBooks 2013 contains all of the RTI functionality to ensure you are RTI-ready in plenty of time. If you are using QuickBooks 2012 you need to install QuickBooks 2013. To find out which release you are using with QuickBooks open press the F2 key and read the top line of Product Information

## **Is there somewhere I can go to get all of the information on QuickBooks versions and installation?**

For information on how to install or download the latest update for QuickBooks:

<http://support.intuit.co.uk/quickbooks/>

## **I have employees on term time only contracts - not sure of the contracted hours?**

There is an option for "unspecified"

## **Irregular Employees can start as many times as 8 separate periods without issuing P45 or doing a P46 at each start. Some reappear after 2 or 3 years. How does HMRC/QuickBooks automatically deal with this?**

In QuickBooks you enter the start date and leave date. This is sent to HMRC with the next RTI submission. When an employee leaves your company you issue a P45 to the employee to take to the next employer. This P45 does not need to be sent to HMRC as they have all the information in the last RTI submission. When you hire an employee they will bring a P45 for you to enter the earnings and tax deducted at their last employment. Enter this as previous employment.

If an employee re-joins the company create a new employee. You must rename the old employee. You can enter the old employee's payroll id into QuickBooks to inform HMRC that this is someone you previously employed.

## **What is the time limit from payday to RTI submission?**

As an employer, each time you pay an employee, you already keep payroll information. After 6 April 2013 you will still operate PAYE in the same way but you must submit the payroll information you already keep to HMRC on or before you pay your employees.

In QuickBooks we will prompt you to submit as soon as you have created the paycheques. If you cancel this submission you will not be permitted to pay anyone else until you finish this submission.

<http://www.hmrc.gov.uk/payerti/getting-started/payee-basics/rti.htm>

## **If I pay some employees weekly, and some monthly, how do I ensure I file Real Time PAYE to HMRC correctly?**

You have nothing to worry about, as you should just continue to pay your employees in the same way as you always do in QuickBooks - whether that's weekly or monthly. At the end of every pay run, you should just click the button to send the submission to HMRC.

## **Does the RTI Wizard actually check the accuracy of the data entered? NINO (National Insurance number) for example?**

Yes it verifies that the NINO is valid - but not necessarily that it belongs to that employee.



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## HMRC RTI Frequently Asked Questions

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#### **Would work experience people who are paid a relatively small sum for only a few weeks need to be entered to RTI?**

You need to include the details of all employees you pay, including those who earn below the NICs Lower Earnings Limit (LEL), for example, students.

<http://www.hmrc.gov.uk/payerti/getting-started/payee-basics/rti.htm>

#### **What about Stakeholder pension or any other pension scheme deduction?**

Payroll items for pensions should be setup in the payroll item list. Pension Contribution should be checked so that it will appear in the correct field in the RTI submission.

#### **What happens if I am on holiday and prepare payroll in advance for payment on the usual date?**

As long as the RTI submission reaches HMRC before the payment to the employee all is good.

## **If I have a part time employee whose hours vary monthly, what should I put as contracted hours**

This refers to the usual hours. The employee can be edited if the usual hours change but it can also be left as unspecified if the ranges vary greatly.

## **We pay our employees on a four weekly basis so at present we make a double payment in one month of the year. Do we have to change to pay monthly?**

No change is needed if you have setup your employees with a pay frequency = four- weekly.

## **Didn't small employers have until October 2013?**

No - some larger employers have a different deadline.

## **When is the mandatory date for small employers to begin reporting under RTI?**

From 6 April 2013 you will have to start reporting PAYE information in real time. You may see this referred to as Real Time Information - or RTI.

Unless HM Revenue & Customs (HMRC) has notified you otherwise, changing to PAYE in real time is mandatory. Each time you pay an employee after 6 April 2013 you must submit details about employees' pay and deductions to HMRC using payroll software.

Some employers have already started in 2012-13 as part of an HMRC pilot.

<http://www.hmrc.gov.uk/payerti/getting-started/payee-basics/rti.htm>

## **Can I date my FPS last day of month but file it 15th of next month?**

As an employer, each time you pay an employee, you already keep payroll information. After 6 April 2013 you will still operate PAYE in the same way but you must submit the payroll information you already keep to HMRC on or before you pay your employees.

In QuickBooks we will prompt you to submit as soon as you have created the paycheques. If you cancel this submission you will not be permitted to pay anyone else until you finish this submission.

<http://www.hmrc.gov.uk/payerti/getting-started/payee-basics/rti.htm>

## **We pay employees weekly. Will this be very onerous on such a regular basis?**

The submission only adds a minute or so at the end of your payroll run.

## **I have 2 payrolls a month, one around the 20th and one end of month. How will the affect when I should file RTI?**

When you pay the employees you get the window to submit RTI. If you cancel this window you can resume it later. This gives you an opportunity to check your payroll run before submitting. You must submit this before you pay the next employees.

## **I have sub-contractors set up in my employees section. Will this confuse HMRC when I upload RTI?**

Subcontractors are not employees and should have a leave date entered that is prior to the start of last year so that information will not be submitted to HMRC. After the first submission only information on employees who have been paid will be sent to HMRC.

## **My clients suffer CIS tax; will this be entered to RTI**

This will be entered when you pay your liabilities to alert HMRC of a difference in the amount being paid from the PAYE tax and NI that was deducted from employee's payments.

## **Is there any change to CIS?**

Other than the amount being entered when paying liabilities this is unaffected by RTI. CIS is otherwise unrelated to payroll.

"The Construction Industry Scheme (CIS) payment and reporting process - real time reporting is not changing the existing CIS process. Employers will continue to complete and file monthly returns (CIS300) due under the existing CIS arrangements."

<http://www.hmrc.gov.uk/payerti/getting-started/payee-basics/rti.htm>

## **I pay our payroll liabilities and student loans every month between 5th & 19th. Will this be different or do I not need to do this anymore?**

You should pay liabilities in the payroll module the same as usual. This will result in an option to enter any CIS deductions suffered or NIC Holiday amounts. Recovery of SXP will also populate on this screen if any adjustments have been made in the period.

## **I have one employee who is paid £150 per week do I still need to send information in monthly or quarterly?**

The RTI submission should be made when the employee is paid. If you cancel the submission then you will not be permitted to pay the employee again until the first payment is submitted. There is more information on the HMRC site on special situations. For example <http://www.hmrc.gov.uk/payerti/getting-started/domestic-employees.htm>

## **I'm still not sure what would be included in the adjustment notice? (Holiday relief does not apply in the UK now)**

You would leave it blank if you have not holiday relief.