

Common Payroll errors

ERRORS	BOOKCHECK CORRECTIVE ACTIONS
<p>Incorrect submissions to HMRC.</p> <p>Pay Components set up incorrectly.</p> <p>AOE incorrectly deducted.</p>	<p>Correct all issues and submit revised info to HMRC.</p>
<p>Non-filing penalties for 5 payrolls in a group</p>	<p>Brought all PAYE schemes up to date and successfully appealed all penalties.</p>
<p>Amend incorrect annual payrolls run for 5 Director only businesses.</p> <p>Establish correct treatment of CIS and appeal non-filing penalties as required for one client.</p>	<p>Reran and resubmission of payrolls.</p> <p>Ensure robust reporting processes in place going forwards. Successfully appealed penalties.</p>
<p>Claim of Employment Allowance prior to our service was erroneous, the company was deemed to be in a group therefore it should not have been claimed.</p>	<p>Ensured that HMRC was notified to remove historic claim.</p>

ERRORS	BOOKCHECK CORRECTIVE ACTIONS
<p>NHS pension contributions not being being correctly calculated - historic issue from previous payroll provider.</p>	<p>Historic analysis and re-calculation provided to client, outstanding contributions paid to pension provider.</p>
<p>True Potential pension scheme set up incorrectly on Xero leading to under deduction of contributions across 2 tax years.</p> <p>Previously reported to the TPR as contributions not uploaded to the Pension provider.</p>	<p>Review, analysis and correction of all members and employer contributions.</p>
<p>Not able to add a payroll to TPR for re-declaration.</p>	<p>A call to the TPR found that they submitted a Declaration of Compliance in June 16, then filed an exemption for some reason which is why the system didn't allow a re Declaration. TPR needed to re-activate them.</p>

ERRORS	CONSEQUENCE
<p>Directors set up incorrectly as employees.</p>	<p>NI incorrectly calculated.</p>
<p>Wrong SMP information given.</p>	<p>Wrong amounts paid, wrong ending dates etc.</p>
<p>Employment Allowance not claimed, or has been claimed when shouldn't have.</p>	<p>Not claimed or incorrectly claimed.</p>
<p>Not informing us of leavers in the current year.</p>	<p>End of year figures then inconsistent with HMRC.</p>
<p>Tax codes not uplifted for the current year.</p>	<p>Wrong tax calculations.</p>

<p>Pensions being calculated incorrectly re tax relief, eg pre-tax when it should be post tax or opposite.</p>	<p>Double tax relief to employee, or no tax relief at all.</p>
<p>Pensions being calculated on full salary when it should be qualified earnings only.</p>	<p>Wrong calculations for employees and employers.</p>