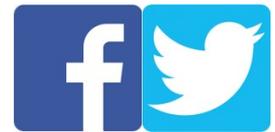


Welcome to the Quill Accounts Spring Newsletter.

Please have a read through of the information below as some of the points listed will be of importance to you, your payroll, and your staff. As always, if you have any queries at all, please don't hesitate to contact us – we're always happy to have a chat and help in any way we can.



@quillaccounts

You can also stay up to date with all our news, announcements, and important payroll information by following us on social media.

Tel: 01337 827017 – Email: info@quillaccounts.co.uk – Web: www.quillaccounts.co.uk

Spring Cleaning!

As we come to the end of the current tax year, it's a great time to check with your staff that all their details are up to date – please notify us as soon as possible of any changes to e.g. names, addresses or phone numbers.

Please also let us know if any employees who are currently on your books will no longer be working for you – sometimes staff are kept on in case of emergencies or to cover holidays

P60s will normally be sent when the final pay of the current tax year is processed. These will usually be sent to the employer's address and should be passed to employees promptly.

and sick days, but if they don't work for quite some time it can slip minds that they're still on the payroll. Normally we will remove employees in March who have not worked at all in the tax year.

Annual Leave

For most of our clients, the start of the new tax year also means the start of the new annual leave year. There are some important points to remember when it comes to annual leave for your staff:

- All employees, even those working part time, are entitled to the statutory annual leave allowance of 5.6 weeks per year.
- Annual leave is accrued from day 1 of employment but normally, in the first year of employment, leave should only be taken as it is accrued – as a rough guide, you accrue 1 week of holiday for around every 9 weeks worked.
- Holiday pay is calculated on normal hours worked e.g. if you work 10 hours per week you would be entitled to 56 hours of paid leave per year. Where hours worked vary, an average of normal hours worked would be paid when leave is taken.
- You continue to accrue holiday when signed off sick or if you're on Maternity or Paternity leave.
- Leave cannot normally be carried forward into the new tax year so employers should encourage staff to use their entitlement. Employees don't have to take their full allowance each year if they don't want to but you should make them aware that they do have 5.6 weeks of holiday to take and also make them aware that it will be lost if not taken before the end of March each year.
- Employers can specify when staff take some of their holiday e.g. if you know you won't need your employees to work over Christmas or when you're on a summer holiday then you can ask them to reserve some of their annual leave allowance for those occasions.

IMPORTANT

Changes to UK Employment Law (from 6th April 2020)

April sees some important changes to UK employment law coming into force. These changes are applicable to all employers, including PA employers, so it's important that you are aware of how these will affect you and your staff.



Contracts of Employment

From 6th April 2020, all employees and workers must be issued with a written statement of terms of their employment on or before their first working day. This is a change from the current rules which allowed up to 2 months before a statement was issued and did not always extend to include those deemed to be a worker, rather than an employee. It is therefore important that all employers ensure they have terms drawn up before any new employees are due to start work.

In addition to the details which were previously required to be written into statements, the following should also now be included:

- The days and hours that will be required to be worked and any variability in these days/hours (as well as a note of how the variability will be determined).
- Paid leave entitlement – annual leave and statutory leave (e.g. Statutory Maternity Leave, Paternity Leave, etc.)
- Any additional benefits the employer will provide.
- Details of any probation period – conditions and duration.
- Any training required, including if this is mandatory and whether the worker is required to pay towards the cost of any training.

Most local authority areas do have a service which will support PA employers in providing statements for employees, as well as assisting with other HR matters. If you are unsure where there is a service local to you, please contact our office and we'll be able to give you the best contact details for your area.

Holiday Reference Period

Currently, for employees who work variable hours, holiday is calculated based on a 12 week reference period, e.g. if an employee works variable hours, then takes a week's annual leave, holiday will be calculated based on an average of the hours they worked in the previous 12 weeks.

From April 2020, this calculation will be extended to the previous 52 weeks. This will make holiday pay fairer for those who work more, or less, hours at different times of the year.

Holiday pay is calculated by our office as pay is processed – there is nothing our clients particularly need to do with this but it's important that you are aware of this change.

Parental Bereavement Leave

From April 2020, parents who suffer the death of a child (under 18 years old) will be able to take two weeks of paid Bereavement Leave. This extends to partners of biological parents, as well as adoptive parents.

- All employees are entitled to take two weeks Bereavement Leave, either both at the same time, or split (within 56 weeks of the first week of leave).
- Those employed for at least 26 weeks will be paid £151.20 (or 90% of normal pay) per week.
- As with other types of statutory leave, the employee has the rights to protect their job while they are on Bereavement Leave.



acas.org.uk

Employee Disputes

Should any issues or disputes ever arise with your employees, it's important that you follow the correct guidelines with regards to warnings and dismissals.

If you're ever unsure of what to do then it's always best to seek professional advice from ACAS or a similar employment advice service.

Top tip for employers!

Make sure your employment insurance is always kept up to date - insurance providers will normally provide a free employer advice helpline.

Workplace Pensions – Re-Enrolment

We continually monitor and assess all staff for pensions and many of our clients already have a pension scheme in place. However, all employers will also reach their pension re-enrolment date 3 years after their initial pensions staging date. At that point, staff will need to be reassessed and re-enrolled (where applicable) and a re-enrolment declaration filed with The Pensions Regulator. Some of our clients have already reached their first re-enrolment date but the majority will reach that stage over the next 12 months.

As with the initial enrolments and ongoing pension duties, we will take care of re-enrolment on behalf of all payroll clients, however, you may still receive information regarding this from The Pensions Regulator and/or Nest (pension provider). If you receive anything about pensions that you aren't sure of, please don't hesitate to contact our office and we will be happy to clarify.



Remember! Even if employees don't earn enough to be automatically enrolled, they can still ask to join a pension scheme. Letters are sent out to all new staff giving them information regarding their entitlement to join a pension, and a form they can use to notify us if they would like to be enrolled. Employees can also decide to join at any time by simply contacting our office.



Tax Codes

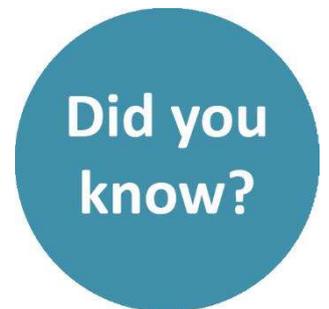
If any of your staff think that they are being tax incorrectly then they should contact HMRC to discuss – this comes up particularly for those with more than one job/source of income. Employees can call HMRC on: 0300 200 3300 or alternatively they can visit: gov.uk/check-income-tax-current-year.

Website

There's lots of useful information on our website including... employee forms, blank timesheets, a pay date checker and even a jobs board! Please visit: quillaccounts.co.uk and click on the "client resources" link.

Payslips

We now offer the option of receiving payslips online via a secure service called PayDashboard. PayDashboard lets each employee login to their own account where they can access payslips digitally and each employer can also access pay information via their own login too. PayDashboard can be accessed via any computer, smartphone or tablet and payslips can also be downloaded or printed, including those for previous periods – no more lost payslips! This is a free service for all of our clients – please contact us for further info.



Employees who access payslips via PayDashboard can also take advantage of lots of great discounts and cashback offers via PayDashboard Rewards.

IMPORTANT

Employer Liability Insurance

It is a legal obligation for all employers to have the correct level of employer liability insurance in place so that you are covered for any incidents that could arise with your staff.

As the employer, it is your responsibility to ensure that you have the correct level of insurance in place and that this provides you with adequate, continuous, cover, for the full duration that you are an employer.

As per our ongoing guidelines:

- We do not routinely set-up insurance for our clients where we have not been instructed to do so, as we do not know your specific needs and are therefore unable to make a decision regarding insurance, or the type/level of cover you need.
- If we are required to make payment for insurance, we will not accept liability for policies not being renewed where we have not been sent the renewal at all (either directly from the insurer or via the employer), or a request to do so, in adequate time to meet the renewal date.
- If you have a break in employing staff (e.g. an employee leaves and it takes some time to find a replacement), it is the employer’s responsibility to ensure insurance cover is in place before staff start work again.
- Other insurance policies you may already have (e.g. house/contents insurance) will not cover your liabilities as an employer.

If you are unsure if you currently have insurance in place: please contact our office ASAP and we will confirm whether a policy has been recently purchased/renewed by us.

If you do not have a policy in place: it is essential that you do arrange cover immediately, as follows:

- **If you manage your own funding,** you should contact your preferred insurance provider directly to arrange cover.
- **If we manage funding on your behalf,** you can either: arrange cover yourself and we will reimburse you (please forward proof of payment for our records); or we can pay the company directly on your behalf. Please contact our office to discuss.

Top Tip!

You should always know where your policy documents are so you have them to hand if you ever need to make a claim. Insurance providers usually provide useful extras too, like an employer advice helpline. Check with your insurer, know your policy!

Employer Liability Insurance providers:	
	<p>Fish Insurance</p> <p>Tel: 0333 331 3770 www.fishinsurance.co.uk - info@fishinsurance.co.uk</p> <p>Cover from £77 per year (£67 in the first year) to £135 per year.</p>
	<p>Premier Care (Mark Bates Ltd)</p> <p>Tel: 01476 514478 www.markbatesltd.com - enquiries@markbatesltd.com</p> <p>Cover from £61 - £99 per year.</p>
<p>Please note: this list is not exhaustive, and you are not restricted to the companies listed here.</p>	

Renewing your policy: where the renewal is sent to us, we will send payment automatically; where a renewal is sent to you, the responsibility to make payment for the policy lies with you. You should therefore either pay this direct (and we will reimburse you) or forward the renewal to us promptly so that we can make payment on your behalf.