
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.

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



@quillaccounts

**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 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.

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End of tax year 2018/19

P60s will be sent out as the final pay period of the current tax year is processed. Remember to pass these to your staff for their own records.

Tax year 2019/20

The standard tax code for 2019/20 will be **S1250L**. This will be applied to all employees unless we are notified to do otherwise by HMRC.

Annual Leave (continued)

- 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.



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

As in the last 2 years, the minimum contributions paid by both employers and employees will increase from this April - this is the last of the increases to pension contributions that are currently scheduled.

Letters are going out to all staff who are enrolled to a workplace pension advising them of the new contribution rates. Additional info regarding how to best avoid pension scams has also gone out with the contribution letters – please be vigilant, if it seems too good to be true, it probably is! More info can be found at: [fca.org.uk/scamsmart](https://www.fca.org.uk/scamsmart)



Workplace Pensions (continued)



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 scheme and a form they can use to notify us if they would like to be enrolled. However, employees can decide to join at any time by simply contacting our office.

Re-enrolment - Employers will each reach their pension re-enrolment date 3 years after their initial staging date. At that point, staff will need to be reassessed and a re-enrolment declaration filed with The Pensions Regulator. 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.

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.

Did you
know?

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.