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King’s Coronation - Additional Bank Holiday Are your employees holiday entitlements affected?

2023 will become the second year in a row to gain an additional bank holiday. **May 8 2023 will be a bank holiday** to celebrate the Coronation of King Charles III, which will be held on the Saturday 6 May 2023.

The month of May will now see three bank holidays, as this is in addition to the early May bank holiday on 1 May 2023 and the spring bank holiday on 29 May 2023.

Please ensure that employment contracts are inspected to identify the impact on holiday entitlements. There is no legal requirement for bank holidays to be given off as paid leave, however, wording in relevant agreements (usually a contract or employee handbook) will be very important.

Employers are urged to think about policies and procedures ahead of time and how to communicate these to workers.

****IMPORTANT INFORMATION TO REMEMBER!****

Employee details

As you will be aware, under the payroll Real Time Information (RTI) rules we must report accurate details for every employee, on every payroll run, when we submit the data to HMRC. We would therefore remind you that **it is essential that you let us know if any of the following details change for any of your employees:-**

• Name	• Title	• Address
• Normal hours worked	• Marital status	• Gender

If we are not told of any changes we will assume the data we hold is correct. Please note that there are potential penalties for filing incorrect data.

Payroll Post...

Pay date

A very important rule under RTI is that we run the payroll 'on or before' the day the employees are actually paid. **We therefore assume that your employees are not paid before the pay day you tell us**, and are not paid more frequently than you tell us (e.g. actually paid weekly but only run payroll monthly, paid middle of week but run payroll at end of week etc.). We are not responsible if you receive penalties for incorrect RTI submissions due to filing incorrect pay dates.

National Minimum Wage (NMW) and National Living Wage (NLW)

We will monitor hourly paid employees for NMW and NLW where we can, for salaried employees this is harder. **Please remember to ensure all your pay rates adhere to the NMW/NLW regulations**, please call us for assistance if you need any help at all with regards to this.

Company Cars

Please be aware that if any of your employees are in receipt of a company car we need to be made aware of this immediately so that the employee in question is allocated the correct tax code. When notifying us of this we will need the following information:

• Car Registration	• Make and Model	• Engine Capacity
• List Price (Inc standard accessories)	• Fuel Type	• Date First Registered
• Date First Used	• Co2 Emissions	•

Payroll Post...

HOLIDAY PAY

In the last two years Holiday pay legislation has changed due to a supreme court ruling. Previously, for casual and irregular workers you would multiply the number of hours they have worked by 12.07% and the result would be the number of hours that employee has accrued in holiday pay.

This method has now been withdrawn, and you must not pro rata an employee's holiday entitlement unless they start or leave part way through the year. In essence, if an employee has been employed for 52 weeks of the year but they have only physically worked 26 weeks then they are still entitled to 5.6 of entitlement.

This has caused major issues for employers who only take on employees on a casual basis and do not P45 the casual employees after they have finished the work. For those of you who this applies to it is definitely worth changing your systems and P45ing employees who you know will not work for some time to avoid having to pay masses of accrued holiday when the employee eventually does leave.

**If you are unsure how best to approach this, please call
Marsland Nash Payroll
on 01803 698 928.**

PERSONAL TAX ACCOUNT

Please be aware that all employees paid through the PAYE system can sign up to gain access to a personal tax account.

This account has an array of information and tells employees of their current year to date earnings together with previous years records. Employees can also alter their projected earnings and even tell HMRC if they are missing something from their record.

It also has a very handy tool which determines how many years an individual has left to contribute towards their state pension.

Please advise your staff of this account as a lot of the questions they ask you, as their employer, can be answered through their personal tax account.

To set one up please follow this link:
<https://www.gov.uk/personal-tax-account>

Payroll Post...

Marsland Nash Associates / Marsland Nash Payroll Move from Paignton to Newton Abbot

Just a reminder Marsland Nash/Marsland Nash Payroll have now moved to their new Newton Abbot office and the Paignton office is now closed. We have already seen many of our clients at Vantage Point House in Newton Abbot and look forward to welcoming you all over the coming year.

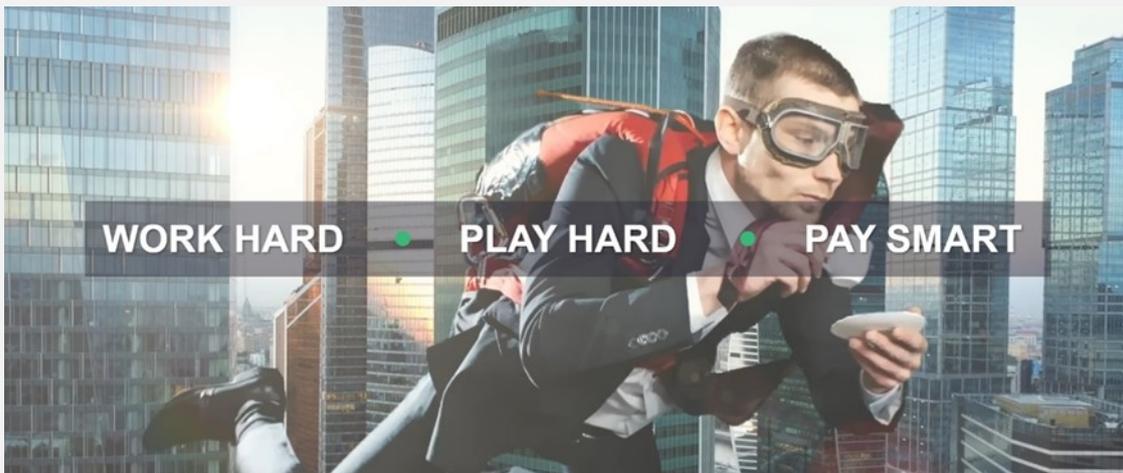
The new office has parking right outside and is situated on the ground floor for ease of access.

**Vantage Point House
Silverhills Road
Decoy Industrial Estate
Newton Abbot
Devon
TQ12 5ND**



Payroll Post...

PAYROLL WEBSITE



We have created a dedicated website at www.mnpay.co.uk
With our payroll clients in mind, so all your payroll resources
are in one place

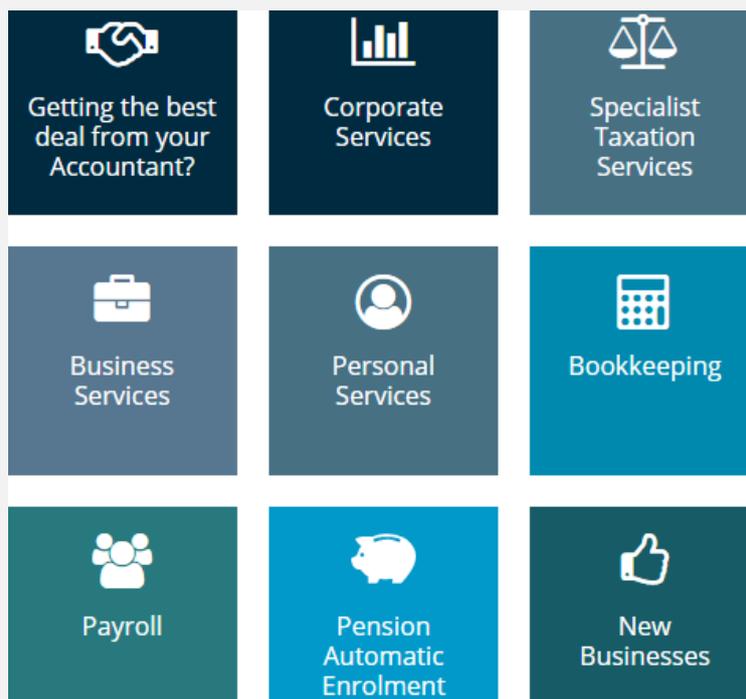


Visit our website or contact Joe Bostock who will
be happy to assist you.

Direct Line: 01803 698 928

Payroll Post...

MARSLAND NASH ASSOCIATES WEBSITE



Remember we have a comprehensive website at <https://www.marslandnash.com> which contains full details of all of our services, as well as:

- ⇒ Latest accounts and tax news
- ⇒ Downloads section which includes all our newsletters
- ⇒ Filing deadlines pages
- ⇒ Current tax rates and information pages

Plus much more!