

**PAYE ONLINE FOR EMPLOYERS
ELECTRONIC FILING ENABLED SOFTWARE**

**Help and Guidance
P14 and P35**

Software Developers Support Team

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1. 'Test In Live' clarification of <GatewayTest> and <TestMessage> elements
End Of Year Internet submissions

- **<GatewayTest>** This element determines which URL submissions are sent to

<GatewayTest> set to '1': submissions are sent to VSIPS ie the **development** URL of <https://secure.dev.gateway.gov.uk/submission>. This is only for use by software developers for development/testing.

<GatewayTest> set to '0': submissions are sent to the **Live** URL <https://secure.gateway.gov.uk/submission>. This is only for use by customers ie genuine end users sending Live returns.

- **<TestMessage>** this caters for the 'test in live' submission which is an optional facility. The element should not be confused with the GatewayTest element and should be treated separately

<TestMessage> set to '1': this allows for a 'test in live' a submission when submitting to the Live service; it allows an end user to check connectivity and validity of their data before sending their genuine Live submission.

(Developers can test this optional functionality using VSIPS, if both the GatewayTest and TestMessage are set to '1')

TestMessage set to '0' (or absent): this allows for an end users genuine Live submission. (Developers can test this using VSIPS if the GatewayTest is set to '1' and the TestMessage is '0' or absent).

- The table below gives further details

	<ul style="list-style-type: none"> • <TestMessage> is an optional element and caters for the optional 'test in live' facility 	
<GatewayTest>1</GatewayTest>	<TestMessage>0</TestMessage> or absent	Simulated live submission – for developers VSIPS testing
<GatewayTest>1</GatewayTest>	<TestMessage>1</TestMessage>	Simulated 'test in live' submission – for developers VSIPS testing
<GatewayTest>0</GatewayTest> or absent	<TestMessage>0</TestMessage> or absent	Live submissions to the Live filing service by end user
<GatewayTest>0</GatewayTest> or absent	<TestMessage>1</TestMessage>	'test in live' submissions to the Live filing service by end user

Developers must ensure;

- 1) that they understand the 2 different submit_response messages that are returned for a 'Live' submission and a 'test in live' and
- 2) that their software reports the correct response to their users.

Example:

For a Complete submission the <Body> of the response will look as follows:

```
<Body><SuccessResponse xmlns:auto-ns1="http://www.govtalk.gov.uk/CM/envelope" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns="http://www.inlandrevenue.gov.uk/SuccessResponse"><Message code="9004">The EOY Return has been processed and passed full validation</Message></SuccessResponse></Body>
```

For a 'test in live' submission the additional 9001 message code is also included in the response. The response for a Complete submission that is sent as a 'test in live' will therefore look as follows:

```
<Body><SuccessResponse TestInLive="1" xmlns:auto-ns1="http://www.govtalk.gov.uk/CM/envelope" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns="http://www.inlandrevenue.gov.uk/SuccessResponse"><Message code="9001">This submission would have been successfully processed if sent under non test conditions</Message><Message code="9004">The EOY Return has been processed and passed full validation</Message></SuccessResponse></Body>
```

If the 'test in live' function is included in a product, developers must ensure;

- 3) that the end user know that their submission is being sent in the test mode and
- 4) the end user is aware that they **must** also make a genuine Live submission. If they do not send a genuine Live submission, they may incur penalties.

- Software providers should make a business decision about including the optional 'test in live' facility for their customers. If the facility is not included, to prevent confusion, the TestMessage element can be absent from the xml submit_request messages.

▪ **Additional Information for developers converting information from EDI to XML messages**

Please note:

	EDI message, GFF/EDIFACT		XML message
VSIPS testing, for developers	Test Flag, set to '1'	Equates to	<GatewayTest>1</GatewayTest>
'LIVE' customer submissions	Test Flag, absent	Equates to	<GatewayTest>0</GatewayTest> or absent

2. NIC Category X – Earnings below the Lower Earnings Limit (LEL)

If you are sending your P14s online you must complete columns 1a to 1c. Where there are no NICs to report, complete form P14 to show contribution category letter X and zero fill columns 1a to 1c.

On a P14 you must use National Insurance category letter 'X' where the employee earned below the Lower Earnings Limit and put '0' (in the appropriate format) in the earnings and contribution fields.

If, in any earnings period (say, a week or a month), the employee's earnings reach or go over the Lower Earnings Limit, you must not use National Insurance category letter 'X' on the P14, even where no contribution is taken off. Instead, use the category letter for that employee, for example, category letter 'A'. You must also always prepare a P14 for the employee because his or her earnings are at or above the Lower Earnings Limit.

Where there is no liability to National Insurance, some payroll software guides the employer to enter Category X in the NI field on the P11 deductions working sheet. If Category X is being carried forward automatically from one year to the next without review, developers may want to amend their software so that its use is checked annually.