

**2009/2010  
TEST DATA TO  
SUPPORT THE  
HM REVENUE & CUSTOMS  
PAYROLL STANDARD**

**Part 3 of 3**

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## Introduction

The test data in this document covers Statutory Payments only and is provided by the HMRC Payroll Support Team for two purposes:

- For payroll developers to assess whether their software meets the requirements of the HMRC Payroll Standard BEFORE applying for the accreditation scheme.
- For any payroll developer to use in their own internal testing routines.

The HM Revenue & Customs (HMRC) Payroll Standard is available from [www.hmrc.gov.uk/ebu/payroll.htm](http://www.hmrc.gov.uk/ebu/payroll.htm)

Three sets of test data are used to support the current version of the Payroll Standard. This is Part 3, Part 1 and Part 2 are also available from [www.hmrc.gov.uk/ebu/testdata.htm](http://www.hmrc.gov.uk/ebu/testdata.htm)

Please note the tests in this document are not the actual tests used in the accreditation process. The tests in this document are similar but they have different inputs and answers.

Payroll developers who want to put their product forward for accreditation must run the test data in this document before applying for the accreditation scheme. This will help to reduce the number of errors or discrepancies and make the process run smoothly for developers and the HMRC Payroll Support Team.

Statutory Payments are not part of the Pensioner Payroll Standard requirements. To assess compliance with the Pensioner Payroll Standard please refer to Parts 1 and 2 of the test data.

**PAYROLL DEVELOPERS WHO ARE NOT SEEKING ACCREDITATION SHOULD IGNORE REFERENCES TO THE PAYROLL STANDARD AND PENSIONER PAYROLL STANDARD THROUGHOUT THIS DOCUMENT.**

## **The Payroll Standard and its optional requirements**

From 1<sup>st</sup> January 2008 the Payroll Standard consists of mandatory core requirements and a further 3 optional requirements. The optional requirements have been introduced to allow a wider range of industry specific software to apply for accreditation. The optional requirements are listed below:

Option 1	2 weekly and 4 weekly pay periods
Option 2	Directors National Insurance
Option 3	Contracted out and net pay pension deductions

All other requirements form part of the core Payroll Standard and are mandatory for accreditation. For details see the Payroll Standard document, go to <http://www.hmrc.gov.uk/ebu/payroll.htm>

The payroll product must be tested against the optional requirements it supports. For example accreditation against the core Payroll Standard only can not be awarded if your product also supports Directors NI but fails the Directors NI tests.

## **The Pensioner Payroll Standard**

Statutory Payments are not part of the Pensioner Payroll Standard so the tests in this document are not required.

## **Miscellaneous Payroll Standard and Pensioner Payroll Standard requirements**

There are some Payroll Standard and Pensioner Payroll Standard requirements relating to online filing, help facilities and marketing material that are not covered in Parts 1, 2 and 3 of the test data. Please read the Payroll Standard and Pensioner Payroll Standard documents for a full list of requirements (links above).

## **Test data summary table**

The table below gives a summary of which tests apply to each standard and optional requirement.

In addition to the table below you will also be advised at the beginning of each section of test data what part of the Payroll Standard those particular tests are used to assess.



	PAYROLL STANDARD				PENSIONER PAYROLL STANDARD
	CORE	OPTION 1 2 and 4 weekly pay periods	OPTION 2 Directors National Insurance	OPTION 3 Contracted out and net pay pension deductions	
<b>Paroll Test Data (Part 1)</b>					
Tax calculations	✓	✓			✓
National Insurance	✓	✓		✓	
Directors National Insurance			✓		
Holiday Pay	✓				
Week 53	✓				
Week 54		✓			
Week 56		✓			
Attachments/Arrestments/DEO	✓				
Attachments/Arrestments/DEO for Pensioner Payroll Standard					✓
Pension contributions	✓ Tests 6, 7 and 8 only			✓ All tests	
Student Loan Deductions	✓				
General Validation	✓	✓		✓	✓
<b>Paroll Test Data (Part 2)</b>					
Mini Lifecycle 1	✓				
Mini Lifecycle 2	✓				
Full Lifecycle 1				✓	
Full Lifecycle 2	✓				
Full Lifecycle 3	✓				
Full Lifecycle 4	✓				
Full Lifecycle 5	✓				
Full Lifecycle 6	✓				
Full Lifecycle 7	✓				
Full Lifecycle 8	✓				
Full Lifecycle 9	✓				
Combined Lifecycle	✓				
Pension Lifecycle 1					✓
Pension Lifecycle 2					✓
Pension Combined Lifecycle					✓
<b>Paroll Test Data (Part 3)</b>					
SSP	✓	✓ 2 and 4 weekly average earnings tests			
SMP	✓	✓ 2 and 4 weekly average earnings tests			
SPP(birth)	✓				

### **General information about the test data**

The test cases used in this document are fictitious and anything which appears to relate to a real individual or business does so only by coincidence.

Please check the HM Revenue & Customs website at [www.hmrc.gov.uk/ebu/testdata.htm](http://www.hmrc.gov.uk/ebu/testdata.htm) on a regular basis for updates to this document. The test data will be updated to take into account changes in the Payroll Standard, legislation and amendments to tax and National Insurance rates. **Please also see this web page to add your e-mail address to our contacts list so you are notified when updates to our test data documents are made.**

If your software does not produce the results given in this document please ring the helpline number below and we will be pleased to discuss the calculations in more detail. Our Payroll Standard Helpline number is 0845 91 59146 (calls charged at local rates).

## STATUTORY SICK PAY TESTS

These tests are required for:				
Core Payroll Standard	Payroll Standard Option 1	Payroll Standard Option 2	Payroll Standard Option 3	Pensioner Payroll Standard
YES	2 and 4 weekly average weekly earnings tests	NO	NO	NO

These tests are for payments of SSP in the 2009/2010 tax year. They are split into 5 sections:

Entitlement to SSP  
 Paying SSP  
 Linking Periods  
 Average Weekly Earnings Calculations  
 Records required

Unless otherwise stated, the test cases have the following personal details:-

Work pattern Monday to Friday  
 Salary £2000 per month (i.e. above the LEL)  
 Employment start date 1.1.93

The tests are based on the information contained in the Payroll Software specification on SSP at [www.hmrc.gov.uk/ebu/ebu\\_paye\\_ts.htm](http://www.hmrc.gov.uk/ebu/ebu_paye_ts.htm) and the E14 booklet What to do if your employee is sick at [www.hmrc.gov.uk/helpsheets/2009/e14.pdf](http://www.hmrc.gov.uk/helpsheets/2009/e14.pdf)

The tests used for Payroll Standard accreditation will be based on the following tests.

**Entitlement to SSP**

<b>TEST DESCRIPTION</b>	<b>TEST DATA</b>	<b>EXPECTED RESULT</b>
<b>Test 1</b>  SSP is not payable after 28 weeks have been paid in a previous linking sick absence.	Sick 20.02.09 – 08.09.09 Sick 23.09.09 – 29.09.09	Software does not allow payment of SSP from 23.09.09  SSP1 produced or user prompted to complete SSP1.
<b>Test 2</b>  SSP is no longer payable after 28 weeks of SSP have been paid within the same absence.	Sick 19.02.09 – 10.09.08 Last day of SSP is 07.09.09	Last day for payment of SSP is 07.09.09.  SSP1 produced or user prompted to complete SSP1.
<b>Test 3</b>  SSP is not payable if an employee is within the 39 week disqualifying period relating to pregnancy. This test is to check that SSP is not payable when an employee who is on maternity leave and receiving SMP falls sick within the 39 week disqualifying period.	EWC 15.11.09 SMP from 27.09.09 Sick from 06.10.09 – 09.10.09 SSP is not allowed because the 39 week disqualifying period is still applicable.	Software does not allow payment of SSP for 06.10.09 – 09.10.09.  SSP1 produced or user prompted to complete SSP1.
<b>Test 4</b>  SSP is not payable if employee is within the 39 week disqualifying period relating to pregnancy. This test is to check that SSP is not payable when an employee who has received SMP decides to return to work and then falls sick within the 39 week disqualifying period.	EWC 15.11.09 SMP from 27.09.09 The employee returns to work on 05.10.09 but falls sick from 06.10.09 – 09.10.09 SSP is not allowed because the 39 week disqualifying period is still applicable.	Software does not allow payment of SSP for 06.10.09 – 09.10.09  SSP1 produced or user prompted to complete SSP1.



TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 5</b> Only complete days of sickness count towards SSP. This test should only be done if half day sick absences can be entered in the software.	Sick 06.10.09 (half day) - 12.10.09	Software does not allow half days to be counted as qualifying days for SSP.  SSP payable for 12.10.09 only.
<b>Test 6</b> SSP does not apply to spells of sickness of less than 4 days.	Sick 07.10.09 – 09.10.09	Software does not allow SSP for this absence.
<b>Test 7</b> SSP is not payable if employee's contract of service ends.	Contract ends 15.10.09 Attempt to record absence 16.10.09– 22.10.09	Software does not allow SSP for this absence.
<b>Test 8</b> SSP is payable to employees under 16 years of age.	Sick 13.10.09 – 16.10.09 DOB 01.01.1994	SSP is payable
<b>Test 9</b> SSP is payable to employees over 65 years old.	Sick 14.10.09 – 19.10.09 DOB 13.10.44	SSP is payable

**Paying SSP**

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 1</b></p> <p>Sick absences that overlap a change in the rate of SSP should have the old and new rates applied to the appropriate periods.</p>	<p>Sick 13.03.09 – 09.04.09</p> <p>Period 13.03.09 – 31.03.09, 10 days SSP @ 15.08 = <b>£150.80</b></p> <p>Period 01.04.09 – 05.04.09, 3 days SSP @ 15.08 = <b>£45. 24</b></p> <p>Period 06.04.09 – 09.04.09, 4 days SSP @ 15.83 = <b>£63.32</b></p> <p>March SSP payment <b>£150.80</b> April SSP payment <b>£108.56</b></p>	<p>Software calculates SSP of <b>£150.80</b> for March</p> <p>Software calculates SSP of <b>£108.56</b> for April</p>
<p><b>Test 2</b></p> <p>To ensure that SSP is recovered correctly under the Percentage Threshold Scheme for a monthly payroll</p>	<p>Two employees on the payroll. NI cat A Emp start date 1.1.93. Work pattern Mon-Fri. Monthly pay £512. Paid on the last day of the month.</p> <p>1<sup>st</sup> employee is sick from 25.05.09 – 21.06.09 2<sup>nd</sup> employee has no sick</p> <p>Gross NIC liability for each tax month is calculated as follows: EE £3.96 ER £4.61 (3.96 + 4.61) x 2 = 17.14</p> <p>Daily rate of SSP is £79.15/5 = £15.83</p> <p>SSP payable on 31.05.09 is: 2 x £15.83 = £31.66</p> <p>SSP payable on 30.06.09 is: 15 x £15.83 = £237.45</p>	<p>SSP recovery for payments made in tax month 6<sup>th</sup> May to 5<sup>th</sup> June is NI of £17.14 x 13% = 2.2282 rounded down to £2.22. £31.66 - £2.22 = £29.44</p> <p>SSP recovery for payments made in tax month 6<sup>th</sup> June to 5<sup>th</sup> July is NI of £17.14 x 13% = 2.2282 rounded down to £2.22 £237.45 – £2.22 = £235.23</p>



TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 3</b> To ensure that SSP is recovered correctly under the Percentage Threshold Scheme for a weekly payroll</p>	<p>This test should be set up in a separate employer record to the previous test. There is one employee on the payroll.</p> <p>Weekly pay £600 Paid on Mondays. Work pattern Mon-Fri Employee sick from 20.04.09 – 03.05.09.</p> <p>SSP for 20.04.09 to 26.04.09 is payable on 27.04.09. 2 days SSP = £31.66</p> <p>SSP for 27.04.09 to 03.05.09 is payable on 04.05.09. 5 days SSP = £79.15 Total SSP paid is £110.81</p> <p>The NI due on each weekly pay day in tax month 1 is: NI category A EE 53.90 ER 62.72 Total £116.62</p>	<p>There are 5 weekly pay days in tax month 1: 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup> of April and 4<sup>th</sup> May.</p> <p>Total weekly NI due in tax month 1 is 5 x 116.62 = £583.10. 13% of the total NI is 75.803 rounded down to 75.80.</p> <p>SSP recovery for tax month 1 is £110.81 - £75.80 = £35.01</p> <p>No SSP is recovered in tax month 2.</p>

**SSP Linking Periods**

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 1</b> SSP is not payable after 28 weeks of SSP is paid (inc. linking periods).	Sick 02.01.09 – 07.01.09 Sick 17.02.09 – 28.08.09 Sick 18.09.09 - open	Software does not allow payment of SSP for absence commencing on 18.09.09  SSP1 produced or user prompted to complete SSP1.
<b>Test 2</b> SSP is not payable if the employee was not entitled to SSP in a previous linking PIW.	Sick 17.08.09 – 23.08.09 (but record that employee is not entitled to SSP)  Linking sick absence 18.09.09 – 23.09.09	Software does not allow payment of SSP for 18.09.09 – 23.09.09.  SSP1 produced or user prompted to complete SSP1.
<b>Test 3</b> PIW's should not be linked when they are separated by 57 days.	Sick 07.08.09 – 12.08.09 (1 day of SSP paid) Sick 09.10.09 – 13.10.09. No SSP is paid in the second absence because they are <b>separated</b> by 57 days. This absence does form a PIW but the waiting days must be served again.	Software does not allow payment of SSP for 09.10.09 – 13.10.09. This absence consists of 3 waiting days and two non-qualifying days.
<b>Test 4</b> PIW's should be linked when they are separated by 56 days or less.	Sick 07.08.09 – 12.08.09 (1 day of SSP paid) Sick 08.10.09 – 13.10.09 (4 days SSP paid).	System does not allocate waiting days for sick absence 08.10.09 – 13.10.09. Software pays 4 days SSP.

TEST DESCRIPTION	EXPECTED RESULT
<b>Test 5 Work pattern</b> - to check the software can calculate the payment and entitlement to SSP correctly when there are a number of work pattern changes. This test is based on the method described in the Payroll Software Specification on Statutory Sick Pay produced by HMRC. Other methods are acceptable provided the results are correct.	
<b>1<sup>st</sup> absence 11/05/09 – 14/05/09</b> Work pattern 2 days/week Mon-Tue A PIW is formed but no SSP is payable because 11/5 and 12/5 are waiting days and 13/5 and 14/5 are not qualifying days.  Last day for payment of SSP is calculated as 30/11/09 under this work pattern but the absence only uses up 2 waiting days.	Software does not allow payment of SSP but 2 waiting days are stored for next linking PIW.



<p><b>2<sup>nd</sup> absence 04/06/09 – 10/06/09 (new work pattern must be entered before start of absence)</b>          Work pattern 5 days/week Mon-Fri          4/6 is the last waiting day          5/6, 8/6, 9/6 and 10/6 are paid SSP          6/6 and 7/6 are not qualifying days          Daily rate of SSP is £79.15 / 5 = £15.83          £15.83 x 4 = <b>£63.32</b> SSP payable</p> <p>Last day for payment of SSP is calculated as 17/12/09 under this work pattern (1 waiting day + plus 28 weeks entitlement). But absences ends on 10/06/09 and 4 days SSP are payable.</p> <p>This absence uses up 0.8 weeks entitlement:  <math>5 \text{ (Total\_QD\_PIW)} - 1 \text{ (Waiting\_Days)} / 5 \text{ (Number\_Qual\_Days)} = 0.8</math></p>	<p>Software allocates 1 waiting day before calculating SSP of <b>£63.32</b></p>
<p><b>3<sup>rd</sup> absence 06/07/09 – 16/07/09 (new work pattern must be entered before start of absence)</b>          Work pattern 4 days/week Tue-Fri          No waiting days          6/7, 11/7, 12/7, 13/7 are not qualifying days          SSP paid 7/7, 8/7, 9/7, 10/7, 14/7, 15/7, 16/7          Daily rate of SSP is 79.15 / 4 = 19.7875          SSP due is 19.7875 x 7 = <b>£138.52</b></p> <p>At the start of this absence there is entitlement to 27.2 weeks of SSP (28 - 0.8 from previous linking absence). The 0.2 equates to 1 day under this work pattern (<math>0.2 / 0.25 \text{ (QD\_Dec-Frac)} = 0.8</math> rounded up to 1 day).</p> <p>So under this work pattern the last day for payment of SSP would be 12/01/10 (06/07/09 + 27 weeks and 1 day) but the absence ends on 16/07/09 and 7 days SSP are payable.</p> <p>This absence uses up 1.75 weeks entitlement:  <math>7 \text{ (Total\_QD\_PIW)} / 4 \text{ (Number\_Qual\_Days)} = 1.75</math></p>	<p>Software calculates SSP payment of <b>£138.52</b></p>
<p><b>4<sup>th</sup> absence 01/08/09 – 08/08/09 (new work pattern must be entered before start of absence)</b>          Work pattern 2 days/week Fri-Sat          No waiting days          2/8 to 6/8 are not qualifying days          1/8, 7/8 and 8/8 are paid          Daily rate of SSP is 79.15 / 2 = £39.575          £39.575 x 3 = <b>£118.73</b> SSP payable.</p> <p>At the start of this absence there is entitlement to 25.45 weeks of SSP (28 - 0.8 - 1.75). The 0.45 equates to 1 day under this work pattern (<math>0.45 / 0.5 \text{ (QD\_Dec\_Frac)} = 0.9</math> rounded up to 1 day).</p> <p>So under this work pattern the last day for payment of SSP is 23/01/10</p>	<p>Software calculates SSP payment of <b>£118.73</b></p>



<p>(01/08/08 + 25 weeks and 1 day) but the absence ends on 08/08/09 and 3 days SSP are paid.</p> <p>This absence uses up 1.5 weeks entitlement:  <math>3 \text{ (Total\_QD\_PIW)} / 2 \text{ (Number\_Qual\_Days)} = 1.5</math></p>	
<p><b>5<sup>th</sup> absence 24/08/09 – 25/02/10 (new work pattern must be entered before start of absence)</b>          Work Pattern 6 days/week Mon - Sat          No waiting days          SSP paid 24/08/09 – 06/02/10          Daily rate of SSP is <math>79.15 / 6 = \text{£}13.1916</math></p> <p>At the start of this absence there is entitlement for 23.95 weeks of SSP (28 - 0.8 - 1.75 - 1.5). The 0.95 equates to 6 days under this work pattern (<math>0.95 / 0.167 \text{ (QD\_Dec\_Frac)} = 5.69</math> rounded up to 6 days which is 1 full week of entitlement. So 24 weeks of SSP can be paid in this absence.</p> <p>Under this work pattern the last day for payment of SSP is 06/02/10 (24/08/09 + 24 SSP weeks).</p> <p><b>Record absence end date of 25/02/10. The last day for payment of SSP is 06/02/10.</b></p>	<p>Last day of payment for SSP is <b><u>06/02/10</u></b></p> <p>Monthly amounts of SSP paid:</p> <p>August 7 x 13.1916 = <b><u>£92.35</u></b></p> <p>September 33 x 13.1916 = £435.33 - £92.35 = <b><u>£342.98</u></b></p> <p>October 60 x 13.1916 = 791.50 – 435.33 = <b><u>£356.17</u></b></p> <p>November 85 x 13.1916 = 1121.29 – 791.50 = <b><u>£329.79</u></b></p> <p>December 112 x 13.1916 = 1477.46 – 1121.29 = <b><u>£356.17</u></b></p> <p>January 138 x 13.1916 = 1820.45 – 1477.46 = <b><u>£342.99</u></b></p> <p>February 144 x 13.1916 = 1899.60 – 1820.45 = <b><u>£79.15</u></b></p>

### SSP Average Earnings Calculations

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 1</b>  SSP is not payable when average weekly earnings are below the LEL	<b>Monthly paid</b> Sick 23.10.09 Paid £411.63 on last day of each month. Relevant period 01.08.09 – 30.09.09 Total payments in the relevant period are $£823.26 \times 6 / 52 = £94.9915$	Software calculates average weekly earnings of £94.9915 and does not allow payment of SSP.
<b>Test 2</b>  SSP is payable when average weekly earnings = LEL.	<b>Weekly paid</b> Sick 23.10.09 Paid £95.00 on Fridays Relevant period 22.08.09– 16.10.09 (56 days) Weekly_Divisor = $56 / 7 = 8$ Earnings_RP = £760.00 $720.00 / 8 = £95.0000$	Software calculates average weekly earnings of £95.0000 and allows payment of SSP.

### TESTS 3 AND 4 BELOW REQUIRED PAYROLL STANDARD OPTION 1 ONLY

<b>Test 3</b>  SSP is payable when average weekly earnings are above LEL	<b>2 weekly paid</b> Sick 24.10.09 Paid £190.01 on Saturdays Last paid on 17.10.09 Relevant period 23.08.09 – 17.10.09 (56 days) Weekly_Divisor is $56 / 7 = 8$ Total payments in relevant period are £760.04 $760.04 / 8 = £95.0050$	Software calculates average weekly earnings of £95.0050 and allows payment of SSP.
<b>Test 4</b>  Average weekly earnings must be calculated correctly for employees with a 4 weekly earnings period.	<b>4 weekly paid</b> Sick 23.10.09 Paid on Wednesdays, £599.00 and £600.97 in the relevant period. Last paid on 21.10.09 Relevant period 27.08.09 – 21.10.09 (56 days) Weekly divisor is $56 / 7 = 8$ Total payments in the relevant period are £1199.97 $1199.97 / 8 = 149.9962$	Software calculates average weekly earnings of £149.9962 and allows payment of SSP.

## Records required

System should be able to produce the following data outputs:

For each employee:

- A record of all spells of sickness of 4 or more days,
- The amount of SSP paid in a PIW,

Amount of SSP recovered in a tax month and a total for the tax year.

System must also transfer required SSP details for legislative returns:

- P11 or substitute - SSP paid on each pay day during the tax year.
- P14 - total of SSP paid in tax months where a recovery of SSP was made under the Percentage Threshold Scheme.
- P35 - total of SSP recovered in a tax year under the Percentage Threshold Scheme.

### STATUTORY MATERNITY PAY TESTS

These tests are required for:				
Core Payroll Standard	Payroll Standard Option 1	Payroll Standard Option 2	Payroll Standard Option 3	Pensioner Payroll Standard
YES	2 and 4 weekly average weekly earnings tests	NO	NO	NO

These tests are for payments of SMP in the 2009/2010 tax year. They are split into 4 sections:

Entitlement to SMP  
 Paying SMP  
 Average Weekly Earnings Calculations  
 Records required

Unless otherwise stated, the test cases have the following personal details: -

Work pattern Monday to Friday  
 Salary £2000 per month (i.e. above the LEL)  
 Employment start date 1.1.93

The tests are based on the information contained in the Payroll Software Specification on Statutory Maternity Pay at [www.hmrc.gov.uk/ebu/ebu\\_paye\\_ts.htm](http://www.hmrc.gov.uk/ebu/ebu_paye_ts.htm) and the E15 Employer Help Book on Statutory Maternity Pay at [www.hmrc.gov.uk/helpsheets/2009/e15.pdf](http://www.hmrc.gov.uk/helpsheets/2009/e15.pdf)

The Payroll Standard accreditation testing requirements will be based on the following tests.

**Entitlement to SMP**

<b>TEST DESCRIPTION</b>	<b>TEST DATA</b>	<b>EXPECTED RESULT</b>
<b>Test 1</b> SMP is not payable on a male account.	Male account EWC 22.11.09 SMP from 25.10.09.	Software does not allow SMP to be paid.
<b>Test 2</b> SMP is no longer payable after 39 weeks have been paid.	SMP 26.07.09 – 24.04.10 (39 weeks) EWC 13.09.09 QW 31.05.09	Software does not allow SMP to be paid for 25.04.10 onwards.
<b>Test 3</b> SMP is payable if the person was continuously employed for 26 weeks leading into the QW. This rule is satisfied if part of the 26 <sup>th</sup> week of employment overlaps any day in the QW.	QW 27.09.09 EWC 10.01.10 Employment starts 11.04.09 Input SMP from 01.11.09.	Software allows SMP to be paid.
<b>Test 4</b> SMP is not payable if the employee only has 25 weeks and 6 days employment on the last day in the QW i.e. the Saturday.	QW 27.09.09 EWC 10.01.10 Employment starts 12.04.09 Attempt to input SMP from 01.11.09	Software does not allow SMP to be paid.
<b>Test 5</b> SMP is not payable if the person was employed for 26 weeks but employment did not continue into QW.	QW 27.09.09 EWC 10.01.10 Employment starts 1.1.93. Date of leaving 26.09.09 Attempt to input SMP from 01.11.09	Software does not allow SMP to be paid.
<b>Test 6</b> SMP is payable to employees under 16 years of age	QW 27.09.09 EWC 10.01.10 DOB 01.01.94 Input SMP from 01.11.09	SMP is payable
<b>Test 7</b> SMP is not payable for any week in which the person works when 10 Keep In Touch (KIT) days have already been taken.	EWC 31.05.09 SMP from 19.04.09 Returns to work for one day on 04.05.09 and then returns to maternity leave on 05.05.09. For the purposes of this test 10 KIT days have been taken within the period 19.04.09 – 03.05.09	Software allows cancellation of SMP at lower rate for 1 week commencing 03.05.09
<i>Payroll Standard accredited software must allow users to keep track of the number of KIT days taken. We are not specifying what method should be used because there are many ways in which</i>		

*this could be done. But as a minimum requirement, for example, we would accept a box that could be overtyped with the revised total every time a KIT day is taken or perhaps a free text field used to record the days and/or dates. If you have any doubts about whether your product will meet this requirement you can speak to your usual Payroll Support Team contacts or ring the Payroll Standard Helpline 0845 91 59146.*

### Paying SMP

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 1</b></p> <p>The earnings rate of SMP is payable for 39 weeks when the earnings rate is less than the standard rate.</p>	<p>EWC 23.08.09                      QW 10.05.09                      Intended start date of SMP is 07.06.09</p> <p>Paid £136.72 per week.                      Average weekly earnings are £136.72. The earnings rate is 90% of £136.72 rounded up = £123.05</p>	<p>Software pays £123.05 for 39 weeks</p>
<p><b>Test 2</b></p> <p>The earnings rate is payable for the first 6 weeks of the MPP when it is greater than the standard rate.</p>	<p>EWC 23.08.09                      QW 10.05.09                      Intended start date of SMP is 07.06.09</p> <p>Paid £136.74 per week.                      Average weekly earnings are £136.74. The earnings rate is 90% of £136.74 rounded up = £123.07.</p>	<p>Software pays £123.07 for first 6 weeks of MPP.</p> <p>Software pays £123.06 per week for remainder of MPP.</p>
<p><b>Test 3</b></p> <p>If the maternity absence is 6 weeks or more, the Earnings Rate, if payable, must be paid for 6 weeks only. In this test it is assumed the earnings rate is more than the standard rate.</p>	<p>EWC 24.05.09                      Attempt to input SMP earnings rate for 7 weeks 26.04.09 – 13.06.09</p>	<p>Software does not pay Earnings Rate for 7 weeks.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 4</b></p> <p>If the maternity absence is 6 weeks or more, the earnings rate, if payable, cannot be paid for less than 6 weeks. In this test it is assumed the earnings rate is more than the standard rate.</p>	<p>EWC 24.05.09                      Attempt to input SMP earnings rate from 26.04.09 – 30.05.09 and standard rate SMP from 31.05.09</p>	<p>Software does not pay Earnings Rate for 5 weeks.</p>
<p><b>Test 5</b></p> <p>The Maternity Pay Period must not be longer than 39 weeks.</p>	<p>EWC 23.08.09                      Attempt to input SMP payable from 07.06.09 – 13.03.10 (40 weeks)</p>	<p>Software does not pay 40 weeks SMP.</p>
<p><b>Test 6</b></p> <p>When a pregnancy related illness occurs within 4 weeks of the EWC the MPP will start on the <b>day after</b> the first complete day of absence from work.</p> <p>This test: Pregnancy related illness commences on the 4 week date.</p>	<p>EWC 23.08.09                      Intended start date of maternity leave is 06.08.09                      Pregnancy related illness started on 26.07.09 and is ongoing. 4 weeks before the EWC is 26.07.09 but this is not a working day for this employee - work pattern is Mon-Fri.                      First complete day of absence on a working day is 27.07.09 and MPP starts on 28.07.09</p>	<p>Software allows MPP to start on 28.07.09</p>
<p><b>Test 7</b></p> <p>When a pregnancy related illness occurs within 4 weeks of the EWC the MPP will start on the <b>day after</b> the first complete day of absence from work.</p> <p>This test: Pregnancy related illness commences earlier than 4 weeks before the EWC.</p>	<p>EWC 23.08.09                      Intended start date of maternity leave 06.08.09                      Absence due to pregnancy related illness 23.07.09 ongoing. 4 weeks before the EWC is 26.07.09 but this is not a working day for this employee - work pattern is Mon-Fri.                      First complete day of absence on a working day is 27.07.09 and MPP starts on 28.07.09</p>	<p>Software allows MPP to start on 28.07.09</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 8</b></p> <p>When a pregnancy related illness occurs within 4 weeks of the EWC the MPP will start on the <b>day after</b> the first complete day of absence from work.</p> <p>This test: Pregnancy related illness commences later than 4 weeks before the EWC</p>	EWC 23.08.09 Intended start date of maternity leave 06.08.09 Absence due to pregnancy related illness 03.08.09 ongoing.	Software allows MPP to start on 04.08.09
<p><b>Test 9</b></p> <p>The MPP can start on any day.</p>	EWC 23.08.09 QW 10.05.09 MPP starts on 09.06.09	Software allows MPP to start on 09.06.09
<p><b>Test 10</b></p> <p>SMP is due when employee leaves employment for any reason after start of 15<sup>th</sup> week before EWC.</p>	EWC 23.08.09 QW 10.05.09 Last day of employment 10.05.09	Software allows SMP to start on 07.06.09 (11 <sup>th</sup> week before EWC).
<p><b>Test 11</b></p> <p>SMP Earnings rate (90% of average weekly earnings) should be rounded up to the nearest penny even if the fraction of a penny is less than 0.005.</p>	EWC 23.08.09 SMP from 23.08.09 Earnings are £2001.23 per month during the relevant period. Average weekly earnings = $4002.46 \times 6 / 52 = 461.82230$ Earnings rate SMP = $461.82230 \times 90\% = 415.64007$ rounded up to <b>£415.65</b>	Software calculates an Earnings rate of £415.65

<p><b>Test 12</b></p> <p>SMP must be recovered at the correct rate. For this test the number of weeks SMP payable in each month equates to the number of Saturdays in the month.</p> <p>Please note that the decision on whether an employer is entitled to Small Employers Relief may be made off system. But once this decision has been made the software must be able to calculate the amount of recovery due.</p>	<p>Two monthly payments of £800.00 each were received within the “relevant period”.</p> <p>The employee is paid on the last day of the month and the number of SMP weeks paid each month is determined by the number of Saturdays in the month. Incomplete weeks of SMP are paid in the following month.</p> <p>The SMP weeks in this test run from Sunday to Saturday</p> <p>SMP start date 26.04.09                  ER of SMP = £166.16                  SR of SMP = £123.06                  SMP paid from 26.04.09 – 23.01.10:-                  May = £830.80                  June = £535.34                  July = £492.24                  Aug = £615.30                  Sept = £492.24                  Oct = £615.30                  Nov = £492.24                  Dec = £492.24                  Jan = <u>£492.24</u>                  £5057.94</p>	<p>The calculations below apply to an employer who does NOT qualify for Small Employers Relief. Employers can recover 92% of SMP paid each month.-                  Software calculates recovery of:                  May = £764.34                  June = £492.52                  July = £452.87                  Aug = £566.08                  Sept = £452.87                  Oct = £566.08                  Nov = £452.87                  Dec = £452.87                  Jan = <u>£452.87</u>                  £4653.37</p> <p>The calculations below apply to an employer who DOES qualify for Small Employers Relief. Employers can recover 104.5% of the SMP paid each month.                  Software calculates recovery of:                  May = £868.19                  June = £559.44                  July = £514.40                  Aug = £642.99                  Sept = £514.40                  Oct = £642.99                  Nov = £514.40                  Dec = £514.40                  Jan = <u>£514.40</u>                  £5285.61</p>
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### SMP Average Weekly Earnings Calculations

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 1</b>  SMP is not payable when average weekly earnings are below the LEL	<b>Monthly paid</b> EWC 07.02.10 QW 25.10.09 Paid £411.66 on last day of each month. Relevant period 01.09.09 -31.10.09 Total payments in the relevant period are £823.32 $£823.32 \times 6 / 52 = £94.99846$	Software calculates average weekly earnings of £94.99846 and does not allow payment of SMP.
<b>Test 2</b>  SMP is payable when average weekly earnings = LEL.	<b>Weekly paid</b> EWC 07.02.10 QW 25.10.09 Paid £95.00 on Fridays. Last pay day before the end of the QW is 30.10.09 Relevant period 05.09.09 – 30.10.09 Total payments in relevant period are £760.00 $£760.00 / 8 = £95.00000$	Software calculates average weekly earnings of £95.00000 and allows payment of SMP.

### TESTS 3 AND 4 BELOW REQUIRED PAYROLL STANDARD OPTION 1 ONLY

<b>Test 3</b>  SMP is payable when average weekly earnings are above LEL.	<b>2 weekly paid</b> EWC 07.02.10 QW 25.10.09 Paid £190.02 on Saturdays. Last pay day before end of the QW is 31.10.09 Relevant period 06.09.09 – 31.10.09 Total payments in relevant period are £760.08 $£760.08 / 8 = £95.01000$	Software calculates average weekly earnings of £95.01000 and allows payment of SMP.
<b>Test 4</b>  Average earnings must be calculated correctly for employees who are paid 4 weekly.	<b>4 weekly paid</b> EWC 07.02.10 QW 25.10.09 Paid on Wednesdays. Last pay day before the end of the QW is 28.10.09 Relevant period 03.09.09 – 28.10.09 Earnings on 1 <sup>st</sup> pay day in relevant period are £632.06, Earnings on 2 <sup>nd</sup> pay day in relevant period are= £632.07 Total payments are £1264.13 $£1264.13 / 8 \text{ weeks} = 158.01625$	Software calculates average weekly earnings of £158.01625 and allows payment of SMP

## Records required

System must be able to produce the following reports:

For each employee:

- The weeks and amounts of SMP paid in the tax year,
- Any weeks in the Maternity Pay Period where SMP is not due,
- Amount of SMP recovery and any SMP compensation due for a tax year. If a payment of SMP spans a tax year separate records are required for each tax year.

System should prompt user to keep medical evidence of pregnancy provided by the employee, e.g. form MAT B1.

System must also transfer SMP details required for legislative returns:

- P11 or substitute - SMP paid on each payday during the tax year,
- P14 - total of SMP paid during tax year,
- P35 - total of SMP recovered and total of SMP compensation recovered.

### STATUTORY PATERNITY PAY TESTS (new born child)

These tests are required for:				
Core Payroll Standard	Payroll Standard Option 1	Payroll Standard Option 2	Payroll Standard Option 3	Pensioner Payroll Standard
YES	NO	NO	NO	NO

These tests are for payments of SPP in the 2009/2010 tax year. They are split into 3 sections:

Entitlement to SPP  
 Paying SPP  
 Records required

The rules for calculating average weekly earnings mirror those used for Statutory Maternity Pay (SMP) and are not included within this section of the document.

The tests are based on the information contained in the Payroll Software Specification on Statutory Paternity Pay (birth) at [www.hmrc.gov.uk/ebu/ebu\\_paye\\_ts.htm](http://www.hmrc.gov.uk/ebu/ebu_paye_ts.htm) and the E19 Employer Helpbook for Statutory Paternity Pay at [www.hmrc.gov.uk/helpsheets/e19.pdf](http://www.hmrc.gov.uk/helpsheets/e19.pdf)

The tests used for Payroll Standard accreditation will be based on the following tests.

**Entitlement to SPP (new born child)**

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 1a</b> SPP is payable if the person was continuously employed for 26 weeks leading into the QW. This rule is satisfied if part of the 26 <sup>th</sup> week of employment overlaps any day in the QW.	QW 27.09.09 EWC 10.01.10 Employment starts 11.04.09 Date of birth 14.01.10 Input SPP from 14.01.10	Software allows SPP to be paid.
<b>Test 1b</b> SPP is not payable if the employee only has 25 weeks employment on the last day in the QW i.e. the Saturday.	QW 27.09.09 EWC 10.01.10 Employment starts 12.04.09 Date of birth 14.01.10 Attempt to input SPP from 14.01.10	Software does not allow SPP to be paid.
<b>Test 2</b> SPP is not payable for any week in which the person works.	EWC 24.05.09 Date of birth 30.05.09 SPP from 05.06.09 – 11.06.09 Returns to work for one day on 12.06.09 SPP is not payable for week commencing 12.06.09	Software allows SPP to be cancelled for week commencing 12.06.09
<b>Test 3</b> SPP is not payable if employment ceases before the date of birth	EWC 24.05.09 Date of birth 30.05.09 Employment ceased 29.05.09 Attempt to input SPP from 30.05.09	Software does not allow SPP to be paid.



**Paying SPP (new born child)**

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 1</b> The calculation of the rate of SPP should round up all fractions of a penny.</p>	<p>Employee is paid £425.15 per month. EWC 08.11.09 SPP from 28.09.09</p> <p>Average weekly earnings are £98.11153</p> <p>SPP payable is <math>98.11153 \times 90\% = 88.30037</math> rounded up to the next penny is <b>£88.31</b> per week.</p>	<p>Software calculates SPP earnings rate of £88.31</p>
<p><b>Test 2a</b> SPP must be recovered at the correct rate.</p> <p>Test: Employers who do not qualify for Small Employers Relief.</p> <p>Please note that the decision on whether an employer is entitled to Small Employers Relief may be made off system. But once this decision has been made the software must be able to calculate the amount of recovery due.</p>	<p>This employee is paid £415.76 monthly on the last day of each month.</p> <p>Average earnings are £95.94461</p> <p>SPP payable is <math>95.94461 \times 90\% = £86.35014</math> rounded up to the next penny <b>£86.36</b> per week.</p> <p>SPP start date 15.07.09 SPP paid for two weeks 15.07.09 – 28.07.09</p>	<p>Employers can recover 92% of SPP paid. Software calculates recovery of: Total SPP paid is £172.72 92% of £172.72 is £158.9024 rounded up to <b>£158.91</b></p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 2b</b> SPP must be recovered at the correct rate.</p> <p>Test: Employers who qualify for Small Employers Relief.</p> <p>Please note that the decision on whether an employer is entitled to Small Employers Relief may be made off system. But once this decision has been made the software must be able to calculate the amount of recovery due.</p>	<p>This employee is paid £415.76 monthly on the last day of the month.</p> <p>Average earnings are £95.94461</p> <p>SPP payable is £95.94461 x 90% = £86.35014 rounded up to the next penny = £86.36 per week.</p> <p>SPP start date 15.07.09 SPP paid for two weeks 15.07.09 – 28.07.09</p>	<p>Employers can recover 100% of the SPP paid plus an additional 4.5%. Software calculates recovery of: Total SPP paid is £172.72 104.5% of £172.72 is 180.4924 rounded up to <b>£180.50</b></p>
<p><b>Test 3a</b> If the date of birth is not recorded SPP can not be paid.</p>	<p>Do not input a date of birth but attempt to input SPP start date from 15.07.09</p>	<p>Software does not allow SPP to be paid.</p>
<p><b>Test 3b</b> The start date of Paternity leave can not be before the date of birth.</p>	<p>Date of birth 17.07.09 Attempt to record the start date of SPP as 16.07.09</p>	<p>Software does not allow SPP to be paid.</p>
<p><b>Test 4a</b> The Paternity Pay Period and paternity leave can not continue more than 56 days after the later of: i) date of birth, or ii) the Sunday of EWC.</p> <p>Test: Start date on 43<sup>rd</sup> day after <b>date of birth</b>.</p> <p>Count the day after date of birth as day 1 of the 56 day count.</p>	<p>EWC 12.07.09 Date of birth 15.07.09 Start date of SPP 27.08.09 56<sup>th</sup> day is 09.09.09</p>	<p>Software allows payment of SPP for 2 weeks.</p>



TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 4b</b> The Paternity Pay Period and paternity leave can not continue more than 56 days after the later of: i) date of birth, or ii) the Sunday of EWC.</p> <p>Test: Start date on the 44<sup>th</sup> day after <b>date of birth</b>.</p> <p>Count the day after date of birth as day 1 of the 56 day count.</p>	<p>EWC 12.07.09 Date of birth 15.07.09 Start date of SPP 28.08.09 56<sup>th</sup> day is 09.09.09</p>	<p>Software only allows payment of SPP for 1 week only.</p>
<p><b>Test 4c</b> The Paternity Pay Period and paternity leave can not continue more than 56 days after the later of: i) date of birth, or ii) the Sunday of EWC.</p> <p>Test: Start date on 51<sup>st</sup> day after <b>date of birth</b>.</p> <p>Count the day after date of birth as day 1 of the 56 day count.</p>	<p>EWC 12.07.09 Date of birth is 15.07.09 Start date of SPP Leave is 04.09.09 56<sup>th</sup> day is 09.09.09</p>	<p>Software does not allow payment of SPP.</p>
<p><b>Test 4d</b> The Paternity Pay Period and paternity leave can not continue more than 56 days after the later of: i) date of birth, or ii) the Sunday of EWC.</p> <p>Test: Start date on 43<sup>rd</sup> day after the <b>Sunday of EWC</b>.</p> <p>Count the day after the Sunday of EWC as day 1 of the 56 day count.</p>	<p>EWC 12.07.09 Date of birth 30.06.09 Start date of SPP 24.08.09 56<sup>th</sup> day is 06.09.09</p>	<p>Software allows payment of SPP for 2 weeks.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 4e</b>                      The Paternity Pay Period and paternity leave can not continue more than 56 days after the later of:                      i) date of birth, or                      ii) the Sunday of EWC.</p> <p>Test: Start date on 44<sup>th</sup> day after <b>Sunday of EWC</b>.</p> <p>Count the day after the Sunday of EWC as day 1 of the 56 day count.</p>	<p>EWC 12.07.09                      Date of birth 30.06.09                      Start date of SPP 25.08.09                      56<sup>th</sup> day is 06.09.09</p>	<p>Software allows payment of SPP for 1 week only.</p>
<p><b>Test 4f</b>                      The Paternity Pay Period and paternity leave can not continue more than 56 days after the later of:                      i) date of birth, or                      ii) the Sunday of EWC.</p> <p>Test: Start date on 51<sup>st</sup> day after <b>Sunday of EWC</b>.</p> <p>Count the day after the Sunday of EWC as day 1 of the 56 day count.</p>	<p>EWC 12.07.09                      Date of birth 30.06.09                      Start date of SPP 01.09.09                      56<sup>th</sup> day is 06.09.09</p>	<p>Software does not allow SPP to be paid.</p>
<p><b>Test 5a</b>                      A maximum of two weeks Paternity leave can be taken.</p> <p>Test: Input a 3 week period.</p>	<p>Date of birth 16.07.09                      Enter SPP period                      16.07.09 – 05.08.09</p>	<p>Software does not allow payment of SPP for more than 2 weeks.</p>
<p><b>Test 5b</b>                      A maximum of two weeks Paternity leave can be taken.</p> <p>Test: Input a period 2 weeks and 1 day.</p>	<p>Date of birth 16.07.09                      Enter SPP period 16.07.09 – 30.07.09 (2 weeks and 1 day)</p>	<p>Software does not allow payment of SPP for more than 2 weeks.</p>
<p><b>Test 5c</b>                      Paternity leave must be taken in full weeks.</p> <p>Test: Input a period of 1 week and 1 day.</p>	<p>Date of birth 16.07.09                      Enter SPP period 16.07.09 – 23.07.09 ( 1 week and 1 day)</p>	<p>Software does not allow payment for SPP for 23.07.09</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 5d</b> Paternity leave must be taken in full weeks.  Test: Input period of less than a week.	Date of birth 16.07.09 Enter SPP period 16.07.09 – 21.07.09	Software does not allow SPP to be paid for this period.
<b>Test 6</b> The Standard Rate of SPP is payable when the earnings rate is more than the Standard rate.	EWC 09.08.09 Start date of SPP is 16.07.09 Date of birth 16.07.09 Average weekly earnings are £136.74. The earnings rate is 90% of £136.74 rounded up = £123.07	Software calculates that the Standard rate of £123.06 is payable.
<b>Test 7</b> The Earnings Rate of SPP is payable when it is less than the Standard Rate.	EWC 09.08.09 Start date of SPP is 16.07.09 Date of birth 16.07.09 Average weekly earnings are £136.72. The earnings rate is 90% of £136.72 rounded up = £123.05	Software calculates that the Earnings Rate of £123.05 SPP is payable.

## Records required

The system must also be able to produce the following records:

- The weeks and amounts of SPP paid in the tax year,
- Any weeks in the Paternity Pay Period where SPP is not due.
- Amount of SPP recovery and any SPP compensation due for a tax year. If a payment of SPP spans a tax year separate records are required for each tax year.

System should prompt user to keep self certificate provided by the employee.

System must also transfer required SPP details for legislative returns:

- P11 or substitute - SPP paid on each pay day during the tax year
- P14 - total of SPP paid during the year
- P35 - total of SPP recovered and total of SPP compensation recovered.

## STATUTORY ADOPTION PAY TESTS

These tests are required for:				
Core Payroll Standard	Payroll Standard Option 1	Payroll Standard Option 2	Payroll Standard Option 3	Pensioner Payroll Standard
YES	NO	NO	NO	NO

These tests are for payments of SAP in the 2009/2010 tax year. They are split into 3 sections:

Entitlement to SAP  
Paying SAP  
Records required

The tests are based on the information contained in technical specification for Statutory Adoption Pay scheme at [www.hmrc.gov.uk/ebu/ebu\\_paye\\_ts.htm](http://www.hmrc.gov.uk/ebu/ebu_paye_ts.htm) and the E16 Employer Helpbook for Statutory Adoption Pay at [www.hmrc.gov.uk/helpsheets/2009/e16.pdf](http://www.hmrc.gov.uk/helpsheets/2009/e16.pdf)

The tests used for Payroll Standard accreditation will be based on the following tests.

### Entitlement to SAP

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 1</b> SAP is no longer payable after 39 weeks have been paid.	MW 12.04.09 Date of placement 20.05.09 SAP 20.05.09 – 16.02.10 (39 weeks) Attempt to input an end date of 17.02.10.	Software does not allow SAP to be paid for 17.02.10 onwards.
<b>Test 2</b> SAP is payable if the person was continuously employed for 26 weeks leading into the MW. This rule is satisfied if part of the 26 <sup>th</sup> week of employment overlaps any day in the MW.	MW 27.09.09 Employment starts 11.04.09 Date of placement 16.10.09 SAP payable from 16.10.09	Software allows SAP to be paid.
<b>Test 3</b> SAP is not payable if the employee only has 25 weeks and 6 days employment on the last day in the MW i.e. the Saturday.	MW 27.09.09 Employment starts 12.04.09 Date of placement 16.10.09 Attempt to input SAP start date from 16.10.09	Software does not allow SAP to be paid.
<b>Test 4</b> SAP is not payable if the person was employed for more than 26 weeks but employment did not continue into MW.	MW 27.09.09 Employment starts 1.1.93. Employment ends 26.09.09 Date of placement 16.10.09 Attempt to input SAP start date 16.10.09	Software does not allow SAP to be paid.
<b>Test 5</b> SAP is not payable for any week in which the person works when 10 Keep In Touch (KIT) days have already been taken.  Test: Employee returns to work for one day	MW 12.04.09 Date of placement 26.05.09 SAP from 26.05.09 – 22.02.10 Returns to work for one day on 30.06.09 and then returns to adoption leave on 01.07.09.  For the purposes of this test 10 KIT days have been taken within the period 26.05.09 – 29.06.09	Software allows SAP to be cancelled for week 30.06.09 – 06.07.09.

## Paying SAP

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 1</b> Calculation of the earnings rate should round up all fractions of a penny.</p>	<p>Employee is paid £430 per month. MW 26.07.09 Date of placement 31.07.09 SAP from 31.07.09</p> <p>Average weekly earnings = £99.23076 (<i>this calculation is truncated at 5 decimal places</i>)</p> <p>SAP earnings rate = 99.23076 x 90% = 89.30768 rounded up to <b>£89.31</b></p>	<p>Software calculates SAP earnings rate of £89.31.</p>
<p><b>Test 2</b> SAP must be recovered at the correct rate.  Test: Employers who do not qualify for Small Employers Relief (SER).</p>	<p>This employee is paid £437.08 monthly on the last day of the month.</p> <p>Average earnings are £100.86461</p> <p>SAP payable is 100.86461 x 90% = 90.7781 rounded up to the next penny = £90.78 per week. MW 03.05.09 Date of placement 20.05.09 SAP paid from 20.05.09 - 16.02.10 39 x 90.78 = £3540.42</p>	<p>Employers can recover 92% of SAP paid.</p> <p>For this test only complete weeks of SAP within the pay period are paid. Software calculates recovery of:</p> <p>May (1 week) = £83.52 June (5 weeks) = £417.59 July (4 weeks) = £334.08 Aug (4 weeks) = £334.08 Sept (5 weeks) = £417.59 Oct (4 weeks) = £334.08 Nov (4 weeks) = £334.08 Dec (5 weeks) = £417.59 Jan (4 weeks) = £334.08 Feb (3 weeks) = £250.56</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 3</b></p> <p>SAP must be recovered at the correct rate.</p> <p>Test: Employers who do qualify for Small Employers Relief (SER).</p>	<p>This employee is paid £437.08 monthly on the last day of the month.</p> <p>Average earnings are £100.86461</p> <p>SAP payable is <math>100.86461 \times 90\% = 90.7781</math> rounded up to the next penny = £90.78 per week.</p> <p>MW 03.05.09 Date of placement 20.05.09 SAP paid from 20.05.09 - 16.02.10 <math>39 \times 90.78 = £3540.42</math></p>	<p>Employers can recover 100% of the SAP paid plus an additional 4.5%.</p> <p>For this test only complete weeks of SAP within the pay period are paid. Software calculates recovery of:</p> <p>May (1 week) = £94.87 June (5 weeks) = £474.33 July (4 weeks) = £379.47 Aug (4 weeks) = £379.47 Sept (5 weeks) = £474.33 Oct (4 weeks) = £379.47 Nov (4 weeks) = £379.47 Dec (5 weeks) = £474.33 Jan (4 weeks) = £379.47 Feb (3 weeks) = £284.60</p>
<p><b>Test 4</b></p> <p>SAP is payable if employment ends after the date of matching.</p> <p>(It is assumed the employee has not started work for another employer – See booklet E16 for more information)</p>	<p>MW 12.04.09 Date of placement 20.05.09 SAP start date 20.05.09 Employment start date 01.01.93 Employment end date 21.04.09</p>	<p>Software allows SAP to be paid.</p>
<p><b>Test 5</b></p> <p>SAP can start up to 2 weeks in advance of the expected date of placement.</p> <p>Test: Start date is two weeks in advance of expected date of placement.</p>	<p>MW 12.04.09 Expected date of placement 20.05.09 SAP start date 06.05.09</p>	<p>Software allows SAP start date.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 6</b></p> <p>SAP can start up to 2 weeks in advance of the expected date of placement.</p> <p>Test: Start date is more than two weeks in advance of expected date of placement.</p>	<p>MW 12.04.09</p> <p>Expected date of placement 20.05.09</p> <p>Attempt to input SAP start date 05.05.09</p>	<p>Software does not allow SAP start date.</p>
<p><b>Test 7</b></p> <p>The SAP pay period starts on the day after the last day the employee worked before starting their adoption leave.</p>	<p>MW 12.04.09</p> <p>Employee works Mon Fri</p> <p>Date of placement 21.05.09 but employee is at work on this day and SAP starts on 22.05.09.</p>	<p>Software allows a SAP start date of 22.05.09.</p>
<p><b>Test 8</b></p> <p>The APP can start on any day of the week.</p>	<p>MW 12.04.09</p> <p>Date of placement 20.05.09</p> <p>Ensure start dates from 15.05.09 through to 21.05.09 can be used.</p>	<p>Software allows SAP to start on any day of the week.</p>
<p><b>Test 9</b></p> <p>The Standard Rate of SAP is payable when the earnings rate is more than the Standard rate.</p>	<p>MW 12.04.09</p> <p>Date of placement 20.05.09</p> <p>SAP start date 20.05.09.</p> <p>Paid £136.74 per week.</p> <p>Average weekly earnings are £136.74. The earnings rate is 90% of £136.74 rounded up = £123.07.</p>	<p>Software pays the Standard rate of SAP.</p>
<p><b>Test 10</b></p> <p>The Earnings Rate of SAP is payable when it is less than the Standard Rate.</p>	<p>MW 12.04.09</p> <p>Date of placement 20.05.09</p> <p>SAP start date is 20.05.09</p> <p>Paid £136.72 per week.</p> <p>Average weekly earnings are £136.72. The earnings rate is 90% of £136.72 rounded up = £123.05</p>	<p>Software pays the Earnings Rate of SAP.</p>

## Records required

The system must also be able to produce the following records:

- The weeks and amounts of SAP paid in the tax year,
- Any weeks in the Adoption Pay Period where SAP is not due,
- Amount of SAP recovery and any SAP compensation due for a tax year. If a payment of SAP spans a tax year separate records are required for each tax year.

System should prompt user to keep evidence of adoption (matching certificate) provided by the employee.

System must also transfer required SAP details for legislative returns:

- P11 or substitute - SAP paid on each pay day during the tax year,
- P14 - total of SAP paid during the year,
- P35 - total of SAP recovered and total of SAP compensation recovered.

## STATUTORY PATERNITY PAY (ADOPTION) TESTS

These tests are required for:				
Core Payroll Standard	Payroll Standard Option 1	Payroll Standard Option 2	Payroll Standard Option 3	Pensioner Payroll Standard
YES	NO	NO	NO	NO

These tests are for the 2009/2010 tax year. They are split into 3 sections:

Entitlement to SPP  
Paying SPP  
Records required

The technical specification for Statutory Paternity Pay (for adoption) is available at [www.hmrc.gov.uk/ebu/ebu\\_paye\\_ts.htm](http://www.hmrc.gov.uk/ebu/ebu_paye_ts.htm) and the E19 booklet Employer Helpbook for Statutory Paternity Pay at [www.hmrc.gov.uk/helpsheets/e19.pdf](http://www.hmrc.gov.uk/helpsheets/e19.pdf)

The tests used for Payroll Standard accreditation will be based on the following tests.

## Entitlement to SPP (for adoption)

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 1</b> SPP is payable if the person was continuously employed for 26 weeks leading into the MW. This rule is satisfied if part of the 26 <sup>th</sup> week of employment overlaps any day in the MW.	MW 27.09.09 Employment starts 11.04.09 Date of placement 06.11.09 Input SPP from 06.11.09	Software allows SPP to be paid.
<b>Test 2</b> SPP is not payable if the employee only has 25 weeks and 6 days employment on the last day in the MW	MW 27.09.09 Employment starts 12.04.09 Date of placement 06.11.09 Attempt to input SPP from 06.11.09	Software does not allow SPP to be paid.
<b>Test 3</b> SPP is not payable for any week in which the person works.	MW 03.05.09 Date of placement 07.05.09. SPP from 07.05.09 – 20.05.09. Returns to work for one day on 14.05.09	Software allows SPP to be cancelled for 14.05.09 – 20.05.09.
<b>Test 4</b> SPP is not due if the employment end date is before the date of placement.	MW is 03.05.09 Employment ends 06.05.09 Date of placement is 07.05.09 Attempt to input SPP start date 07.05.09	Software does not allow SPP to be paid.

## Paying SPP (for adoption)

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 1</b> When calculating the earnings rate of SPP all fractions of a penny should be rounded up to the next penny.</p>	<p>Employee is paid £430 per month. MW 03.05.09 Date of placement 07.05.09 SPP from 07.05.09</p> <p>Average weekly earnings are £99.23076 (this calculation is truncated at 5 decimal places)</p> <p>SPP = 99.23076 x 90% = 89.30768 rounded up to <b>£89.31</b></p>	<p>Software calculates SPP earnings rate of £89.31</p>
<p><b>Test 2</b> SPP must be recovered at the correct rate.</p> <p>Test: Employers who do not qualify for Small Employers Relief.</p>	<p>This employee is paid £437.08 monthly on the last day of each month.</p> <p>Average earnings are £100.86461</p> <p>SPP payable is 100.86461 x 90% = 90.77814 rounded up to the next penny = £90.78 per week.</p> <p>MW 03.05.09. SPP start date and the date of placement are 07.05.09. SPP paid for two weeks 07.05.09 - 20.05.09</p>	<p>Employers can recover 92% of SPP paid. Software calculates recovery of: Total SPP paid £181.56. 92% of £181.56 is £167.0352 rounded up to <b>£167.04.</b></p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 3</b> SPP must be recovered at the correct rate.</p> <p>Test: Employers who do qualify for Small Employers Relief.</p>	<p>This employee is paid £437.08 monthly on the last day of each month.</p> <p>Average earnings are £100.86461</p> <p>SPP payable is <math>100.86461 \times 90\% = £90.77814</math> rounded up to the next penny = £90.78 per week.</p> <p>MW 03.05.09 SPP start date and the date of placement are 07.05.09 SPP paid for two weeks 07.05.09 – 20.05.09</p>	<p>Employers can recover 100% of the SPP paid plus an additional 4.5%. Software calculates recovery of:</p> <p>Total SPP paid is £181.56 104.5% of £181.56 is £189.7302 rounded up to <b>£189.74.</b></p>
<p><b>Test 4</b> The start date of Paternity Leave can not be before the date of placement.</p>	<p>MW 28.06.09 Date of placement 16.07.09 Attempt to record the start date of SPP as 15.07.09</p>	<p>Software does not allow the SPP to be paid.</p>
<p><b>Test 5</b> If the date of placement is not recorded SPP can not be paid</p>	<p>MW 28.06.09 Do not record a date of placement but attempt to input SPP from 17.07.09</p>	<p>Software does not allow SPP to be paid.</p>
<p><b>Test 6</b> Paternity leave can not continue later than the 56<sup>th</sup> day after date of placement.</p> <p>Test: Start date on 43<sup>rd</sup> day after date of placement.</p> <p>Count the date of placement as the 1<sup>st</sup> day of the 56 day count.</p>	<p>MW 28.06.09 Date of placement 16.07.09 SPP start date 27.08.09 56<sup>th</sup> day is 09.09.09</p>	<p>Software allows payment of SPP for 2 weeks.</p>



TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 7</b> Paternity leave can not continue later than the 56<sup>th</sup> day after date of placement.</p> <p>Test: Start date on the 44<sup>th</sup> day after date of placement.</p> <p>Count the date of placement as the 1<sup>st</sup> day of the 56 day count.</p>	<p>MW 28.06.09 Date of placement 16.07.09 SPP start date 28.08.09 56<sup>th</sup> day is 09.09.09</p>	<p>Software allows payment of SPP for 1 week only.</p>
<p><b>Test 8</b> Paternity leave can not continue later than the 56<sup>th</sup> day after date of placement.</p> <p>Test: Start date on 51<sup>st</sup> day after date of placement.</p> <p>Count the date of placement as the 1<sup>st</sup> day of the 56 day count.</p>	<p>MW 28.06.09 Date of placement 16.07.09 SPP start date 04.09.09 56<sup>th</sup> day is 09.09.09</p>	<p>Software does not allow payment of SPP.</p>
<p><b>Test 9</b> Paternity Leave can only be taken as a single period of either one or two weeks leave.</p> <p>Test: Input a 3 week period.</p>	<p>MW 28.06.09 Date of placement 16.07.09 Enter SPP period 16.07.09 - 05.08.09 (3 full weeks)</p>	<p>Software does not allow payment of SPP for more than 2 weeks.</p>
<p><b>Test 10</b> Paternity Leave can only be taken as a single period of either one or two weeks leave.</p> <p>Test: Input a period 2 weeks and 1 day.</p>	<p>MW 28.06.09 Date of placement 16.07.09 Enter SPP period 16.07.09-30.07.09 (2 weeks and 1 day)</p>	<p>Software does not allow payment of SPP for more than 2 weeks.</p>
<p><b>Test 11</b> Paternity Leave can only be taken as a single period of either one or two weeks leave.</p> <p>Test: Input a period of 1 week and 1 day.</p>	<p>MW 28.06.09 Date of placement 16.07.09 Enter SPP period 16.07.09 - 23.07.09 (1 week and 1 day)</p>	<p>Software does not allow payment of SPP for part weeks.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 12</b> Paternity Leave can only be taken as a single period of either one or two weeks leave.  Test: Input period of less than a week.	MW 28.06.09 Date of placement 16.07.09 Enter SPP period 16.7.09 - 21.07.09	Software does not allow SPP to be paid.
<b>Test 13</b> The Standard Rate of SPP is payable when the earnings rate is more than the Standard Rate.	MW 28.06.09 Date of placement 16.07.09 SPP start date is 16.07.09  Average weekly earnings are £136.74. The earnings rate is 90% of £136.74 rounded up = £123.07	Software calculates that the Standard rate of £123.06 is payable.
<b>Test 14</b> The Earnings Rate of SPP is payable when it is less than the Standard Rate.	MW 28.06.09 Date of placement 16.07.09 SPP start date is 16.07.09  Average weekly earnings are £136.72. The earnings rate is 90% of £136.72 rounded up = £123.05	Software calculates that the Earnings Rate of £123.05 is payable.

## Records required

The system must also be able to produce the following records:

- The weeks and amounts of SPP paid in the tax year,
- Any weeks in the Paternity Pay Period where SPP is not due,
- Amount of SPP recovery and any SPP compensation due for a tax year. If a payment of SPP spans a tax year separate records are required for each tax year.

System should prompt user to keep self certificate provided by the employee.

System must also transfer required SPP details for legislative returns:

- P11 or substitute - SPP paid on each pay day during the tax year,
- P14 - total of SPP paid during the year,
- P35 - total of SPP recovered and total of SPP compensation recovered.