

2010/2011  
TEST DATA TO  
SUPPORT THE HMRC  
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.

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

SSP	YES	YES 2 and 4 weekly average earnings tests			
SMP	YES	YES 2 and 4 weekly average earnings tests			
SAP	YES				
SPP(birth)	YES				
SPP(adoption)	YES				

### 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 2010/2011 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.

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

## Entitlement to SSP

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 1</b></p> <p>SSP is not payable after 28 weeks have been paid in a previous linking sick absence.</p>	<p>Sick 19.02.10 – 07.09.10 Sick 22.09.10 – 28.09.10</p>	<p>Software does not allow payment of SSP from 22.09.10</p> <p>SSP1 produced or user prompted to complete SSP1.</p>
<p><b>Test 2</b></p> <p>SSP is no longer payable after 28 weeks of SSP have been paid within the same absence.</p>	<p>Sick 18.02.10 – 09.09.10 Last day of SSP is 06.09.10</p>	<p>Last day for payment of SSP is 06.09.10.</p> <p>SSP1 produced or user prompted to complete SSP1.</p>
<p><b>Test 3</b></p> <p>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.</p>	<p>EWC 14.11.10 SMP from 26.09.10 Sick from 05.10.10 – 08.10.10 SSP is not allowed because the 39 week disqualifying period is still applicable.</p>	<p>Software does not allow payment of SSP for 05.10.10 – 08.10.10.</p> <p>SSP1 produced or user prompted to complete SSP1.</p>
<p><b>Test 4</b></p> <p>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.</p>	<p>EWC 14.11.10 SMP from 26.09.10 The employee returns to work on 04.10.10 but falls sick from 05.10.10 – 08.10.10 SSP is not allowed because the 39 week disqualifying period is still applicable.</p>	<p>Software does not allow payment of SSP for 05.10.10 – 08.10.10</p> <p>SSP1 produced or user prompted to complete SSP1.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 5</b></p> <p>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.</p>	<p>Sick 05.10.10 (half day) - 11.10.10</p>	<p>Software does not allow half days to be counted as qualifying days for SSP.</p> <p>SSP payable for 11.10.10 only.</p>
<p><b>Test 6</b></p> <p>SSP does not apply to spells of sickness of less than 4 days.</p>	<p>Sick 06.10.10 – 08.10.10</p>	<p>Software does not allow SSP for this absence.</p>
<p><b>Test 7</b></p> <p>SSP is not payable if employee's contract of service ends.</p>	<p>Contract ends 14.10.10 Attempt to record absence 15.10.10– 21.10.10</p>	<p>Software does not allow SSP for this absence.</p>
<p><b>Test 8</b></p> <p>SSP is payable to employees under 16 years of age.</p>	<p>Sick 12.10.10 – 15.10.10 DOB 01.01.1995</p>	<p>SSP is payable</p>
<p><b>Test 9</b></p> <p>SSP is payable to employees over 65 years old.</p>	<p>Sick 13.10.10 – 18.10.10 DOB 13.10.45</p>	<p>SSP is payable</p>

## 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 12.03.10 – 08.04.10</p> <p>Period 12.03.10 – 31.03.10, 11 days SSP @ 15.83 = <b>£174.13</b></p> <p>Period 01.04.10 – 05.04.10, 3 days SSP @ 15.83 = <b>£47.49</b></p> <p>Period 06.04.10 – 08.04.10, 3 days SSP @ 15.83 = <b>£47.49</b></p> <p>March SSP payment <b>£174.13</b> April SSP payment <b>£94.98</b></p>	<p>Software calculates SSP of <b>£174.13</b> for March</p> <p>Software calculates SSP of <b>£94.98</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 24.05.10 – 18.06.10 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 31.05.10 is: 3 x £15.83 = £47.49</p> <p>SSP payable on 30.06.10 is: 14 x £15.83 = £221.62</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. £47.49 - £2.22 = £45.27</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 £221.62 - £2.22 = £219.40</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 Tuesday. Work pattern Mon-Fri Employee sick from 20.04.10 – 03.05.10.</p> <p>SSP for 20.04.10 to 26.04.10 is payable on 27.04.10. 2 days SSP = £31.66</p> <p>SSP for 27.04.10 to 03.05.10 is payable on 04.05.10. 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
<p><b>Test 1</b> SSP is not payable after 28 weeks of SSP is paid (inc. linking periods).</p>	<p>Sick 01.01.10 – 06.01.10 Sick 16.02.10 – 27.08.10 Sick 17.09.10 - open</p>	<p>Software does not allow payment of SSP for absence commencing on 17.09.10</p> <p>SSP1 produced or user prompted to complete SSP1.</p>
<p><b>Test 2</b> SSP is not payable if the employee was not entitled to SSP in a previous linking PIW.</p>	<p>Sick 16.08.10 – 22.08.10 (but record that employee is not entitled to SSP)</p> <p>Linking sick absence 17.09.10 – 22.09.10</p>	<p>Software does not allow payment of SSP for 17.09.10 – 22.09.10.</p> <p>SSP1 produced or user prompted to complete SSP1.</p>
<p><b>Test 3</b> PIW's should not be linked when they are separated by 57 days.</p>	<p>Sick 06.08.10 – 11.08.10 (1 day of SSP paid) Sick 08.10.10 – 12.10.10. 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.</p>	<p>Software does not allow payment of SSP for 08.10.10 – 12.10.10. This absence consists of 3 waiting days and two non-qualifying days.</p>
<p><b>Test 4</b> PIW's should be linked when they are separated by 56 days or less.</p>	<p>Sick 06.08.10 – 11.08.10 (1 day of SSP paid) Sick 07.10.10 – 12.10.10 (4 days SSP paid).</p>	<p>System does not allocate waiting days for sick absence 07.10.10 – 12.10.10. Software pays 4 days SSP.</p>

<p><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.</p>	<p><b>EXPECTED RESULT</b></p>
<p><b>1<sup>st</sup> absence 10/05/10 – 13/05/10</b>            Work pattern 2 days/week Mon-Tue            A PIW is formed but no SSP is payable because 10/5 and 11/5 are waiting days and 12/5 and 13/5 are not qualifying days.</p> <p>Last day for payment of SSP is calculated as 29/11/10 under this work pattern but the absence only uses up 2 waiting days.</p>	<p>Software does not allow payment of SSP but 2 waiting days are stored for next linking PIW.</p>
<p><b>2<sup>nd</sup> absence 03/06/10 – 09/06/10 (new work pattern must be entered before start of absence)</b>            Work pattern 5 days/week Mon-Fri            3/6 is the last waiting day            4/6, 7/6, 8/6 and 9/6 are paid SSP            5/6 and 6/6 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 16/12/10 under this work pattern (1 waiting day + plus 28 weeks entitlement). But absences ends on 09/06/10 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 05/07/10 – 15/07/10 (new work pattern must be entered before start of absence)</b>            Work pattern 4 days/week Tue-Fri            No waiting days            5/7, 10/7, 11/7, 12/7 are not qualifying days            SSP paid 6/7, 7/7, 8/7, 9/7, 13/7, 14/7,15/7            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 11/01/11 (05/07/10 + 27 weeks and 1 day) but the absence ends on 15/07/10 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 01/08/10 – 08/08/10 (new work pattern must be entered before start of absence)</b>  Work pattern 2 days/week Sun-Mon  No waiting days  3/8 to 7/8 are not qualifying days  1/8, 2/8 and 8/8 are paid  Daily rate of SSP is <math>79.15 / 2 = £39.575</math>  <math>£39.575 \times 3 = \mathbf{£118.73}</math> 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</math> (QD_Dec_Frac) = 0.9 rounded up to 1 day).</p> <p>So under this work pattern the last day for payment of SSP is 23/01/11 (1/08/10 + 25 weeks and 1 day) but the absence ends on 08/08/10 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>Software calculates SSP payment of <b><u>£118.73</u></b></p>
<p><b>5<sup>th</sup> absence 23/08/10 – 24/02/11 (new work pattern must be entered before start of absence)</b>  Work Pattern 6 days/week Mon - Sat  No waiting days  SSP paid 23/08/10 – 05/02/11  Daily rate of SSP is <math>79.15 / 6 = £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</math> (QD_Dec_Frac) = 5.69 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 05/02/11 (23/08/10 + 24 SSP weeks).</p> <p><b>Record absence end date of 24/02/11. The last day for payment of SSP is 05/02/11.</b></p>	<p>Last day of payment for SSP is <b><u>05/02/11</u></b></p> <p>Monthly amounts of SSP paid:</p> <p>August 8 x 13.1916 = <b><u>£105.54</u></b></p> <p>September 34 x 13.1916 = £448.52 - £105.54 = <b><u>£342.98</u></b></p> <p>October 60 x 13.1916 = 791.50 - 448.52 = <b><u>£342.98</u></b></p> <p>November 86 x 13.1916 = 1134.48 - 791.50 = <b><u>£342.98</u></b></p> <p>December 113 x 13.1916 = 1490.66 - 1134.48 = <b><u>£356.18</u></b></p> <p>January 139 x 13.1916 = 1833.64 - 1490.66 = <b><u>£342.98</u></b></p> <p>February 144 x 13.1916 = 1899.60 - 1833.64 = <b><u>£65.96</u></b></p>

## SSP Average Earnings Calculations

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 1</b></p> <p>SSP is not payable when average weekly earnings are below the LEL</p>	<p><b>Monthly paid</b></p> <p>Sick 22.10.10</p> <p>Paid £420.33 on last day of each month.</p> <p>Relevant period 01.08.10 – 30.09.10</p> <p>Total payments in the relevant period are <math>£840.66 \times 6 / 52 = £96.9992</math></p>	<p>Software calculates average weekly earnings of £96.9992 and does not allow payment of SSP.</p>
<p><b>Test 2</b></p> <p>SSP is payable when average weekly earnings = LEL.</p>	<p><b>Weekly paid</b></p> <p>Sick 22.10.10</p> <p>Paid £97.00 on Fridays</p> <p>Relevant period 21.08.10– 15.10.10 (56 days)</p> <p>Weekly_Divisor = <math>56 / 7 = 8</math></p> <p>Earnings_RP = £776.00</p> <p><math>776.00 / 8 = £97.0000</math></p>	<p>Software calculates average weekly earnings of £97.0000 and allows payment of SSP.</p>

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

<p><b>Test 3</b></p> <p>SSP is payable when average weekly earnings are above LEL</p>	<p><b>2 weekly paid</b></p> <p>Sick 23.10.10</p> <p>Paid £194.01 on Saturdays</p> <p>Last paid on 16.10.10</p> <p>Relevant period 22.08.10 – 16.10.10 (56 days)</p> <p>Weekly_Divisor is <math>56 / 7 = 8</math></p> <p>Total payments in relevant period are £776.04</p> <p><math>776.04 / 8 = £97.0050</math></p>	<p>Software calculates average weekly earnings of £97.0050 and allows payment of SSP.</p>
<p><b>Test 4</b></p> <p>Average weekly earnings must be calculated correctly for employees with a 4 weekly earnings period.</p>	<p><b>4 weekly paid</b></p> <p>Sick 22.10.10</p> <p>Paid on Wednesdays, £599.00 and £600.97 in the relevant period.</p> <p>Last paid on 20.10.10</p> <p>Relevant period 26.08.10 – 20.10.10 (56 days)</p> <p>Weekly divisor is <math>56 / 7 = 8</math></p> <p>Total payments in the relevant period are £1199.97</p> <p><math>1199.97 / 8 = 149.9962</math></p>	<p>Software calculates average weekly earnings of £149.9962 and allows payment of SSP.</p>

## **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 2010/2011 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

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

## Entitlement to SMP

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<b>Test 1</b> SMP is not payable on a male account.	Male account EWC 21.11.10 SMP from 24.10.10.	Software does not allow SMP to be paid.
<b>Test 2</b> SMP is no longer payable after 39 weeks have been paid.	SMP 25.07.10 – 23.04.11 (39 weeks) EWC 12.09.10 QW 30.05.10	Software does not allow SMP to be paid for 24.04.11 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 26.09.10 EWC 09.01.11 Employment starts 10.04.10 Input SMP from 31.10.10.	Software allows SMP to be paid.
<b>Test 4</b> SMP is not payable if the first day of the 26 <sup>th</sup> week of employment occurs after the Saturday of the QW.	QW 26.09.10 EWC 09.01.11 Employment starts 11.04.10 Attempt to input SMP from 31.10.10	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 26.09.10 EWC 09.01.11 Employment starts 1.1.93. Date of leaving 25.09.10 Attempt to input SMP from 31.10.10	Software does not allow SMP to be paid.
<b>Test 6</b> SMP is payable to employees under 16 years of age	QW 26.09.10 EWC 09.01.11 DOB 01.01.95 Input SMP from 31.10.10	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 30.05.10 SMP from 18.04.10 Returns to work for one day on 14.07.10 and then returns to maternity leave on 15.07.10. For the purposes of this test 10 KIT days have been taken before 11.07.10.	Software allows cancellation of SMP at lower rate for 1 week commencing 11.07.10

*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 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 22.08.10 QW 09.05.10 Intended start date of SMP is 06.06.10</p> <p>Paid £138.74 per week. Average weekly earnings are £138.74. The earnings rate is 90% of £138.74 rounded up = £124.87</p>	<p>Software pays £124.87 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 22.08.10 QW 09.05.10 Intended start date of SMP is 06.06.10</p> <p>Paid £138.76 per week. Average weekly earnings are £138.76. The earnings rate is 90% of £138.76 rounded up = £124.89.</p>	<p>Software pays £124.89 for first 6 weeks of MPP.</p> <p>Software pays £124.88 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 23.05.10 Attempt to input SMP earnings rate for 7 weeks 25.04.10 – 12.06.10</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 23.05.10 Attempt to input SMP earnings rate from 25.04.10 – 29.05.10 and standard rate SMP from 30.05.10</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 22.08.10 Attempt to input SMP payable from 06.06.10 – 12.03.11 (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 22.08.10 Intended start date of maternity leave is 05.08.10 Pregnancy related illness started on 25.07.10 and is ongoing. 4 weeks before the EWC is 25.07.10 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 26.07.10 and MPP starts on 27.07.10</p>	<p>Software allows MPP to start on 27.07.10</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 22.08.10 Intended start date of maternity leave 05.08.10 Absence due to pregnancy related illness 22.07.10 ongoing. 4 weeks before the EWC is 25.07.10 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 26.07.10 and MPP starts on 27.07.10</p>	<p>Software allows MPP to start on 27.07.10</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>	<p>EWC 22.08.10            Intended start date of maternity leave 05.08.10            Absence due to pregnancy related illness 02.08.10 ongoing.</p>	<p>Software allows MPP to start on 03.08.10</p>
<p><b>Test 9</b></p> <p>The MPP can start on any day.</p>	<p>EWC 22.08.10            QW 09.05.10            MPP starts on 08.06.10</p>	<p>Software allows MPP to start on 08.06.10</p>
<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>	<p>EWC 22.08.10            QW 09.05.10            Last day of employment 09.05.10</p>	<p>Software allows SMP to start on 06.06.10 (11<sup>th</sup> week before EWC).</p>
<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>	<p>EWC 22.08.10            SMP from 22.08.10            Earnings are £2001.23 per month during the relevant period.            Average weekly earnings = <math>4002.46 \times 6 / 52 = 461.82230</math>            Earnings rate SMP = <math>461.82230 \times 90\% = 415.64007</math> rounded up to <b>£415.65</b></p>	<p>Software calculates an Earnings rate of £415.65</p>

<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 25.04.10  ER of SMP = £166.16  SR of SMP = £124.88  SMP paid from 25.04.10 – 22.01.11:-  May = £830.80  June = £540.80  July = £624.40  Aug = £499.52  Sept = £499.52  Oct = £624.40  Nov = £499.52  Dec = £499.52  Jan = <u>£499.52</u>  £5118.00</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 = £497.54  July = £574.45  Aug = £459.56  Sept = £459.56  Oct = £574.45  Nov = £459.56  Dec = £459.56  Jan = <u>£459.56</u>  £4708.58</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 = £565.14  July = £652.50  Aug = £522.00  Sept = £522.00  Oct = £652.50  Nov = £522.00  Dec = £522.00  Jan = <u>£522.00</u>  £5348.33</p>
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## SMP Average Weekly Earnings Calculations

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 1</b></p> <p>SMP is not payable when average weekly earnings are below the LEL</p>	<p><b>Monthly paid</b>                      EWC 06.02.11                      QW 24.10.10                      Paid £420.33 on last day of each month.                      Relevant period 01.08.10 -30.09.10                      Total payments in the relevant period are £840.66  <math>£840.66 \times 6 / 52 = £96.99923</math></p>	<p>Software calculates average weekly earnings of £96.99923 and does not allow payment of SMP.</p>
<p><b>Test 2</b></p> <p>SMP is payable when average weekly earnings = LEL.</p>	<p><b>Weekly paid</b>                      EWC 06.02.11                      QW 24.10.10                      Paid £97.00 on Fridays.                      Last pay day before the end of the QW is 29.10.10                      Relevant period 04.09.10 – 29.10.10                      Total payments in relevant period are £776.00  <math>£776.00 / 8 = £97.00000</math></p>	<p>Software calculates average weekly earnings of £97.00000 and allows payment of SMP.</p>

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

<p><b>Test 3</b></p> <p>SMP is payable when average weekly earnings are above LEL.</p>	<p><b>2 weekly paid</b>                      EWC 06.02.11                      QW 24.10.10                      Paid £194.02 on Saturdays.                      Last pay day before end of the QW is 30.10.10                      Relevant period 05.09.10 – 30.10.10                      Total payments in relevant period are £776.08  <math>£776.08 / 8 = £97.01000</math></p>	<p>Software calculates average weekly earnings of £97.01000 and allows payment of SMP.</p>
<p><b>Test 4</b></p> <p>Average earnings must be calculated correctly for employees who are paid 4 weekly.</p>	<p><b>4 weekly paid</b>                      EWC 06.02.11                      QW 24.10.10                      Paid on Wednesdays.                      Last pay day before the end of the QW is 27.10.10                      Relevant period 02.09.10 – 27.10.10                      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  <math>£1264.13 / 8 \text{ weeks} = 158.01625</math></p>	<p>Software calculates average weekly earnings of £158.01625 and allows payment of SMP</p>

## **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 2010/2011 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

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
<p><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.</p>	<p>QW 26.09.10 EWC 09.01.11 Employment starts 10.04.10 Date of birth 13.01.11 Input SPP from 13.01.11</p>	<p>Software allows SPP to be paid.</p>
<p><b>Test 1b</b> SPP is not payable if the first day of the 26<sup>th</sup> week of employment occurs after the Saturday of the QW.</p>	<p>QW 26.09.10 EWC 09.01.11 Employment starts 11.04.10 Date of birth 13.01.11 Attempt to input SPP from 13.01.11</p>	<p>Software does not allow SPP to be paid.</p>
<p><b>Test 2</b> SPP is not payable for any week in which the person works.</p>	<p>EWC 23.05.10 Date of birth 29.05.10 SPP from 04.06.10 – 10.06.10 Returns to work for one day on 11.06.10 SPP is not payable for week commencing 11.06.10</p>	<p>Software allows SPP to be cancelled for week commencing 11.06.10</p>
<p><b>Test 3</b> SPP is not payable if employment ceases before the date of birth</p>	<p>EWC 23.05.10 Date of birth 29.05.10 Employment ceased 28.05.10 Attempt to input SPP from 29.05.10</p>	<p>Software does not allow SPP to be paid.</p>

## 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 07.11.10 SPP from 27.09.10</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 £420.34 monthly on the last day of each month.</p> <p>Average earnings are £97.00153</p> <p>SPP payable is <math>97.00153 \times 90\% = £87.30137</math> rounded up to the next penny <b>£87.31</b> per week.</p> <p>SPP start date 14.07.10 SPP paid for two weeks 14.07.10 – 27.07.10</p>	<p>Employers can recover 92% of SPP paid. Software calculates recovery of: Total SPP paid is £174.62 92% of £174.62 is £160.6504 rounded up to <b>£160.66</b></p>
<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 £420.34 monthly on the last day of each month.</p> <p>Average earnings are £97.00153</p> <p>SPP payable is <math>97.00153 \times 90\% = £87.30137</math> rounded up to the next penny <b>£87.31</b> per week.</p> <p>SPP start date 14.07.10 SPP paid for two weeks 14.07.10 – 27.07.10</p>	<p>Employers can recover 100% of the SPP paid plus an additional 4.5%. Software calculates recovery of: Total SPP paid is £174.62 104.5% of £174.62 is 182.4779 rounded up to <b>£182.48</b></p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<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 14.07.10</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 16.07.10 Attempt to record the start date of SPP as 15.07.10</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 11.07.10 Date of birth 14.07.10 Start date of SPP 26.08.10 56<sup>th</sup> day is 08.09.10</p>	<p>Software allows payment of SPP for 2 weeks.</p>
<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 11.07.10 Date of birth 14.07.10 Start date of SPP 27.08.10 56<sup>th</sup> day is 08.09.10</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 11.07.10 Date of birth is 14.07.10 Start date of SPP Leave is 03.09.10 56<sup>th</sup> day is 08.09.10</p>	<p>Software does not allow payment of SPP.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<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 11.07.10 Date of birth 29.06.10 Start date of SPP 23.08.10 56<sup>th</sup> day is 05.09.10</p>	<p>Software allows payment of SPP for 2 weeks.</p>
<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 11.07.10 Date of birth 29.06.10 Start date of SPP 24.08.10 56<sup>th</sup> day is 05.09.10</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 11.07.10 Date of birth 29.06.10 Start date of SPP 31.08.10 56<sup>th</sup> day is 05.09.10</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 16.07.10 Enter SPP period 16.07.10 – 05.08.10</p>	<p>Software does not allow payment of SPP for more than 2 weeks.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<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 16.07.10 Enter SPP period 16.07.10 – 30.07.10 (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 16.07.10 Enter SPP period 16.07.10 – 23.07.10 ( 1 week and 1 day)</p>	<p>Software does not allow payment for SPP for 23.07.10</p>
<p><b>Test 5d</b> Paternity leave must be taken in full weeks.</p> <p>Test: Input period of less than a week.</p>	<p>Date of birth 16.07.10 Enter SPP period 16.07.10 – 21.07.10</p>	<p>Software does not allow SPP to be paid for this period.</p>
<p><b>Test 6</b> The Standard Rate of SPP is payable when the earnings rate is more than the Standard rate.</p>	<p>EWC 08.08.10 Start date of SPP is 15.07.10 Date of birth 15.07.10 Average weekly earnings are £138.76. The earnings rate is 90% of £138.76 rounded up = £124.89</p>	<p>Software calculates that the Standard rate of £124.88 is payable.</p>
<p><b>Test 7</b> The Earnings Rate of SPP is payable when it is less than the Standard Rate.</p>	<p>EWC 08.08.10 Start date of SPP is 15.07.10 Date of birth 15.07.10 Average weekly earnings are £138.74. The earnings rate is 90% of £138.74 rounded up = £124.87</p>	<p>Software calculates that the Earnings Rate of £124.87 SPP is payable.</p>

## **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 2010/2011 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

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

## Entitlement to SAP

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 1</b></p> <p>SAP is no longer payable after 39 weeks have been paid.</p>	<p>MW 11.04.10 Date of placement 19.05.10 SAP 19.05.10 – 15.02.11 (39 weeks) Attempt to input an end date of 16.02.11.</p>	<p>Software does not allow SAP to be paid for 16.02.11 onwards.</p>
<p><b>Test 2</b></p> <p>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.</p>	<p>MW 26.09.10 Employment starts 10.04.10 Date of placement 15.10.10 SAP payable from 15.10.10</p>	<p>Software allows SAP to be paid.</p>
<p><b>Test 3</b></p> <p>SAP is not payable if the first day of the 26<sup>th</sup> week of employment occurs after the Saturday of the MW.</p>	<p>MW 26.09.10 Employment starts 11.04.10 Date of placement 15.10.10 Attempt to input SAP start date from 15.10.10</p>	<p>Software does not allow SAP to be paid.</p>
<p><b>Test 4</b></p> <p>SAP is not payable if the person was employed for more than 26 weeks but employment did not continue into MW.</p>	<p>MW 26.09.10 Employment starts 1.1.93. Employment ends 25.09.10 Date of placement 15.10.10 Attempt to input SAP start date 15.10.10</p>	<p>Software does not allow SAP to be paid.</p>
<p><b>Test 5</b></p> <p>SAP is not payable for any week in which the person works when 10 Keep In Touch (KIT) days have already been taken.</p> <p>Test: Employee returns to work for one day</p>	<p>MW 11.04.10 Date of placement 25.05.10 SAP from 25.05.10 – 21.02.11 Returns to work for one day on 29.06.10 and then returns to adoption leave on 30.06.10.</p> <p>For the purposes of this test 10 KIT days have been taken within the period 25.05.10 – 28.06.10</p>	<p>Software allows SAP to be cancelled for week 29.06.10 – 05.07.10.</p>

## 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 25.07.10 Date of placement 30.07.10 SAP from 30.07.10</p> <p>Average weekly earnings = £99.23076 (<i>this calculation is truncated at 5 decimal places</i>)</p> <p>SAP earnings rate = <math>99.23076 \times 90\% = 89.30768</math> 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 <math>100.86461 \times 90\% = 90.77814</math> rounded up to the next penny = £90.78 per week. MW 02.05.10 Date of placement 19.05.10 SAP paid from 19.05.10 - 15.02.11 <math>39 \times 90.78 = £3540.42</math></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 (5 weeks) = £417.59 Sept (4 weeks) = £334.08 Oct (4 weeks) = £334.08 Nov (5 weeks) = £417.59 Dec (4 weeks) = £334.08 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 02.05.10 Date of placement 19.05.10 SAP paid from 19.05.10 - 15.02.11 <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 (5 weeks) = £474.33 Sept (4 weeks) = £379.47 Oct (4 weeks) = £379.47 Nov (5 weeks) = £474.33 Dec (4 weeks) = £379.47 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 11.04.10 Date of placement 19.05.10 SAP start date 19.05.10 Employment start date 01.01.93 Employment end date 20.04.10</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 11.04.10 Expected date of placement 19.05.10 SAP start date 05.05.10</p>	<p>Software allows SAP start date.</p>
<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 11.04.10 Expected date of placement 19.05.10 Attempt to input SAP start date 04.05.10</p>	<p>Software does not allow SAP start date.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 7</b> The SAP pay period starts on the day after the last day the employee worked before starting their adoption leave.</p>	<p>MW 11.04.10 Employee works Mon Fri Date of placement 20.05.10 but employee is at work on this day and SAP starts on 21.05.10.</p>	<p>Software allows a SAP start date of 21.05.10.</p>
<p><b>Test 8</b> The APP can start on any day of the week.</p>	<p>MW 11.04.10 Date of placement 19.05.10 Ensure start dates from 14.05.10 through to 20.05.10 can be used.</p>	<p>Software allows SAP to start on any day of the week.</p>
<p><b>Test 9</b> The Standard Rate of SAP is payable when the earnings rate is more than the Standard rate.</p>	<p>MW 11.04.10 Date of placement 19.05.10 SAP start date 19.05.10.</p> <p>Paid £138.76 per week. Average weekly earnings are £138.76. The earnings rate is 90% of £138.76 rounded up = £124.89.</p>	<p>Software pays the Standard rate of SAP.</p>
<p><b>Test 10</b> The Earnings Rate of SAP is payable when it is less than the Standard Rate.</p>	<p>MW 11.04.10 Date of placement 19.05.10 SAP start date is 19.05.10</p> <p>Paid £138.74 per week. Average weekly earnings are £138.74. The earnings rate is 90% of £138.74 rounded up = £124.87</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 2010/2011 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

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
<p><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.</p>	<p>MW 26.09.10 Employment starts 10.04.10 Date of placement 05.11.10 Input SPP from 05.11.10</p>	<p>Software allows SPP to be paid.</p>
<p><b>Test 2</b> SPP is not payable if the first day of the 26<sup>th</sup> week of employment occurs after the Saturday of the MW.</p>	<p>MW 26.09.10 Employment starts 11.04.10 Date of placement 05.11.10 Attempt to input SPP from 05.11.10</p>	<p>Software does not allow SPP to be paid.</p>
<p><b>Test 3</b> SPP is not payable for any week in which the person works.</p>	<p>MW 02.05.10 Date of placement 06.05.10. SPP from 06.05.10 – 19.05.10. Returns to work for one day on 13.05.10</p>	<p>Software allows SPP to be cancelled for 13.05.10 – 19.05.10.</p>
<p><b>Test 4</b> SPP is not due if the employment end date is before the date of placement.</p>	<p>MW is 02.05.10 Employment ends 05.05.10 Date of placement is 06.05.10 Attempt to input SPP start date 06.05.10</p>	<p>Software does not allow SPP to be paid.</p>

## 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 02.05.10 Date of placement 06.05.10 SPP from 06.05.10</p> <p>Average weekly earnings are £99.23076 (this calculation is truncated at 5 decimal places)</p> <p>SPP = <math>99.23076 \times 90\% = 89.30768</math> 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 <math>100.86461 \times 90\% = 90.77814</math> rounded up to the next penny = £90.78 per week.</p> <p>MW 02.05.10. SPP start date and the date of placement are 06.05.10. SPP paid for two weeks 06.05.10 - 19.05.10</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 02.05.10 SPP start date and the date of placement are 06.05.10 SPP paid for two weeks 06.05.10 –19.05.10</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 27.06.10 Date of placement 15.07.10 Attempt to record the start date of SPP as 14.07.10</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 27.06.10 Do not record a date of placement but attempt to input SPP from 16.07.10</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 27.06.10 Date of placement 15.07.10 SPP start date 26.08.10 56<sup>th</sup> day is 08.09.10</p>	<p>Software allows payment of SPP for 2 weeks.</p>
<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 27.06.10 Date of placement 15.07.10 SPP start date 27.08.10 56<sup>th</sup> day is 08.09.10</p>	<p>Software allows payment of SPP for 1 week only.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<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 27.06.10 Date of placement 15.07.10 SPP start date 03.09.10 56<sup>th</sup> day is 08.09.10</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 27.06.10 Date of placement 15.07.10 Enter SPP period 15.07.10 - 04.08.10 (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 27.06.10 Date of placement 15.07.10 Enter SPP period 15.07.10-29.07.10 (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 27.06.10 Date of placement 15.07.10 Enter SPP period 15.07.10 - 22.07.10 (1 week and 1 day)</p>	<p>Software does not allow payment of SPP for part weeks.</p>
<p><b>Test 12</b> Paternity Leave can only be taken as a single period of either one or two weeks leave.</p> <p>Test: Input period of less than a week.</p>	<p>MW 27.06.10 Date of placement 15.07.10 Enter SPP period 15.07.10 - 20.07.10</p>	<p>Software does not allow SPP to be paid.</p>
<p><b>Test 13</b> The Standard Rate of SPP is payable when the earnings rate is more than the Standard Rate.</p>	<p>MW 27.06.10 Date of placement 15.07.10 SPP start date is 15.07.10</p> <p>Average weekly earnings are £138.76. The earnings rate is 90% of £138.76 rounded up = £124.89</p>	<p>Software calculates that the Standard rate of £124.88 is payable.</p>

TEST DESCRIPTION	TEST DATA	EXPECTED RESULT
<p><b>Test 14</b> The Earnings Rate of SPP is payable when it is less than the Standard Rate.</p>	<p>MW 27.06.10 Date of placement 15.07.10 SPP start date is 15.07.10</p> <p>Average weekly earnings are £138.74. The earnings rate is 90% of £138.74 rounded up = £124.87</p>	<p>Software calculates that the Earnings Rate of £124.87 is payable.</p>

## 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.