



*Is your
knowledge
out of date?*

**HR & Payroll
Update**

One day face-to-face
seminar –
£397 +VAT

One Seminar you can't afford to miss to ensure
all Payroll, Finance *and* HR staff are completely
up to date *with* ever-changing legislation!

A vital seminar for all payroll and HR staff that is 'jam-packed' with a detailed review of the latest legislation including:

- An essential update on the changes in pension legislation reforms affecting all employers from 2012
- Detailed information on the tax changes taking place in 2010 which will be affecting higher earners.

At the end of the Seminar delegates will:

Have confidence with their ability to process payrolls that are compliant with current legislation and be able to deal with queries from colleagues at all levels.

Who would benefit?

All who currently have a day-to-day responsibility for any aspect of payroll or HR, where there is a vital need to be aware of changes to practice and legislation and understand the impact on their individual duties.

More than 100 courses held in 50 locations nationwide



Seminar content

HMRC, Income tax and National Insurance

- Tax and NI rates
- Thresholds and allowances
- Tax and NIC alignment
- Changes to operation of tax codes D0 and NT
- Income limit for personal tax allowance
- Operation of new 50% tax
- Limitation of tax relief on pension contributions
- False Self-employment.

Statutory Payments and Leave

- SSP procedures – new medical statements
- HMRC guidance on benefits during maternity leave including the effect on salary sacrifice schemes
- SSP, SMP, SAP, SPP rates and thresholds
- Extending paternity leave and pay
- European Directive on Maternity Rights – what does it mean for us?

International Employment

- Residence and Domicile
- Double taxation treaties.

Compliance and Penalties

- Failure to file online
- Failure to file accurate returns
- Failure to file year end and CIS monthly returns
- Failure to make monthly payments in full and on time
- Tax Tribunals and Supreme Court.

Benefits & Expenses

- HMRC A to Z of Expenses and Benefits
- Payrolling of benefits and expenses
- Company Cars including:
 - P46 (car) procedures
 - Car benefit charges from 2011/12 and 2012/13
 - Adjustments for alternative fuels
- Benchmark scale rates for business travel – home and abroad.

Other Payroll and HR Matters

- Scottish Debt Arrangement Scheme
- Student loan deductions
- Immigration and employment
- National minimum wage including:
 - Enforcement procedures and penalties
 - Payment of tips and NMW
 - Sleep-in payments.

Pensions reform

- Increasing state retirement age for women
- Tax relief on pension contributions
- Authorised lump sum payments on retirement
- Changes to qualifying years for a state pension
- Pension personal accounts:
 - Employer and employee requirements/contributions
 - Automatic enrolment – the criteria
 - Opting in or out
 - Qualifying schemes
 - Compliance and information requirements
 - Popular misconceptions.

Changes to Employment rights

- Employment status and 'sham' contracts
- Age equality
- Agency Workers and employment rights – The Temporary Agency Workers Directive
- Holiday pay and leave changes including:
 - Payment in lieu & carried over holiday entitlement
 - Differences – annual leave and additional leave
 - Holiday pay during maternity leave
 - Holidays during sick leave and sick leave during holidays.

