



Cut the
risk:
update your
knowledge

Payroll &
HR update
One day face-to-face
seminar –
£417.00 + VAT

The **one seminar** you can't afford to miss. Take a day to get **completely up to date** with the latest changes to payroll and HR legislation.

You benefit from a packed programme that looks at the latest legislation in detail, including:

- Changes announced in the various Budgets delivered during 2010, including the pre-Budget statement leading into 2011
- An essential update on changes in pension legislation reforms affecting all employers
- from now until 2020 and beyond, including changes to state retirement age and the introduction of pension personal accounts
- Detailed guidance on the operation of the new Additional Paternity Leave and Additional Statutory Paternity Pay
- A discussion on HMRC's consultation document setting out their intention of introducing Real Time Information from 2012 which will have a considerable impact on the way we process payrolls in the future.

What you will achieve

At the end of this seminar you will be confident of your ability to process payrolls that comply with current legislation and be able to deal with queries from colleagues at all levels.

Who would benefit?

Every person who has a day-to-day responsibility for any aspect of payroll or HR, because it is vital to understand how changes to practice and legislation affect their individual duties.



We run more than **100 courses** in **50 locations** nation-wide

What the course covers

HMRC, Income tax and National Insurance

- Tax and NI rates
- Thresholds and allowances including those from April 2011
- Tax and NIC alignment
- **NEW:** Changes to Form P46 procedures
- **NEW:** Changes to procedures for payments made after issuing form P45
- **NEW:** Introduction of new tax code D1
- **NEW:** Limitation of tax relief on pension contributions
- Regional Employer's NI holiday scheme
- **NEW:** HMRC's consultation on the introduction of Real Time Information (RTI) from 2012

- **NEW:** HMRC's proposals on centralised deductions.

Statutory Payments and Leave

- SSP rates and thresholds
- SMP, SAP, SPP, ASPP rates and thresholds
- **NEW:** Additional Paternity Leave and Additional Paternity Pay including definitive guide to evidence, procedures to follow if an employee loses entitlement or does not qualify for leave or pay.

International Employment

- The latest agreements
- **NEW:** Changes to legislation surrounding the Scottish variable rate of tax.

HMRC

- Penalties for failing to file online
- Penalties for failing to pay tax and NI on time
- Financial security from employers determined not to pay over tax and NI
- Penalties for failing to file Construction Industry Scheme returns on time.

Other Payroll and HR Matters

- Immigration and employment – guidance for employers
- Jurors financial loss allowances – Scotland
- National minimum wage including:
 - Removal of special rates for Agricultural workers
 - Sleep-in payments latest case law



Benefits & Expenses

- The latest on payrolling of benefits and expenses
- Company cars including:
 - Changes to car benefit charge from 2011/12 and 2012/13
 - Adjustments for alternative fuels
 - Removal of £80,000 price cap
 - Fuel benefit changes
- Benchmark scale rates for business travel – home and abroad
- Changes to HMRC's approach to Salary Sacrifice schemes involving Statutory Exemptions
 - Child Care Vouchers – limitation on tax relief for 40% and 50% tax payers
 - Cycle to Work
 - Removal of salary sacrifice in the context of canteen subsidies

Pension reform

- Increasing state retirement age for both men and women
- Tax relief on pension contributions
- Pension personal accounts:
 - NEST
 - Employer requirements
 - Employer and employee contributions
 - Automatic enrolment – the criteria
 - Opting in or out
 - Information requirements
 - Qualifying schemes
 - Compliance

Changes to Employment rights

- Age equality – can you make an employee retire at 65?
- Agency Workers and employment rights – The Temporary Agency Workers Regulations
- Time off for Training
- Working time rules for self employed drivers
- Refusal to work more than 48 hours – case law
- Holiday pay & leave including the latest case law – must holiday be taken during working time?

Stay current and keep your organisation safe

call us on **01798 861111** to book or discuss this one-day update. If you wish to see our full prospectus, view it online at www.thelearncentre.co.uk, or ask us to send you one by calling 01798 861111 or emailing enquiries@thelearncentre.co.uk

essential
for all levels



“tutor helpful and friendly, willing to listen as well as talk, and answered questions with knowledge”

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