User Guide

P60 Formats E-Forms and Password Generation

User Guide

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1 Overview

1.1 P60 Processing

Due to the removal of HMRC supplied P60 templates this year, and the additional changes announced last year allowing employers to create and issue electronic P60s, the P60 program within OpenPeople has been enhanced to reflect these changes and make the production of P60s much easier.

There will now only be 3 options to choose from when producing P60s. These are: -

➢ Format A – Plain Paper P60

➢ Format B – Electronic P60 (PDF/Email)

➢ Format C - Laser Security P60 (Prolog)

Within this guide each P60 format will be detailed with any prerequisite setup required and how to create the P60 documents.

1.2 E-Forms & Password Generation

Last year a user defined screen was added to OpenPeople allowing users to allocate individual employees with a password which would be used to secure electronic P60s sent via email.

This functionality has now been enhanced and the password will now be held within core OpenPeople on the employee's masterfile, doing away with the need for the user defined screen. This functionality will not only allow the password added to be used when electronic P60s are issued, but it is in readiness for the centralised input of a single password for both eP60s and ePayslips.

This release is for eP60s only and the combined eP60/ePayslip functionality will be in a future release.

As with the P60s, the prerequisite setup and user guidance for the new password functionality is detailed within this document.

2 P60 Processing

2.1 Format A – Plain Paper P60

2.1.1 Overview

Format A - Plain Paper is a mail merge P60 which creates a word document containing portrait substitute P60s for all selected employees.

The advantage of the mail merge P60 is that it can be printed on A4 blank paper, on a local printer and can be in either black and white or colour.

No specific stationery is required as HMRC approved P60 templates are held within OpenPeople.

IMPORTANT: Format A can only be issued to employees as a printed A4 document. They cannot be distributed electronically.

2.1.2 Assumptions

It is assumed the user has access to the P60 Report program (w-py91.w) on the OpenPeople menu and access to a local printer.
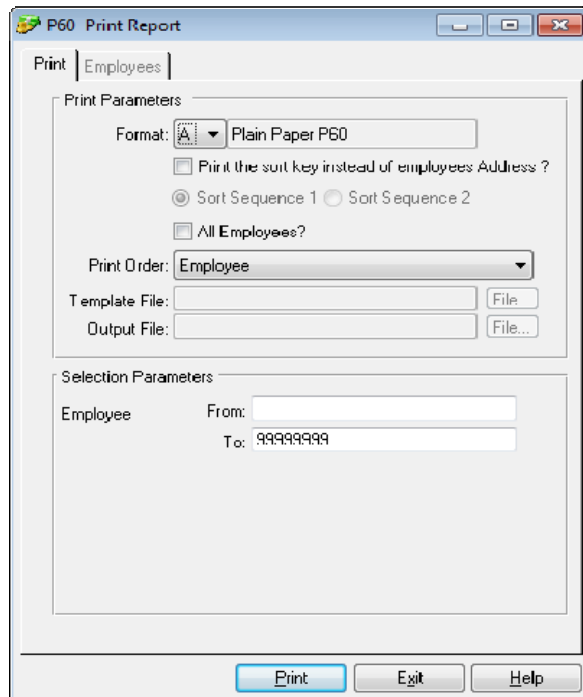
2.1.3 Pre-requisite Set Up

Format A requires the P60A printer to be fully defined

See – 'P60 PRINTERS AND OPENOFFICE IMPLEMENTATION GUIDE.DOC'

2.1.4 Processing Plain Paper P60s

The user selects the **P60 Print Report** from their menu.

Format A (Plain Paper P60), is the default P60 format and will be displayed as shown below: -

Screen fields applicable:

- **Print the sort Key instead of the Employee Address?**

    This field is checked if the individual P60s are to display Sort keys (Example would be Cost Center, Location) etc rather than the employee address.

- **Sort Sequence 1 and 2**

    These fields will become enabled once the Sort Key option above has been selected and will allow the user 2 options as per their setup within Payroll Maintenance.

    Note: - If sort keys are to be used, they MUST be selected within Payroll Maintenance before Year End Create is actioned.

- **All Employees?**

    This option would normally be used if payroll are also using format B, eP60s.

    Employees can have the option to opt in or out of receiving an electronic P60. If format A is selected, and the payroll is also issuing eP60s, only P60s for employees that have NOT opted into eP60s will be printed.

    If the user selects "All Employees ?", P60s will be printed for all employees including those that have opted to receive an eP60. This is particularly useful for creating employer copies.
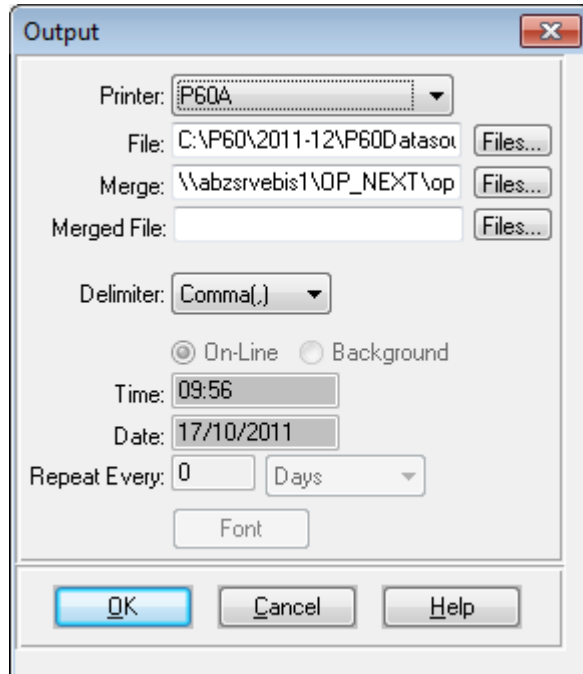
- **Print Order field onwards**

    This is standard selection functionality, which allows the user to select individual, ranges or all employees.

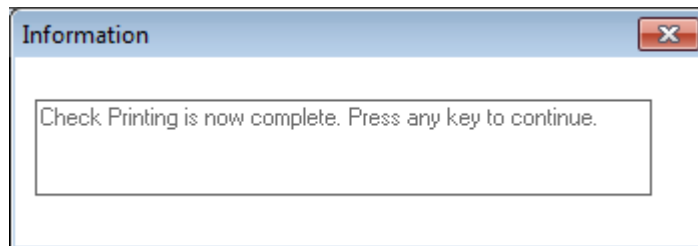Once all selections have been made Select **Print.**

The screen will be displayed as shown below: -

Note: - The File and Merge fields will auto populate.

Select **OK**

The user will receive popup messages advising progress and when all P60s have been created the message below will be displayed: -

P60s will be opened within 'Word', can be saved within a chosen folder and printed locally.

An example of a colour Plain Paper P60 can be viewed in Appendix 1.

2.2 Format B - Electronic P60 (PDF/Email)

2.2.1 Overview

HMRC changed the rules regarding the issue of P60s to employees at the end of 2010/11. Previously employers had to issue a paper P60 to each employee. This changed and employers can now issue electronic P60s.

Due to this change a new program was added to OpenPeople to allow users to issue electronic P60s (eP60s) as a PDF document. This is optional, and employers and employees can still issue or receive paper P60s should they prefer.

When eP60s are created they are issued directly to the employees chosen email address.

For the purposes of data protection the eP60 document received will be password protected. That password will be held on the employee record within OpenPeople and can either be randomly system generated or the employee can have their own chosen password allocated.

Full details of the Password allocation follow in this section.

2.2.2 Assumptions

It is assumed the user has access to the P60 Report program (w-py91.w), the Password Generator program (w-py224.w) and the EFORMS System Record (w-sys10.w) and PDFPRINTER is allocated to them.

2.2.3 Pre-requisite Set Up

If electronic P60s are to be created OpenOffice must be installed as this is used to convert documents to PDF.

See – 'P60 PRINTERS AND OPENOFFICE IMPLEMENTATION GUIDE.DOC'

If electronic P60s are to be created OpenOffice must be installed as this is used to convert documents to PDF.

Email templates also require business updates. This is fully documented later within the guide.

2.2.4 Processing eP60s

To generate electronic P60s the user should select 'Format B – Electronic P60 (PDF/Email)' on the P60 Print Report program.

Depending on whether the default format was chosen when completing the initial setup, the 'Format' will either be B by default or the user will have to select B from the 'Format' drop down list.
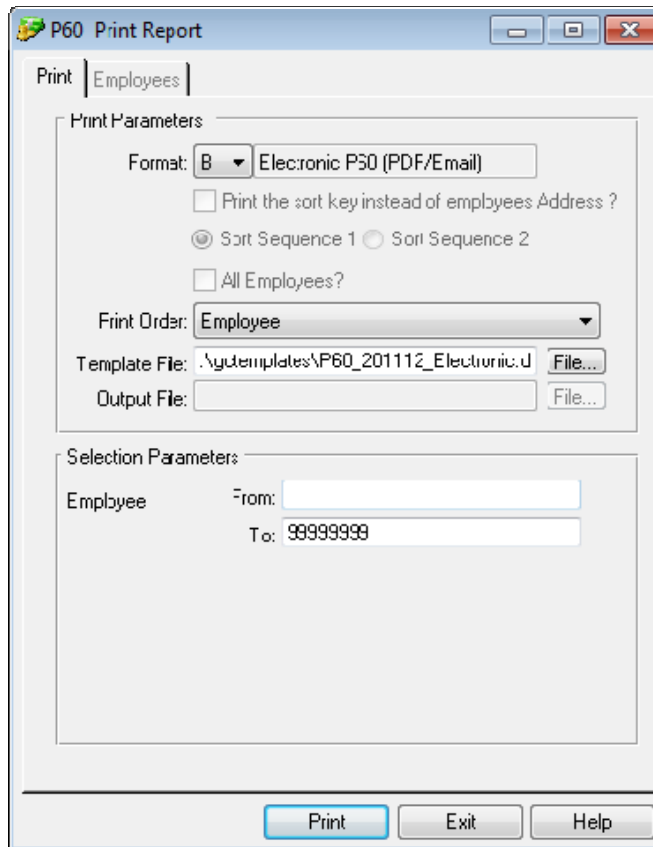
The only options on the above screen available when format B is selected is Print Order.

Select employees to be included using standard 'Print Order' functionality.

The 'Template File' field will show the path and template used for generrating the eP60.

Click **Print**

The standard Output screen will be displayed.

Select **OK**

Note - Creating and emailing eP60s can take some time for larger payrolls. As such a progress bar is now visible to allow the user to know how far along the process is.
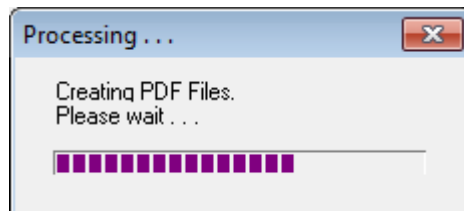
Once all eP60s have been created, converted to PDF and emailed to employees the user will receive the standard message advising the spool report can now be viewed.

All employees that have received a successful eP60 will be listed along with any warnings.

Example spool report: -
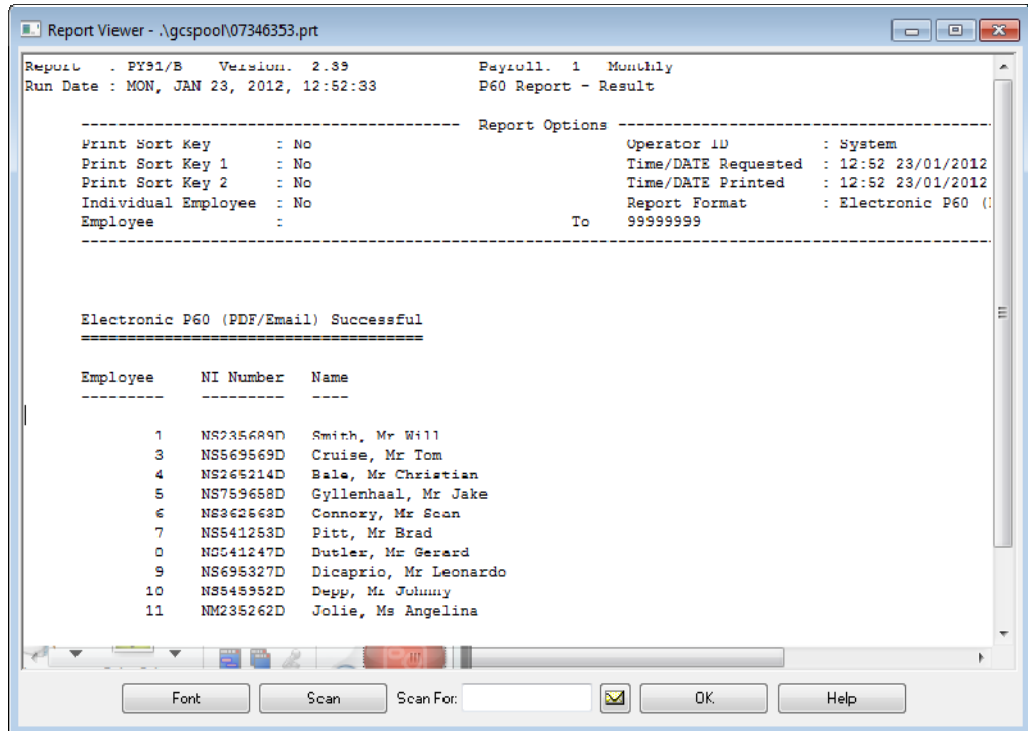
2.2.5 Validation

➢ **No Email address -** Should the user receive this warning they will have to either print a paper copy of the employees P60 and issue manually or contact the employee, confirm a valid email address, record the e-mail address and re-create another eP60 using the process above for an individual employee.

➢ **Invalid email address -** if there is an invalid email address the user will receive a standard email from the mail server stating that the recipient address is unknown.

2.3 Format C – Laser Security P60 (Prolog)

2.3.1 Overview

Format C is also now a mail merge P60 which creates employee P60 data. This is aligned with the Prolog pre-printed pressure seal stationery.

2.3.2 Assumptions

It is assumed the user has access to the P60 Report program (w-py91.w), the relevant pre-printed stationery and access to a local printer.

2.3.3 Pre-requisite Set Up

Format C requires the P60C printer to be fully defined
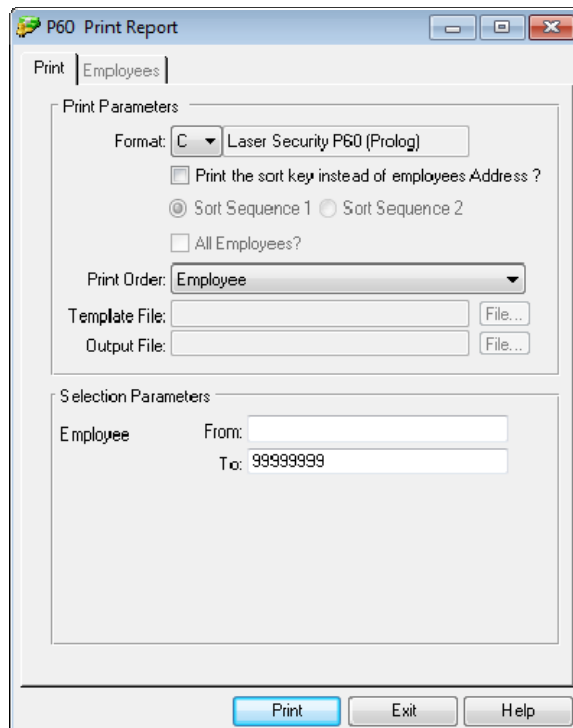
See – 'P60 PRINTERS AND OPENOFFICE IMPLEMENTATION GUIDE.DOC'

2.3.4 Processing Laser Security P60s

The user selects the **P60 Print Report** from their menu.

Depending on whether the default format was chosen when completing the setup, the format will either be C by default or the user will have to select C from the drop down list.

Laser Security P60 (Prolog), when selected, is displayed as below: -

Screen fields applicable:

- **Print the sort Key instead of the Employee Address?**

  This field is checked if the individual P60s are to display sort keys e.g. Cost Centre, Location etc rather than the employee address.

- **Sort Sequence 1 and 2**

  These fields will become enabled if the sort key option above is selected and will allow the user 2 options as per the setup within Payroll Maintenance.
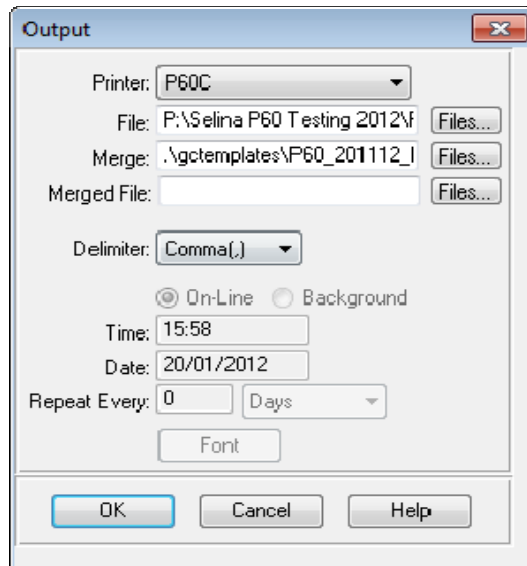
  Note: - If sort keys are to be used, they MUST be selected within Payroll Maintenance before Year End Create is actioned.

- **Print Order field onwards**

  This is standard selection functionality, which allows the user to select individual, ranges or all employees.

Once all selections have been made select **Print.**
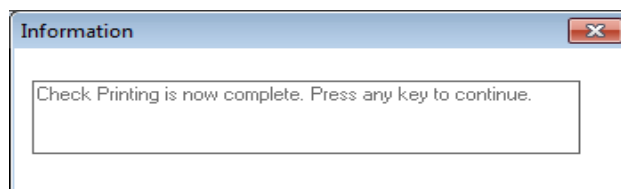
The screen will be displayed as shown below:

Note - the 'File' and 'Merge' fields will auto populate.

Select **OK**

The user will receive popup messages advising progress and also when all P60s have been created as shown below: -
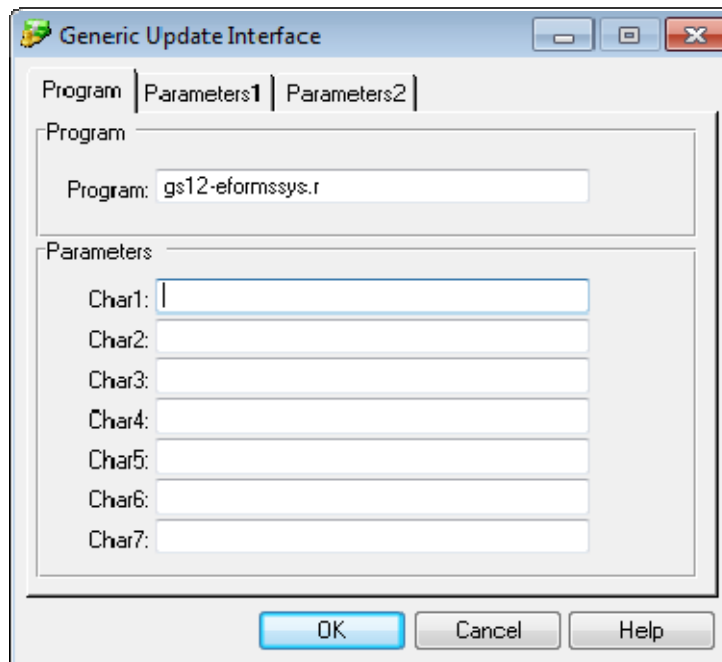
P60s will be opened in Word. These can be can be saved within a chosen folder and printed locally.

3 E-Forms Set Up
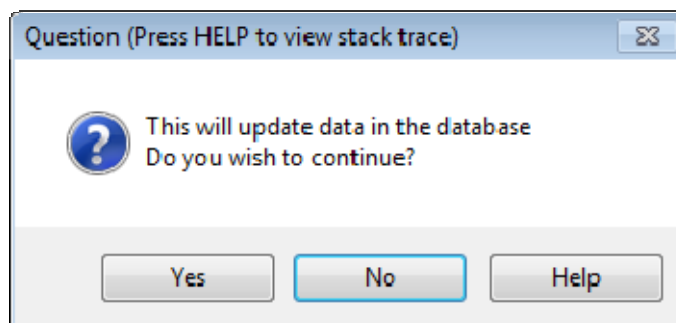
3.1 EFORMS System Record

The EFORMS system record must be generated through the Generic Update Interface program.

Select **OK**

A message will be displayed as follows: -
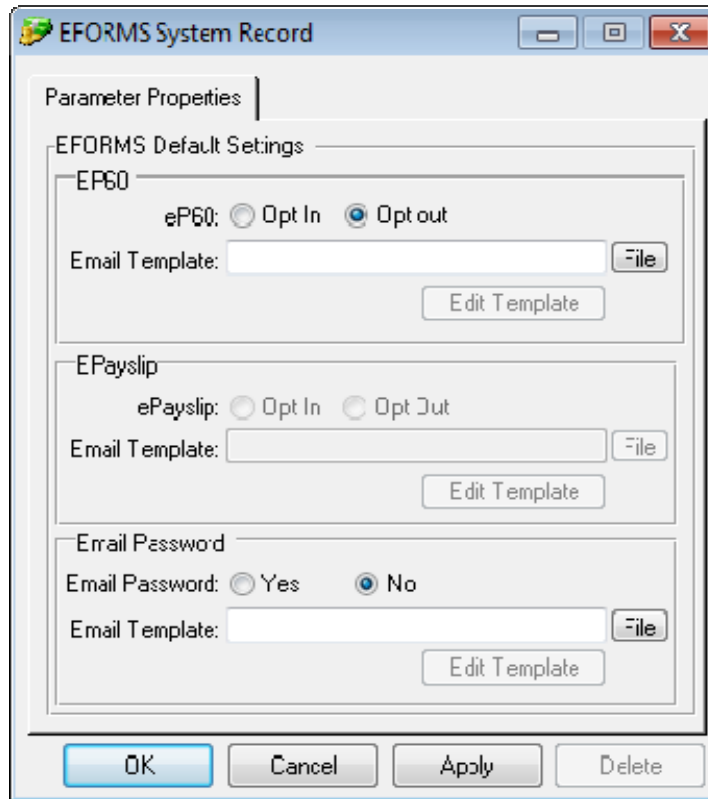
Select **Yes**.

OpenPeople will give the user the ability to choose what 'e-functionality' they want to use through the EFORMS system record.

The following maintenance program (w-sys010.w) will have been added by Installshield however the program is to be added to the appropriate menu: -

When selected the EFORMS screen will be as displayed below: -

This will allow users to define certain parameters relating to electronic forms and passwords as well as storing and editing templates that are used.

Note - ePayslips is not currently available through the EFORMS screen and is therefore disabled.

In the example below eP60s and Email Passwords has been selected.

Also note, the path to the location of each email template **must** be selected.

When the File button is selected OpenPeople will default to the templates folder on the code tree, where the templates have been loaded. Templates can however be stored anywhere and the 'File' button used to locate the appropriate file.
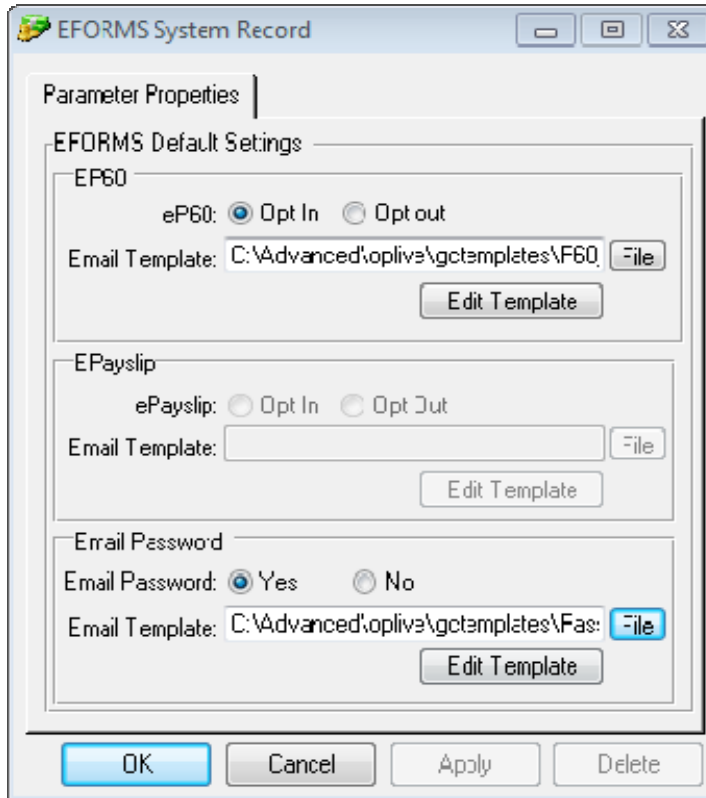
Email template names for 2011-2012 are:

➢   P60_201112_email.txt

➢   Password_201112_email.txt

With both 'eP60' and 'Email Password' templates selected eP60s can be sent via email.

4 Password Generation

4.1 Overview

Before eP60s can be created and sent all employees must have a password allocated to them. This ensures security as the password will be required to open the delivered eP60.

Passwords can be allocated on an individual basis via the employee masterfile, or via the 'Password Generator' program.
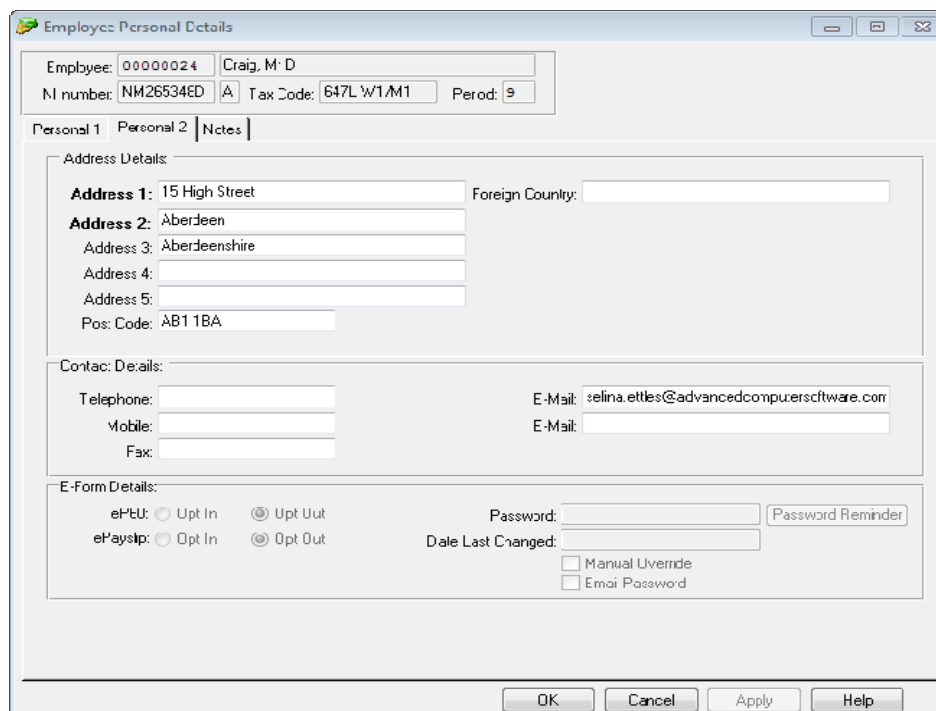
Remember all employees receiving eP60s MUST have a valid email address on their record.

4.2 Individual Password Generation

The individual password allocation has been improved by removing the P60 password UD screen that was created last year and adding the password allocation to core OpenPeople which will now be held within the employee's masterfile.

E-Form details i.e. opt in/out and password details are maintained on the 'Employee Personal Details' (previously labelled 'Address') as shown below.

Note: - The ePayslip functionality within this screen will be in a future release.

When the user inputs a valid email address within the first 'E-Mail' field the 'E-Form Details' subsection will become available.

At this point the user has a few options: -

1. No action – This will leave the employee opted out of receiving an eP60, no further action is required.

    Result – Either Format A or C must be chosen when creating the P60.

2. eP60 – 'Opt In' is selected and a chosen password is entered into the 'Password' field.

   Result – The chosen password will be emailed to the employee as confirmation that the password has been allocated.
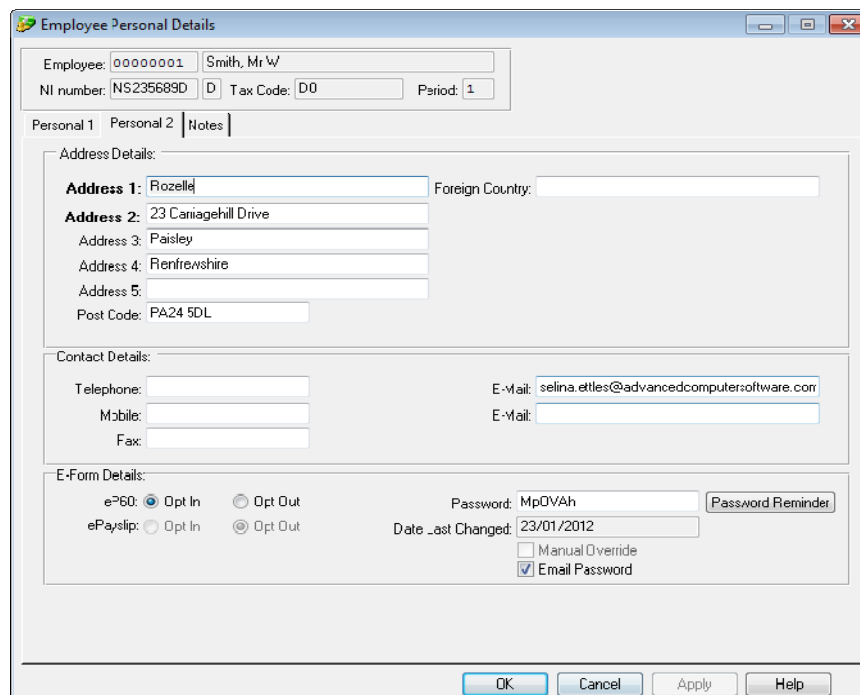
3. eP60 – 'Opt In' is selected but no password is added to the 'Password' field.

   Result – An auto generated password will be allocated to the employee record and emailed to the employee to confirm a password has been allocated.

Other E-Form fields: -

➤ **Date Last Changed** – This will always be disabled and will update with the date the password was allocated.

➤ **Manual Override** – This will always be disabled, but will indicate if the password has been updated, manually changed or overridden.

➤ **Email Password** – This will be ticked by default, but the tick can be removed which will stop email confirmations of the password being sent.

➤ **Password Reminder** – If the employee asks for the password to be resent the user would select 'Password Reminder' and the password will be emailed to the employee.

➤ **EPayslip** – This option is currently not available. If ePaylips are being used these will continue to check the existing user-defined password screen.

Below is an example where the employee that has opted to receive an eP60 and has a randomly generated password.

Important note if changing a password:

If an employee chooses to change their password they must be made aware that the new password will only apply to E-Forms that are created and sent since the password change has taken effect.

Any previous E-Forms sent will still require the original password.

4.3 Multiple Employee Password Generation

The 'E-Form Password Generator' program is used to create auto generated passwords which can be applied to individual employees, multiple employees and a file import of listed employees.

Once the password is generated it will be populated within the E-FORM section on the employee 'Personal 2' tab.

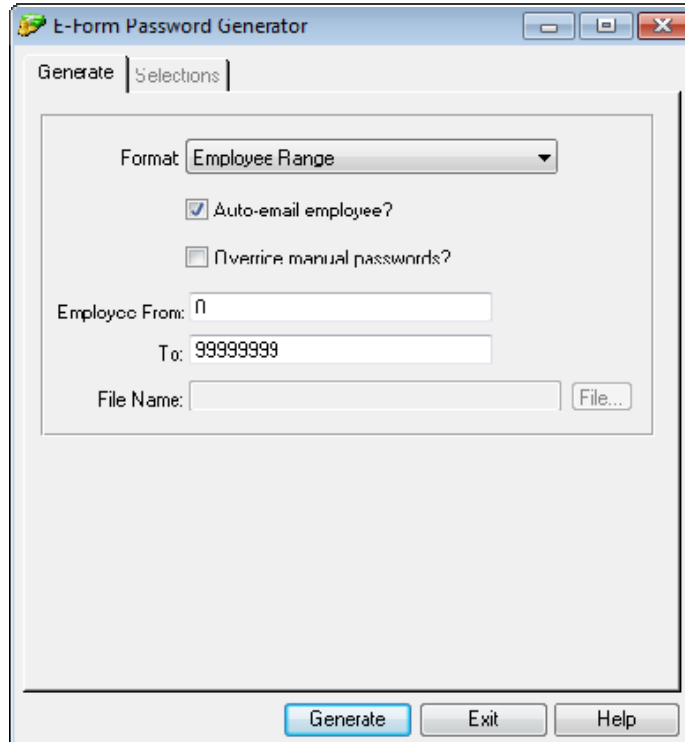When the user selects the E-Form Password Generator it will be displayed as shown below:
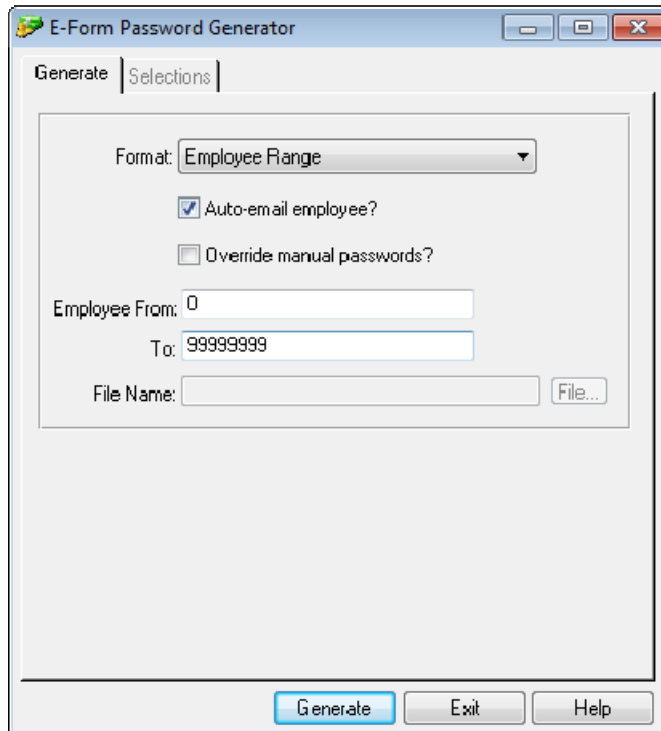
Runtime screen options:

 - ➢ **Format -** The user has a pick list to determine which employees will be allocated passwords. Detail of each available format will follow.

 - ➢ **Auto-Email Employee? -** This will automatically create an e-mail that will be sent to the e-mail address the employee has designated.

 - ➢ **Override manual passwords? -** Should there be any passwords set by the employee this will override the password and set a new auto generated password.

 - ➢ **Employee From and To -** This allows the user to auto-generate passwords for a range of employees.

 - ➢ **File Name: -** This allows the user to import a file of pre-allocated passwords and then email passwords to those included within the file.

4.3.1 Format - Employee Range
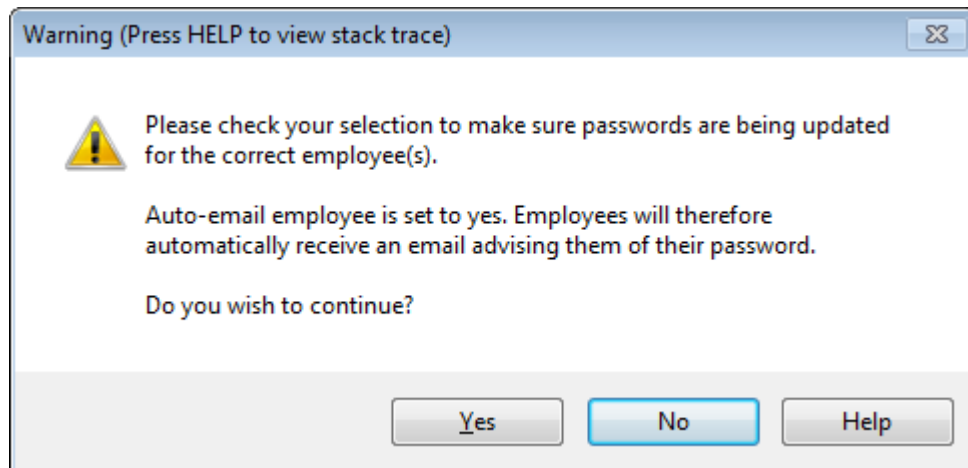
Enter the employee number range for which eP60 passwords are to be allocated.

If left as per the default (0 – 999999999) every employee that has opted in will receive a password and will receive an email advising of such. Those employees will receive an electronic P60.

Once the range is entered, select **Generate.**
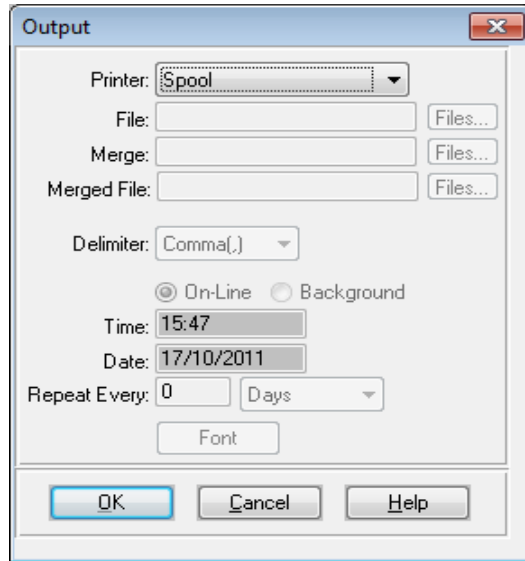
The user will receive a warning message. This is just a prompt to ensure what they have entered is correct.

If the user is sure, select **Yes.**

Selecting **No** will return the user to the password generator screen and no passwords will be generated.

The usual printer dialogue box will then be displayed as shown below: -
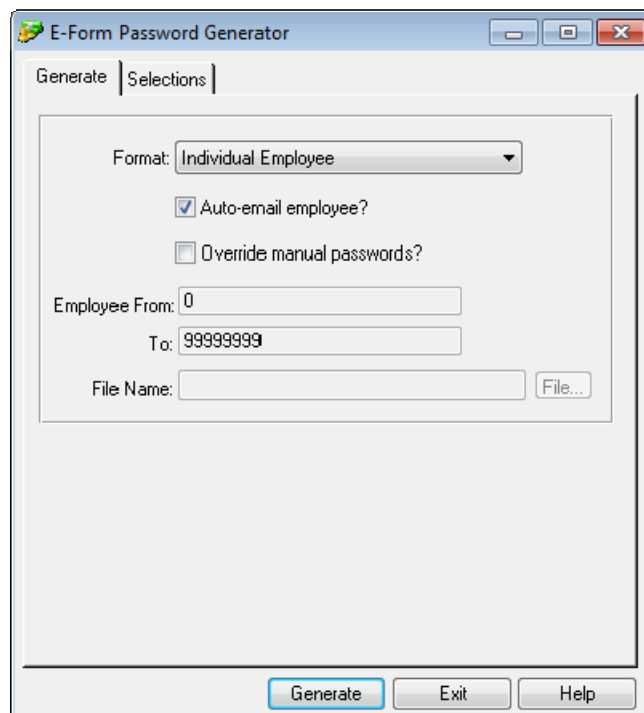
Select **OK**

Once all the passwords have been generated the user can check the spool report, which will show all employee passwords generated and any warnings or errors.

An example of the spool report, warnings and errors are at the end of this section.

4.3.2 Format - Individual Employee

The user can allocate auto generated passwords to an individual, or a specific selection of individual employees. Available options are displayed below: -

The 'Selections' tab will now become enabled.

Click on the **Selections** tab.
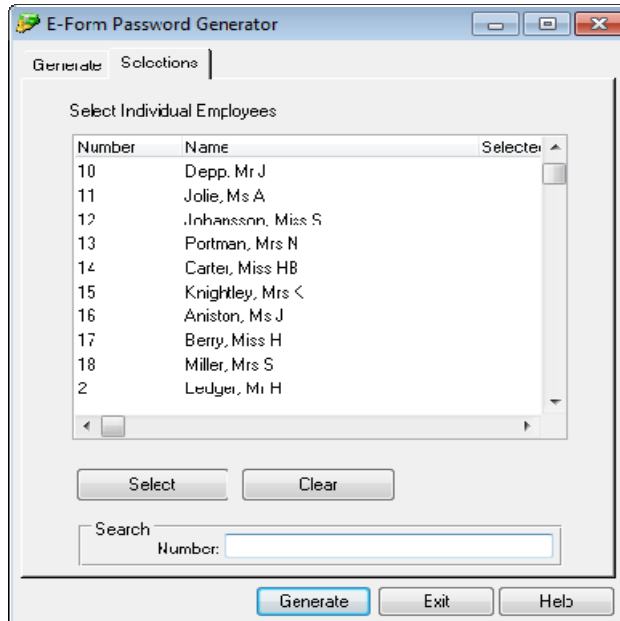
From the list of employees the user can select those employees (double click on employee or click on **Select** button) who required a password to be generated.
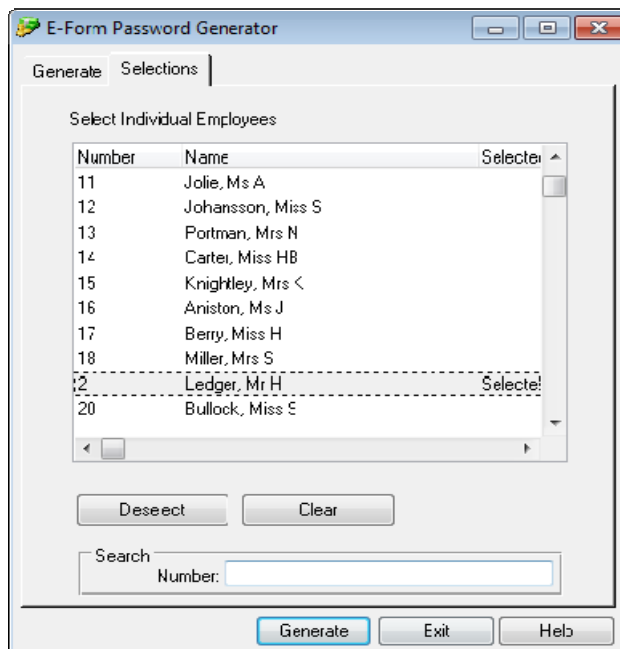
Once appropriate employees have been selected click on the **Generate** button.

Any passwords that have been generated, and warnings if any, can be checked in the spool report.

Example of the spool report is at the end of this section.

4.3.3 Format - Import File

The 'Import File' option can be used to globally opt employees into eP60s as well as allocating passwords.

A comma separated file must be created in the format as described below. This can be created in Excel and saved as a .csv file or alternatively created in Notepad or Wordpad and saved as a .txt.

Below is an example of a file ready for import:
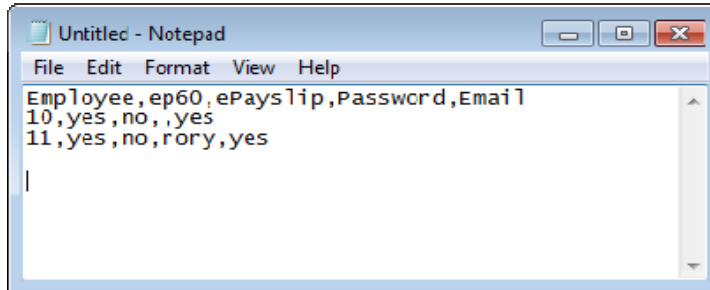
In the example above a header has been added as a guide for the user to follow to ensure the records are updated correctly.

Entry in File	Field	Format
1	Employee Number	99999999
2	eP60 Opt-In	Yes/No (or blank)
3	ePayslip Opt-In	Yes/No (or blank)
4	Password	X(15)
5	Email Password	Yes/No (or blank)

Notes

➢ There can be an optional Header Row, as shown in the file example above

➢ If a row is blank then the program will assume 'No'

➢ If the password entry in the file is blank the program will randomly generate a new password

➢ If the password field is not blank then that password will be imported.

To import the file and generate passwords, opt in etc. for the listed employees the user selects **Employee Import** from the format list as displayed below: -
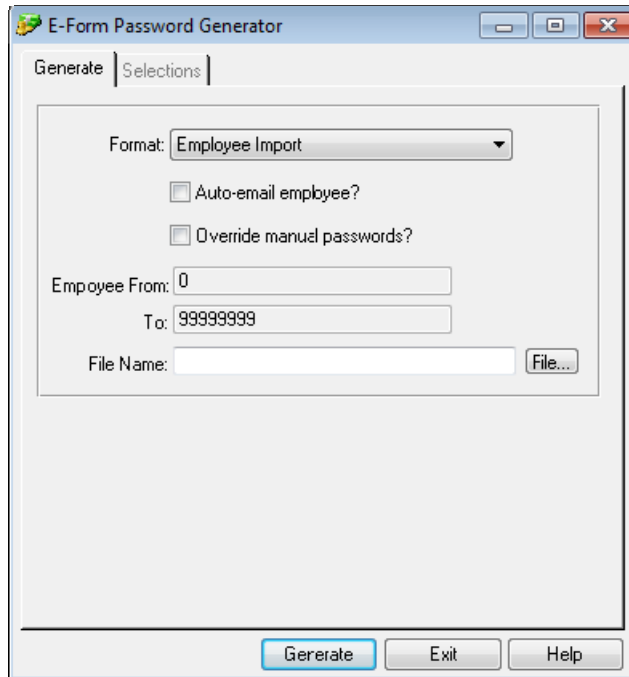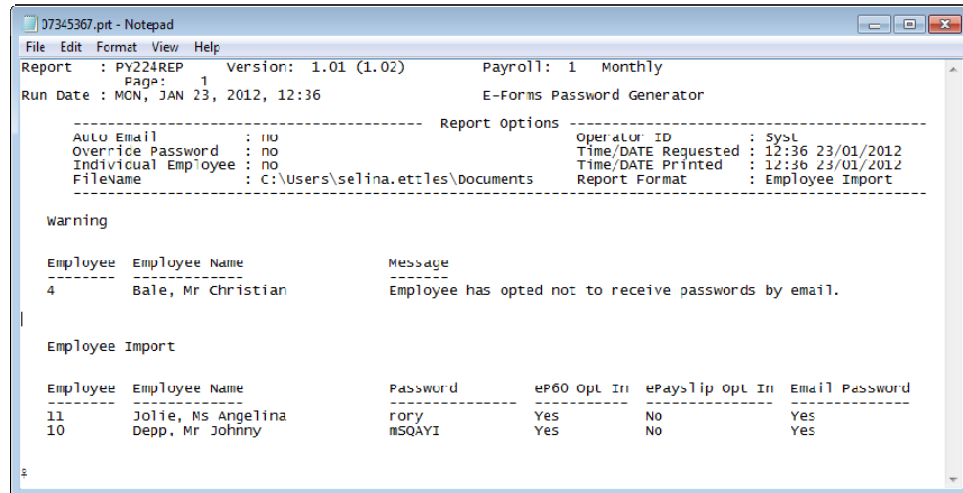
The user will click on **File**, browse to the area where the file is saved and select as displayed below:
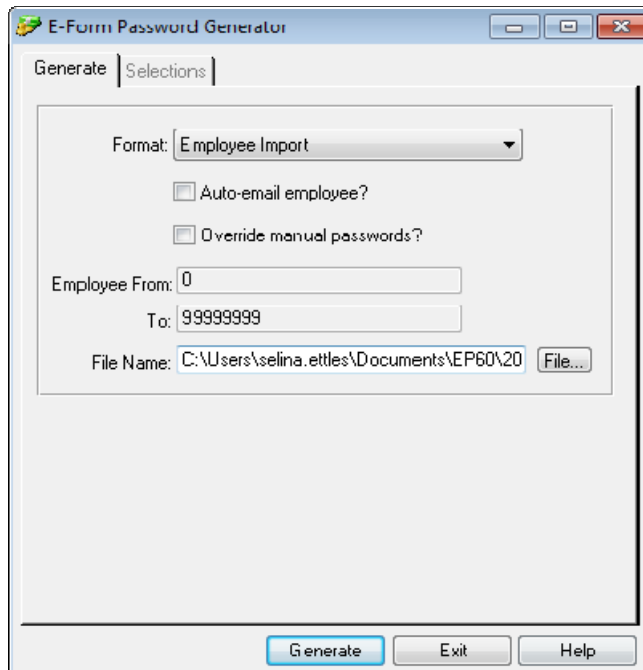
Click on **Generate** to create passwords.

Once this is complete the user again can check the spool file which will display the employees, passwords created/imported, options chosen and any warnings.

Example of a spool report:

4.3.4 Validation

The spool report warnings are reported as follows for each of the formats described.

Warnings

➢ **Missing email address -** Password has been generated but employee has not been notified.

➢ **Employee set password** - Password has not been updated because the employee previously had their password manually overridden.

Errors

➢ **Invalid email address -** if there is an invalid email address the user will receive a standard email from the mail server stating that the recipient address is unknown.

The error will advise of the employee number and invalid email address. The user will have to confirm the email address, correct and then send an email reminder.

Note - To keep errors to a minimum additional validation has been added to the email fields to ensure that only a properly constructed email address can be entered.

4.3.5 Spool Report Examples
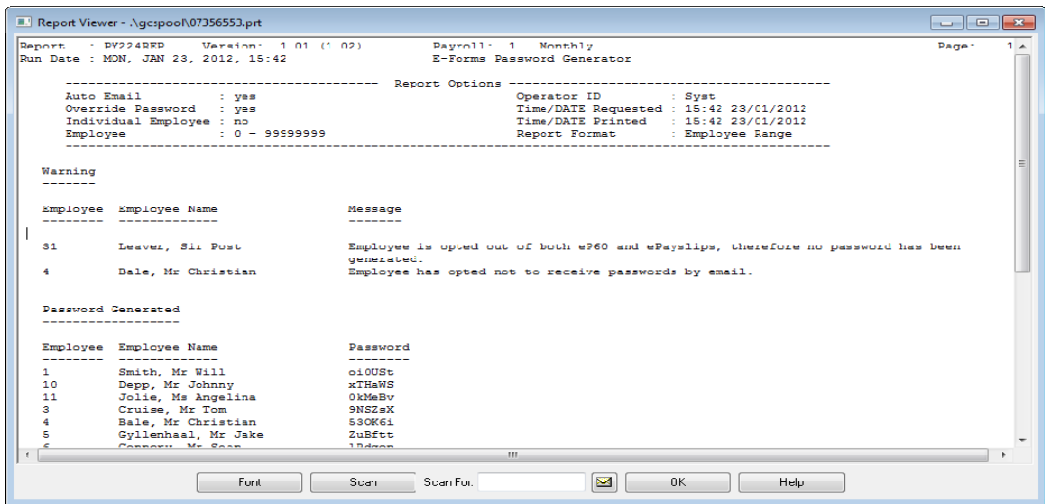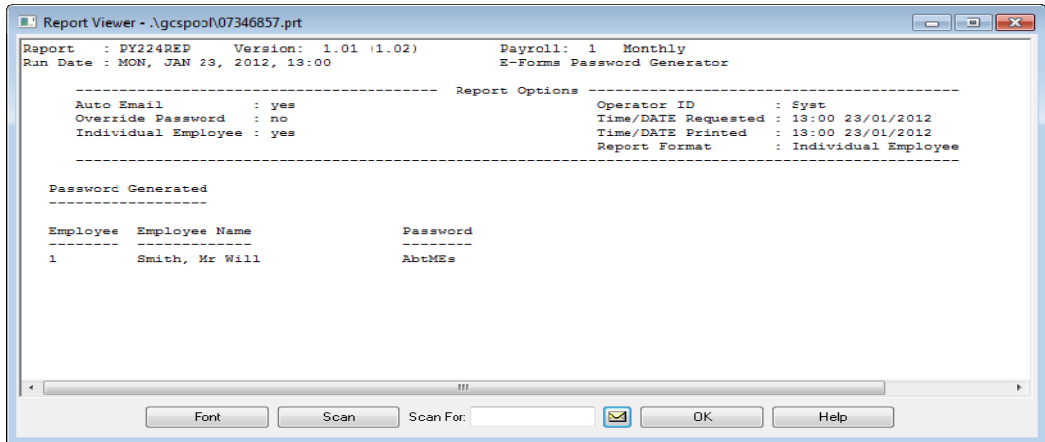
5 Password and eP60 Email Templates

5.1 Overview
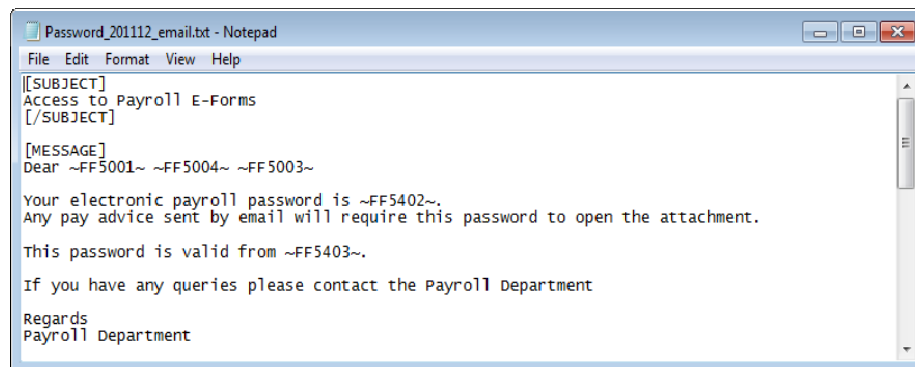
OpenPeople will hold default templates which will be used as the email text when sending out passwords or eP60s to employees. To avoid templates from being overwritten year specific templates will be loaded each year through the Installshield process.

These templates can be edited according to individual business requirements prior to the issue of any passwords or eP60s.

The templates are held within the gctemplates directory within the OpenPeople installation code tree.

5.2 Password Email Template

Displayed below is the standard text for the password email. This can be amended as required. The password email template is 'password_201112_email.txt)
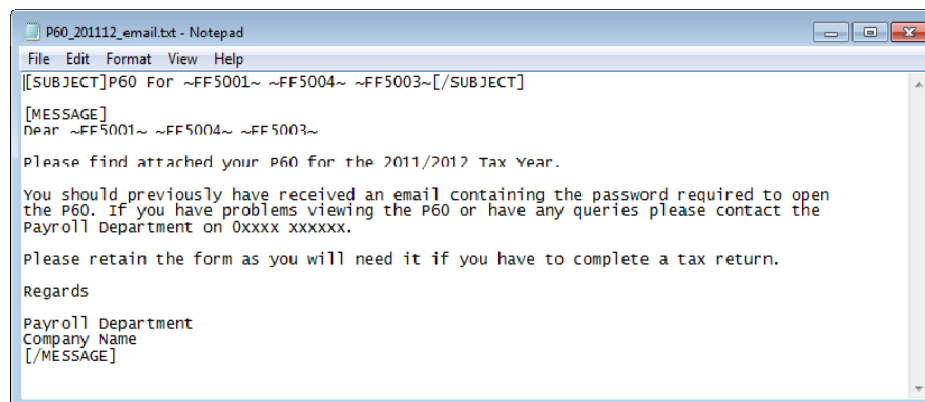
5.3 eP60 Email Template

Displayed below is the standard text for the eP60 email. This can be amended as required. The eP60 email template is 'P60_201112_email.txt)

5.4 Field References

The user can edit the templates as necessary. Fields on the existing template can be deleted should they not be required.
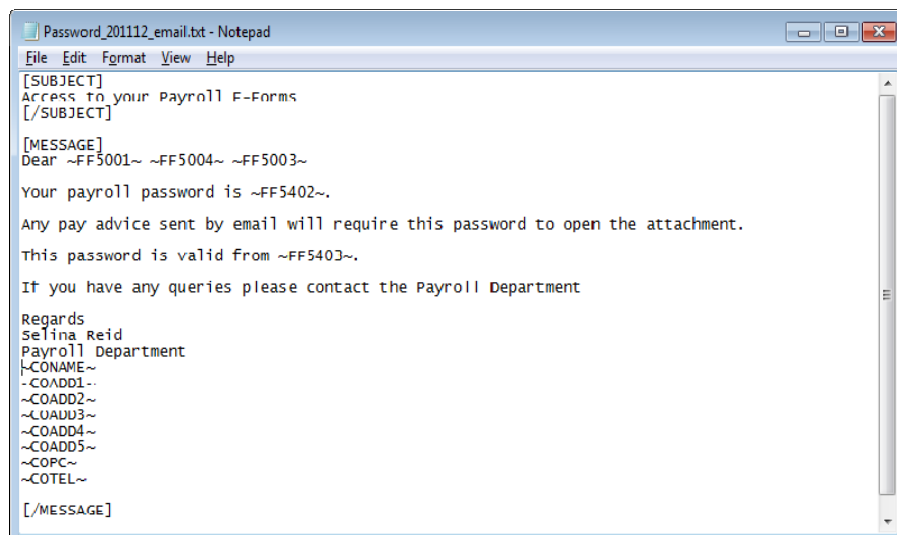
The following is a list of the field references and what they are referencing.

- o Title: ~FF5001~

- o Forename: ~FF5004~

- o Surname: ~FF5003~

- o Known As: ~FF5073~

- o Password: ~FF5402~

- o Password Valid From: ~FF5403~

Your Company Details can be added if required.

- o Company Name: ~CONAME~

- o Company Address Line 1: ~COADD1~

- o Company Address Line 2: ~COADD2~

- o Company Address Line 3: ~COADD3~

- o Company Address Line 4: ~COADD4~

- o Company Address Line 5: ~COADD5~

- o Company Post Code: ~COPC~

- o Company Telephone Number: ~COTEL~

Displayed below is an example with the company details added.

6 Appendix 1 – Example P60s

6.1 Electronic and Paper Copy (Colour) P60

Note – the black and white version of the paper copy is exactly as shown above except black and white with no block colour. Using this version will result in an ink/toner saving.