

Pay Employees

Use the **Create Payroll Payments** area of the **Pay Employees** tab to create and edit payroll schedules and pay your employees.

To do this task

If you do not have schedules created, click **Pay Employees**.

When you create your first schedule, the Pay Employees button changes to **Start Unscheduled Payroll**. In this case, click **Start Unscheduled Payroll** or **Start Scheduled Payroll**.

If you have not net joined RTI, you will be given the opportunity to join now. Real Time Information (RTI) is a process where you electronically send employee payroll information directly to HM Revenue and Customs on or before each payroll payment. Most businesses are now required to be on RTI. To join, click **Join RTI now**.

If you have not yet prepared your company and employee information for RTI, you must do this before you can run payroll. To do this, click **Get Ready for RTI**. The Get Ready for RTI wizard will help you prepare your company and employee information. If you need to, you can close the RTI wizard and return to it later. Caution: only valid employees will be saved. Just click the **Get Ready for RTI** icon on the Payroll Centre when you are ready to complete this process. Once your information is ready for RTI, or if you are already on RTI, you are ready to run payroll.

In the **Enter Payroll Information** window:

1. Verify the information in the **Pay Period Ends** and **Payment Date** fields.
2. Verify the bank account you want to draw the pay cheques from.
3. Select the employees to be paid from the **Employee** list by clicking the tickmark box beside their names.
Note: If you're running a payroll schedule, you will only see the employees who are assigned to the payroll schedule, and they are ticked by default.
4. Review the information and enter hours worked and so on.
Notes:
If you selected to use time to create payroll payments, hours are automatically entered.
If you are using BACS or GIRO, enter your BACS or GIRO supplier as payee.
5. Click the employee's name to make changes in the **Review or Change Payroll Payment** window, then click **Save and Close**.
6. Click **Continue**.
7. Select **Print pay cheques from QuickBooks** or **Assign cheque numbers to handwritten cheques**.
8. Review the payroll summary information and then click **Create Payments**.
Note: As of April, 2014, once you have entered a staging date in your company information for workplace pension's automatic enrolment, your employees are automatically assessed on each payroll payment after that staging date unless your settings indicate they should not be assessed. You can click the text in the **Pension Status** column to see details of the employee's pension assessment and QuickBooks alerts you in that column if any action is required, for example if you need to select either to enrol or to postpone an eligible jobholder.
9. If you have joined RTI, the **File online with HMRC** window opens. Enter your PAYE online user ID and password and click **Submit**.
Notes:
If you are unable to report payroll information on or before the date an employee is paid, you must indicate the reason on the FPS by selecting the appropriate condition from the list provided. QuickBooks automatically opens the Late Reporting Reason window when necessary.

If you need to submit an FPS for an employee who does not yet have a Scheme Contracting Out Number (SCON), enter the temporary SCON S2769999P in the employee's information, on the **Payroll Info** tab, at **Tax and NI Details**. Then you can pay the employee and submit the FPS.

To print pay cheques and pay slips

After you finish creating pay cheques, the **Confirmation and Next Steps** window opens.

1. Click **Print Pay Cheques** or **Print/Email Paystubs**.
2. Depending on your selection, the **Select Pay Cheques to Print** or **Select Pay Slips to Print/Email** window opens. Pay cheques and pay slips to be printed appear selected by default. Click to clear your selections if necessary, and then click **OK**, **Print**, or **Email**.