HM Revenue
& Customs

Employer Bulletin

Your route to the latest in payroll news

August 2015 Issue 55

Welcome

Hello and welcome to another edition of the Employer Bulletin.

I want to start off by telling you about a survey that the Administrative Burdens Advisory Board (ABAB) is running. They want to hear from small businesses about how HMRC could improve tax administration for them. They would like to understand what you think works well, what doesn't work well and want to hear your ideas for making things better. If you would like to take part and send ABAB your views, please take a few minutes to complete their survey.

In this edition of the Employer Bulletin you will find on page 2 a summary of the announcements from the Chancellor's summer budget which may affect your payroll processes. There is an article on page 3 which gives you some further information about the process being introduced from April 2016 to replace dispensations, a reminder on page 4 that the August payment deadline falls on a Saturday and a lot of other information that you may find helpful as an employer.

There are a lot of changes coming up in the near future which could have an impact on your payroll processes. We will continue to use the Employer Bulletin to tell you about these changes and to give you access to further information if you need it. To help make sure you don't any miss future updates, if you haven't done so already, I'd strongly recommend you sign up to receive our email alerts. Doing so means we'll be able to send you an email each time a new edition of the Bulletin is published.

And finally our aim is to be able to deliver clear, consistent and timely information which is appropriate for employers and helps you to meet your payroll obligations to HMRC. So, if you have any comments or suggestions about any of the content of the Employer Bulletin or would like to see a specific topic covered, please drop me a line at Alison.bainbridge@hmrc.gsi.gov.uk. Your feedback is always most welcome.

Alison

Alison Bainbridge
Editor

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Summer Budget announcements

The Chancellor of the Exchequer delivered his Summer Budget on 8 July 2015. This is a brief summary of the announcements which may have some effect on the operation of your payroll obligations to HMRC. Full details of the Chancellor's announcements can be found on GOV.UK.

Current tax year – 2015 to 2016

In the Summer Budget, the Chancellor of the Exchequer confirmed the announcements made in his Autumn Statement on 3 December 2014 and his Budget on 18 March 2015 on personal allowances, income tax rates and income tax bandwidths for the tax year beginning 6 April 2015. The Class 1 National Insurance contributions (NICs) earnings limits and thresholds remain unchanged from those confirmed on 3 December 2014.

Details of the PAYE and NICs rates, thresholds and limits can be found on GOV.UK

For 2015 to 2016 tax codes, you should continue to use the information provided on the form P9X (2015) 'Tax codes to use from 6 April 2015' to enter the correct tax code on the employee's payroll record. Form P9X is available online to download or print.

There are no changes to the April 2015 versions of payroll software and Tax Tables which should be used from 6 April 2015.

2016 to 2017 and 2017 to 2018 tax years

Changes to personal allowances, income tax rates and income tax bandwidths from 6 April 2016 and 6 April 2017

For the tax year beginning 6 April 2016:

- the personal allowance will increase to £11,000
- the basic rate limit will be increased to £32,000
- the higher rate threshold will be increased to £43,000.

For the tax year beginning 6 April 2017:

- the personal allowance will increase to £11,200
- the basic rate limit will be increased to £32,400
- the higher rate threshold will be increased to £43,600.

From 6 April 2016 there will only be one income tax personal allowance, regardless of an individual's date of birth.

Other announcements

National Insurance Employment Allowance

From 6 April 2016 the Employment Allowance will be increased to £3,000 for some employers.

However, from April 2016 incorporated companies where the sole employee is the director will now be excluded from receiving this allowance.

Introduction of National Living Wage

A new National Living Wage (NLW) will be introduced from April 2016. This will start at £7.20 an hour with a rise to £9 an hour by 2020. The NLW will be compulsory for all working people aged 25 and over.

Apprenticeship levy

A levy will be introduced on large organisations to fund apprenticeships, payable by employers and based on their paybill.

The government will consult on implementation and announce further detail following the spending review.

Consultation on the taxation of payments made on the termination of an employment

A consultation was published on 24 July 2015 about how to make the tax and National Insurance contributions treatment of payments made on the termination of an employment simpler and fairer for both employers and employees.

The consultation is open until 16 October 2015 and you are invited to comment.

We will also be holding a series of meetings to discuss these proposals. If you are interested in attending one of these meetings then please email employmentincome.policy@hmrc.gsi.gov.uk

Expenses exemption to replace dispensations from 6 April 2016

From 6 April 2016 HMRC will introduce an exemption from paying tax and National Insurance contributions (NICs) on qualifying paid or reimbursed expense payments. This means that where an employee is entitled to a fully matching tax deduction you will no longer need to apply for a dispensation, or report those expenses on form P11D. All other non-allowable expenses will still be subject to tax and NICs as they are now. Employees will still be able to claim tax relief from HMRC in respect of non-reimbursed expenses.

This new exemption does not, however, apply to expenses or benefits in kind provided under a relevant salary sacrifice arrangement. This includes any arrangement where employees give up the right to receive earnings in return for tax free expenses payments, or where the level of their earnings depends on the amount of any expenses payment. After 5 April 2016 any expenses payments you pay to employees under these arrangements will need to be paid after deducting tax and NICs.

Dispensations

All current dispensations agreed with HMRC will no longer apply after 5 April 2016. Almost all expenses or benefits in kind that were covered by a dispensation should be within the new exemption and you will no longer need to report them to HMRC or include them on form P11D.

Checking systems

You will still need to have a system in place for checking that your employees are incurring and paying amounts in respect of exempt expenses, and that a deduction would be allowed for those expenses. We will be publishing a number of examples of the type of system that we will accept as meeting the requirements of the exemption. You can also choose to put a different system in place provided it demonstrates you only make payments to employees which would be eligible for a deduction, and that employees are actually incurring an expense.

Benchmark scale rates

Scale rates are approved flat rates that you can pay to your employee for a particular expense, instead of reimbursing the employee's actual costs. The benchmark scale rates are set as the maximum rate that employers can pay their employees for qualifying subsistence costs when travelling for work without having to undertake a sampling exercise and agree a rate with HMRC. The benchmark rates will continue to be available under the new exemption and will be set through regulations.

Bespoke rates

The new exemption provides an option for employers to agree a scale rate with HMRC where they do not want to use the benchmark rates. These bespoke rates can be used for up to five years. If you would like to apply for a bespoke rate, you will need to provide us with evidence, based on a sampling exercise, to demonstrate that your proposed rates are a reasonable estimate of the expenses actually incurred by your employees. Details of how to apply will be published later this year.

Transitional arrangements

Transitional arrangements for bespoke scale rates will apply, meaning you will be able to continue to use any existing rates you have agreed with us since 6 April 2011, up until the fifth anniversary of that agreement, without needing to undertake another sampling exercise. You will however, be required to submit a simple application to continue to use your existing rates.

Advisory Mileage Allowance payment (AMAP) and Advisory Fuel Rates (AFRs)

If you have employees who travel for work purposes (excluding normal commuting) in their own vehicle you will still be able to reimburse them using the AMAP rate. Employees receiving less than the AMAP rates for business travel will still be able to claim Mileage allowance relief (MAR) on the difference. Employees carrying out business travel in a company car, and not getting employer provided fuel, will still be able to receive fuel payments based on our AFRs. Employees can claim a tax deduction for non-reimbursed fuel costs using the existing rules.

Consultation on the draft regulations for employee benefits in kind and expenses

A consultation was published on 8 July 2015 on the draft regulations to support three changes to the taxation of employee benefits in kind and expenses which were legislated in Finance Act 2015 and which are due to be implemented from 6 April 2016.

The changes are:

- The abolition of the earnings threshold of £8,500 for benefits in kind and expenses
- The collection of tax in real time on benefits in kind through voluntary payrolling
- An exemption for paid or reimbursed expenses.

The consultation is open until 2 September 2015 and you are invited to comment on the regulations.

PAYE payments

August electronic payment deadline falls on a weekend

This month the electronic payment deadline of the 22nd falls on a Saturday. To make sure your payment for that month reaches us on time, you need to have cleared funds in HMRC's account by the 21st unless you are able to arrange a Faster Payment to clear on or by the payment deadline.

Remember that it's your responsibility to make sure your payments are made on time and if your payment is late you may be charged interest and/or a late payment penalty.

So that you know what date to initiate your payment and make sure we have it on time, you may need to speak to your bank/building society well in advance of making your payment to check single transaction, daily value limits and cut off times.

Find out more about paying us electronically

PAYE Settlement Agreement (PSA) payment deadline in October

Any electronic payments for a PSA for the year ended 5 April 2015 must clear into the HMRC bank account by 22 October. If you pay by cheque in the post, payment must reach the Accounts Office by 19 October. If you pay late you may have to pay interest and/or a late payment penalty.

To pay your PSA you will need to use the PSA reference number from the payslip HMRC sent to you, for example, XA123456789012. If you do not have your PSA reference number please contact the office dealing with your application for advice.

Don't use your PAYE Accounts Office reference to make your PSA payment, because payments received with your PAYE Accounts Office reference are allocated to your normal PAYE account and you will continue to receive reminders for the PSA even though you have paid.

Get your PAYE payment reference number right

We have seen an increase in the number of employers supplying an incorrect reference number, getting the additional 4 digits the wrong way round in some cases. Tax year followed by the tax month is the right order, see more below. Where necessary we will issue a letter which will provide advice on how to supply the correct reference with your payment. But here are some useful pointers:

- use the correct payment reference. If you pay on time all you need is your 13 character Accounts Office Reference which will look similar to this example: 123PA00012345. You can find it on the New employer registration letter HMRC sent to you when registering, on the front of the payment booklet if you still receive one, or on the 'Paying Electronically' letter sent instead of the booklet
- if you are one of the small number paying HMRC exceptionally early or late, and by this we mean more than 14 days earlier than your payment is due or 14 days later, you need to add an extra 4 digits to the end of your Accounts Office reference which tell us the tax year and tax month you are paying. Without this essential information your payment could be allocated to another tax month or charge. Guidance on our web pages (see links below) will help you decide which additional 4 digits you need to use
- for example, making a late payment for the month ended 5 May 2015 (2015-16 month 1) your payment reference should be your 13-character Accounts Office reference followed by 1601. '16' tells us it's for tax year ending 5 April 2016 and the '01' tells us it's for month 1, due 22 May 2015. You need to enter all 17 characters without any spaces
- if you've previously paid using the 17 character reference, remember to change the 4 digits next time you pay otherwise your payment will be directed towards the same month as before.

For more help on paying HMRC, go to www.gov.uk/pay-paye-tax and www.gov.uk/dealing-with-hmrc/paying-hmrc

Workers employed through an employment intermediary

At Summer Budget 2015, HMRC published a consultation on proposals to remove tax relief for home-to-work travel and subsistence where a worker is employed through an employment intermediary (such as an umbrella company or personal service company), and subject to the supervision direction or control of any person.

The proposals will prevent workers, employed through an employment intermediary, from claiming tax and NICs relief for the cost of their home-to-work travel and subsistence where they are carrying out work under the right of supervision, direction or control. This relief is not generally available to other workers who are employed directly or through temporary work contracts and it is an established principle of the UK tax system that people should not be able to claim travel and subsistence expenses with respect to their regular travel from home to work.

Workers who are not under supervision, direction or control in the manner that their work is undertaken and who are correctly treated as self-employed will continue to be able to claim tax relief on their travel and subsistence as before.

The proposals take into account the responses to the discussion paper, 'Employment Intermediaries and Tax Relief for Travel and Subsistence' which was published in December 2014.

Do you provide workers to another business?

The deadline has passed for sending in a return to HMRC giving details of workers who you pay but don't operate PAYE for, but you must still send in a return.

If you supply two or more workers to a client but don't operate PAYE for these individuals you may be classed as an employment intermediary and should be sending in quarterly reports to HMRC. You should check the guidelines on employment intermediaries to see if the new rules apply to you, as you may face a penalty if you do not submit the appropriate reports.

To submit the reports you need to be registered to use HMRC online services. You then need to log in to the employment intermediaries' service to upload and send in your reports.

Your reports need to be submitted on a quarterly basis using HMRC's report template You must provide full details of any workers you pay but don't operate PAYE for, including the amounts you have paid each of these individuals.

We have produced some guidance – How to use the employment intermediaries template

New webinar for growing businesses from HSE and HMRC

Following the success of our first joint webinar HMRC and the Health and Safety Executive will be delivering two further webinars. The webinar cover the typical issues you are likely to face as your business starts to grow or you take on more employees. It looks at some of the questions you may have and guides you through the answers. The webinars will be on 16 September and 13 October at 10am and you can register using the links below:

16 September 2015 10am

HMRC and HSE Working together for you – growing your business

13 October 2015 10am

HMRC and HSE Working together for you – growing your business

We also run a number of other free webinars. If you are interested have a a look at our free August webinars

Student loans

From 6 April 2016 a new student loan threshold of £21,000 will be introduced and will be known as a Plan 2 loan. If you have employees repaying under the existing threshold, they will be will unaffected by the change and these existing loans will be described as a Plan 1 loan. Current employer guidance around the existing threshold can be found on GOV.UK.

We have been working with software developers so from 6 April 2016 all software recognised by HMRC will calculate student loan deductions based on either a Plan 1 or a Plan 2 threshold.

Key facts

- as now, payroll software will deal with student loan calculations at the same time as it calculates tax and National Insurance Contributions (NICs)
- employers will never be asked to operate more than one plan type at a time
- as now, the main employer notification method will be the SL1 Start notice. Every SL1 issued will indicate which plan type should be operated
- when updating employee information onto payroll software, employers will have to input which plan type applies
- as now, employers will collect and record starter information. If the employee is repaying a student loan they will now also need to ask which plan type the employee is repaying under. More information about new employees is also available
- from 6 April 2016 the Starter declaration checklist will prompt employers to ask new employees about their student loan plan type
- form P45 will only indicate whether an employee is already repaying a student loan. It will not indicate a plan type and so employers must ask the new employee for this information. If an employee doesn't know, the employer should adopt a Plan 1 type by default. In any event we will always send an SL1 to confirm
- in some cases a plan type could change in year. The notification method will be a new SL1. When a new SL1 is received showing a different plan type an employer should simply amend their payroll software for the new plan type and deductions will continue uninterrupted. In these circumstances an SL2 Stop notice will not be issued, only a new SL1.

Next steps

In the lead up to 6 April we will be issuing more detailed and permanent guidance across various publications and channels. We would ask employers to watch out for future editions of the Employer Bulletin

British Sign Language customer support pilot

Do you have any employees who are deaf and use British Sign Language? If so, you may be interested to know that we are currently working with the Royal Association for Deaf People (RAD) and are piloting some new services for deaf customers.

If you have employees who use British Sign Language and are able to handle their own tax affairs but cannot speak to HMRC directly, they can now contact HMRC through video relay with a British Sign Language (BSL) interpreter via a webcam. The interpreter will be able to talk directly to an HMRC adviser on the phone to create a three way 'real time' conversation.

British Sign Language customers with more complex HMRC issues can use the new Advocacy and Advice service provided by RAD. Advisers from RAD will use BSL to communicate with customers using an online video link and provide advice to the customer. If the RAD adviser needs guidance from HMRC to support the deaf customer, they will contact a HMRC adviser.

If you have deaf employees wanting to use either the video relay or Advocacy and Advice services they can find out more and book an appointment through the joint HMRC/RAD Tax Help Centre

Update on Employer-Supported Childcare follows Tax-Free Childcare judgment

The Supreme Court confirmed on 1 July that the government's proposals for delivering Tax-Free Childcare (TFC) were lawful. This upholds previous judgments from the High Court and the Court of Appeal.

The government welcomed the court's judgment but has also announced that, as a direct result of the delay caused by the legal challenge, Tax-Free Childcare will now launch from early 2017.

The government has also announced that the existing Employer-Supported Childcare scheme (ESC – often known as childcare vouchers) will remain open to new entrants until Tax-Free Childcare is introduced.

The new Tax-Free Childcare offer will provide up to 1.8 million families across the UK with up to £2,000 of childcare support per year, per child (or £4,000 for disabled children). Parents will operate their new childcare account via an online system operated by HMRC in partnership with National Savings & Investments.

If you operate an ESC scheme, your employees who currently use it will be able to choose to stay in that scheme - while you offer it. We will provide further guidance, as well as a calculator which will help your employees to make a choice about which scheme is best for them, before Tax-Free Childcare is introduced.

As an employer you will have no mandatory role within the new Tax-Free Childcare scheme. However you may want to keep your employees up to date with the changes that are being introduced. You will also be able to make payments into your employees' childcare accounts, if you want to. You will be liable to pay National Insurance contributions (NICs) on these payments and your employees will be liable to pay both income tax and NICs.

Workplace nurseries will be unaffected by the introduction of Tax-Free Childcare.

Personal Tax Accounts

HMRC is introducing secure digital tax accounts for individual customers which is also going to help employers.

The new Personal Tax Account brings together each individual's details in one place with all the information those customers need to do business with HMRC. It means that employees will be able to check for themselves things like their tax code and how it's been calculated.

This new service, which will work like an online bank account, was introduced last month. We are working with a wide range of employers and asking them to invite their employees to test the accounts so we can get their feedback to ensure it meets their needs before we develop and expand what customers can do using them.

Once they've registered, employees testing the service will be able to update their information and use the 'Check your Income Tax estimate' service. They will be able to check their sources of income subject to PAYE, their personal allowances, their tax code, and an estimate of the tax they will pay. If they see that details are incorrect, they'll be able to change them online. This part of the service will eventually replace the P2 notice of coding sent to PAYE customers.

We'll be adding more services to the Personal Tax Account and aim to make it available to more customers between now and the end of the year. By early 2016 we expect 10 million HMRC customers to have access to their own account. By 2020, everybody in the UK will have one. They will be able to register, file, pay and update their information, at any time of the year, using the digital device of their choice.

Biometric Residence Permits

Are you checking your workers' identity, nationality and right to work in the UK?

The Home Office is simplifying the documents employers check to confirm a person's right to work in the UK.

Since 2008, the Home Office has been phasing in the Biometric Residence Permit (BRP), which replaces a range of older less secure immigration documents and provides a simple and secure means of checking a migrant's identity and right to work.

The roll out of the BRP has now been completed. From now the BRP will be the only document issued to non-European Economic Area (EEA) migrants permitted to stay in the UK for more than six months under the UK's Immigration Rules. Non-EEA migrants who register with the Home Office as exercising European Union (EU) treaty rights as family members of EU nationals will receive a Biometric Residence Card (BRC), which closely resembles the BRP.

The BRP and the BRC are single credit card sized documents and allow migrant workers from outside the EEA to evidence their right to enter or remain in the UK.

The BRP only applies to migrants from countries **outside** the European Economic Area, their partners and children.

The BRP shows the worker's digital photograph, biographical data (name, nationality and date of birth), any immigration conditions or restrictions, and the date the person's permission to remain expires on the face of the card. This information is replicated digitally on a chip in the card, together with the holder's fingerprints.

The Home Office is also working with Department for Work and Pensions (DWP) to incorporate a migrant's National Insurance number on the BRP for migrants in employment-related categories, and BRPs issued to Tier 2 skilled workers have started to include the National Insurance number.

If you employ workers who are from countries outside the European Economic Area, it is your responsibility to check they have either a BRP or the relevant documentation to evidence their right to work in the UK.

Failure to check may result in you receiving a significant fine from the Home Office if you are found to have employed someone without the right to work in the UK.

The GOV.UK website contains further information and has a tool to check an individuals' right to work.

Help your employees save time when filing online

From late summer 2015 our Self-Assessment (SA) customers will benefit from a new process.

As an employer you send us details of your employees' pay, tax and, where appropriate, expenses and benefits in kind. Once we have processed this information it will now be used to pre-populate the online SA Return. This should save time for any of your employees who have to complete these returns.

Provided the information submitted by all relevant employers has been processed, any of your employees who have registered to file their SA Return online will see a new page when they log on called 'Information we hold about you'. If all of the relevant information has not been processed, your employees can still complete their return but they will need to use the pay and tax details from their P60 and the information from their copy of form P11D.

If you have any employees who would like more information or want to register to file online you should direct them to www.gov.uk/self-assessment-tax-returns

Filing online is quick, easy and secure, it's a convenient 24 hour service, elements of tax are worked out automatically for the individual, they can also choose to receive Self-Assessment correspondence through their online account and if they are due a repayment they will receive it much quicker.

The Pensions Regulator's automatic enrolment updates

Unusual, seasonal and complex workforces

If you employ summer seasonal workers, you'll need to make sure you're up to speed with how they need to be assessed for automatic enrolment purposes. This can be a more complex task if you employ a lot of people on a variety of contracts, and have high staff turnover. For more information on who needs to be assessed for automatic enrolment and who needs be enrolled click here

One option you may wish to explore is postponement, which offers additional flexibility by enabling you to delay assessing staff for up to three months. While you don't have to tell us if you've decided to postpone automatic enrolment duties, you do need to tell your staff. It's also important to be aware that using postponement won't change your declaration of compliance deadline. This remains the same – five months after your staging date. Visit here for more information on postponement

How to get automatic enrolment news and updates

The regulator has many ways of communicating with employers to provide up to date information to help meet their duties correctly and on time.

Find a list below of how you can keep up to date with the regulator:

- Social media – Facebook, LinkedIn and Twitter
- News-by-email – the regulator's monthly e-newsletter which provides news, guidance and practical information about automatic enrolment for employers. Sign up here
- Letters and emails – as an employer and primary contact you'll receive letters and emails from us at key times during your automatic enrolment preparations. You can also nominate a secondary contact who will also then receive emails at key times. Nominate a contact here
- Videos – The Pensions Regulator has its own YouTube channel with a variety of videos for employers and business advisers. Watch here

Fit for Work update

The rollout of Fit for Work is progressing rapidly across England with the remaining four waves of the GP referral programme scheduled to go live by the end of the summer. All employers in England and Wales will be able to refer from autumn 2015, once GP referrals have fully rolled out.

The GP referral rollout to all remaining NHS Boards in Wales and Scotland was completed on 29 June 2015. The employer portal will go live over summer 2015, allowing employers across the whole of Scotland to also make referrals.

Employers in Scotland will be able to refer an employee by using the online referral form. Once referred, employees will be contacted within 24 hours and they will receive an assessment by a health professional within two working days. This person will be their case manager.

Time to Pay arrangements - Direct Debit payment to be mandatory

HMRC can use discretionary powers to agree to payment of a debt by instalments after the due date, where an employer is genuinely unable to pay by the due date, but is able to commit to agreed payments to bring their tax up to date.

Direct Debit has always been the preferred method of payment for any regular time to pay arrangement, but from August 2015 will become mandatory because:

- it is more cost effective and more secure than other payment methods
- it removes the chance that the customer will forget to make payment
- payments are more likely to be correctly allocated
- it reduces the need for subsequent customer contact, saving time for the customer and HMRC
- the Direct Debit scheme includes a guarantee to protect the customer.

There is no intention to routinely revisit any existing non-direct debit agreements; however, for any new agreements, we will expect employers to agree to pay by direct debit.

Spreading the word: when a child turns 16

Child Benefit and Child Tax Credit claimants have until 31 August to let HMRC know if their 16 year old will continue in full time education or training, otherwise their payments will stop.

Staff working for you can continue to claim Child Benefit and Child Tax Credits for children aged between 16 and 19 years, if they are in approved education or training.

You can help us by informing your staff, who may forget to confirm their eligibility by the deadline, or who might be unaware they can continue to claim. Your newsletters, staff meetings, notice boards, intranet pages and other communication tools, can help spread the word.

Education or training

This can include GCSEs, A/AS levels, national diplomas and NVQs up to level 3, as well as some apprenticeships or traineeships. The education must be full time – more than 12 hours a week on average. The qualifying education level is non-advanced, so studying for a degree at university or BTEC Higher National Certificate wouldn't count.

Young people must be accepted onto an approved course or training before their 19th birthday to be eligible.

Children who have a job cannot work more than 24 hours a week and they must not be claiming certain benefits, such as Income Support.

Child Tax Credit

Claimants need tell us each year their child turns 16, 18 and 19 years that they are in approved education and training. More information about tax credits and our contact details can be found on GOV.UK

Child Benefit

Claimants with 16 year-old children should have received a letter asking them to confirm their plans. It is important they respond before the deadline. Information about Child Benefit and our contact details can be found on GOV.UK

Demonstrating a business case for helping low-paid workers progress their earnings

UK Commission for Employment and Skills have joined forces with the Department for Work and Pensions to engage employers to design innovative, sustainable and compelling solutions that work for business and that work for low-paid employees.

Seven new projects aimed at boosting the careers of low-paid workers in the retail and hospitality sectors launched on 11 June; joining forces with Jamie Oliver's Fifteen restaurant and major retailers like Pets at Home and Rocco Forte hotels, to look at the most effective ways of supporting people moving up the career ladder.

Through mentoring, specific skills training and redesigning jobs these projects will increase business and staff productivity and ultimately raise pay for workers on low wages.

What does this mean to me?

These projects will provide an opportunity to demonstrate positive outcomes for business and a sustained improvement in earnings for low paid staff.

The seven new projects will demonstrate innovative learning and can be potentially replicated across the hospitality and retail sectors in order to both generate business benefits and support people moving up the career ladder.

For those who are in receipt of Universal Credit; it removes the hour's rules that may previously have led people to restrict the hours they work to avoid losing their benefits or tax credits. This means claimants won't lose all their benefit at once if they are on a low income; their Universal Credit payment will reduce gradually as their take home pay increases.

For more information about the seven projects visit the UKCES website

For more information about Universal Credit and Employers please visit GOV.UK

Has any member of your staff changed any of their personal details?

If an employee tells you about a change to their personal details, it is important that they also inform HMRC as this could cause delays in processing future information or returns you send us. It could also delay the processing and award of any benefit claims or renewal claims they make, for example tax credits or universal credits.

All they have to do click on www.gov.uk/tell-hmrc-change-of-details

This is a much quicker route for personal details to be updated. They just need to provide their National Insurance Number and their new details.

The form is really quick and easy to complete and it saves time and expense in writing or phoning.