Ciphr

Ciphr Payroll v2025.1.2 2025/2026 Tax Year Update Procedure

25 March 2025 | V1.1

Index

Introduction

This document provides a comprehensive, step-by-step guide for upgrading your Ciphr Payroll software, navigating the payroll year-end procedure for 2024/2025, and seamlessly transitioning to using Ciphr Payroll in the new 2025/2026 tax year.

This procedure should be started once the final payroll for the 2024/2025 tax year has been completed and your Final FPS and EPS submissions have been made.

There is a checklist in the appendix which will help you to follow the procedure in the most effective way and prevent any important steps from being missed for the End of Year procedure.

Please print the update procedure checklist and use it together with the End of Year Documentation.

The year end procedure comprises of the following steps:

STEP 1   *Ciphr Payroll Application Folder and Database Backup*
STEP 2   *Updating Ciphr Payroll Software and Database Version*
STEP 3   *Data Validation, Reconciling Year to Date Totals, Printing Year End Reports*
STEP 4   *Updating your Data for the New 2025/2026 Tax Year*
STEP 5   *P60 Forms Distribution*

Detailed instructions are given for each step of this procedure.

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Ciphr Payroll 2025/2026 Tax Year Update Procedure

Important Notes

1. Before running Step 3 of the procedure, it is strongly recommended to update and close all payrolls in all companies.

   Failing to do so will necessitate the payrolls to be recalculated before they can be updated on the new (updated) system.

   Please note that if you calculated a payroll on the old (pre-updated) system and subsequently updated the payroll on the new (updated) system without re-running the calculation step, you may get unpredictable and potentially incorrect results.

2. If you process CIS subcontractors in Ciphr Payroll, it is essential to generate and submit CIS monthly return for March prior to proceeding with step 4.1.

   Please be aware that once you reset employee accumulators, the option to create and submit the CIS return for March will no longer be available.

3. It is strongly recommended to validate data before initiating the reset of current tax year data, as outlined in both Step 3.1 and Step 3.2.

   It's crucial to emphasise that data validation can only be executed prior to resetting accumulators in Step 4.2.

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Step 1. Ciphr Payroll Application and Database Backup

This step includes:
- Creating a copy of current Ciphr Payroll application folder
- Creating Ciphr Payroll full database backup

## 1.1 Creating a copy of your current Ciphr Payroll Application folder

Before you start updating your current system, ensure you have created a copy of your current Ciphr Payroll application directory.

1.1.1 If you know the location of the application folder you can create a copy using the copy-paste function in Windows File Explorer – follow instructions in 1.1.2 step, otherwise please follow the steps below to retrieve application folder location.

Access the Registry Editor: Go to the Windows Start menu, type "regedit," and select the Registry Editor.

Navigate to the Registry Entry:
Computer\HKEY_LOCAL_MACHINE\SOFTWARE\WOW6432Node\Payroll BS\Accord.ini
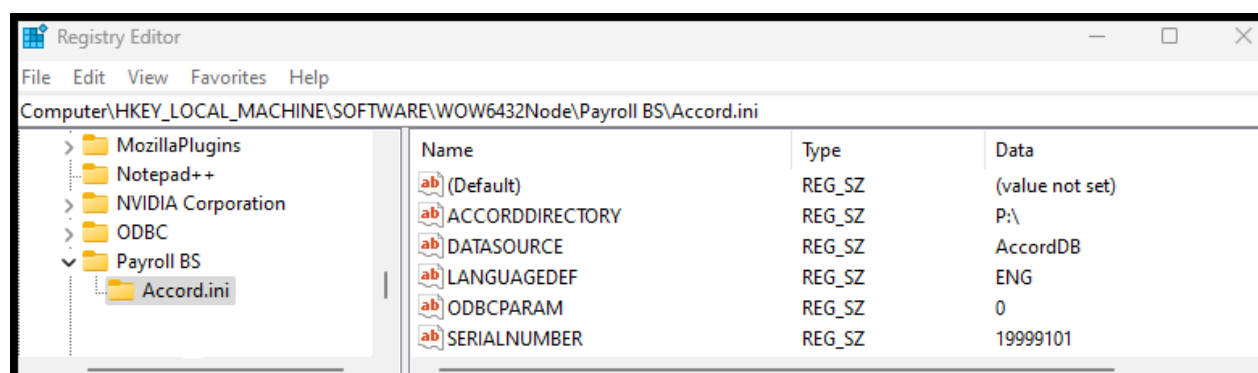
Retrieve the Folder Directory: click on Accord.ini file and check data for "ACCORDDIRECTORY", this entry will contain the path for the Ciphr Payroll Application.
In our example provided in this document, the application is mapped to the P:\ drive. It's important to note that the drive letter might differ on other systems where the application is installed.
Additionally, instead of a mapped drive letter, the application might be accessible via a full UNC path that directly points to the server where the application is hosted.

1.1.2 Ensure you have accurately determined the application directory. Then follow the steps below to take a copy of the application folder:

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- **Open File Explorer:** Navigate to the location of the application folder using File Explorer.
- **Locate the Application Folder:** Find the folder you want to copy.
- **Copy the Folder:** Right-click on the folder, then select "Copy" from the context menu. Alternatively, you can use the keyboard shortcut: Ctrl + C.
- **Navigate to the Destination:** Go to the location where you want to paste the copy of the folder.
- **Paste the Folder:** Right-click in the destination folder or space and select "Paste" from the context menu. Alternatively, you can use the keyboard shortcut: Ctrl + V.
- **Confirmation:** Once you've pasted the folder, a copy of the original folder will appear in the destination location.

Please note that if the folder you're copying contains a large amount of data, the copy operation might take some time.
Please be cautious when performing these actions to avoid accidentally modifying or deleting critical files or folders.

Ensure that you have the necessary permissions to perform these actions; dealing with the system folders or directories will require administrative access.

1.2   Creating Ciphr Payroll full database backup

Create a full database backup in Microsoft SQL Server Management Studio (step 1.2.1) or Sybase Central (Step 1.2.2). Follow the appropriate steps according to the database type you are using.

1.2.1 If you are running Payroll on Microsoft SQL Server Management Studio (SSMS):

Open SQL Server Management Studio (SSMS): Launch SQL Server Management Studio and connect to the SQL Server instance.

Create Full Database Backup:
- In the Object Explorer, navigate to the Databases folder.
- Right-click on the database you want to back up.
- Select "Tasks" and then click on "Back Up..."
- In the "Back Up Database" window:
- Ensure the correct database is selected in the "Database" field.
- Choose "Full" under "Backup type".
- Specify the destination for the backup in the "Destination" section.
- You can also set options for backup compression, backup set expiration etc.
- Click "OK" to initiate the backup process.

1.2.2 If you are running Payroll on Sybase Central for Sybase ASE:

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Open Sybase Central: Launch Sybase Central and connect to your Sybase ASE server.

Perform Full Database Backup:
- In Sybase Central, navigate to the "Backup/Recovery" section or the specific database management area.
- Locate the database you want to back up.
- Right-click on the database and select the option for backup.
- Follow the on-screen instructions:
  - Specify the backup device or location.
  - Choose the backup type (full backup).
  - Confirm any additional settings or options required.
- Proceed with the backup operation.

The steps might slightly differ based on the versions of SSMS and Sybase Central you are using.
Please ensure that you have the necessary permissions to perform database backups in your environment.

Do not continue with this procedure until you have successfully backed up your current system.
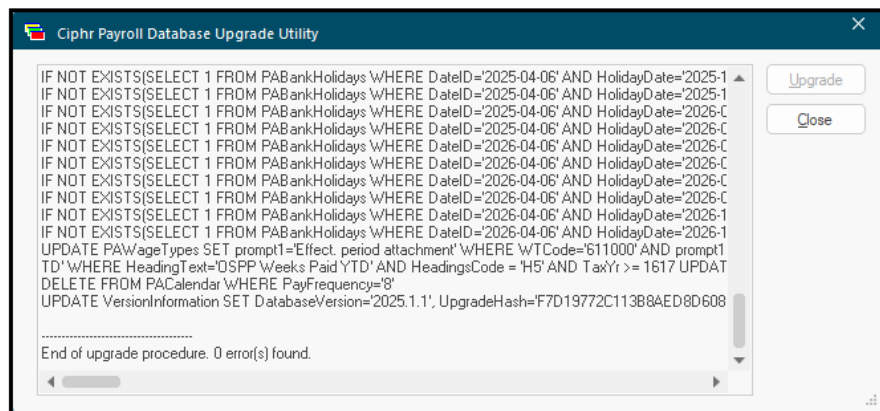
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Step 2. Updating Ciphr Payroll Software and Database Version

This Step includes:
• Updating the Ciphr Payroll software
• Upgrading the Ciphr Payroll database version

This step should be run on a PC where Ciphr Payroll is installed and currently fully functional.

2.1   Updating the Ciphr Payroll software

2.1.1   Close all other applications running on your computer before you start the update procedure: e.g. Microsoft Word, Microsoft Outlook, etc. Ciphr Payroll and all its components must be closed on all workstations.

2.1.2   Unzip all files from downloaded **Ciphr 2025.1.2 Update.zip** file to a folder **Ciphr 2025.1.2 Update.**

2.1.3   Run the 'Setup' application from the folder **Ciphr 2025.1.2 Update**. You can do this by double clicking on the **Setup.exe** application file in the folder in Windows Explorer.

2.1.4   The Setup program will start. After loading you will see the following screen. Click **Next**.

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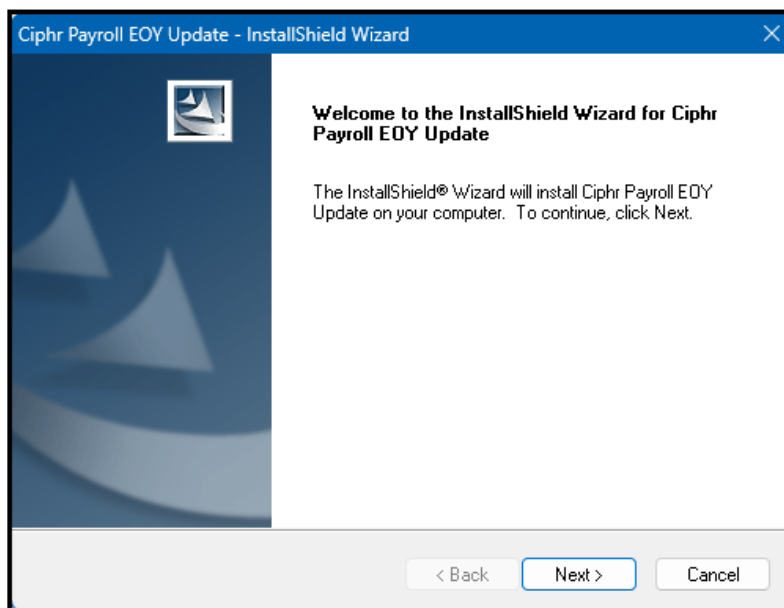
2.1.5 Select **I accept the terms of the licence agreement** radio button and click **Next**.
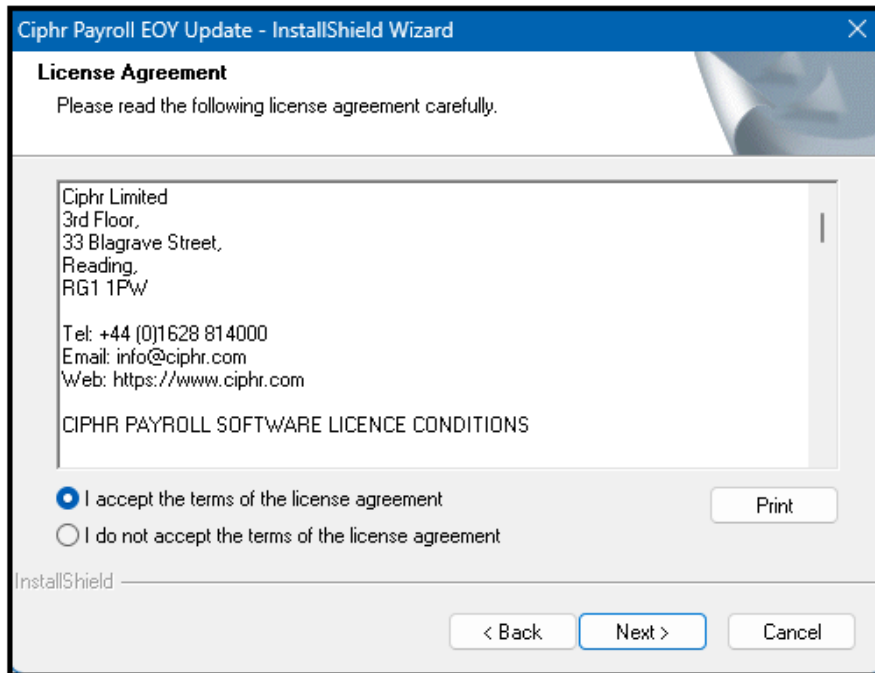
2.1.6 The following screen will be shown. Click **Install**.
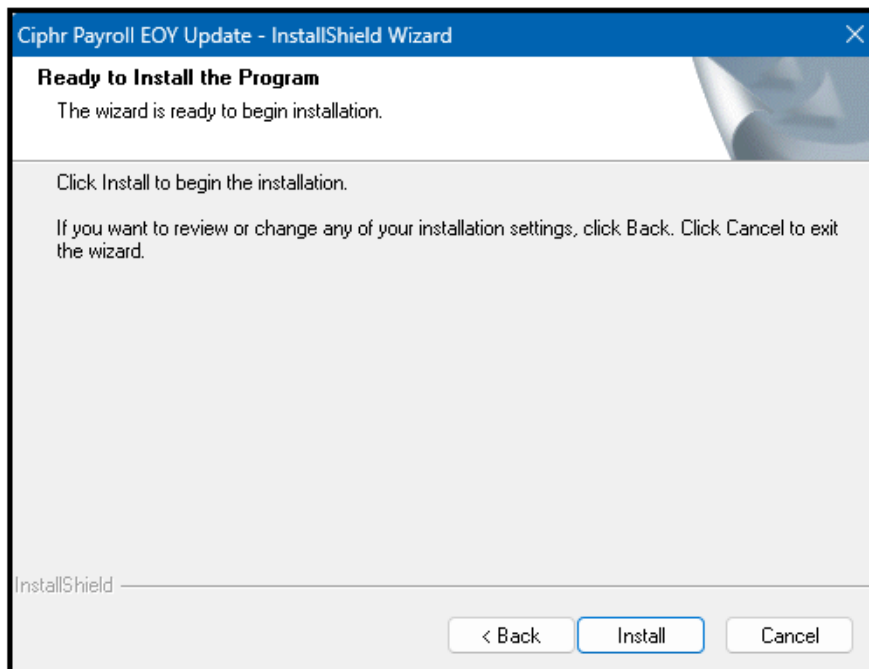
2.1.7 The software update process will start. Wait for completion.

2.1.8 After receiving the successful installation confirmation, click on the **Finish** button and restart your computer if prompted.
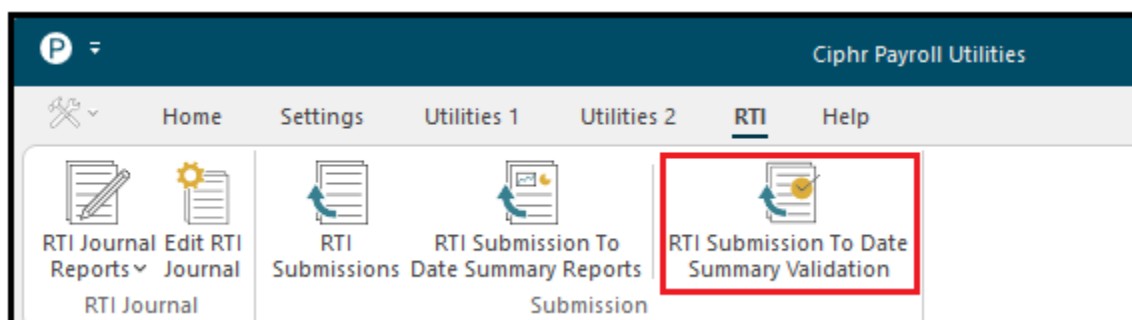
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2.1.9 Go to Ciphr Payroll application folder and check in Windows Explorer that the following files have a date modified of equal or later than 20/03/2025.

- AccCmd.exe
- AccExtra.dll
- AccLogViewer.exe
- AccMFC.dll
- AccordSearch.exe
- AccUtils.exe
- DBUpgrade.exe
- Diary.exe
- DPS.exe
- Gl.exe
- Injector.exe
- Payroll.exe
- UpdateDB.exe

2.2 Upgrading the Ciphr Payroll database version

This step should be run on a PC where Ciphr Payroll is installed and currently fully functional.

2.2.1 Go to Ciphr Payroll application folder

2.2.2 Double click on the DBUpgrade.exe application. When started, the program's first screen will display as follows:
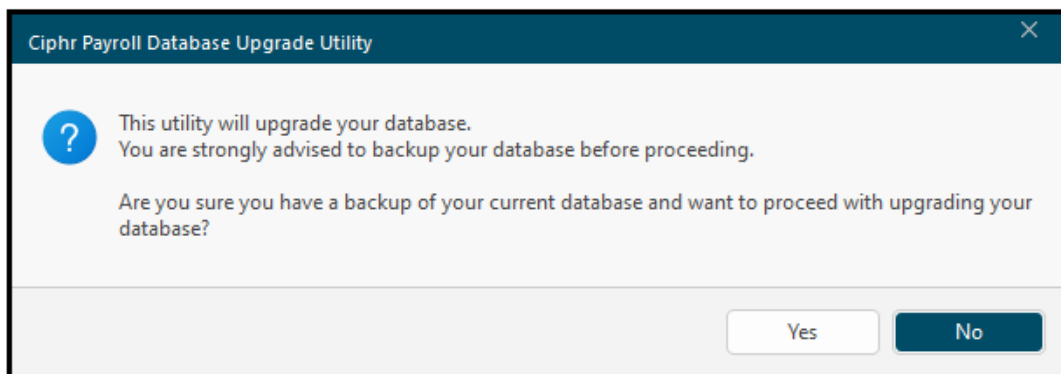
2.2.3 Click **Yes**. The next screen will be shown.

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2.2.4 Click **Upgrade** button. The database upgrade process will start, and you will see the progress of the update process in the scrolling window.

When the upgrade process finishes the last line of the window will show an error summary. You should see the summary line "End of upgrade procedure. 0 error(s) found."

2.2.5 Click **Close** on the screen shown above.

The last Window to be shown will be as follows:
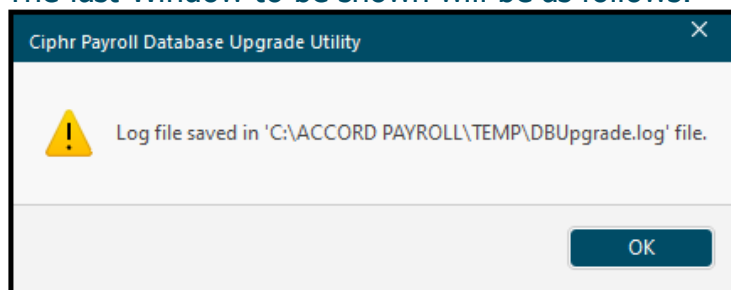
2.2.6 Click **OK**. The log file will be saved to your Ciphr Payroll application directory\Temp folder.

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Step 3. Data Validation, Reconciliation of Year to Date Totals, Printing Year End Reports

This Step includes:
- Employee Data validation
- RTI Submission to Date Summary Validation
- Printing YTD RTI Submission Summary Reports
- Printing P35 Continuation Sheet and P32 Yearly Totals reports

3.1 Employee Data validation
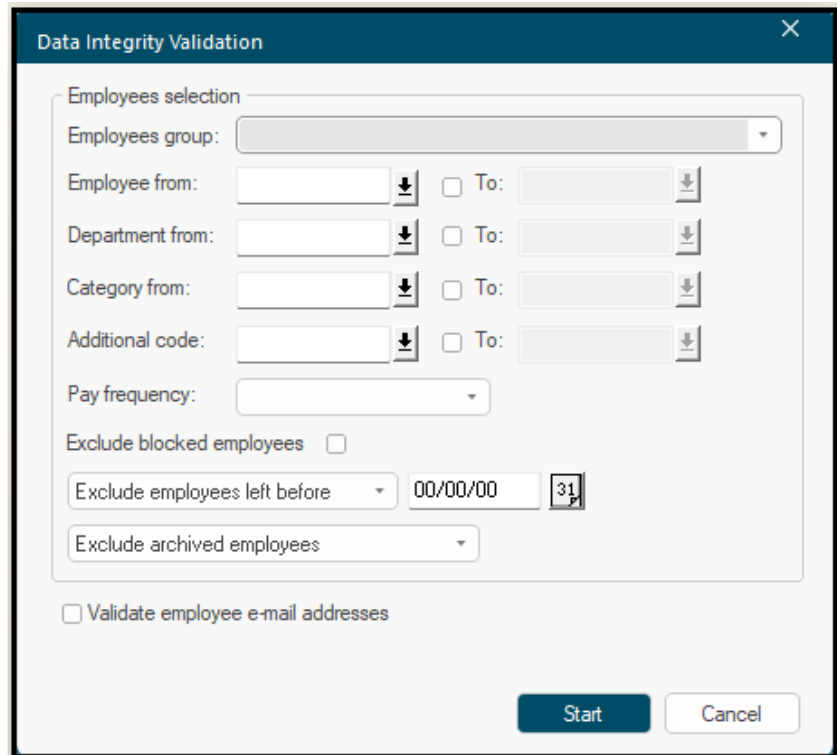
It is important to validate your data at this stage. Please note that you will be unable to validate the current tax year data after you reset accumulators in step 4.2

Utilities > Year End Utilities > Data Validation…

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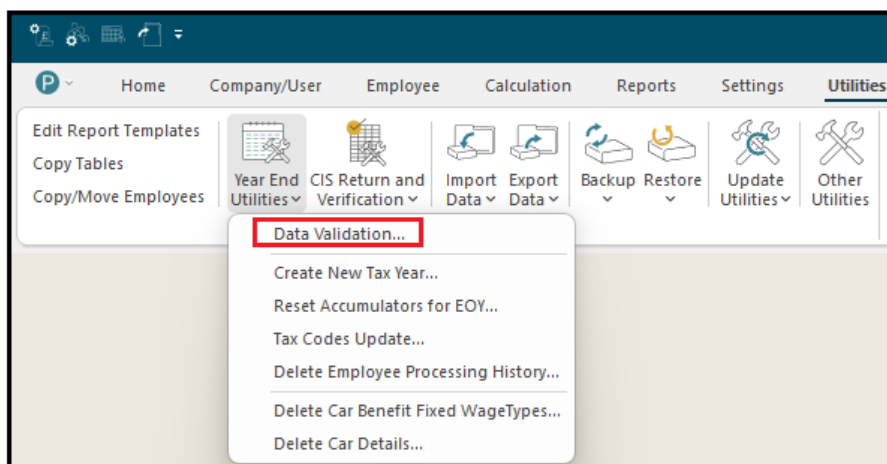
Ciphr Payroll 2025/2026 Tax Year Update Procedure
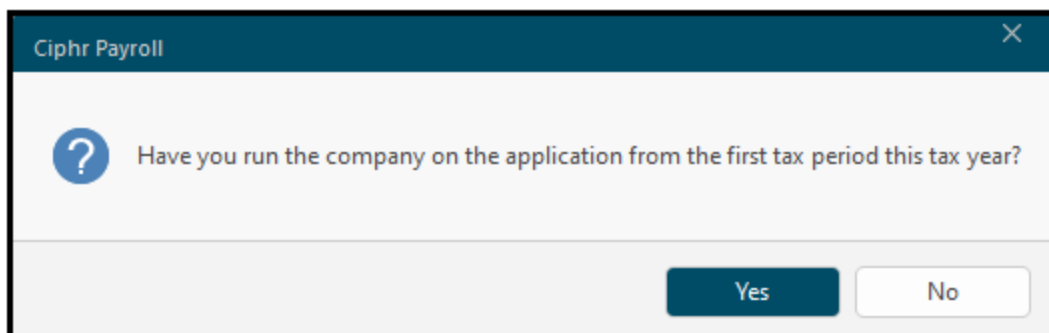
Click **Start** to start the Data Validation process.

Click **Yes** if you have run payroll on Ciphr from April (first tax period).

Data Validation will help you to find employee records with invalid data.

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3.2   RTI Submission to Date Summary Validation

Utilities > Other Utilities > RTI > RTI Submission To Date Summary Validation

Running this will enable you to check if there are any differences between the YTD figures recorded on employee records and the YTD figures submitted to HMRC.

Select **Validate RTI Submitted Data** option and click **Start** to Start Validation process.

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Data Validation will help you to find employee records with differences in processed and reported figures. Check validation log to see if there are any errors.
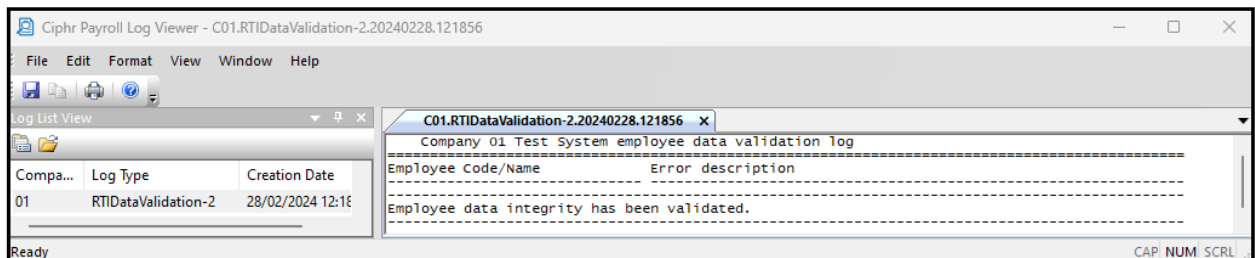
3.3 Printing YTD RTI Submission Summary Reports

All payment details submitted during the tax year (FPS and EPS returns) will be accumulated in PARTIYTDSubmitted and PARTINIYTDSubmitted tables.
At any moment in time you can produce YTD submission summary reports:

The FPS Submission Employee YTD Summary report will show submitted on FPS returns totals are expected to match the P35 Continuation Sheets reports.

The RTI Submission PAYE Scheme YTD Summary will show submitted on FPS and EPS returns totals for the scheme.
These totals are expected to match the P32 Reports for the PAYE scheme (if you run payroll in Ciphr Payroll from period 1 of the tax year).

Utilities > Other Utilities > RTI > RTI Submission To Date Summary Reports
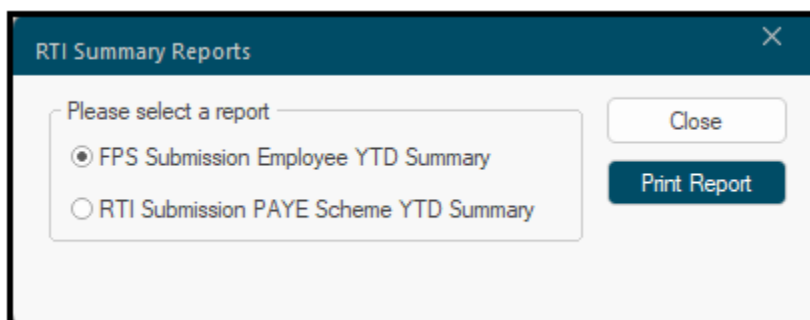
A sample of RTI Submission PAYE Scheme YTD Summary report for the PAYE scheme where final for the tax year FPS/EPS submission has been filed is shown below.

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RTI Submission PAYE Scheme YTD Summary
14/02/2025 16:36:05

Company: 01 Test Company **Employer Reference:** 123 / N123C

Tax Year: 2025/2026 **Accounts Office Ref:** 123PJ12345678

Summary of Payments to Date

National Insurance contributions (NIC				Income Tax			
EE + ER NICs	3	1,520,084.22		Total Tax	6	992,865.31	
Class 1A NICs	4	0.00		Advance received from HM Revenue & Customs	7	0.00	
Total NICs (3 + 4)	5	1,520,084.22		Total Tax (6 + 7)	8	992,865.31	

Combined amounts

Total NICs & Tax (5 + 8)	9	2,512,949.53
Total Student Loan deductions	10	31,249.00
Total Postgraduate Loan deductions	11	4,179.00
Total NICs/Tax, Student Loan and Postgraduate Loan (9 + 10 + 11)	12	2,548,377.53

Summary of Recovery Amounts to Date (Tax Month 10)

Statutory payments recovered

Statutory Sick Pay recovered	13	0.00
Statutory Maternity Pay (SMP) recovered	14	22,745.72
NIC compensation on SMP	15	0.00
Statutory Paternity Pay (SPP) recovered	16	0.00
NIC compensation on SPP	17	0.00
Statutory Shared Parental Pay (ShPP) recovered	18	0.00
NIC compensation on ShPP	19	0.00
Statutory Adoption Pay (SAP) recovered	20	5,417.85
NIC compensation on SAP	21	0.00
Statutory Parental Bereavement Pay (SPBP) recovered	22	2,760.00
NIC compensation on SPBP	23	0.00
Statutory Neonatal Care Pay (SNCP) recovered	24	28,520.00
NIC compensation on SNCP	25	0.00
Total of boxes (13 to 25)	26	59,443.57

Amount payable year to date (12 minus 26)	27	2,488,933.96
Less CIS deductions suffered	28	0.00
Less Employment Allowance	29	0.00
Plus Apprenticeship Levy	30	36,508.00
Revised amount payable year to date (27 + 30 - 28 - 29)	31	2,525,441.96

Employee Paid Count: 587 **Final Submission for the Tax Year**

3.4 Printing P35 Continuation Sheet and P32 Yearly Totals reports

Before printing any end of year reports, ensure that you have entered your company address and Tax Office details in Ciphr Payroll. Select **Company/User > Enter/Update Company**.
On the Company form click Address tab and enter the Company Address and Post Code then click the Other tab and enter Tax Office details if required. Click Save and Close. Restart Ciphr Payroll.

Before printing end of year reports, ensure that you do not have any global employee group set on your payroll otherwise you will only print reports for the employees from the group.
To clear a global group click the Employee Group button on Home menu and select the top line "Clear Employee Group Setting".

3.4.1 Please ensure that you login to 2024/2025 tax year. If it is not the case click the Tax Year button at the bottom of Ciphr Payroll screen and select 2024/2025 from the list.
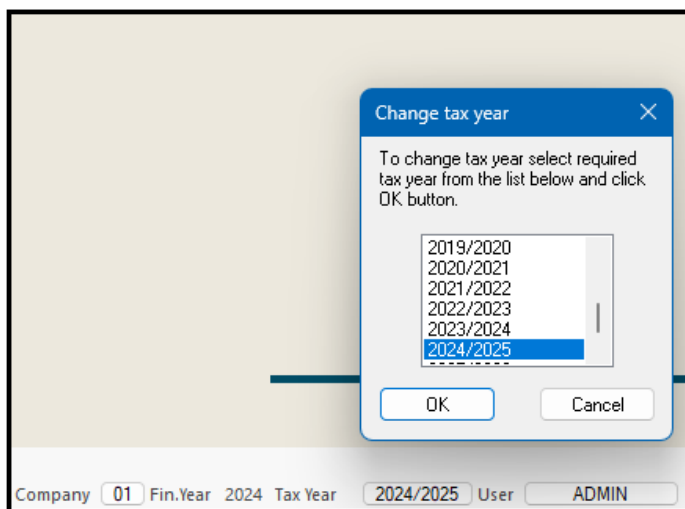
3.4.2 To print P35 Continuation Sheet report go to **Reports > Crystal Reports > Crystal Reports New Report**

Use search field to find P35 reports in the list.
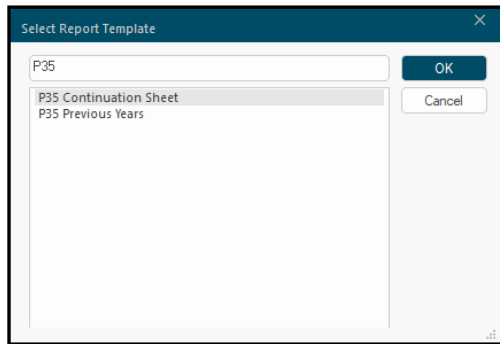
3.4.3 Highlight **P35 Continuation Sheet** line and click **OK** button. The following screen will be shown:

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*Use **P35 Previous Years report** template if you need to run a report for archived tax years.

    3.4.4 Click **Preview** to save and print the report for a single company or select additional companies and then click the **Preview** if you are running multiple companies payroll with the same PAYE.

    3.4.5 To run **P32 Yearly Totals** report go to **Reports > Period Accumulators Report > Period Accumulators Report New Report**

Use the search field to find P32 reports in the list
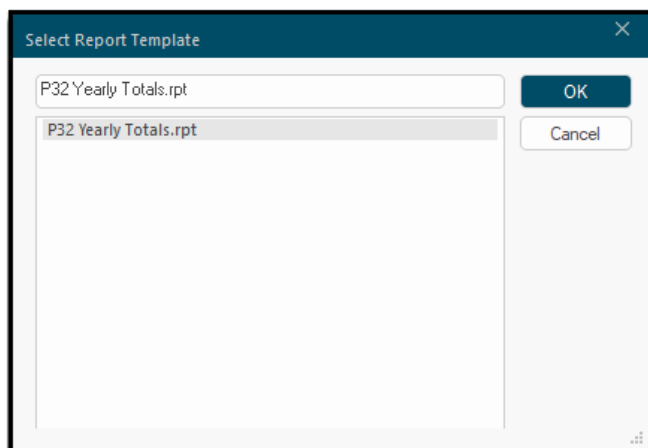
    3.4.6 Highlight **P32 Yearly Totals.rpt** report and click **OK** button. The following screen will be shown

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3.4.7   Please ensure you have ticked **Include only current tax year payments** and **Calculate parental leave statutory payments recovered & compensation** options.

3.4.8   Click **Preview** to save and print the report for a single company or select additional companies and then click **Preview** if you are running multiple companies payroll with the same PAYE.

If you ran payroll using Ciphr Payroll from the first tax period of this tax year, then the P32 Yearly Totals report will show your yearly PAYE liability.
It is important that you reconcile P32 totals with the amounts you actually paid to HMRC during the tax year and also with the P35 Continuation Sheet report and YTD RTI Submission Summary Reports printed earlier.

Submit the final EPS for the tax year if it has not been done already.

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Step 4. Updating your Data for the New 2025/2026 Tax Year

IMPORTANT NOTES

Before creating new tax year 2025-2026 (step 4.1), please ensure that you have submitted final for the tax year FPS/EPS returns.
It is also strongly recommended to reconcile YTD processed totals against submitted YTD figures to HMRC before you go to step 4.1 of this document.

If you are processing BIK through Ciphr Payroll, please ensure you have run and saved BIK EE Statement and ER Summary reports.
Please note, if these reports are not run before rolling over to the new tax year, you will not be able to re-run these reports.

If you are processing Car and Fuel Benefits through payroll, please be advised that you are required to complete **Step 2.9 Car/Fuel Benefits Year-End Procedure** of the "Payrolling Car and Fuel Benefits in Ciphr Payroll" document included in this update folder.

If you process CIS subcontractors in Ciphr Payroll you must create and submit the CIS monthly return for March before running step 4.1.
You will not be able to create and submit the CIS return for March once you have reset employee accumulators.

4.1 Creating a New Tax Year

4.1.1 Start Ciphr Payroll. Login to company 01 as **ADMIN**. **Please ensure that you are in the 2024/2025 tax year.**
You can check these settings on the status bar of Ciphr Payroll (at the bottom of the main screen).

Company (01) Fin.Year 2024 Tax Year [2024/2025] User [ADMIN]

IMPORTANT NOTE
Please note that if you run several companies in Ciphr Payroll you need to start by creating a new tax year in company 01 even if there are no employees in company 01.

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4.1.2 Go to **Utilities > Year End Utilities > Create New Tax Year...**
The following screen will appear.
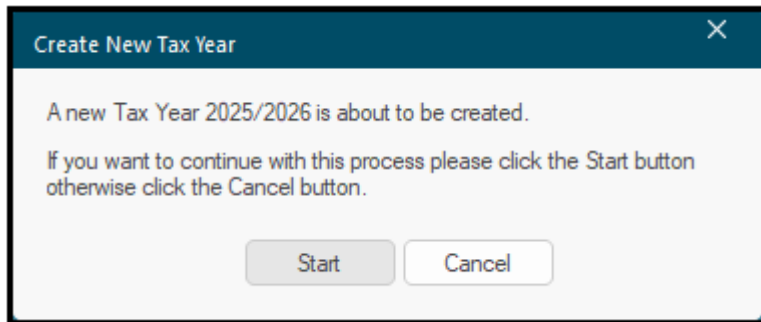
4.1.3 Click **Start**. You **may be** shown the following screen
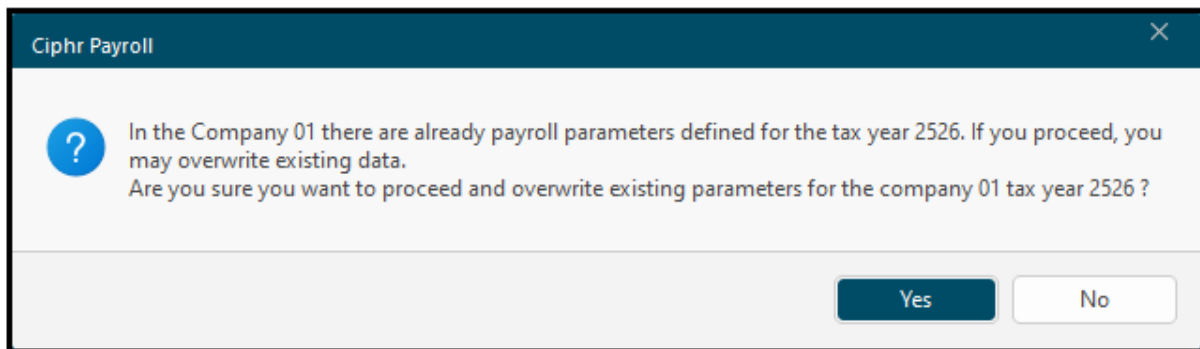
4.1.4 Click **Yes**. You **may be** shown the following screen
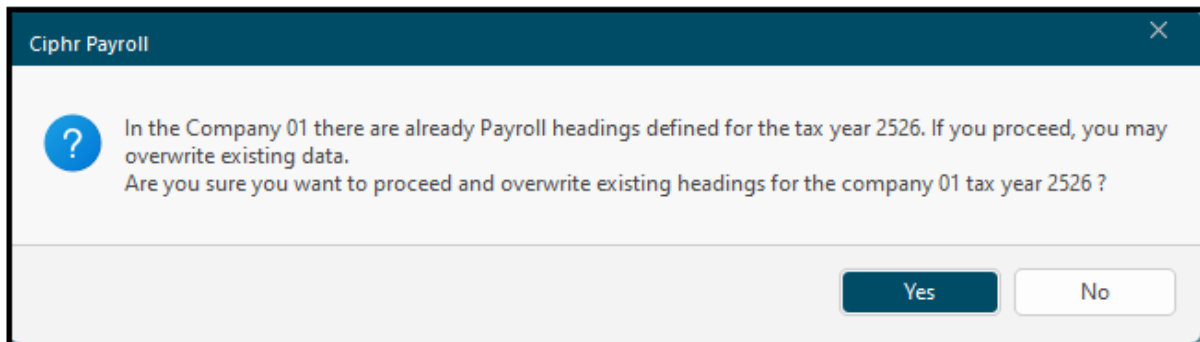
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4.1.5   Click **Yes**. You will be shown the next screen
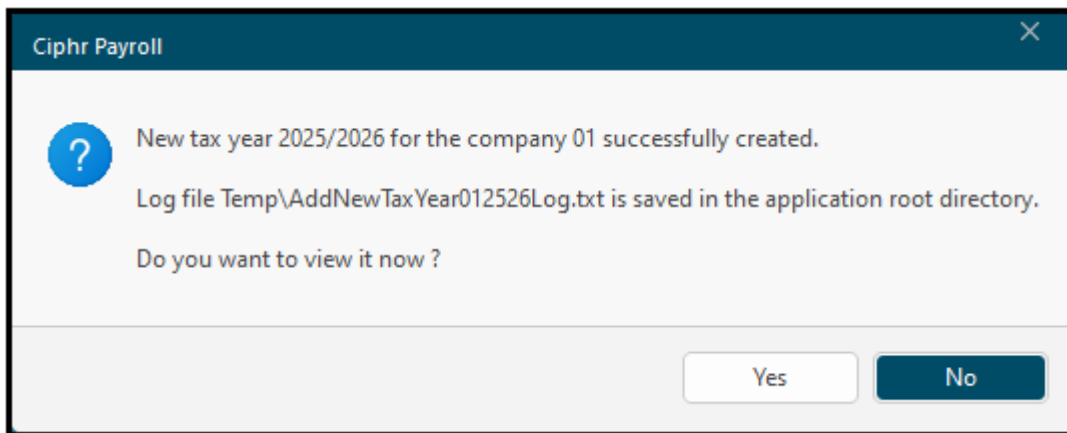
4.1.6   Click **No**

If you have created the new tax year in a company which is different from company 01 and the company uses the payroll calendar from company 01 this will complete the new tax year creation process.
However, if you created the new tax year for company 01 or a company with a company specific payroll calendar the tax year creation process will continue as follows.

4.1.7   A default calendar will be created for the new tax year. The calendar has Monday 7th April as the first tax week payment day. At this point you can change the calendar answering **Yes** to the following prompt.
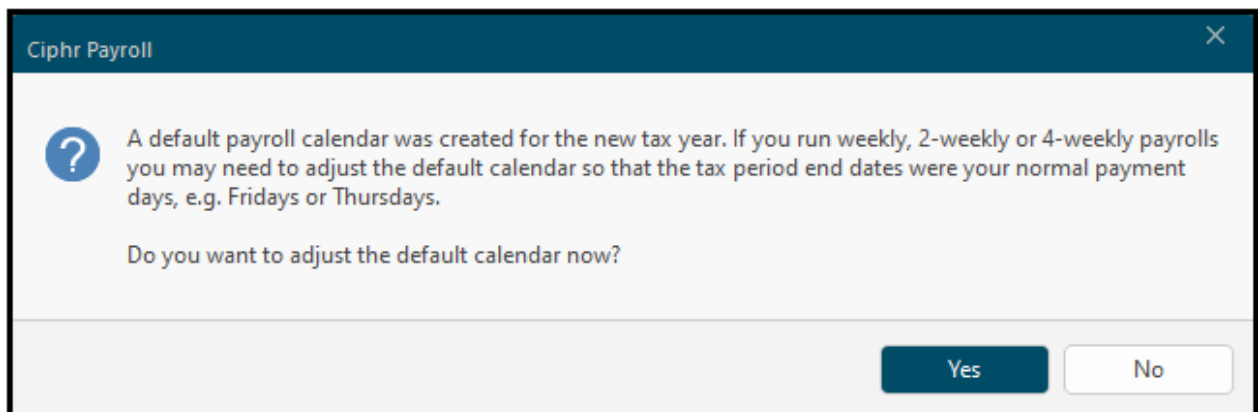
4.1.8   If you answered **Yes** on the screen above the calendar edit window will be shown.
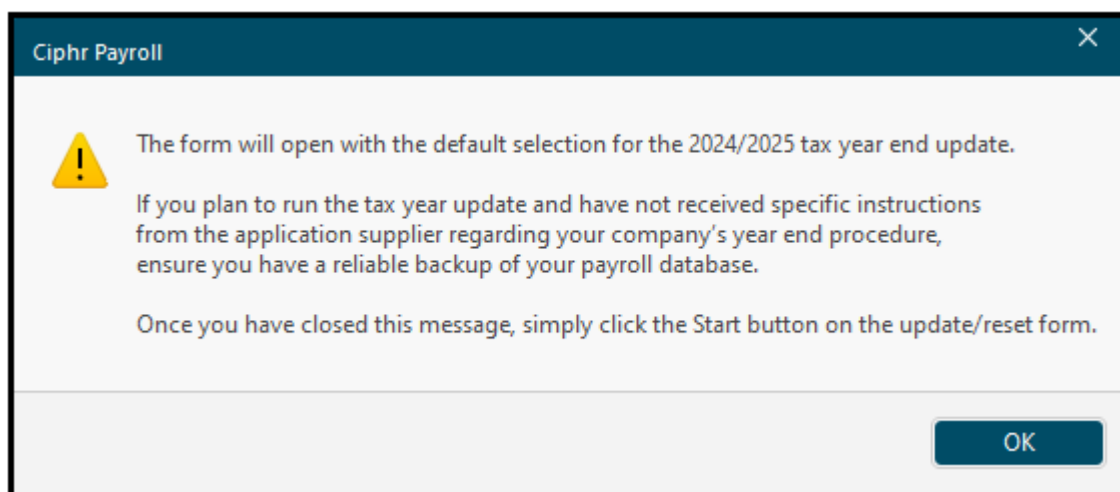
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Here you can change the default calendar according to your requirements. For example, to change the weekly calendar so that Friday 11th April is the first tax week payment, enter 05/04/25 to the **Base Date** field, click the **Recalculate tab** to re-calculate the weekly calendar, click **Yes** on the message below:

As a result, the new calendar will look as follows

Ciphr Payroll 2025/2026 Tax Year Update Procedure

Click the **Save** button to save the changes

Note: If you set payment dates on your monthly payroll calendar you will also need to enter these under the monthly tab.

According to HMRC you must report the usual date that you pay your employees, even if you pay them earlier or later.
For example, if you pay your employees early because your usual payday falls on a Bank Holiday, you should still enter your regular payday.

Ciphr Payroll 2025/2026 Tax Year Update Procedure

Calendar

Tax year start date 06/04/25

| 1-Weekly | 2-Weekly | Monthly | 4-Weekly | Quarterly | Half-Yearly | Yearly |

Weekly-based:

Base date: 06/04/25

Monthly-based:
⦿ Calendar Year   ○ Tax Year

Recalculate tab

Period	Start Date	End Date	Pay Date
0	01/03/2025	31/03/2025	25/03/2025
1	01/04/2025	30/04/2025	25/04/2025
2	01/05/2025	31/05/2025	25/05/2025
3	01/06/2025	30/06/2025	25/06/2025
4	01/07/2025	31/07/2025	25/07/2025
5	01/08/2025	31/08/2025	25/08/2025
6	01/09/2025	30/09/2025	25/09/2025
7	01/10/2025	31/10/2025	25/10/2025
8	01/11/2025	30/11/2025	25/11/2025
9	01/12/2025	31/12/2025	25/12/2025
10	01/01/2026	31/01/2026	25/01/2026
11	01/02/2026	28/02/2026	25/02/2026
12	01/03/2026	31/03/2026	25/03/2026

Recalculate All   Save   Close

You have created the new tax year 2025/2026 data in company 01.

If you run more than one company on Ciphr Payroll you need to create a new 2025/2026 tax year in all other companies.
To do this please repeat paragraphs 4.1.2 to 4.1.8 for all other companies.

If you need to change your default monthly calendar to be based on Tax Month and not on Calendar Month then

Select **Tax year option** as shown on the right and click **Recalculate tab**

Tax Period months always run from **the 6th of one month to the 5th of the next month**.

Calendar			
Tax year start date 06/04/25			

1-Weekly 2-Weekly Monthly 4-Weekly Quarterly Half-Yearly Yearly

Weekly-based: Monthly-based:

Base date: 06/04/25   ○ Calendar Year   ● Tax Year

Recalculate tab

Period	Start Date	End Date	Pay Date
0	06/03/2025	05/04/2025	05/04/2025
1	06/04/2025	05/05/2025	05/05/2025
2	06/05/2025	05/06/2025	05/06/2025
3	06/06/2025	05/07/2025	05/07/2025
4	06/07/2025	05/08/2025	05/08/2025
5	06/08/2025	05/09/2025	05/09/2025
6	06/09/2025	05/10/2025	05/10/2025
7	06/10/2025	05/11/2025	05/11/2025
8	06/11/2025	05/12/2025	05/12/2025
9	06/12/2025	05/01/2026	05/01/2026
10	06/01/2026	05/02/2026	05/02/2026
11	06/02/2026	05/03/2026	05/03/2026
12	06/03/2026	05/04/2026	05/04/2026

Recalculate All   Save   Close

Click the **Save** button to save the changes.

4.2 Resetting Employee Accumulators

Before starting payroll calculations in the new tax year you need to zero most employee accumulators and update employee tax codes.

Start Ciphr Payroll. Login to company 01 as ADMIN. **Please ensure that you are in the 2024/2025 tax year**.
You can check these settings on status bar of Ciphr Payroll (at the bottom of Ciphr Payroll main screen).

Go to **Utilities > Year End Utilities > Reset Accumulators for EOY ...**

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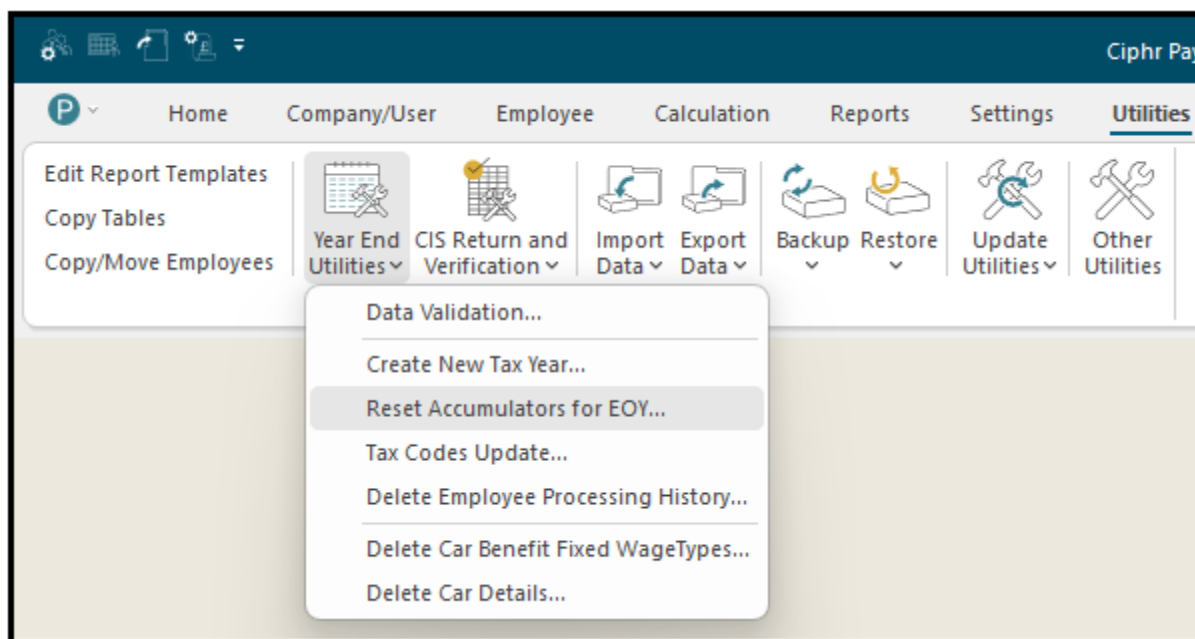
The following screen will appear

If this screen does not appear please contact the **Customer Care** Team.

4.2.1 Click **OK** on the above message box. The following screen will appear

Ciphr Payroll 2025/2026 Tax Year Update Procedure

Ensure that on your system the same boxes are ticked.

Ciphr Payroll 2025/2026 Tax Year Update Procedure

Click the **Accumulators** tab and ensure that the ticks on your screen look exactly as follows:

	Accumulator Name	Move To	Zero ?		Accumulator Name	Move To	Zero ?
1	Total gross including week 53		✓	19	Irish PAYE annual TFA		✓
2	Taxable pay year to date		✓	20	Irish PAYE cut off point		✓
3	Tax paid year to date		✓	21	Irish PAYE weeks paid		✓
4	Taxable pay prev employment		✓	22	Holiday weeks advance paid		✓
5	Tax paid prev employment		✓	23			✓
6	Gross pay subject to nat. ins.		✓	24			✓
7	EE NI year to date		✓	25			✓
8	Class 1A NIC		✓	26	SMP keep in touch days		☐
9	ER NI year to date		✓	27	AEO		✓
10	CIS Costs of Materials		✓	28			✓
11	SPBP Paid YTD		✓	29			✓
12	Postgraduate loan YTD		✓	30			✓
13	Reserved		✓	31	Director ER NI YTD		✓
14	Reserved		✓	32	Director EE NI YTD		✓
15	SNCP paid YTD		✓	33	Director NI earnings YTD		✓
16			✓	34	EE + ER NI YTD		✓
17			✓	35	Employee debt		☐
18			✓	36	Rounding brought forward		☐

◄ ► \Accumulators 1-36 ⟋ Accumulators 37-72 ⟋ Accumulators 73-108 ⟋

Select All   Deselect All

Load Default   Save As Default   Start   Close

Ciphr Payroll 2025/2026 Tax Year Update Procedure

Then click on "Accumulators 37-72" page at the bottom and ensure that your screen looks exactly as follows:

	Accumulator Name	Move To	Zero ?		Accumulator Name	Move To	Zero ?
37	SAP paid YTD		✓	55			✓
38	SAP weeks paid YTD		✓	56			✓
39	SPP Paid YTD		✓	57			✓
40	SPP Weeks Paid YTD		✓	58			✓
41			✓	59			✓
42	Total deductions		✓	60			✓
43	Student loan collected TD		✓	61	Net Pay Total		✓
44	SSP paid YTD		✓	62	Pre tax additions total		✓
45	SSP days paid YTD		✓	63	Pre tax deductions total		✓
46	Total days sick		✓	64	Post tax additions total		✓
47			✓	65	Post tax deductions total		✓
48	SMP paid YTD		✓	66	Pre Tax EE Pension YTD		✓
49	SMP weeks paid YTD		✓	67	ShPP Paid YTD		✓
50	EE pension YTD		✓	68	ShPP Weeks Paid YTD		✓
51	ER pension YTD		✓	69	Holiday days entitlement		☐
52	Benefits Taxed v Payroll YTD		✓	70	Holiday days taken		☐
53	Week 53 gross pay		✓	71	Holiday pay YTD		☐
54	Week 53 tax paid		✓	72	Holiday days remaining		☐

◄ ► \ Accumulators 1-36 ⅄ **Accumulators 37-72** ⅄ Accumulators 73-108 /

Select All   Deselect All

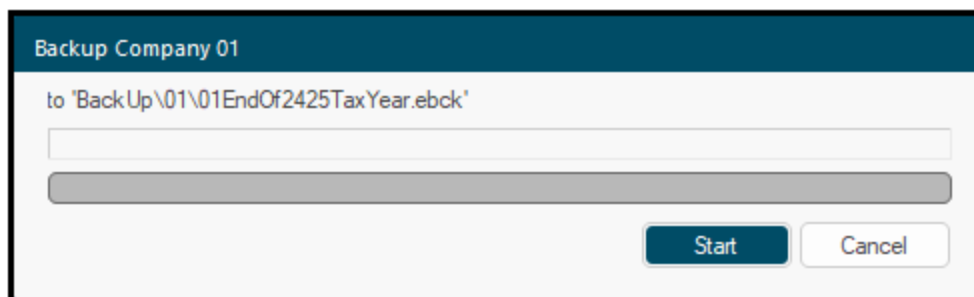Load Default   Save As Default   Start   Close

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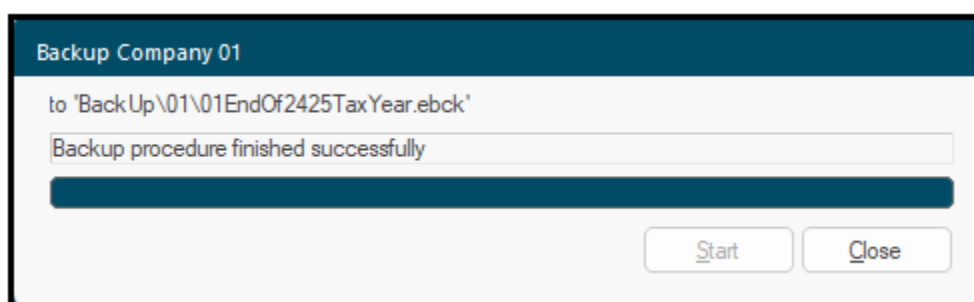
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Then click on "Accumulators 73-108" page at the bottom and ensure that your screen looks exactly as follows:

Please note that the ticks on the screens above are for standard accumulator headings and the assumption that your holiday year is January to December (accumulators 69 – 72 are unticked and should be reset in December/January).
If your holiday year is the same as the tax year you may choose to clear (tick) accumulators 69-72.
The same care should be taken about resetting the pension YTD accumulators 95 to 108.
If you have some accumulators that are specific to your company, e.g. Christmas savings you wish to keep on the system, you may choose not to clear (untick) those accumulators.

4.2.2 Once you have checked which accumulators should be cleared click **Start**. The following message box will be shown.

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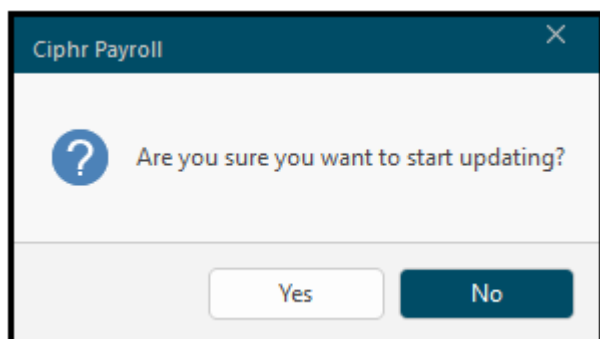## Ciphr Payroll 2025/2026 Tax Year Update Procedure

Click **Start** to automatically backup your data before resetting the accumulators.
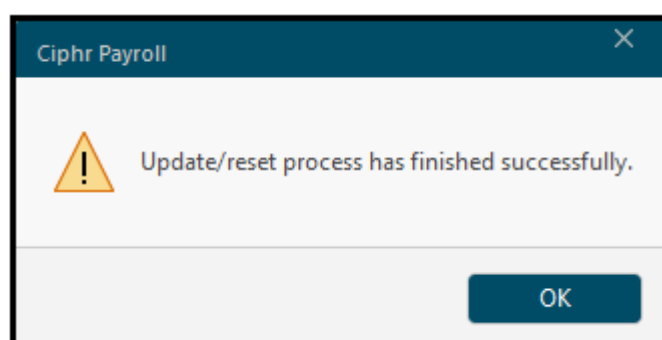

At the end of the backup process the window will display. Click **Close**.

The following message box will be shown.

4.2.3 Confirm to continue updating by clicking **Yes**. The resetting process will start and after it finishes you will be shown the following message box- click **OK**.
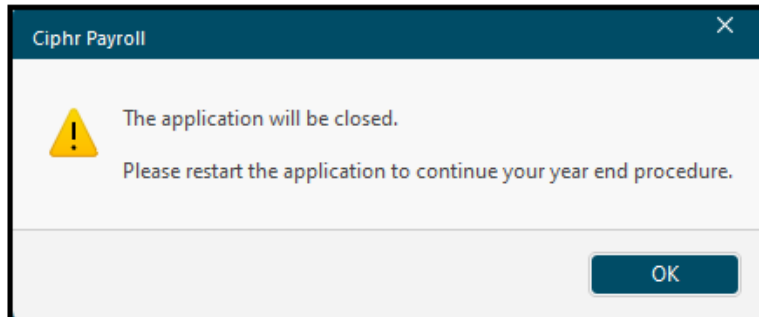
4.2.4 Click **OK** to restart Ciphr Payroll

If you run more than one company on Ciphr Payroll you will need to reset employee accumulators in all other companies. To do this please repeat step 4.2 for all other companies. You need to login to other companies as ADMIN and to ensure that you are in the 2024/2025 tax year.

4.3   Updating Employee Tax Codes

Please consult the P9X(2025) form for full details on 2025/2026 tax code updates. Please see below for information on bulk tax code updates required by the P9X(2025) form.

- Copy the authorised tax code from the 2024 to 2025 payroll record and continue to use for 2025 to 2026
- Do not copy/carry over any 'week 1' or 'month 1' markings.

Please ensure that you have logged in to **tax year 2025/2026, fin year 2025**. You can check these settings on the status bar of Ciphr Payroll (at the bottom of the main screen).
Please ensure that you have also cleared any employee global group so that all employees are included in the operation.

Go to **Utilities > Year End Utilities > Tax Codes Update …**

Ensure the following entries are on the Tax Codes Update form:
- **06/04/25** date is entered in the **Create new tax code records with effective from date** box
- Tick **Remove 'week 1' or 'month 1' markings** box
- Do not tick **Do not remove 'week 1' or 'month 1' markings for employees not paid last tax year** box
- Tick **Do not change tax codes for employees left before 06/04/25**, and check the date is correct
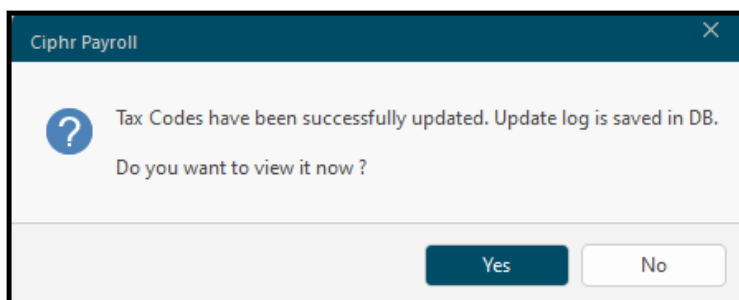
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As a result, your screen should look as follows. Click **Start** to start the Tax Codes Update.

On the next 2 message boxes click **Yes** to confirm you want to start updating tax codes

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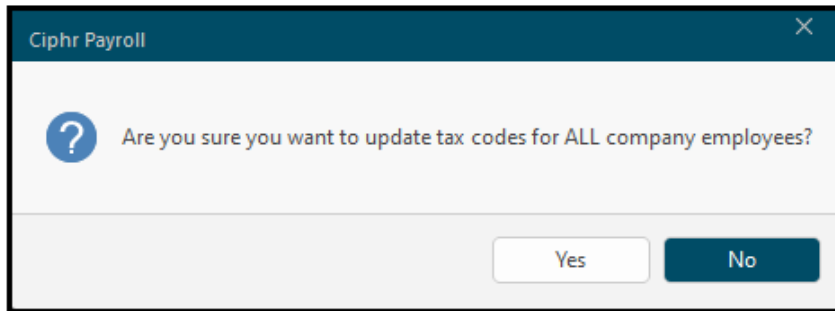
The Tax codes update log will be saved in the database. Click **Yes** on the next message box to view the log.

It is recommended that you save and print the Tax Codes update log.

To update the tax codes in other companies, login to each company in the 2025/2026 tax year and repeat the steps from above.

4.4 Deleting Employee Processing History

This function will assist with the implementation of personal data retention and erasure policies as adopted by your organisation to be compliant with GDPR requirements.

The function's default setting is to delete employee processing history older than the 6 previous tax years. If you need to keep employee processing history longer than the default setting, you can change this on the payroll parameters screen, as shown below.

Ciphr Payroll 2025/2026 Tax Year Update Procedure

Settings > Miscellaneous > Parameters … – Parameters2 tab

The function is available in the payroll module for the ADMIN user under the menu:

Utilities > Year End Utilities > Delete Employee Processing History …

Ciphr Payroll 2025/2026 Tax Year Update Procedure
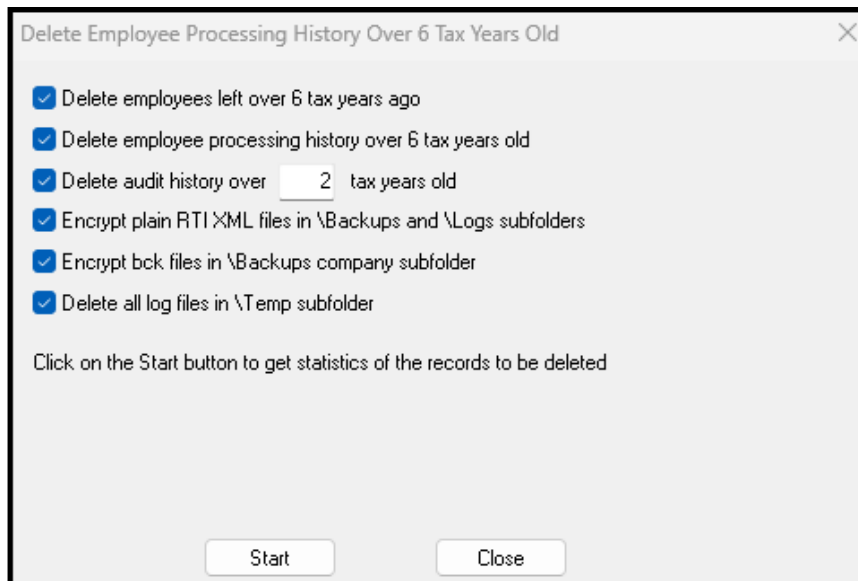
The function is able to:

- Automatically delete employees who left employment over a specified number of years ago (by default 6 years) with all processing history
- For current employees and more recent leavers, delete processing history older than a specified number of years ago (by default 6 years)
- Automatically delete audit history over 2 years old

Please note that the application will permanently delete the above information from the database or application folder so please ensure that you have taken backups as instructed above in Step 1 of this document.

By default, in company 01 all 6 check boxes on the above screen will be ticked.
In other companies only the 3 top check boxes will be ticked, as encryption of XML files and deleting of log files, if selected in company 01, will include all companies.

To start the process click **Start** and you will be shown a log file with details of information to be deleted or encrypted.
If you accept this, enter password DelPRHistPwd123# on the next window shown below and click the **Start** button again.

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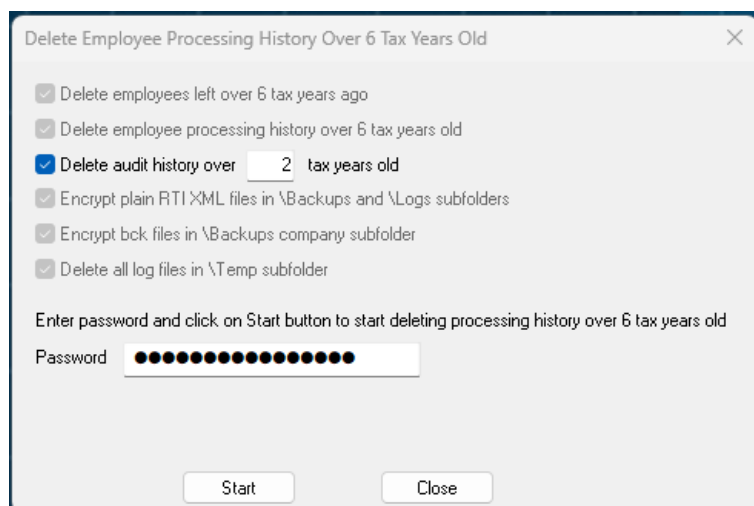
The deletion log file will also be saved in the database and shown at the end of the process in the Log Viewer.

4.5 Checking Pension Rates

There are no changes to statutory minimum pension contribution rates from April 2025, however, you should check your contribution rates are in line with the below table:

Date	Employer minimum contribution	Employee minimum contributions	Total minimum contribution
April 2019 onwards	3%	5%	8%

You should also check whether you need to change contributions from April 2025 for public service pensions, such as:

- The Teachers Pension Scheme (TPS)
- The NHS pension schemes
- Local government pension schemes (LGPS)

If you have employees in the payroll system that are making contributions to a public service pension scheme, then the payment bandings (also called tiers) may need to be adjusted in Ciphr Payroll
so that the contributions are correct post - April 1.
Please consult with your pension provider for additional details on any changes in public service pensions.
If you determine that Ciphr Payroll requires configuration to accommodate these adjustments, please reach out to our **Customer Care** Team, providing a detailed explanation of the necessary changes.

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Step 5. P60s Distribution

Within Ciphr Payroll, there are various methods available for efficiently distributing P60 forms to employees, to accommodate your needs effectively.

For those who prefer a tangible copy, we provide the option to produce a printed version of P60 forms. To streamline this process, refer to Step 5.1.

Alternatively, employers have the flexibility to electronically distribute P60 forms. This can be achieved by directly emailing e-P60 forms through Ciphr Payroll (Step 5.2.1) or granting employees access to their P60 forms via a secure online portal (Step 5.2.2). It's important to note that both electronic distribution options require an additional module licence and configuration.
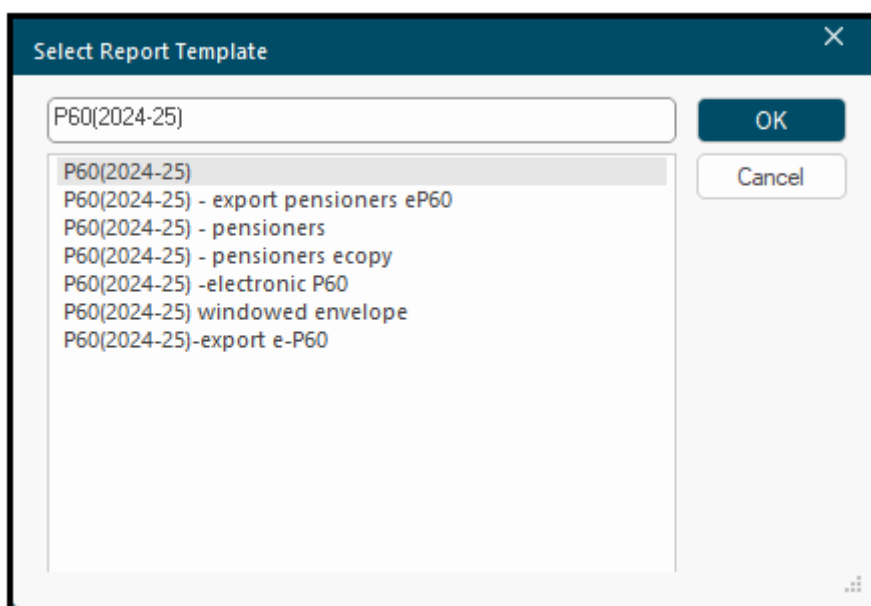
If you have any enquiries or require further information, please contact our **Customer Care** or Sales Teams for more information on the emailing reports module and Ciphr MyPay module.

5.1   P60s printing

Having completed step 4 of the procedure you will be able to print P60s using our HMRC-approved plain paper P60 forms for employees and pensioners.

> 5.1.1 To print P60s on plain paper go to **Reports > Crystal Reports > Crystal Reports New Report**

Select **P60(2024-25)** template from the **Select Report Template** screen shown below and click **OK**

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5.1.2 The **New Report** screen will appear. Click **Preview** to save/print P60 forms.

Please note that P60 forms are not required and will not be printed for employees that left before 6th April 2025.

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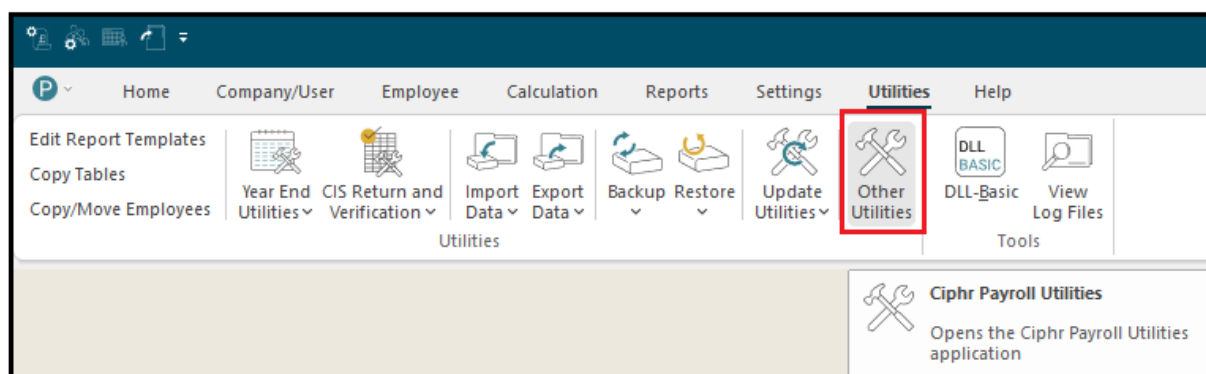
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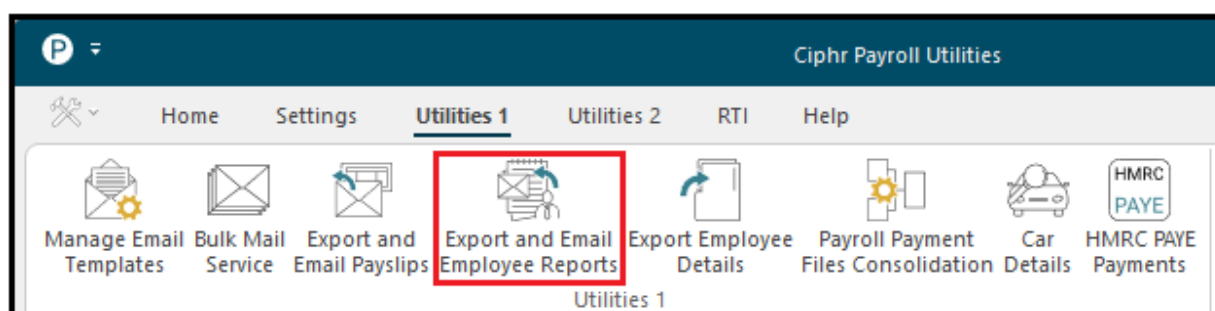**41 | 47**

5.2 Electronic P60s forms distribution

This Step includes:
- Emailing e-P60 forms
- Accessing P60 forms via a secure online portal

5.2.1 Emailing e-P60s forms

To email e-P60 forms go to **Utilities > Other Utilities** to launch **Ciphr Payroll Utilities**

In Ciphr Payroll Utilities go to **Utilities 1 > Export and Email Employee Reports** to configure the **Exporting and Emailing Employee Reports selection**

In the below provided screenshot you can observe a sample selection for the e-P60 (2024-2025).

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- Select **Export/Email P60s for the tax year ending** option from the dropdown list, enter the correct tax year end date; use **05/04/25** for 2024-2025 eP60s distribution.

- To email P60 forms ensure the **E-mail PDF files** check box is ticked.

- Ensure that the correct **E-Mail template** is selected as this will be the actual email message sent to all employees.
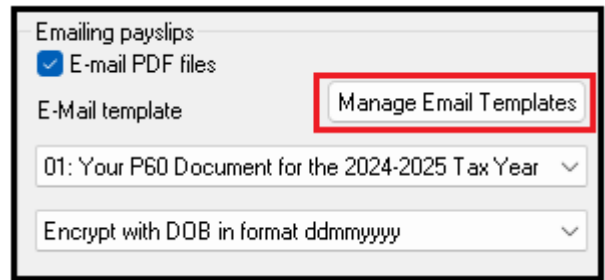
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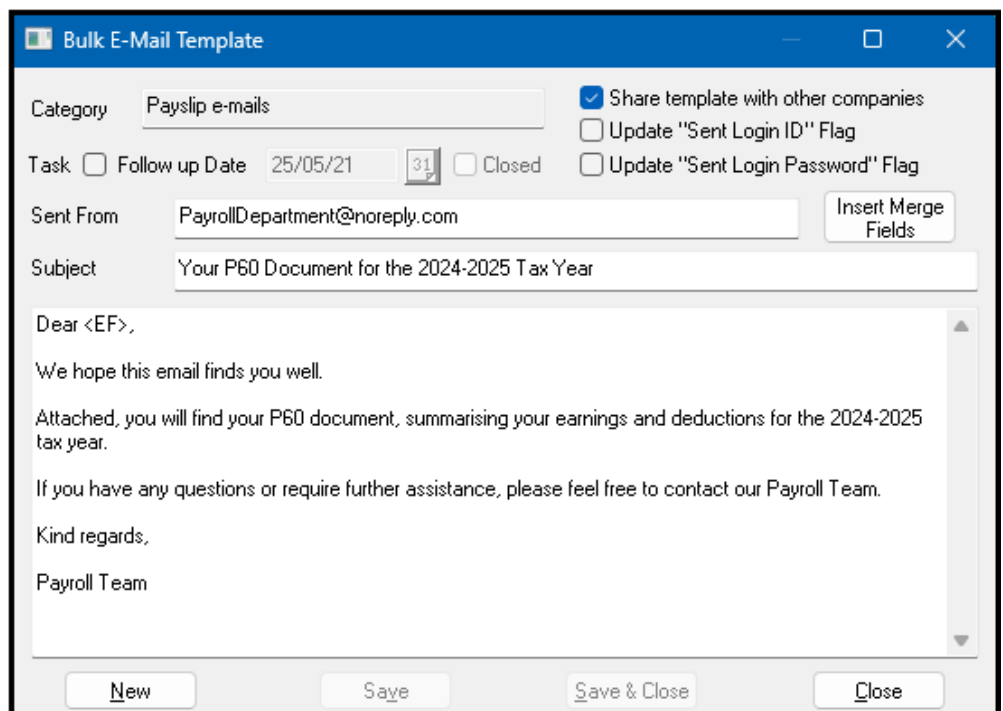
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Ciphr Payroll 2025/2026 Tax Year Update Procedure

To create new or edit an existing email template click **Manage Email Templates**.
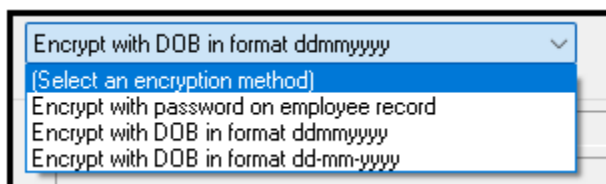
Click **New** to create a new email template or edit an existing template.

- ✓ Check/update **Sent From** email address

- ✓ Check/update **Subject**

- ✓ Update actual email message as required

- ✓ **Save** the changes

- Select the appropriate encryption option to encrypt eP60 forms.

- Please ensure you are using the correct P60 template for 2024-2025 tax year - **P60(2024-25)- export e-P60.**

- PDF files will be saved in the directory that is specified in the **Folder name template for PDF files** entry box.

(The **Auto create top level sub-folder for PDF files** will force the top level sub-folder for PDF files to be created automatically.

If the box is not ticked and the sub-folder does not exist the export will terminate with an error).

- The pdf file name is specified in the **File name template for PDF files** entry box.
  Whilst you have the flexibility to update the file name as needed, please be aware that the Employee Code tag <EC> is mandatory in the file name. Ensure that you include this tag for unique identification.

- If the **Record PDF file emailed in employee diary** check box is ticked a record in the employee diary will be made for every emailed PDF report.

The encrypted PDF file will be emailed to employee e-mail address specified in the **Email address** entry field on the **General** page of the employee entry form provided that the **Email payslips** check box is ticked for the employee.

If there is no valid e-mail address for the employee or the **Email payslips** check box is not ticked for the employee the PDF report will not be emailed.

We strongly recommend previewing the mailing list before clicking the **Export & Email** button to send e-P60s. The **Export and Email progress monitor** will
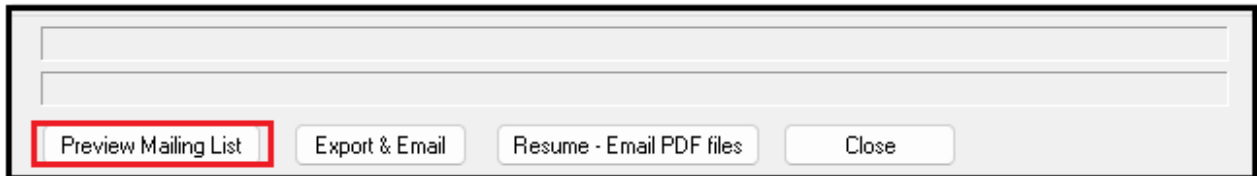
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display the progress of the process, any errors, success, and statistics via progress bars.

5.2.2 Accessing P60 forms via secure online portal

The option to view P60 forms for the 2024-2025 Tax Year on the online portals will be enabled from **6th April 2025**. Employers and employees will be able to access and download their P60s via the online portal **on or after 6th April**, provided that the payroll system has transitioned to the new **2025-2026 Tax Year**.

End of the Ciphr Payroll 2025-2026 Update Procedure

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Having finished the end of year procedure, the previous tax year data will be available for viewing and reporting in Ciphr Payroll in Archived mode.

When you login to Ciphr Payroll the current tax year 2025/2026 will be set automatically but if you change the tax year to a previous one, e.g. to 2024/2025, you will notice the ARCHIVED TAX YEAR MODE text on the Ciphr Payroll main screen title bar.

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Ciphr Payroll 2024/2025 Tax Year Update Procedure

Appendix. Update procedure checklist

Company Name		Update v2025.1.2	
Completed By		Date	

Steps	Details	Completed
The below numbers correspond to reference numbers in the notes provided		
1.1	Take a backup of Payroll Application folder	
1.2	Take full Payroll database backup **Back up details** Record saved file name/location …………………………………………………………………………………………………….	
2.1	Update Ciphr Payroll Software	
2.1.9	Confirm payroll application files date	
2.2	Upgrade Payroll Database version	
	The below Steps should be carried out for each company starting from Company 01	
3.1	Run Data Validation and correct all errors if there are any	
3.2	Run RTI Submission To Date Summary Validation, correct all errors if there are any, resubmit RTI files accordingly	
3.3	Print RTI YTD Summary Reports	
3.4.2	Print P35 Continuation Sheet report	
3.4.5	Print P32 Yearly Totals report	
	Reconcile YTD total figures	
	Important! Do you process benefits in kind via Payroll? If so, print/save BIKs EE Statements and ER Summary reports	
	If you are processing Car and Fuel Benefits through payroll, please be advised that you are required to complete Step 2.9 Car/Fuel Benefits Year-End Procedure of the "Payrolling Car and Fuel Benefits in Ciphr Payroll" document included in this update folder.	
4.1	Create New Tax Year in the company	
4.1.7- 4.1.8	Adjust default calendar if you are in company 01 or in a company with a company specific payroll calendar	
4.2	Reset employees Accumulators	
4.3	Update Employees Tax Codes	
4.4	Delete Employee Processing History	
4.5	Check Pension Rates	
5	Distribute P60 using one of the options listed below:	
5.1	Print P60s	
5.2.1	Email e-P60 forms to your employees	
5.2.2	Confirm that the P60 forms are available on the secure online portal. If not, please contact **Ciphr Customer Care** team	