


National Insurance Tables 2016/2017

The table below illustrates the figures that should be entered into Personnel 7 for employer contributions for National Insurance. The table is based on our interpretation of the **NI Guidance for Software Developers Effective the Tax Year 2016 – 2017 published by HMRC**. *If you followed our guidance issued before Christmas and added a 2016/2017 NI table you will need to edit this to reflect the values below.*

In summary:

- Modifications have been made to some of the rates for “Contracted In” and “Contracted Out”.
- The columns in the table below are in the same format as the columns within the National Insurance table within Personnel 7.

Monthly Earnings			Employers Contribution	
Band	Upper	Lower	Contracted In Rate 1	Contracted Out Rate 2
1	486.00	0.00	0.00	0.00
2	672.00	486.01	0.00	0.00
3	676.00	672.01	0.00	0.00
4	3337.00	676.01	13.80	13.80
5	3583.00	3337.01	13.80	13.80
6	0.00	3583.01	13.80	13.80

 **NOTE:** A ‘rounding’ difference may arise for some employees of approximately £1 - £2 per month.

If the above table is entered in Personnel with a Start Date of 06/04/2016, the April 2016 National Insurance projections will be slightly different to those in the following months. To avoid this situation, enter the table with a Start Date of 01/04/2016.

Personnel 7 – supported versions

The table needs to be entered via **Tools | Staff | National Insurance Rates**. National Insurance projections will be calculated in FMS 6.166 or later once the Financial Year and Salary Periods have been defined for 2016/2017 and Salary Projections have been refreshed via **Focus | Personnel Links | Salary Projections**.

Export and Import of Pay Related files - minimum version Summer 2015

Please note:-

The table below illustrates the supported combination:-

		Import (School)	
		Summer 2015 - Spring 2016 Salary Ranges not licensed	Summer 2015 - Spring 2016 Salary Ranges licensed
Export (Support Unit)	Summer 2015 - Spring 2016 Salary Ranges not licensed	Yes	Yes
	Summer 2015 - Spring 2016 Salary Ranges licensed	No	Yes

Export and Import of Pay Related files for National Insurance

SIMS Support Units can define the National Insurance table in **Personnel 7.164 Summer 2015** or later via **Tools | Staff | National Insurance**, and then include the National Insurance table in Pay Related files via **Tools | Staff | Pay Related Export**.

The Pay Related file can be dispatched to schools that are using **Personnel 7.164 Summer 2015** or later where it can be imported via **Tools | Staff | Pay Related Import**. When National Insurance tables are imported using this mechanism, **ALL** existing National Insurance tables are deleted whilst the National Insurance tables contained within the Pay Related file being imported are retained and used. Consequently, Support Units need to ensure that within SIMS, the Pay Related file exported contains as a minimum the National Insurance table for 2015/2016 (this can be found in the FMS 6.162 Release Note), as well as the 2016/2017 as detailed above. This will avoid any issues with the remaining FMS Salary Projections for 2015/2016. Financial years prior to 2015/2016 should now be closed in the majority of cases with all the Salary Projections being replaced with the actual national insurance payment.

FMS salary Projections 2016/2017

National Insurance projections will be calculated in FMS 6.166 or later once the Financial Year and Salary Periods have been defined for 2016/2017 and Salary Projections have been refreshed via **Focus | Personnel Links | Salary Projections**.