


## National Insurance Tables 2015/2016

The table below illustrates the figures that should be entered into Personnel 7 for employees with contracted in or contracted out salary related pension schemes and where the school will benefit from National Insurance rebates. The table is based on our interpretation of the **NI Guidance for Software Developers Effective the Tax Year 2015 – 2016 published by HMRC**. It is highly recommended that you liaise with your Local Authority / Payroll Agency to determine how the National Insurance rebates are to be treated as the table below has been assumed that the maximum rebate will be recovered.

In summary:

- Modifications have been made to some bands together with some of the rates for "Contracted In" and "Contracted Out".
- We have revised the table to six bands for consistency purposes with published data.
- The columns in the table below are in the same format as the columns within the National Insurance table within Personnel 7.

Band	Monthly Earnings		Employers Contribution	
	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	-3.40
3	676.00	672.01	0.00	-3.40
4	3337.00	676.01	13.80	10.40
5	3532.00	3337.01	13.80	13.80
6	0.00	3532.01	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 06/04/2015, the April 2015 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 01/04/2015.*

### Personnel 7 – supported versions

The table needs to be entered via **Tools | Staff | National Insurance Rates**. National Insurance projections will be calculated in FMS 6.158 or later once the Financial Year and Salary Periods have been defined for 2015/2016 and Salary Projections have been refreshed via **Focus | Personnel Links | Salary Projections**.

## Export and Import of Pay Related files - minimum version Summer 2014

**Please note:-**

The ability to export and import Pay Related files between versions of SIMS has been changed from the Spring 2014 release onwards, where the support for Salary Ranges will be included. The table below illustrates the supported combination:-

		Import (School)	
		Summer 2014 – Spring 2015 PRP <b>not</b> licensed	Summer 2014 – Spring 2015 PRP licensed
Export (Support Unit)	Summer 2014 – Spring 2015 PRP <b>not</b> licensed	Yes	Yes
	Summer 2014 – Spring 2015 PRP licensed	No	Yes

## Export and Import of Pay Related files for National Insurance

SIMS Support Units can define the National Insurance table in **Personnel 7.158 Summer 2014** 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 7.158 Summer 2014** 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 from where the Pay Related file is exported from contains as a minimum National Insurance tables for 2014/2015 (this can be found in the FMS 6.150 Release Note), as well as the 2015/2016 as detailed above. This will avoid any issues with the remaining FMS Salary Projections for 2014/2015. Financial years prior to 2014/2015 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 2015/2016

National Insurance projections will be calculated in FMS 6.158 or later once the Financial Year and Salary Periods have been defined for 2015/2016 and Salary Projections have been refreshed via **Focus | Personnel Links | Salary Projections**.