



How to reconcile the Income Levy at end of year

The Income levy introduced in 2009 is operated on a Period 1 basis. As a result there can on occasion be over and under payments. As per the guidelines issued by Revenue employer's can offer a refund of over-payments only at the end of the year provided they are sure that it is safe to do so.

To this end WizPay has included an Income Levy Reconciliation tool for use. It should be noted that this tool is only available when the last period of the year in the payroll has been reached. During all other periods it will not be available.

Accessing the Reconciliation screen

The screenshot shows the 'Main Details' screen of the payroll software. The 'Processing' menu is open, and the 'Payroll Routines' option is selected. A sub-menu is displayed, listing various payroll functions. The 'Year End Levy Reconciliation' option is highlighted in blue. The background shows a payroll table with columns for 'Forename', 'Murray', 'Foley', 'Robinson', 'Power', 'Byrnes', 'Power', 'Drohan', and 'Nett Pay'.

| Forename | Murray | Foley | Robinson | Power | Byrnes | Power | Drohan | Nett Pay |
|----------|----------|--------|----------|-------|--------|-------|--------|----------|
| Bridget | | | | | | | | 412.85 |
| Liam | | | | | | | | 397.85 |
| Enda | | | | | | | | 697.35 |
| Edward | | | | | | | | 597.35 |
| Sarah | Murray | 346.88 | | | | | | 318.75 |
| Jacinta | Foley | 254.97 | | | | | | 279.25 |
| David | Robinson | 557.69 | 1 | | | | | 466.25 |
| Claire | Power | 637.93 | 1 | | | | | 568.25 |
| Alison | Byrnes | 280.41 | | | | | | 259.95 |
| Laura | Power | 262.50 | | | | | | 260.50 |
| Wicki | Drohan | 270.00 | | | | | | 270.00 |

Please note that this routine should only be run after all edits have been performed on the applicable payroll. It must also be run prior to the "Commit" payroll routine.

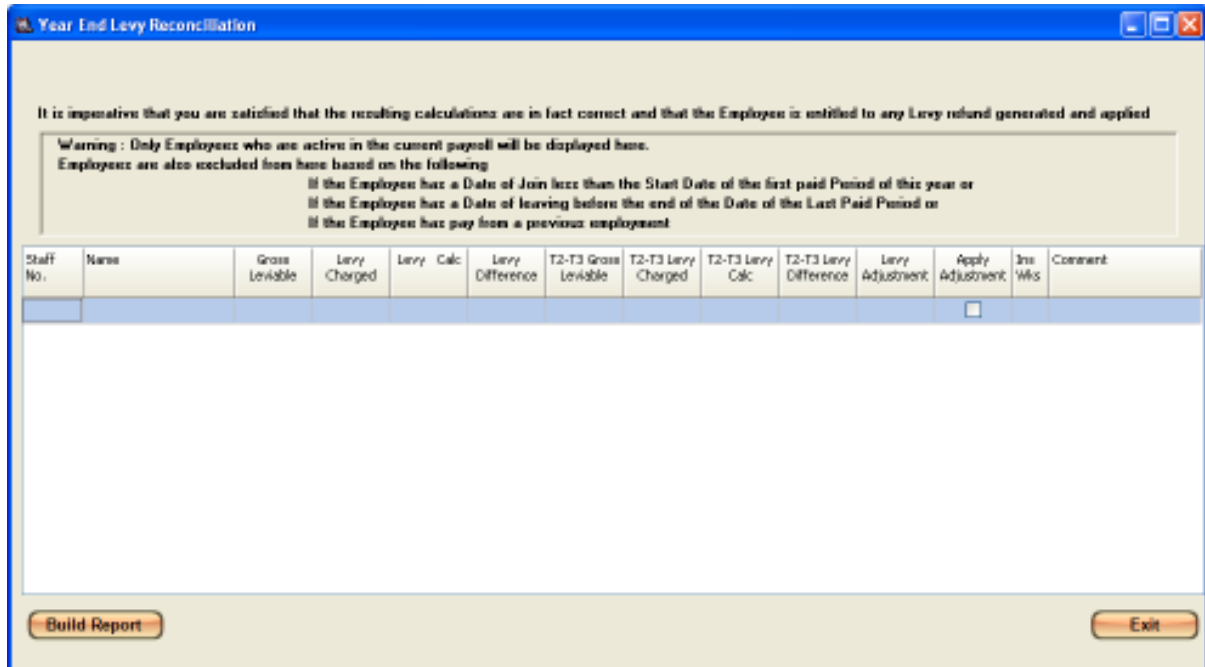
Essentially what this routine does is it allows a normal period to be paid bring the total applicable pay up to the total for the entire year and then a reconciliation calculation is performed on the data and where applicable a refund can automatically be generated.

After taking the above option the user will be presented with the following screen...

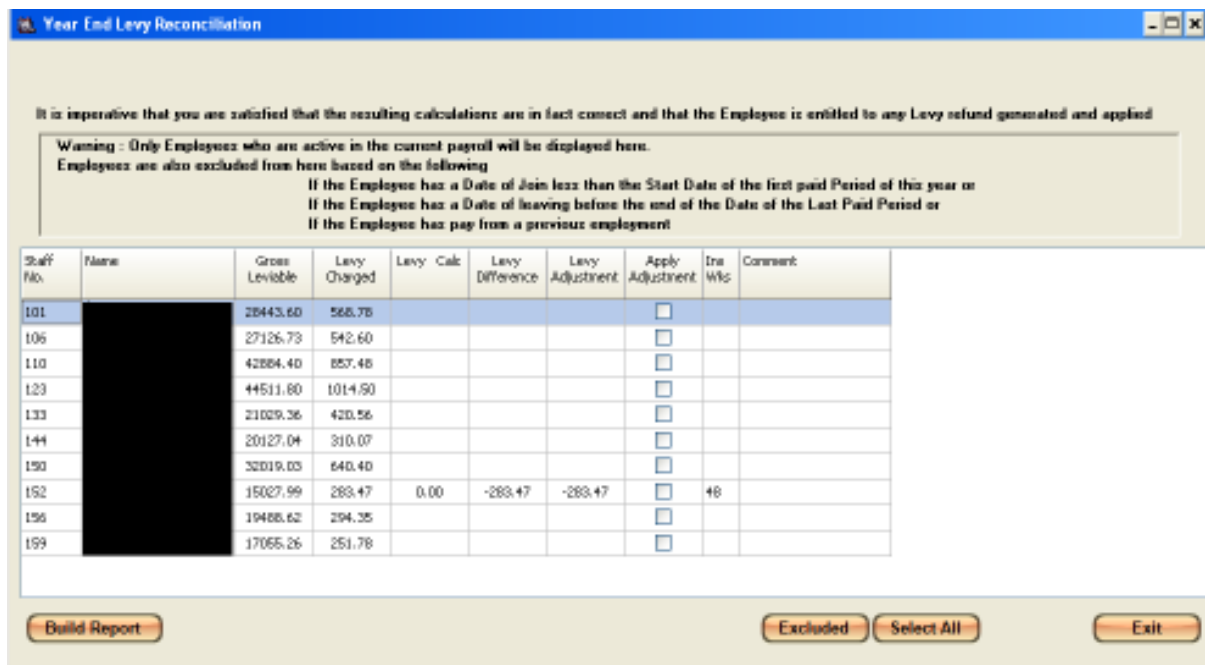


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Click "Build Report" to generate the analysis and any projected refund.



Certain Employees can be excluded automatically from the report. To view these if there, click the "Excluded" button.



Year End Levy Reconciliation

It is imperative that you are satisfied that the resulting calculations are in fact correct and that the Employee is entitled to any Levy refund

Warning : Only Employees who are active in the current payroll will be displayed here.
 Employees are also excluded from here based on the following
 If the Employee has a Date of Join less than the Start Date of the first paid Period of this year or
 If the Employee has a Date of leaving before the end of the Date of the Last Paid Period or
 If the Employee has pay from a previous employment

| Staff No. | Name | Comment |
|-----------|------|-------------------------|
| 170 | | Joined after year begun |

Click "Included" to return to the report.

Now to process the refund(s) click the "Select All" button (you may also do so one by one if preferred).

You may be presented with the following message if found to be the case...

WizPay

Employee 152 has less than 52 Ins Wks - Are you sure you wish to apply the levy rebate?

If happy to do so then click 'Yes', otherwise click No.

Year End Levy Reconciliation

It is imperative that you are satisfied that the resulting calculations are in fact correct and that the Employee is entitled to any Levy refund generated and applied

Warning : Only Employees who are active in the current payroll will be displayed here.
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 If the Employee has a Date of Join less than the Start Date of the first paid Period of this year or
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| Staff No. | Name | Gross Leviable | Levy Charged | Levy Calc | Levy Difference | Levy Adjustment | Apply Adjustment | Ins Wks | Comment |
|-----------|------|----------------|--------------|-----------|-----------------|-----------------|-------------------------------------|---------|--|
| 101 | | 28443.60 | 568.78 | | | | <input type="checkbox"/> | | |
| 106 | | 27135.73 | 542.60 | | | | <input type="checkbox"/> | | |
| 110 | | 42884.40 | 857.48 | | | | <input type="checkbox"/> | | |
| 123 | | 44511.80 | 1014.50 | | | | <input type="checkbox"/> | | |
| 133 | | 21029.36 | 420.56 | | | | <input type="checkbox"/> | | |
| 144 | | 20127.04 | 310.07 | | | | <input type="checkbox"/> | | |
| 150 | | 32019.03 | 640.40 | | | | <input type="checkbox"/> | | |
| 152 | | 19027.99 | 283.47 | 0.00 | -283.47 | -283.47 | <input checked="" type="checkbox"/> | 48 | Adjustment will be applied - Confirmed by user : ADMIN |
| 156 | | 19488.62 | 294.35 | | | | <input type="checkbox"/> | | |
| 159 | | 17095.26 | 351.78 | | | | <input type="checkbox"/> | | |

Build Report Send to Excel Apply Adj Levy Adjustment to be applied : -283.47 Excluded Deselect All Exit



As in the above case only one potential refund was discovered and having selected “Yes” to apply it the Apply Adjustment box is automatically ticked and an audit record is input by the program to verify that User : Admin wishes this refund to be processed.

Once all applicable refunds have been examined clicking the “Apply Adj” button will apply the refund to this employees pay record for this period. This will have the effect of applying a negative Levy charge for this period of €283.47 which would be made up of the amount paid year-to-date and that which was due to be charged this period.



Pay will then be recalculated for all employees and those refunded will have a new nett pay. An analysis screen will be presented detailing those that have changed.

| Pay Changes | | | | | | | | | | | | |
|-------------|----------|---------|-----------|--------|----------|------|-------|-------|------------|-------|----------|--------|
| | | | | | | | | | | | | Exit |
| Emp. No. | Forename | Surname | Gross pay | | Tax Paid | | PRSI | | Deductions | | Nett Pay | Ch. |
| 152 | | | 637.93 | 637.93 | 0.00 | 0.00 | 45.95 | 45.95 | 11.00 | 11.00 | 568.22 | 851.69 |

Nett pay has changed

Exit WizPay and go back in to view the payroll with the changes applied.

| Emp. | Forename | Surname | Gross Pay | Levy | Tax | PRSI Ee | Pension | Vol. Ded. | Nett Pay |
|------|----------|---------|-----------|---------|--------|---------|---------|-----------|----------|
| 101 | | | 521.90 | 10.44 | 30.58 | 35.33 | 16.78 | 32.70 | 412.85 |
| 106 | | | 497.74 | 9.95 | 0.00 | 13.34 | 37.33 | 76.56 | 397.89 |
| 110 | | | 824.70 | 16.49 | 27.16 | 58.92 | 24.74 | 24.74 | 697.39 |
| 123 | | | 764.65 | 15.29 | 95.90 | 56.09 | 0.00 | 0.00 | 597.37 |
| 133 | | | 346.88 | 6.94 | -5.32 | 0.00 | 13.01 | 26.51 | 318.75 |
| 144 | | | 254.97 | 0.00 | -24.25 | 0.00 | 0.00 | 0.00 | 279.22 |
| 150 | | | 557.69 | 11.15 | 40.77 | 39.54 | 0.00 | 0.00 | 466.23 |
| 152 | | | 637.93 | -270.71 | 0.00 | 45.95 | 0.00 | 11.00 | 851.69 |
| 156 | | | 280.41 | 0.00 | 20.42 | 0.00 | 0.00 | 0.00 | 259.99 |
| 159 | | | 262.50 | 0.00 | | | 0.00 | 2.00 | 260.50 |
| 170 | | | 270.00 | 0.00 | | | 0.00 | 0.00 | 270.00 |

Change has been applied