

Employee Rollback

From time to time it is necessary to rollback to a particular date the payroll calculations and records for an employee. For example where the employee's appropriate national insurance table should have been changed in a prior pay period but was not notified in time or a pay element had inadvertently been not included.

To ensure that all deductions and net pay are correct the employee's pay position is rolled back and the payroll calculations re-run and records corrected.

Rollback can only take place within the current PAYE year.

To rollback for a particular employee:

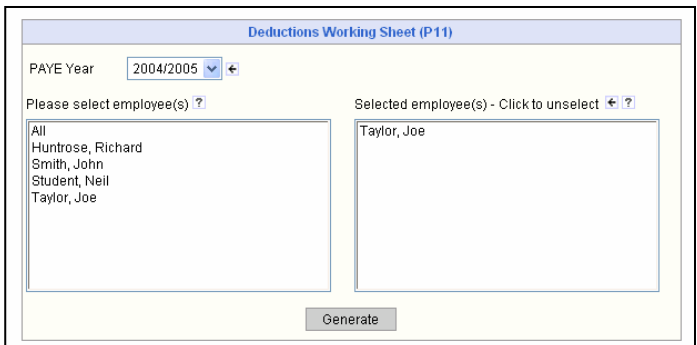
- ◆ Print out and store the P11 report for the employee as it before rollback. File and retain this report in case of inspection or questions from the Revenue.
- ◆ Note the date of the pay run to which records are to be rolled back
- ◆ Use the roll back process to take the records and data back
- ◆ Re-run payrolls from the rollback date to the current date, taking each pay interval one at a time.

Printout and Store the P11 Report for the employee

The P11 report is available via the Payroll Reports menu

PAYROLL → REPORTS → DEDUCTIONS WORKING SHEET (P11)

- ◆ From the **PAYE year** drop down select the relevant year for the report.
- ◆ Click on the **employee** desired and **Generate** to prepare the report.
- ◆ Print the report and save it with an appropriate name.




Deductions Working Sheet (P11)	
PAYE Year	2004/2005
Please select employee(s) ?	Selected employee(s) - Click to unselect ?
All Huntrose, Richard Smith, John Student, Neil Taylor, Joe	Taylor, Joe
Generate	

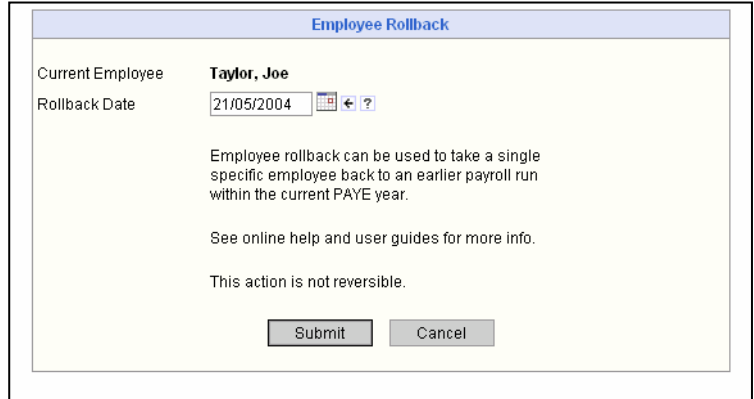
Rollback

The roll back procedure is accessed via the Payroll Administration menu. However ensure that the relevant employee is currently **Set**.

PAYROLL → SET EMPLOYEE → [SET](#) relevant employee

PAYROLL → ADMINISTRATION → EMPLOYEE ROLLBACK

- ◆ Enter the **rollback date**. This is the date of the last pay run from which amendments need to be made. In other words the payroll for this employee is correct up to this date.
- ◆ Click on **Submit** to continue the rollback, **Cancel** to stop the process.
- ◆ A confirmation message will display in the top right of the screen and the Payroll Batch Run list will display showing the rollback batch. Note that the batch has a  icon in the far right column, showing that it is irreversible.
- ◆ The rollback is now complete and the employee's parameters can now be amended and the payrolls, starting from the next pay run date after the rollback date, re-run.



The screenshot shows a dialog box titled "Employee Rollback". It contains the following information:

- Current Employee: **Taylor, Joe**
- Rollback Date: with a calendar icon, a left arrow icon, and a help icon.
- Text: "Employee rollback can be used to take a single specific employee back to an earlier payroll run within the current PAYE year."
- Text: "See online help and user guides for more info."
- Text: "This action is not reversible."
- Buttons: "Submit" and "Cancel".

Reconciliations

The impact of the roll back is to reset the pay and deductions figures. In the liability accounts such as PAYE, NIC and Pension the original entries are reversed, so that both the original and the reversing entry are shown. However any physical cash payments through the bank account are NOT changed.

As the payrolls are re-run then new entries will be made in the liability accounts and it may be that amendments will be necessary to the cash payments already made.

We strongly recommend that a reconciliation of the new balances in the liability accounts is done by you or your advisor to ensure that all is correct and any residual balances are justified.