


National Insurance Tables 2011/2012

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 **Notes for Payroll Software Developers, SERIES 12 – NUMBER 7**, issued by HMRC in December 2010. It is recommended that you liaise with your Local Authority / Payroll Agency to determine how the National Insurance rebates are to be treated. Note - in the table below, it 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 retained five bands for consistency purposes. Note – there are more bands in the published guidance but these affect the employee's National Insurance contributions.
- The table below has been revised to reflect the order of the columns where the data is entered into Personnel.

Band	Monthly Earnings		Employers Contribution	
	Upper	Lower	Contracted In Rate 1	Contracted Out Rate 2
1	442.00	0.00	0.00	0.00
2	589.00	442.01	0.00	-3.70
3	602.00	589.01	13.80	10.10
4	3337.00	602.01	13.80	10.10
5	0.00	3337.01	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 06/04/2011, the April 2011 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 01/04/2011.

Personnel 7 – supported versions

The table needs to be entered via **Tools | Staff | National Insurance Rates**. National Insurance projections will be calculated in FMS 6.132 or later once the financial year and salary periods have been defined for 2011/2012 and Salary Projections have been refreshed via **Focus | Personnel Links | Salary Projections**.

Importing National Insurance Tables

Support Units can define the National Insurance table in Personnel 7 and create a Pay Related file which includes National Insurance via **Tools | Staff | Pay Related Export**. The Pay Related file can be dispatched to schools that are using Personnel 7 within the LA, where it can be imported via **Tools | Staff | Pay Related Import**. National Insurance projections will be calculated in FMS 6 once the financial year and salary periods have been defined for 2011/2012 and Salary Projections have been refreshed via **Focus | Personnel Links | Salary Projections**.

i Supported versions of Personnel – January 2011

The supported version for each region is detailed below:-

England		Import (School)	
		Summer 2010	Autumn 2010
Export (LA)	Summer 2010	Yes	Yes
	Autumn 2010	Yes	Yes

Northern Ireland		Import (School)	
		Summer 2010	Autumn 2010
Export (LA)	Summer 2010	No	No
	Autumn 2010	No	Yes

Wales		Import (School)	
		Summer 2010	Autumn 2010
Export (LA)	Summer 2010	No	No
	Autumn 2010	No	Yes

When National Insurance tables are imported into Personnel all existing National Insurance Tables will be destroyed whilst the tables contained within the imported file are retained.

Consequently, Support Units should provide (as a minimum) National Insurance Tables for 2010/2011 (this can be found in the FMS 6.128 Release Note, which is available from SupportNet as Resource No. 17230) as well as 2011/2012 in the exported Pay Related file. This will avoid any issues with the remaining Salary Projections for 2010/2011.

Financial years prior to 2010/2011 should by now be closed in most cases with all Salary Projections being replaced with actual salary payments. National Insurance rates for these years will therefore not be required for system integrity.