



Taskmaster Payroll Guide for January Update January 2024

Contents

1. Introduction	2
2. Prepare Payroll for January Update	3
2.1 NI Rates	3
2.2 Update NI Tables	3
Disclaimer	6

1. Introduction

On 22 November 2023, the Chancellor of the Exchequer made his Autumn Statement announcements.

The headline tax measure relevant for employers was a reduction in National Insurance Contribution (NICs) rates.

From **6 January 2024**, Class 1 employee NICs rates will decrease from 12% to 10%

As such all payroll customers will be required to update payroll software before their first payroll calculation is completed in January 2024.

Full details can be viewed on the HMRC website or in your December employer bulletin.

Please note that at the time of publication the HMRC “Rates and thresholds for employers 2023 to 2024” web page has not been updated to show the new NI rates.

A fact-sheet detailing changes made in the Autumn Statement can be found here <https://www.gov.uk/government/publications/autumn-statement-2023-national-insurance-factsheet/autumn-statement-2023-national-insurance-factsheet>

2. Prepare Payroll for November Update

Due to the changes to the NI rates taking effect from January 6th 2024 you must amend your payroll parameters for the remainder of 2023/24. You may have more than one Payroll Account which you log on to – for example, a weekly and a monthly account. You must follow the procedures detailed below in each different account that you log on to so that each one is ready to process in the next period.

2.1 NI Rates

You will find the latest guidance detailing the 2023/24 rates on the HMRC web site – <https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2023-to-2024>. All HMRC guidelines are now generally only available online.

Please note that at the time of publication the HMRC “Rates and thresholds for employers 2022 to 2023” web page has not been updated to show the new NI rates.

2.2 Update NI Tables

From the TASKMASTER Payroll Module choose the **Payroll Parameters Menu** followed by **Maintain NI Tables**. Enter the letter of the tables which need to be amended. The screens should be the same as the screens overleaf for tables A, B, C. If you have any other NI tables please check online with HMRC to ensure you enter the correct parameters. In particular, if you have any employees under the age of 21 or apprentices under the age of 25, you will need to ensure they are allocated to the correct table so that you benefit from the reduction in Employer NI. Please note there is no longer a Table D.

It is the responsibility of employers to ensure that the correct NI table is used for each employee. For more information, please check the HMRC website.

Table A

TABLE CODE A						
	Band Limits		Employee's Contrib		Employer's Contrib	Employee's Rebate
LEL	1:	533.00	1)	1:	0.00	0.00
ST	2:	758.00		2:	0.00	0.00
PT	3:	1048.00		3:	0.00	13.80
UST	4:	4189.00		4:	10.00	13.80
AUST	5:	4189.00		5:	10.00	13.80
UEL	6:	4189.00		6:	10.00	13.80
Employee Threshold Rate			2)	2.00		
Employer Threshold Rate			3)	13.80		

Table B

31 Oct 22		PAYROLL - Maintain NI. Tables					DEMO	
TABLE CODE B								
	Band Limits			Employee's Contrib	Employer's Contrib	Employee's Rebate	Employer's Rebate	
LEL	1:	533.00	1)	1: 0.00	0.00	0.00	0.00	
ST	2:	758.00		2: 0.00	0.00	0.00	0.00	
PT	3:	1048.00		3: 0.00	13.80	0.00	0.00	
UST	4:	4189.00		4: 5.85	13.80	0.00	0.00	
AUST	5:	4189.00		5: 5.85	13.80	0.00	0.00	
UEL	6:	4189.00		6: 5.85	13.80	0.00	0.00	
Employee Threshold Rate				2)	2.00			
Employer Threshold Rate				3)	13.80			

Table C

31 Oct 22		PAYROLL - Maintain NI. Tables				DEMO	
TABLE CODE C							
	Band Limits			Employee's Contrib	Employer's Contrib	Employee's Rebate	Employer's Rebate
LEL	1:	533.00	1)	1: 0.00	0.00	0.00	0.00
ST	2:	758.00		2: 0.00	0.00	0.00	0.00
PT	3:	1048.00		3: 0.00	13.80	0.00	0.00
UST	4:	4189.00		4: 0.00	13.80	0.00	0.00
AUST	5:	4189.00		5: 0.00	13.80	0.00	0.00
UEL	6:	4189.00		6: 0.00	13.80	0.00	0.00
Employee Threshold Rate				2)	0.00		
Employer Threshold Rate				3)	13.80		

Table H

TABLE CODE H						
	Band Limits		Employee's Contrib		Employer's Contrib	Employee's Rebate
LEL	1:	533.00	1)	1:	0.00	0.00
ST	2:	758.00		2:	0.00	0.00
PT	3:	1048.00		3:	0.00	0.00
UST	4:	4189.00		4:	10.00	0.00
AUST	5:	4189.00		5:	10.00	0.00
UEL	6:	4189.00		6:	10.00	0.00
Employee Threshold Rate			2)	2.00		
Employer Threshold Rate			3)	13.80		

Table M

TABLE CODE M						
	Band Limits		Employee's Contrib		Employer's Contrib	
LEL	1:	533.00	1)	1:	0.00	0.00
ST	2:	758.00		2:	0.00	0.00
PT	3:	1048.00		3:	0.00	0.00
UST	4:	4189.00		4:	10.00	0.00
AUST	5:	4189.00		5:	10.00	0.00
UEL	6:	4189.00		6:	10.00	0.00
Employee Threshold Rate			2)	2:	2.00	
Employer Threshold Rate			3)	3:	13.80	

It is the responsibility of employers to ensure that the correct NI table is used for each employee. For more information, please check the HMRC website.

Disclaimer:

Please note that Task Computer Logic Ltd cannot be held responsible for the accuracy of the payroll parameters detailed in this guide.

It is each Employer's responsibility to ensure that all parameters in the payroll are entered correctly and that all RTI submissions are correct.

We recommend that you regularly log on to your company Government Gateway account to check that your submissions are correct and to check for online code notifications or messages. It is also useful to subscribe to the regular **HMRC Employer Bulletin** which has up to date information published throughout the year.

All details can be found online at www.hmrc.gov.uk