

Real Time Information (RTI) Seminar

An essential payroll seminar for all payroll staff

This seminar covers mandatory legislation changes being introduced in April 2013 (this is not software specific but Sage Payroll will be used for demonstration purposes).



Courses held at our Leicester office run from 9.30am – 12.00am

Dates: 22 & 24, 29 & 31 January and 5 & 7, 19 & 21 February -
other dates may be available due to demand.

Prices: Newby Castleman clients: **FREE** / Non-clients: **£25 + VAT**

This seminar will cover:

✓ **HMRC Objectives**

- ✓ What is changing
- ✓ How will RTI affect the employer?
- ✓ Data cleansing before joining RTI
- ✓ New data items required for RTI
- ✓ Joining RTI – the Employer Alignment Submission (EAS)

✓ **The payroll cycle**

- ✓ Starters & leavers
- ✓ Casual workers
- ✓ Student workers
- ✓ Irregular paid staff
- ✓ Full Payment Submission (FPS)

✓ **The monthly process**

- ✓ Employer Payment Submission (EPS)

✓ **Corrections and Adjustments**

- ✓ Correcting an FPS
- ✓ Correcting an EPS
- ✓ National Insurance Number Verification (NVR)

✓ **Payroll Year End**

- ✓ HMRC Support

AGENDA:

- 09.30am - Coffee & registration on arrival
- 10.00am - Session 1
- 10.45am - Comfort break
- 11.00am - Session 2
- 12.00pm - Questions?

Terms & Conditions for RTI Seminars. Unless otherwise agreed the terms and conditions for our RTI seminars are as follows:

1. Payment is due at the point of booking to ensure your place is reserved. BACS or cheques are acceptable methods of payment. Payment is always due before the commencement of any seminar.

2. Cancellation and non-attendance charges are as follows:

- 2.1 If payment has not been received, 50% of the invoice value will be due for payment.
- 2.2 If payment has been received, 50% of the invoice value will be refunded.

BOOK NOW as places are limited!

Call 0116 254 9262 to arrange a BACS or cheque payment

Or email rti@newbyc.co.uk