

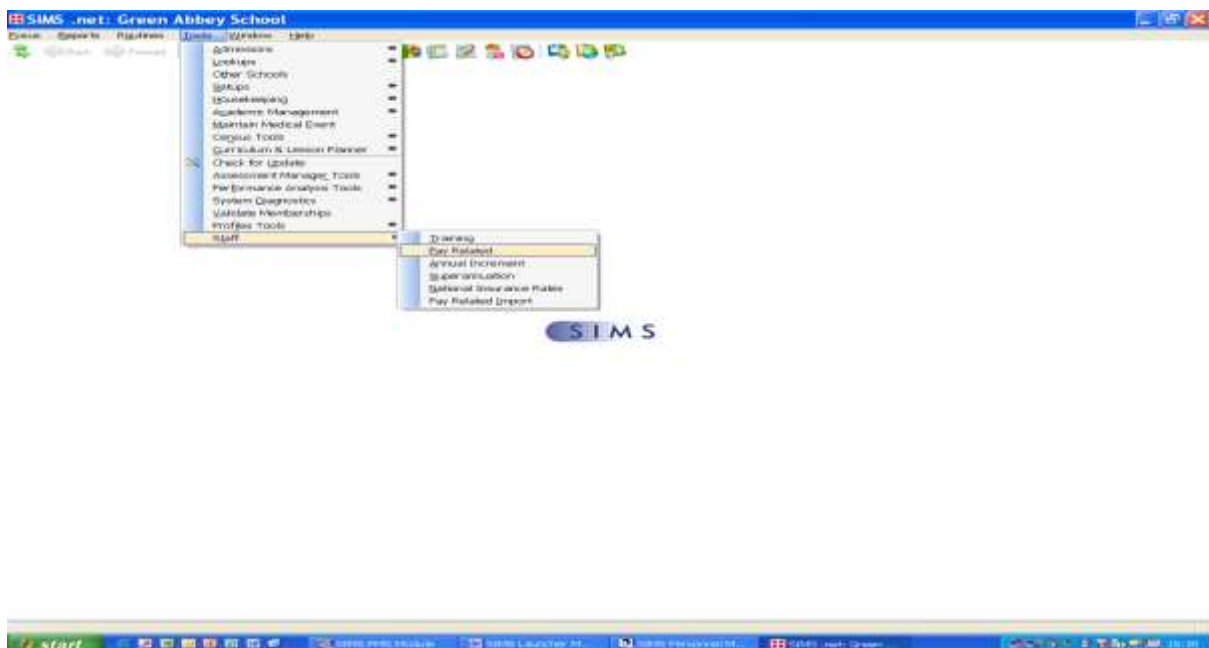
PERSONNEL MODULE

UPDATE NOTE No 61

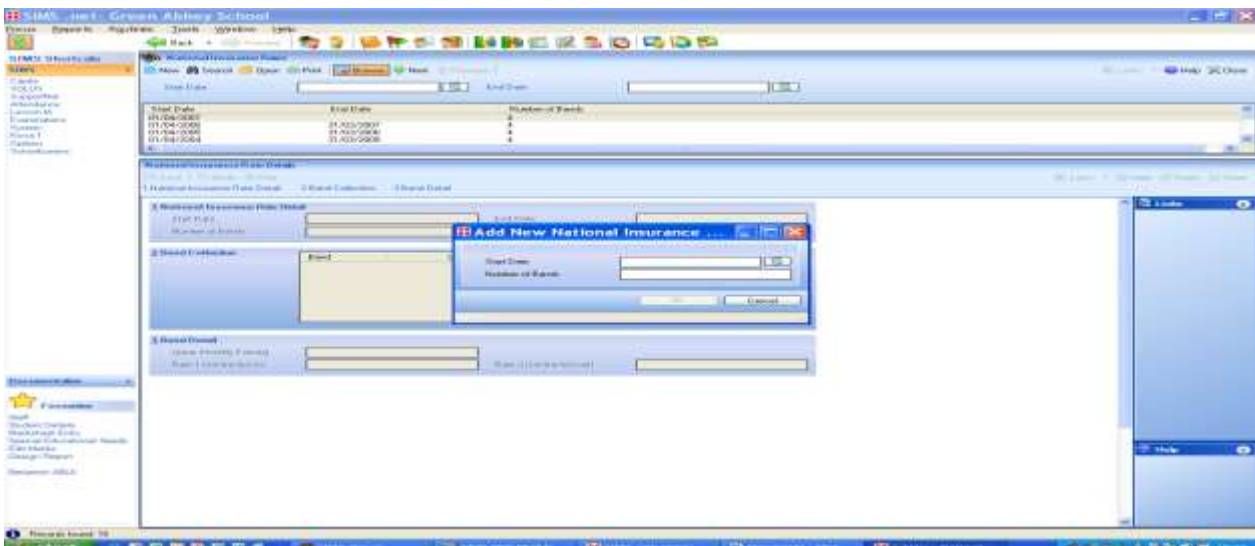
12 February 2016

MANUALLY ADDING NATIONAL INSURANCE TABLES

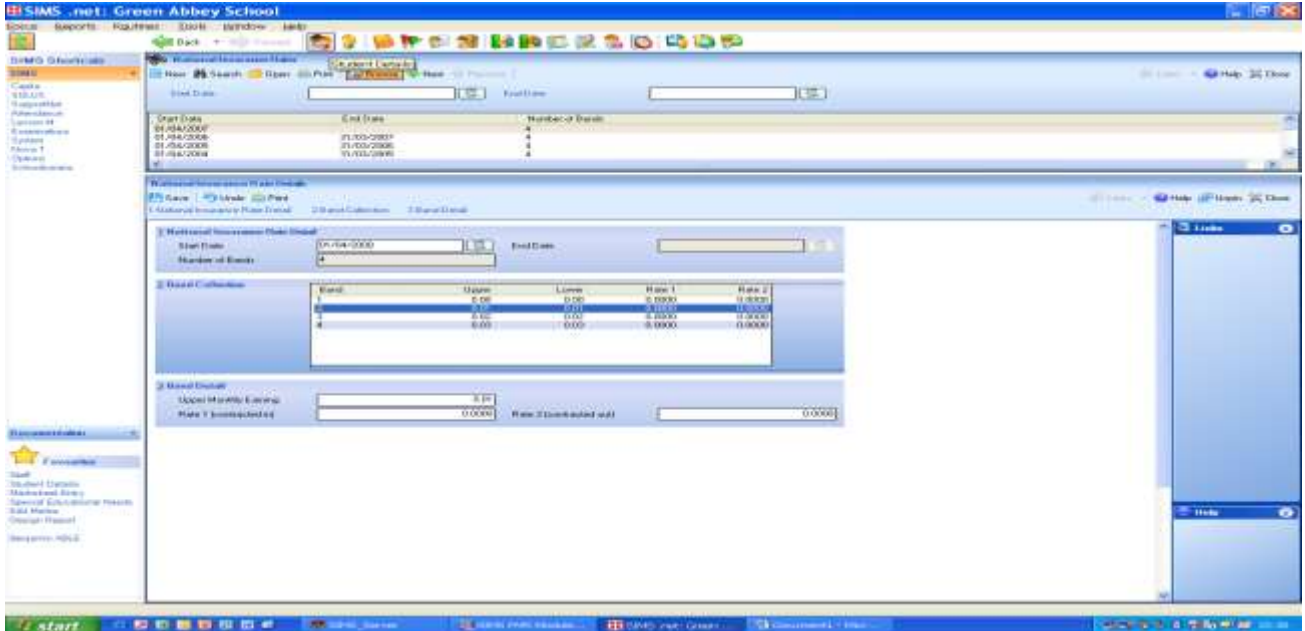
1. Log on into SIMS.Net click on the **Tools** drop down menu, select **Staff** and then **National Insurance Rates**.



2. If you wish to see the previous tables click on **search** or to add a new one click on **new**. You will then be presented with the following screen.



3. Enter the start date as 01/04/16 and then the number of bands as 6 and then click on OK.
4. The following screen will then appear at which point you will need to use appendix 1 to enter the data.



5. To enter the data you highlight the band and then click in the fields at the bottom e.g. upper monthly earnings and enter the relevant amounts. You will need to repeat this until all the bands have been entered.
6. Once you have completed the table click on **Save**.
7. Any problems please call the FMS6 helpdesk on 01604 367624 or email FMS6Helpdesk@northamptonshire.gov.uk

1 National Insurance Rate Detail

Start Date

01/04/2016

Date

31/03/2017

Number of Bands

6

Please note that the start date should be 01/04/16

2 Band Collection

Please note that the number of bands should be 6

Band	Upper	Lower	Rate 1	Rate 2
1	486.00	0.00	0.0000	0.0000
2	672.00	486.01	0.0000	0.0000
3	676.00	672.01	0.0000	0.0000
4	3337.00	676.01	13.8000	13.8000
5	3583.00	3337.01	13.8000	13.8000
6	0.00	3583.01	13.8000	13.8000

3 Band Detail

Upper Monthly Earning

486.00

Rate 1 (contracted in)

0.0000

Rate 2 (contracted out)

0.0000