

UK Payroll (Timesheet → Payslip) Excel Template — User Guide

For customers who purchased this file. Stuck? Email admin@migratewordpresssite.com with a brief description, screenshots, and (if possible) a sample workbook.

Weekly or Monthly pay

PAYE & Employee NI

Fixed Pension

YTD Totals

A5 Payslip (print-ready)

Works offline in Excel

What this template does — Tracks hours → calculates Gross, PAYE, Employee NI, (fixed) Pension, Net pay; produces a clean, print-ready payslip; supports Weekly or Monthly pay with YTD totals; lets you switch employees and periods via simple dropdowns.

Important: Excel cannot submit RTI (FPS/EPS) to HMRC. You must file RTI using HMRC's free *Basic PAYE Tools* or any HMRC-recognised payroll software. See [RTI filing](#).

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1) Overview & quick start

1. Open **Config** and enter the current tax bands/rates, NI thresholds/rates, your employees (Name, NI No, NI Cat, Tax Code, Tax Basis), and your fixed weekly/monthly pension amounts.
2. On **EMPLOYEETIMESHEET**, enter Date, Start/End times, Hourly rate. The sheet totals week/month automatically.
3. On **Payslip**, pick Employee, then choose *Weekly* (Week start) or *Monthly* (Month). Print or export PDF.
4. File **RTI** using HMRC *Basic PAYE Tools* (free) or recognised software.

2) Sheets you'll use

Config (set once per tax year)

- **Tax bands/rates** — `PersonalAllowance` , `BasicUpperTaxable` , `HigherUpperTaxable` , `BasicRate` , `HigherRate` , `AdditionalRate`
- **NI thresholds/rates** — `NI_PT_Wk` , `NI_UEL_Wk` , `NI_PT_Mth` , `NI_UEL_Mth` , `NI_MainRate` , `NI_UpperRate`
- **Employees table** — Name (G), NI No (H), NI Cat (I), Tax Code (J), Tax Basis (K: CUM / W1M1)
- **Fixed Pension** — weekly & monthly amounts that apply on the period's last row

EMPLOYEETIMESHEET (daily entries → automatic totals)

Enter	A Employee (dropdown) • D Date • E/F Start/End time • I Hourly rate • S Deductions (optional)
Automatic	B Week No • C Week Start (Mon) • G Total daily hours • H Total week hours • J Daily pay • K Weekly pay • L Weekly PAYE • M Weekly NI • N Monthly pay • O Monthly PAYE • P Monthly NI • Q Pension (final row only)

Totals show only on the last row of each week/month per employee; blanks elsewhere are by design.
Money/time columns suppress 0.00 via formatting.

Payslip (fully automated, print-ready A5)

1. **B4** Employee → pick from dropdown
2. **D4** Pay frequency → *Weekly* or *Monthly*
3. If *Weekly* → choose **Week start** in **F4** (Mon). If *Monthly* → choose **Month** in **H4** (month-end dates)

The slip fills: Gross, PAYE, Employee NI, Pension, Other deductions (sum), Net pay + YTD Gross/PAYE/NI.

3) Set up *Config*

- Enter the latest UK bands/thresholds each April (start of tax year).
 - Add employees with the correct NI Category (A, B, C, J, H, M, Z...), Tax Code (e.g., 1257L, BR, 0T, K...), and Tax Basis (CUM or W1M1).
 - Enter your fixed weekly/monthly pension amounts (if applicable).
 - *Do not* rename the named cells or alter the layout—formulas and dropdowns depend on it.
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4) Enter time in *EMPLOYEETIMESHEET*

- Select the employee, enter date and start/end times (Excel time values), and the hourly rate (copy/drag down as needed).
 - Optional: per-row manual deductions (e.g., uniform) in the Deductions column.
 - Weekly and monthly totals appear only on the period's last row (per employee).
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5) Generate & print the payslip

1. Open **Payslip**, choose Employee (B4) and Pay frequency (D4).
 2. If Weekly: pick the Week start (F4). If Monthly: pick the Month (H4).
 3. Review Gross, PAYE, NI, Pension, Deductions, Net, and YTD figures.
 4. **Print** or **Export as PDF**.
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6) Weekly vs Monthly — how it behaves

Weekly	Groups Monday–Sunday. Weekly totals (pay, PAYE, NI, Pension) appear <i>only on the last row of the week</i> for that employee. Payslip uses that week.
Monthly	Monthly totals appear <i>only on the last row of the month</i> for that employee. Payslip uses that month (select a month-end date).

7) RTI filing with HMRC (outside Excel)

You must submit RTI (FPS, and EPS when needed) using either of the following:

Option A — HMRC *Basic PAYE Tools* (Free)

1. Install Basic PAYE Tools from HMRC.
2. Enter Employer details (PAYE ref, Accounts Office ref).
3. Add Employees (Name, NI No, Tax Code, NI Cat, Tax Basis, pay frequency).
4. On payday, create the period and enter each employee's pay (Gross, etc.). BPT will calculate PAYE/NI using HMRC's engine—small rounding differences vs Excel are normal.
5. Submit the FPS (and EPS if appropriate). Pay HMRC by the due date.

Option B — HMRC-recognised payroll software

Choose any recognised provider. Typical steps: employer setup → employees → enter period pay → one-click RTI submit.

We can help: If you'd like, we'll set up Basic PAYE Tools or other software with you and make sure it matches your Excel calculations.

8) Period workflow checklist

1. Enter time and rates in **EMPLOYEETIMESHEET**.
2. Confirm **Config** (Tax code, NI Cat, Tax Basis, pension amounts) is correct.
3. Produce payslips (Employee + Weekly/Monthly) → Print/PDF.
4. File RTI in BPT or recognised software → submit FPS (EPS if needed).
5. Pay HMRC by due date → back up your workbook.

9) Printing & print area

- Default payslip print area is set to a tidy A5 page (Portrait, Fit to 1 page, Narrow margins).
- **Change print area:** select the rectangle → *Page Layout* → *Print Area* → *Set Print Area*. To revert: *Clear Print Area*.
- **Two slips per A4:** keep payslip at A5 → Save as PDF → in your PDF viewer's print dialog choose *2 pages per sheet*.

10) Do's & Don'ts

Do

- Back up regularly (OneDrive/SharePoint or versioned "Save As").
- Insert new rows *inside* tables so formulas extend.
- Keep **Config** bands/thresholds in sync with HMRC each April.
- Hide sheets you don't use: right-click tab → *Hide*; to show → *Unhide...*

Don't

- Don't overwrite or delete **protected columns** (they contain formulas). If you must change logic: *Review* → *Unprotect Sheet* (no password), then *Protect* again.
- Don't rely on Excel to file RTI—use BPT or recognised software.
- Don't change named cells/structure in **Config**—dropdowns and formulas depend on them.

11) What it can / can't do

Can do	Weekly or Monthly pay, PAYE, Employee NI, fixed Pension, YTD totals, clean payslips, offline use, customisable.
Can't do	RTI submission; Employer NI; pension-provider file uploads; auto-enrolment communications; multi-user concurrency.

12) Excel vs Online payroll — pros & cons

Excel (this template)	Online payroll software
Pros: one-off cost; transparent maths; offline; flexible layouts.	Pros: RTI built-in; automatic updates; integrations (pensions); multi-user; audit trail.
Cons: manual RTI entry; fewer integrations; you manage backups/versioning.	Cons: subscription; less transparency of calculations; internet-dependent.

13) FAQs & fixes

- **Month selector not changing?** Set D4 = *Monthly* and pick a real month-end date in H4.
- **Totals only on one row?** Correct—period totals appear on the last row of that period per employee.

- **Zeros showing?** We use custom formats to hide 0.00; values remain numeric for sums.
- **Rounding differs from HMRC?** Small differences are normal—BPT is authoritative for submissions. Keep Config correct (codes, NI cat, basis).

14) Support

We can set up Basic PAYE Tools (or other software), align it with the template, add Employer NI or auto-enrolment exports, and customise payslips.

Email: admin@migratewordpresssite.com

© Your Business. This user guide is for the UK Payroll (Timesheet → Payslip) Excel template. Keep backups, especially before changing formulas or the Config layout.