

GOLD PAYROLL YEAR END GUIDE 2025/2026

As you approach the 2025/2026 Tax Year end on Gold Payroll it is important that you read the below guidance. This document contains links to relevant guides within the Gold Payroll Help section, along with highlighting specific processes to be aware of as you run your final Pay Run, process the Year End and start the 2026/2027 Tax Year.

As a SAAS product, all system updates are automatically applied, including legislative changes for the 2026/2027 Tax Year. Specific guidance on such changes can be found on the [HMRC](#) website.

You **must have completed all Pay Runs for all Pay Frequencies** before you will be permitted to close the 2025/2026 Tax Year. The option to move into the new year will be available from mid-March 2026.

IMPORTANT INFORMATION

- Leavers due their final payment prior to year end must be processed before completing the final Pay Run of 2025/2026
- If your Pay Date falls on 5th April please review this guidance regarding [Week 53, 54 or 56](#)
- The year end process will submit the final [FPS](#), the [EPS](#) and generate P60s for employees.

Please Note: You must have [payroll automation](#) enabled for auto submission else you must submit these manually.

- **P60s** can be printed/emailed or can be sent to My Epay Window (if subscribed to this service).
- Once you have moved into the 2026/2027 Tax Year you **cannot delete, re-open or roll back a 2025/2026 Pay Run**. Any corrections should be made by sending an Earlier Year FPS which must be done on a per employee basis: [Earlier Year FPS](#)
- You will be able to view and run reports for previous tax years.
- All Legislative updates will be applied to your system as part of the Year End process.
- **Tax Code notices** for employees will be applied at the start of the first Pay Run.
- Changes to SSP will be automatically applied to the system. You should familiarise yourself with the latest guidance by visiting the HMRC website.

- If your company is subject to a shared **Employer Allowance** you should check the value at the start of year to ensure it is split correctly: [Employment Allowance](#). You are advised to review this setting at the start of the Tax Year to confirm this is enabled and correctly populated.
- **Employee Benefit** records will not automatically carry over to the new Tax Year. You will need to add them again to the relevant employees: [Benefits](#)
- This guide explains the [Security and Privacy](#) for the Gold Payroll product. You do not need to carry out a backup for Gold Payroll as the data is hosted on the Microsoft Windows Azure Platform.

PROCESSING THE FINAL PAY RUN AND YEAR END

The Gold Payroll Help section contains the [Year End Tasks](#). These will guide you through the process as you approach and reach the year end. Please read though the guide **in full prior to completing** your Final Payroll of 2025/2026.

- [Step 1](#) If you have any leavers due their final payment you must follow this guidance prior to completing the final Pay Run of 2025/2026.
- [Step 2](#) Explains how to perform a final reconciliation following completion of your Final Pay Run for 2025/2026. Check your payments to HMRC and your HMRC Online account and compare to the P30 or P32.
- [Step 3](#) Advises how to check Directors NI. If you migrated to Gold Payroll during the Tax Year 2025/2026 you are advised to check the year-to-date calculations per the guide.
- [Step 4](#) Once all Pay Runs are complete for all Frequencies this page will guide you through the Year End Process.

Additional Guidance

[Other Year End Tasks](#) - This section provides guidance on creating an Earlier Year Submission, producing duplicate P60s and producing a P11D.

[Online Filing Errors](#) - If you encounter any errors during Online Filing please check the guidance for common errors and solutions. HMRC services are very busy at year end and there can be periods where the services are temporarily unavailable.

[Pay Run Automation](#): If you would like to enable automatic submission to [HMRC](#) for your FPS and EPS reports please review this guide. Your EPS should be submitted on a monthly basis to notify HMRC about recoverable amounts, zero payments or periods of inactivity.

STARTING THE 2026/2027 TAX YEAR

[Pay Schedules](#) - Once you close the 2025/2026 Tax Year you may be prompted to configure your Pay Schedules for the 2026/2027 Tax Year.

We strongly recommend you review the Pay Schedules to confirm they are correctly configured for the new year. It is not recommended that these settings are amended at any time other than at the start of the Tax Year and changes should be applied **prior to opening** the first Pay Run of the year.

Your pay schedules can be reviewed by selecting your Employer Name - Settings - Pay Schedules.

- Select your Schedule to review
- Check the “First Payment Date” is correct for your first pay run of the new tax year.
- Select the option for future periods from the drop down. Tip: This date may be amended for an individual Pay Run.
- Check the date shown in “For the period ending” for the first pay run of the new year.
- Select the option for future periods - **Caution:** Ensure you choose the most suitable option for your business including considering any Pension Schemes you subscribe to and the expected schedule per period; e.g. Selecting “Last Day : Last day of the month” will ensure the last day of each calendar month is automatically selected per period: Month 2 would end 31st May, Month 3 would end 30th June, Month 4 would end 31st July etc.

Monthly Schedule for 2026/27

Name: Monthly Payroll

First Payment Date: 24/04/2026 and then: Same date

First Pay Run: Month 1

For the period ending: 30/04/2026 and then: Last day

Options for 'For the period ending':

- Same date: 30th of every month
- Same date (working day): 30th of every month (fall back to the previous working day)
- Last day: Last day of the month**
- Last working day: Last working day of every month
- Last Thursday: Last Thursday of every month

I understand I could pension provider

Buttons: Cancel, Update

Note: your screen may differ slightly from the example shown based on your current schedule configuration.

Alternative Schedules may offer different parameters. If you require any assistance to verify your settings, please contact Ibcos Support **prior to starting** your first Pay Run.

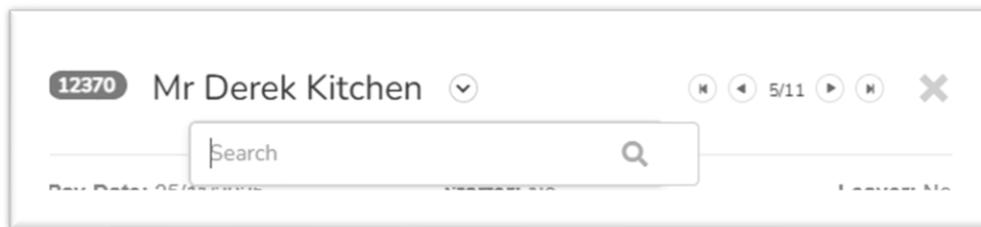
Updates and What's New

Updates to your Gold Payroll system are applied automatically.

Information on What's New, Coming Soon and Known Issues can be found in your handy [Payroll Help Centre](#)



Recent changes include [Supplementary Pay Runs](#) and easy navigation between employees when in a Pay Run (including a Search option).



GoldPay - Right to Use Licence

Your licence for the GoldPay product was issued for a 7 year period to provide historical access to the data. You do not need to carry out any actions in GoldPay.

If you have any questions please contact the Ibcos Support team via the [Customer Portal](#), email support@ibcos.co.uk or call 01202 714 200 opt 1.