

Guide to Payroll Reports in EPM Connect

EPM Connect Guide

Document Control

Document Overview: This document provides an overview of Payroll Reports in EPM Connect.

Classification: Public

Document ID: EPMC041

Author: Lauren McGuire, Product Manager, Product Management

Version: 1.0

Date of Last Review: 9th April 2026

Last Reviewed by: Keren Prior, Director of Operational Excellence

Date of Next Review: 9th April 2027

Document Approval

The Director of Operational Excellence shall review this guide annually and shall determine whether any further changes need to be made prior to approval.

This document was approved by Keren Prior, Director of Operational Excellence on 9th April 2026 and is issued on a version-controlled basis under her signature.

Document History

Date of Change	N/A
Summary of Change	N/A
New Version Number	N/A
Changes to be notified to	N/A

Guide to Reports in EPM Connect

This guide is designed to help you to find the report you need. Please note that EPM Connect reports will differ from reports in the previous portal.

Report	Details	Report content	Options	Formats	Where would EPM customers previously found this data?
<p>Employee Benefits</p> <p>Payroll > Integration Hub > Integrated Reports > Employee Reports</p> <p>Draft & Final Report</p>	View all reportable benefits that need to be reported to HMRC.	Details all reportable benefits that need to be reported to HMRC.	Select from: - Benefits - Car Benefits - Loan Benefits Tax Year	CSV only	Within 3rd Party Payments Report within the old EPM Portal.
<p>Gender Pay Gap Report</p> <p>Payroll > Integration Hub > Integrated Reports > Statutory Reports</p> <p>Annual Report - see Format column.</p>	Under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, organisations in England with 250 or more employees must publish gender pay gap data each year. If a school or trust does not meet the 250-employee threshold, they are not legally required to report but many still do so voluntarily.	Separate HR and Payroll reports. HR Report Provides a breakdown by gender, of: - Total employees - Hourly pay gaps - Bonus pay gaps - Received bonuses - In each quartile pay band. Payroll Driven Report Provides a breakdown by employee: - Gender - Full pay - Period Bonus - Bonus in RBP - Ordinary Pay - Weekly Hours - Hourly Rate	Filter by: - Tax Year - Snapshot Date - TPS/LGPS	CSV or PDF. CSV provides a Payroll Report - this is available within your Gender Pay Reporting window. PDF provides a HR Report, which can be downloaded at any time.	Within Gender Pay Gap Report within the old EPM Portal.
Report	Details	Report content	Options	Formats	Where would EPM customers

					previously found this data?
<p>P30</p> <p>Payroll > Integration Hub > Integrated Reports > Statutory Reports</p> <p>Final Report only</p>	<p>A full breakdown of how the payment for HMRC is broken down. This will only be available once the payroll has been completed.</p>	<p>Both CSV & PDF provide a breakdown of:</p> <ul style="list-style-type: none"> - CIS Deductions - Post Graduate Deductions - Student Loan Deductions - Employee and Employer NIC - Real Time Class 1A NIC - SMP, SPP, SHPP, SPBP (including NIC) - Employment Allowance Claims - Apprenticeship Levy - Liability Arising in Period - Due/Paid In Previous Periods - HMRC Tax/Statutory Pay Refunds - CIS Deductions - Net Liability in Period - Total Paid - Public ID 		<p>CSV or PDF</p>	<p>Within HMRC Report within the old EPM Portal</p>
<p>P45</p> <p>Payroll > Integration Hub > Integrated Reports > Statutory Reports</p> <p>Available only for leavers</p>	<p>P45s will be issued when an employee leaves their employment. Individual P45s can be downloaded in this area.</p>	<p>P45</p>	<p>Filter by employee</p>	<p>PDF only.</p>	<p>Within P45 Report within the old EPM Portal</p>

Report	Details	Report content	Options	Formats	Where would EPM customers previously found this data?
<p>P60</p> <p>Payroll > Integration Hub > Integrated Reports > Statutory Reports</p> <p>Available annually</p>	<p>P60 will become available once the final pay period of a tax year has closed. These will be able to be generated as a mass file or employee specific.</p> <p>(If an employee has left and received a P45, they will not be eligible to receive a P60).</p>	P60		PDF only.	Within P60 Report within the old EPM Portal
<p>Pension Contributions</p> <p>Payroll > Integration Hub > Pension & AE > Statutory Reports</p> <p>Draft and Final Report</p>	<p>The Pension Contribution report output will vary based on the fund requirements & the format it is downloaded. a table the contributions in the period.</p>	<p>CSV - Format based on fund requirement - eg. iconnect data file (if LGPS) or MDC/MCR (if TPS).</p> <p>PDF - Summary table of contributions in period.</p> <p>PAPDis XML - Coded version of the report.</p>		CSV, PDF or PAPDis	Within Pensions Scheme Contributions Report and Excel YTD Pension Report within the old EPM Portal
<p>Teachers Pension EOYC</p> <p>Payroll > Integration Hub > Pension & AE > Statutory Reports</p> <p>Available annually but can be run periodically</p>	<p>Provides an overview of Teachers Pensions contributions. Trusts will see an individual report for each school. Trusts with a single payroll will see a trust version of the report.</p>		Filter by Tax Year.	PDF only.	Within End of Year Certificate Data Report within the old EPM Portal

Report	Details	Report content	Options	Formats	Where would EPM customers previously found this data?
<p>Full Summary of Pay</p> <p>Payroll > Integration Hub > Integrated Reports > Payrun Reports</p> <p>Draft and Final Report</p>	<p>The Full Summary of pay will give a pay code breakdown of pay alongside a headcount value. This information can be a useful tool in assessing the number of employees vs a specific payment type/item</p>	<p>Both CSV & PDF provide a breakdown of</p> <ul style="list-style-type: none"> - Unison - Casual Hours - Holiday Pay - Honorarium - Overtime - Basic Pay - Student & Postgraduate Repayments - Attachment of Earnings Order - Admin Fee - PAYE - Pension (AVC) - Table A NIC 	<p>Filter by:</p> <ul style="list-style-type: none"> - Tax Year, - Pay Schedule (school) - Month 	<p>CSV or PDF</p>	<p>Within Summary Report within the old EPM Portal</p>
<p>Gross to Net</p> <p>Payroll > Integration Hub > Integrated Reports > Payrun Reports</p> <p>Draft and Final Report</p>	<p>The Gross to Net report can be run for a single period or a specific time frame within a tax year. The Net pay within this report will match the 'Take Home' value provided in other reports where published.</p>	<p>Both CSV & PDF provide a breakdown of:</p> <ul style="list-style-type: none"> - Total Gross - Taxable Gross - Net Pay - Tax - Employee and Employer NIC - Employee and Employer Pension - Student and Post Grad Loan - Statutory Payments - Attachments - Other Deductions 	<p>Filter by:</p> <ul style="list-style-type: none"> - Tax Year, - Pay Schedule (school) - Period - Payroll code or Employee Surname 	<p>CSV or PDF</p>	<p>Within Summary Report within the old EPM Portal</p>

Report	Details	Report content	Options	Formats	Where would EPM customers previously found this data?
<p>Pay Run Journal</p> <p>Payroll > Integration Hub > Integrated Reports > Payrun Reports</p> <p>Draft and Final Report</p>	<p>Provides a report broken down with Pay Code, Cost Centre and Debits and Credits.</p> <p>These can be summarised or broken down to a granular level, depending on how you want us to map the nominal codes. Speak to your Payroll Team with any questions.</p>		<p>Filter by:</p> <ul style="list-style-type: none"> - Tax Year - Period <p>Choose to:</p> <ul style="list-style-type: none"> - Show Cost Splits - Include Apprenticeship Levy - All Schedules 	<p>CSV or CSV with Employee breakdown</p> <p>Basic Journal</p> <p>Standard Journal</p> <p>Advanced Journal</p>	<p>Within Journal Report within the old EPM Portal</p>
<p>Payroll Analysis</p> <p>Payroll > Integration Hub > Integrated Reports > Payrun Reports</p> <p>Draft and Final Report</p>	<p>The Analysis reports offer a diverse view of payroll data across 5 different versions. They give the ability to derive the data based on your requirements, giving greater flexibility in how you check and interpret the data. All data options will split out pay code/ addition types to show greater detail.</p> <p>The variety of options support in checking/ allocating costs (including student loan and additions/ deductions, displayed at pay code level). The macro can be used to reformat the report and relates to employer cost. This provides a summary report based on totals.</p>	<p>Analysis Costings: Summary of Employee pay in period driven by unique Cost Centre (accurate employer Oncosts at Cost Centre level)</p> <p>Analysis Employee: Summary of employee level data including departments. Data is driven by employee</p> <p>Analysis Period: Summary similar to the employee analysis with added columns for tax year & period.</p> <p>Analysis Role: Summary of Role level payments in period (accurate employer oncosts at role level)</p> <p>Analysis CSV: Summary of Pay code level payments in period (Not driven by employee/ department/cost centre data).</p>	<p>Filter by</p> <ul style="list-style-type: none"> - Tax Code - Pay Schedule (School) - Period. 	<p>5 separate CSV views</p>	<p>Within Costings Report</p> <p>Note: Costing breakdown does not show true employer cost & include:</p> <ul style="list-style-type: none"> - Apprenticeship Levy (P30 Final report), - Statutory reclaim values (P30 final report), - Pension Deficit (or Summary of employer cost. (Sum value needs to be added manually to CSV)

Report	Details	Report content	Options	Formats	Where would EPM customers previously found this data?
<p>Required Payments</p> <p>Payroll > Integration Hub > Integrated Reports > Payrun Reports</p> <p>Final Report</p>	<p>The Required Payment report gives a summary of all payments due from the payroll, for example Union Subscriptions, HMRC payments etc.. These will be broken down into the required values depending on the format downloaded.</p>		<p>Filter by Tax Year, Pay Schedule (School) and Period.</p>	<p>PDF, CSV, Payments File for Bank Payments</p> <p>PDF Breaks down the payments into pre defined groupings.</p> <p>CSV Details each credit by Employee</p> <p>Payments File (BACs)</p>	<p>Within Costings Report within the old EPM Portal</p>
<p>Tax Code Changes</p> <p>Payroll > Integration Hub > Integrated Reports > Payrun Reports</p> <p>Draft and Final Report</p>	<p>This Report will highlight any code change over the tax year. This will not highlight if an employee moves to a cumulative tax basis (and cause and adjustment). The Payroll Warnings will flag any employee who is in receipt of a Tax refund.</p>	<p>Both CSV and PDF formats display the current and previous tax codes for all employees that have seen a tax code change.</p>		<p>CSV and PDF</p>	<p>Within the Variance Report gives the ability to compare to any period the user desires (provided the data is in the new system).</p>

Report	Details	Report content	Options	Formats	Where would EPM customers previously found this data?
Variance Payroll > Integration Hub > Integrated Reports > Payrun Reports Draft and Final Report	The Variance report gives the ability to compare to any period the user desires (provided the data is in the new system). The user is able to define a 'minimum change value' that suits the unique customer tolerance level.	Both CSV and PDF provide a breakdown of: <ul style="list-style-type: none"> - Gross Total - Gross Taxable - Net Pay - Tax - Employee and Employer NIC - Employee and Employer Pensions Contribution - Student Loan or Post Grad Loan - Statutory Payments - Attachments - Other Deductions 	Filter by Tax Year , Pay Schedule (School) and Period and compare to previous tax years, schools and periods. Show change either as a percentage or as an amount eg. £46.	CSV and PDF PDF Provides a summarised total change value for each period.	Within Previous Pay Comparison Report
Payslips Payroll > Integration Hub > Pay Run > Payslips tab Draft and Final Report	A breakdown of payslip information for each employee	In screen version which can be exported into Excel and Word <ul style="list-style-type: none"> - Employee name - Gross PAYE Employee NIC Employer NIC Net Take Home Cost Pay Date 		Can be exported in Excel or Word format	Payslips Report