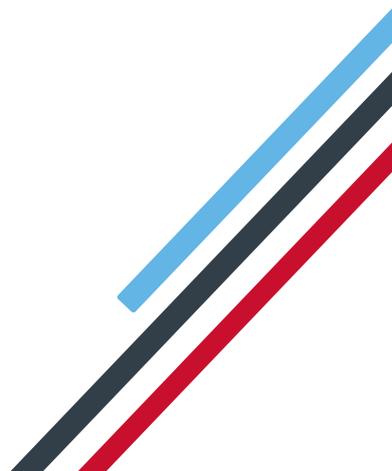




Getting Started Tutorial - Creating a Department

IRIS Payroll

April 2016



Contents

Creating a Department Tutorial	3
Use the Demonstration Company	3
Creating a Department	4
To add a Department:	4
To allocate an employee to a Department:	4
Further Information	4

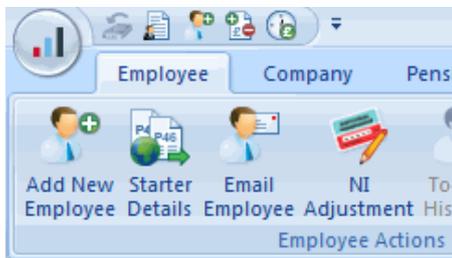
Creating a Department Tutorial

The Getting Started Tutorials are designed to guide you through common payroll tasks, using step by step instructions.

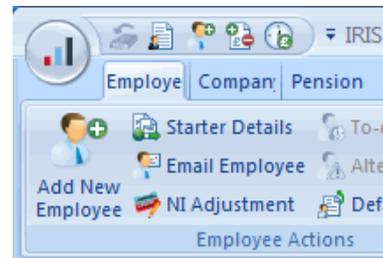
Remember there is a **Help** button on most screens, which will always give assistance specific to that task.

In these tutorials we assume that the **Ribbon** is fully expanded, (i.e. taking up the whole of your screen) so you should be able to see the buttons and groups in full.

Maximised screen



Minimised screen



Use the Demonstration Company

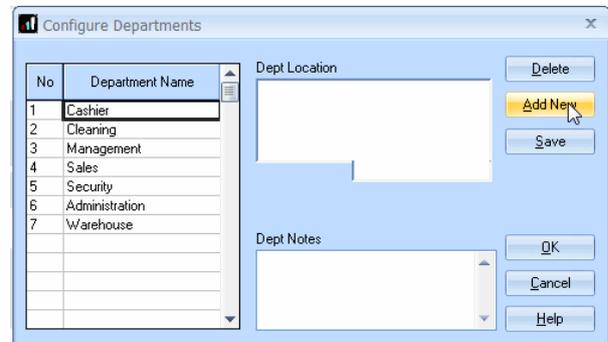
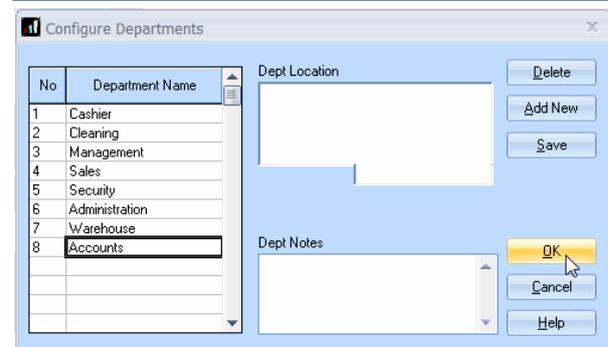
You will use the **Demonstration Company**, for this tutorial. For details on how to access the Demonstration Company, click [here](#).

Creating a Department

This tutorial describes how to add a company **Department**, and how to allocate employees to a **Department**.

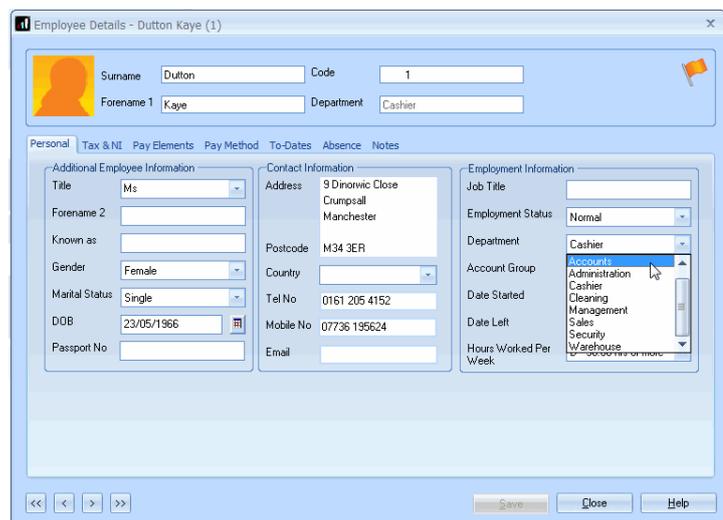
To add a Department:

1. Click on the **Company** tab and then the **Departments** button
2. Click **Add New**
3. Type the department name 'Accounts' directly into the **Department Name** grid
4. Click **OK**

To allocate an employee to a Department:

1. Double-click the first employee name on the **Selection Side Bar** to open her details
2. **Department** is on the **Personal** tab (the **Employee Details** screen should open on the **Personal** tab automatically)
3. Use the drop down arrow to see the list of **Departments** and click to select **Accounts**
4. Click the **Save** button then **Close**



Further Information

Other product guides can be found [here](#).

Additional Software and Services Available

IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider* and generate the necessary employee communications.

IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: helpdesk@ir-efile.gov.uk	

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0844 815 5700	Tel: 0844 815 5677
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0844 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0844 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0844 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0844 815 5681	support@gppayroll.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	support@earnie.co.uk