



# **Getting Started Tutorial - Configuring Holidays**

**IRIS Payroll**

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## Contents

<b>Getting Started Tutorial – Configuring Holidays</b> .....	<b>3</b>
Use the Demonstration Company .....	3
<b>Configuring Holidays</b> .....	<b>4</b>
How to set up a default holiday allowance for a company.....	4
How to change an existing employee’s holiday entitlement .....	5
<b>Further Information</b> .....	<b>5</b>

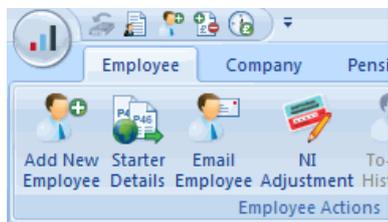
## Getting Started Tutorial – Configuring Holidays

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

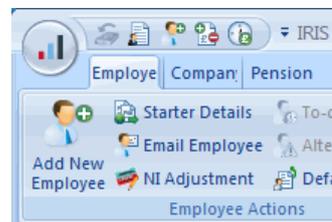
Remember there is a **Help** button on most screens, which will always give assistance specific to that task.

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

## Configuring Holidays

This tutorial describes how to set up a default holiday allowance and how to allocate that allowance to employees.

First you are going to set up a default holiday allowance of 25 days a year per employee, with a carry-over entitlement of 5 days.

Next, you will change an individual employee's holiday allowance.

**NOTE: Carry Over Entitlement** is the maximum amount of holiday employees are allowed to carry over into the new holiday year.

### How to set up a default holiday allowance for a company

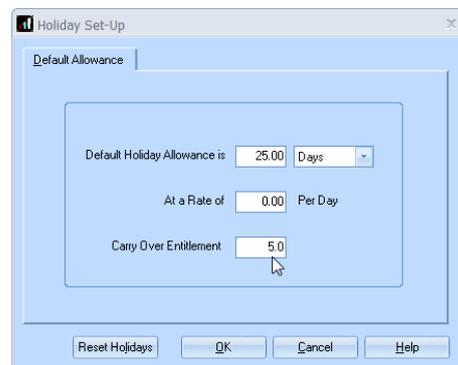
1. Click the **Company** tab then **Holiday Setup**



2. In the **Default Holiday Allowance** field change the number of days to 25

The holiday type is already set to **Days** so you don't need to change it (other options are **Hours**, **Weeks** and **Months**)

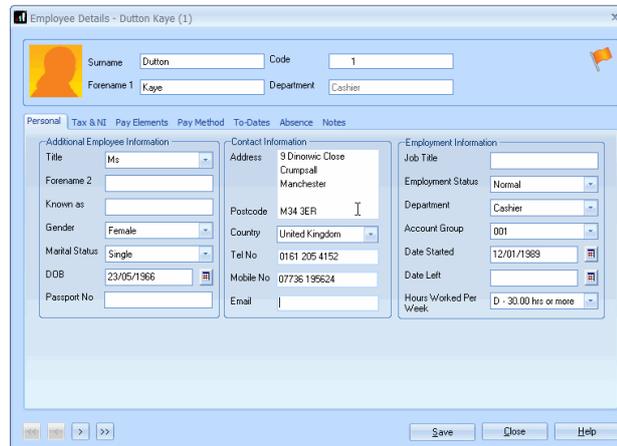
3. If you were setting up a standard pay rate for holidays you would enter it here
4. In the **Carry Over Entitlement** field change the value to 5, click **OK**

Holiday information entered here will be added to each new employee you create. It will not apply to any existing employees – you need to update those individually.

## How to change an existing employee's holiday entitlement

1. Double-click the name **Dutton, Kaye** on the **Selection Side Bar**



Employee Details - Dutton Kaye (1)

Surname: Dutton Code: 1  
Forename 1: Kaye Department: Cashier

Personal | Tax & NI | Pay Elements | Pay Method | To-Dates | Absence | Notes

Additional Employee Information: Title: Ms, Forename 2: , Known as: , Gender: Female, Marital Status: Single, DOB: 23/05/1966, Passport No: .  
Contact Information: Address: 9 Dinovic Close, Crumpton, Manchester, Postcode: M34 3ER, Country: United Kingdom, Tel No: 0161 205 4152, Mobile No: 07736 195624, Email: .  
Employment Information: Job Title: , Employment Status: Normal, Department: Cashier, Account Group: 001, Date Started: 12/01/1989, Date Left: , Hours Worked Per Week: D - 30.00 hrs or more

Save Close Help

2. Click on the **Absence** tab



Personal | Tax & NI | Pay Elements | Pay Method | To-Dates | Absence | Notes

Holiday: Entitlement: 26.00, Days Left: 26.00, Holiday Rate: 0.0000, Holiday Type: Per Day, 1 Diary day represents: 1.00 Days.  
SSP Qualifying Days:  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday,  Sunday

3. In the **Entitlement** field and change the value to 25, click **Save** then **Close**



Personal | Tax & NI | Pay Elements | Pay Method | To-Dates | Absence | Notes

Holiday: Entitlement: 25.00, Days Left: 25.00, Holiday Rate: 0.0000, Holiday Type: Per Day, 1 Diary day represents: 1.00 Days.  
SSP Qualifying Days:  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday,  Sunday

## Further Information

When employees use some of their holiday entitlement, you can record the days/hours etc. taken in the **Diary**. The amount of holiday taken will be deducted from the employee's entitlement when the payroll is calculated for that pay period.

For more information about Holidays, including Setup, Diary Entry and paying holiday pay, click on the **Help** tab and then **Manual**.

## 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