

IRIS Payroll Year End and Legislation Seminars

Live online training

Within the Payroll Year End and Legislation Seminars, you will receive a live demonstration and practical examples to help you confidently complete this **compulsory payroll routine** and avoid potential HMRC fines. The course also details the new 2016/2017 **legislation changes** including an increase in Employment Allowance, National Insurance changes and Scottish Rate of Income Tax. Also included are some payroll **hints and tips** such as an introduction to auto enrolment and using your IRIS Software.

The Payroll Year-end process is complex because there are three different options of submissions and you may know not which to choose. An IRIS Payroll Consultant will take you through the various stages of how to handle your year-end within your IRIS payroll software.

The course is aimed at **anyone who uses IRIS payroll software** to process their payroll.

What will you learn?

During this 2 ½ hour session, we will cover:

Year End

- How to download and install your IRIS payroll software using the Auto Update Feature
- How to utilise the IRIS website, IRIS KnowledgeBase and Online Document Library
- Year-end processes under RTI:
 - What tasks do I need to complete?
 - Performing a year-to-date reconciliation check
 - Important deadline dates
- HMRC downtime and related submission issues
- A demonstration of filing your RTI year-end return – step by step live demo
- Publishing or printing your employees P60s
- Starting the 2016/17 tax year

Legislation

- What changes will affect me in the 2016/17 tax year?
 - Rates for 2016/17
 - Scottish Rate of Income Tax
 - Employment Allowance (NI)
 - National Insurance Changes
 - New Student Loan plan type
 - New Higher Rate of Direct Earnings Attachment
 - RTI Submission Changes
 - Holiday Pay changes – Employment Appeal Tribunal

Hints and Tips

- How to use the EYU to correct any discrepancies
- How to correct payroll mistakes in previous pay periods
- Hints and tips for using your IRIS software
- An introduction to automatic enrolment (Workplace Pension Reform)

IRIS: 0843 357 1836, email sales@iris.co.uk or Earnie: 0844 576 2023, email earniesales@iris.co.uk

IRIS Payroll Year End and Legislation Seminars

Live online training

Key Benefits

- Learn directly from an IRIS Payroll Expert
- Get the key tasks broken down into manageable steps to complete
- Fits into your busy work schedule as the training can be done from wherever you are
- The opportunity to ask any questions you may have at the time
- Keeps you up to date with new features and legislation
- Allows you to confidently use the new 2016/2017 release of IRIS Payroll Software

IRIS Year End Course Dates 2016

The seminars are delivered via a webinar, where you will join and view the training session. Below are the scheduled times and dates that will be available for you to book onto, dependant on the software that you use.

IRIS Payroll Business/IRIS Payroll Bureau/IRIS Payroll for Accountants		IRIS Payroll Professional and Earnie (Excl. Earnie IQ)		IRIS PAYE-Master		IRIS GP Payroll	
22/02/2016	9:30am	22/02/2016	2:00pm	22/02/2016	9:30am	22/02/2016	2:00pm
23/02/2016	2:00pm	23/02/2016	9:30am	23/02/2016	2:00pm	23/02/2016	9:30am
03/03/2016	2:00pm	03/03/2016	9:30am	03/03/2016	2:00pm	03/03/2016	9:30am
04/03/2016	9:30am	04/03/2016	2:00pm	04/03/2016	9:30am	04/03/2016	2:00pm
08/03/2016	2:00pm	08/03/2016	9:30am	10/03/2016	9:30am	10/03/2016	2:00pm
11/03/2016	9:30am	11/03/2016	2:00pm	11/03/2016	9:30am	11/03/2016	2:00pm
14/03/2016	2:00pm	14/03/2016	9:30am	14/03/2016	2:00pm	14/03/2016	9:30am
17/03/2016	9:30am	17/03/2016	2:00pm				

Cost: £195 +VAT

Call IRIS on 0843 357 1836 or email sales@iris.co.uk

Alternatively, call Earnie on 0844 576 2023 or email earniesales@iris.co.uk

Course Delivery: Web-based Seminar

Duration: 2 hours 30 mins

"A clear and practical course on the year end procedures which was well presented. No matter how many years we have been using the software there is always something new to pick up."

Peter Soar, Finance Director of Osborne & Little

IRIS: 0843 357 1836, email sales@iris.co.uk or Earnie: 0844 576 2023, email earniesales@iris.co.uk