IRIS Bureau Payroll

Getting Started Guide

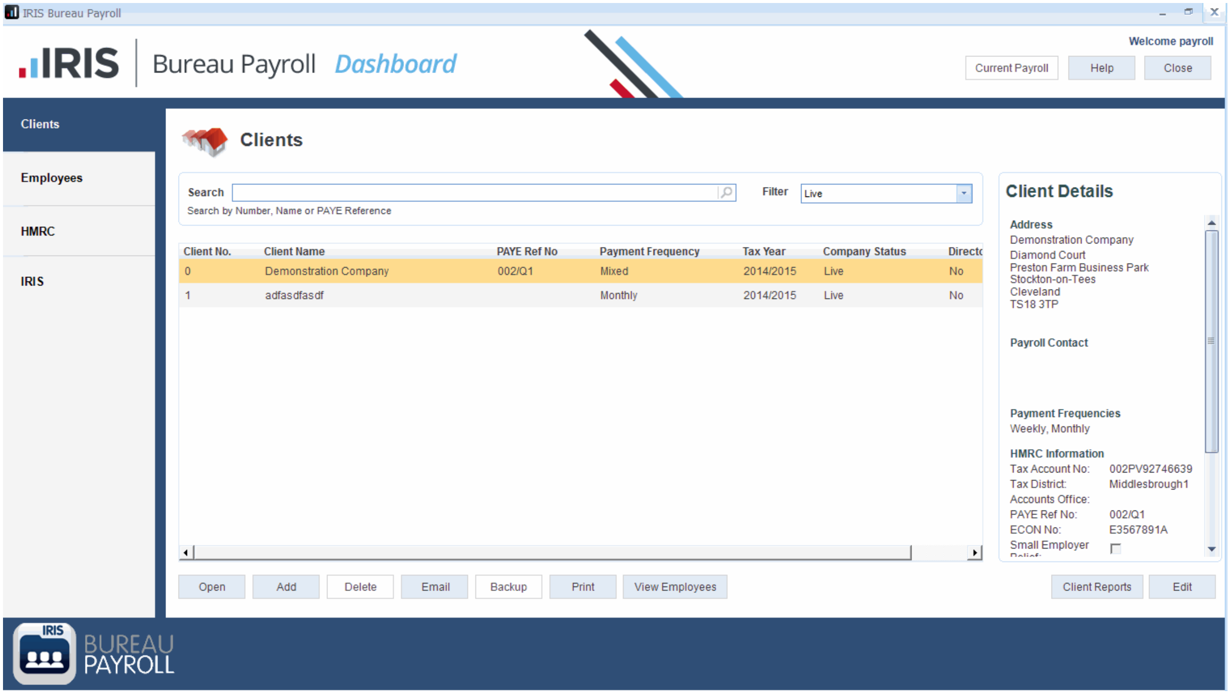
18/02/2014

Important Note:

Using the Demonstration Company

You will be using the **Demonstration Company** for this tutorial.

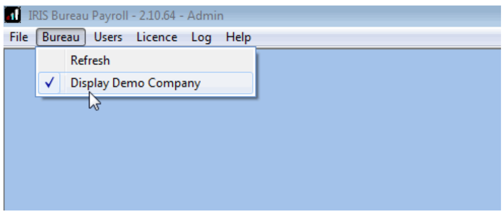
To open the Demonstration Company, highlight **Demonstration Company** from the **Clients** screen in the **Bureau Dashboard** then click **Open**.



If the **Demonstration Company** is hidden, log into admin (default username: system; default password: admin) from the log in prompt.

Select the **Bureau** menu and click **Display Demo Company**.

With **Display Demo Company** ticked, click **File** and **Use IRIS Bureau Payroll**.



Enter your log in details for IRIS Bureau Payroll then select the **Demonstration Company** from the **Clients** in **Bureau Dashboard**.

Dear Customer

Thank you for purchasing IRIS Bureau Payroll and welcome to your **Getting Started Guide**.

This guide is intended as a quick overview of IRIS Bureau Payroll and the exclusive new Bureau Dashboard feature. If you are using IRIS Bureau Payroll for the first time, the guide will help you set up your Clients, create pay elements, add employees, run a payroll and print some reports. It is divided into several sections; feel free to jump to each one as needed.

Where to find more help

All topics (as well as other steps to the payroll process that this guide doesn't cover, for example, issuing a P45, calculating and paying Statutory Payments) are more comprehensively covered in the online **Manual**, as well as in the **How to Guides**. You can find these on the **Help** tab.

We have also created some animated tutorials designed to help you find your way around the software. To access these, click on the '**Getting Started**' tab on the right of the IRIS Bureau Payroll screen. You will also find there various tutorials in PDF format for you to work through, covering similar topics to those in this guide.

Alternatively, if you need some more detailed help with a particular screen, click the **Help** button which you can find on most screens, or press the **F1** key on your keyboard, to open the **Manual** directly on the topic specific to the current screen.

If you encounter any difficulties, please visit **www.iris.co.uk/contactsupport**

Yours sincerely,

Thomas Derbyshire
Senior Support Manager
IRIS Software Group

Getting to know your IRIS Bureau Payroll

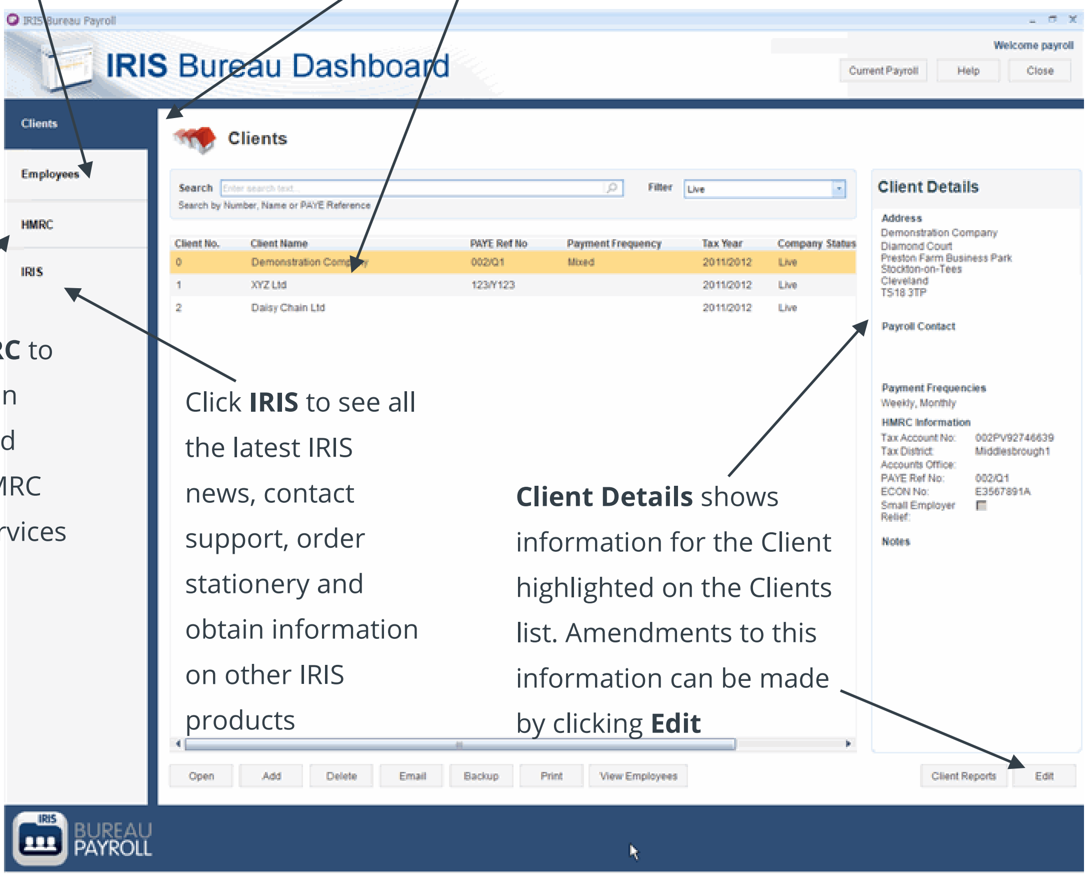
Bureau Dashboard

IRIS Bureau Payroll has been designed with an intuitive Bureau Dashboard feature to improve the management and processing of multiple Clients and payrolls. Whenever you log into IRIS Bureau Payroll, the Bureau Dashboard will be displayed.

The Bureau Dashboard enables you to select, view or edit a Client, view an employee's basic details and search for Clients or employees with minimal information, along with other functions detailed in this guide. Viewing an employee's basic details at a glance is particularly useful if a Client calls with a quick question, for example, what an individual's net pay was the previous month. You can also edit/view limited Client/employee information in the Bureau Dashboard even if you are in the middle of payroll input – a very useful feature! The Bureau Dashboard also enables you to carry out cross-client actions, for example, taking a backup of all Clients; emailing all weekly Clients, perhaps to ask for any change requests by a certain date.

Click **Employees** and all Clients' employees (depending on search criteria entered) will be displayed

Click **Clients** and all companies on IRIS Bureau Dashboard are displayed



Click **HMRC** to enter Login Details and access HMRC Online Services

Click **IRIS** to see all the latest IRIS news, contact support, order stationery and obtain information on other IRIS products

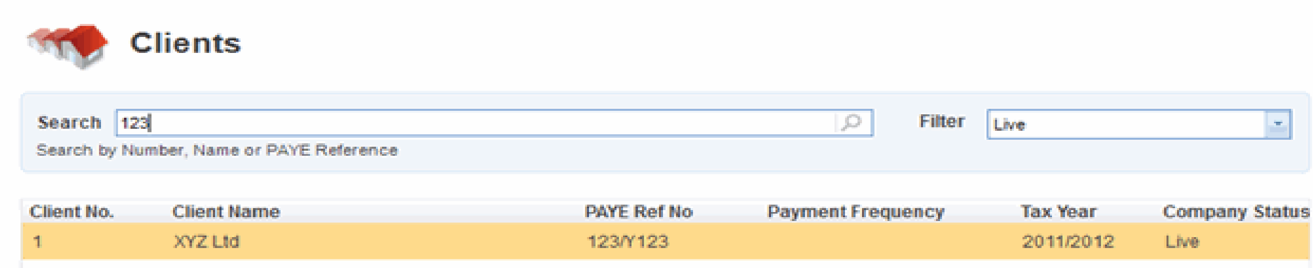
Client Details shows information for the Client highlighted on the Clients list. Amendments to this information can be made by clicking **Edit**

Clients Section

The **Clients** section of the Bureau Dashboard is the first thing you will see when you log into IRIS Bureau Payroll. Managing all of your Clients efficiently is the key to any payroll bureau, so we've developed this area of the software to help you do just that.

The **Clients** section is really the 'hub' of your dashboard, the central starting point for working on each individual Client's payroll. It's important to remember that as the Bureau Dashboard is effectively separate from your normal payroll screens.

Let's look in a little more detail at some of the useful features within the **Clients** section.
The first thing you will notice is the **Search** bar. This will allow you to quickly find any Client (past or present) by typing in a variety of search criteria; great for locating a Client quickly when you're in a rush. The **Filter** option sits next to that, allowing you to decide whether you want to view all, current or archived Clients in the list below.



The list or Client grid is effectively a list of all your Clients with lots of useful information available for each at a glance. You can quickly view each Client's PAYE Ref number, status and pay frequency amongst other information, saving you time as you do not have to log into each Client to find it. You can also sort your Clients based on any of the headers in the grid, for example, by payment frequency, allowing you to group together your weekly and monthly payrolls.

As you highlight a particular Client, more detailed information is displayed in the **Client Details** section to the right of the screen. From here you can view information such as the Client's address and payroll contact details. You are also able to edit key information here without having to log into the individual company to do it.

There are also a number of buttons on the **Clients** section, most of which are self-explanatory, however here's a quick overview of what each one will do:

Click **Open** to open the selected Client in IRIS Bureau

Click **Add** to add a new Client in IRIS Bureau Payroll

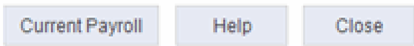
To delete all trace of a Client, click **Delete** – you will receive warnings prior to deleting the Client

Clicking **Email** opens up a new email with the selected Clients' email addresses entered as BCC

Click **Backup** to back up the data for selected Clients. The Backup location is set in the **Backup Manager** in the **Application Menu** in IRIS Bureau Payroll

Print allows you to print a Client List Report

Clicking **View Employees** lists all employees in the selected Clients



Clicking Current Payroll switches you from the Bureau Dashboard to the Client that you are in. You will return to the same position - perhaps entering payroll data

Click **Help** at any time for further information about this section

Click **Close** to shut down the Bureau Dashboard. This function will not close IRIS Bureau Payroll, just the Bureau Dashboard

Client Reports is a useful feature that stores all the Client Reports you have emailed. Clicking here takes you into the Client Folder in the location you have specified in Client Details

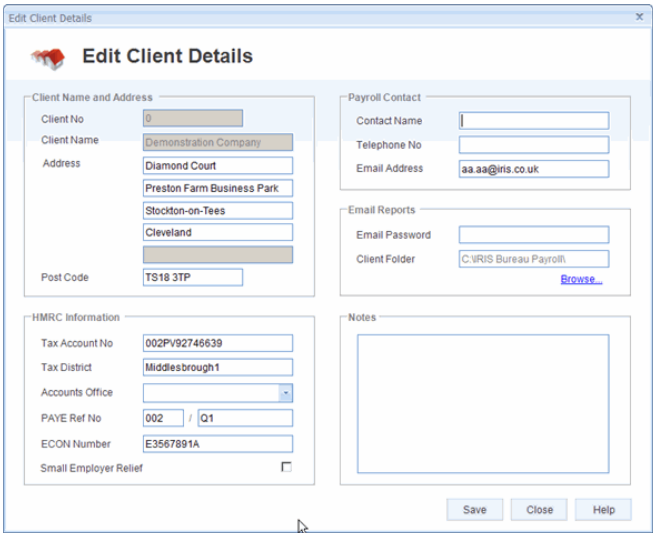
Clicking Edit opens the Edit Client Details screen allowing you to amend limited Client information

For more info on any of the features in the **Clients** section just press F1 or click on the **Help** button.

Client Details

The **Client Details** section allows you to view and amend basic Client information.
The **Edit** button allows you to alter limited **Client Details** for the Client selected. Click **Edit** from the Bureau Dashboard to amend:

- Client Name and Address
- HMRC Information
- Payroll Contact
- Email Reports
- Notes

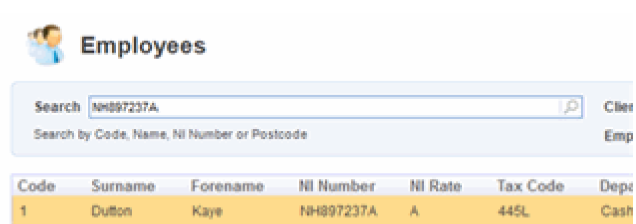


Click **Save** and then **Close** once you have finished editing.

Employees Section

We have designed this screen to save you time, giving you quick access to search for employees and view certain employee data without having to log into the Client. You may have received correspondence where you only have limited information such as surname or perhaps NI Number. You can search based on this information across all Clients; a big time saver! You can sort the display by clicking on a column header for example **Surname** or **Department**.

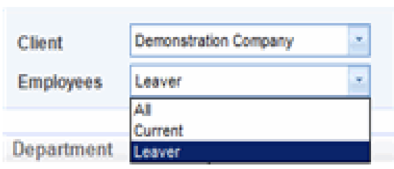
This example shows a search based on a National Insurance number.



The **Print** button at the bottom of the screen allows you to print a list of employees. You can choose to print Selected, Current, Leavers or All. Clicking **Open** on a highlighted individual will take you into the **Employee Details** for that employee in IRIS Bureau Payroll.

From the **Client** dropdown list you can select All or an individual Client.

Also from the **Employee** dropdown you can select All, Current or Leaver.



Employee Details

Employee Details gives basic information at quick glance for the employee selected from the Employees list. There are two tabs available; **Employee Details** and **Pay History.**

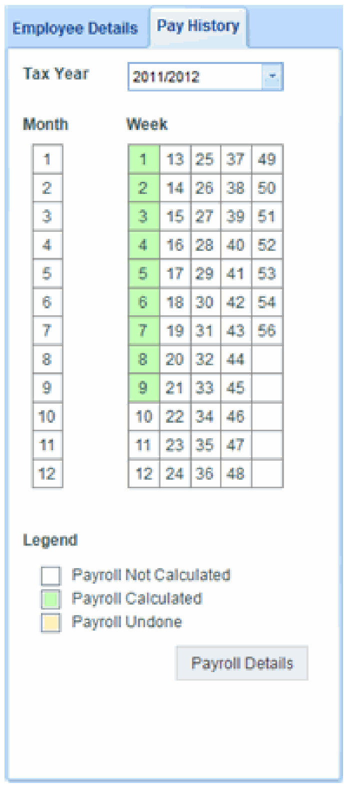
Employee Details Tab

On the **Employee Details** tab you can view or click **Edit** to amend the following information:

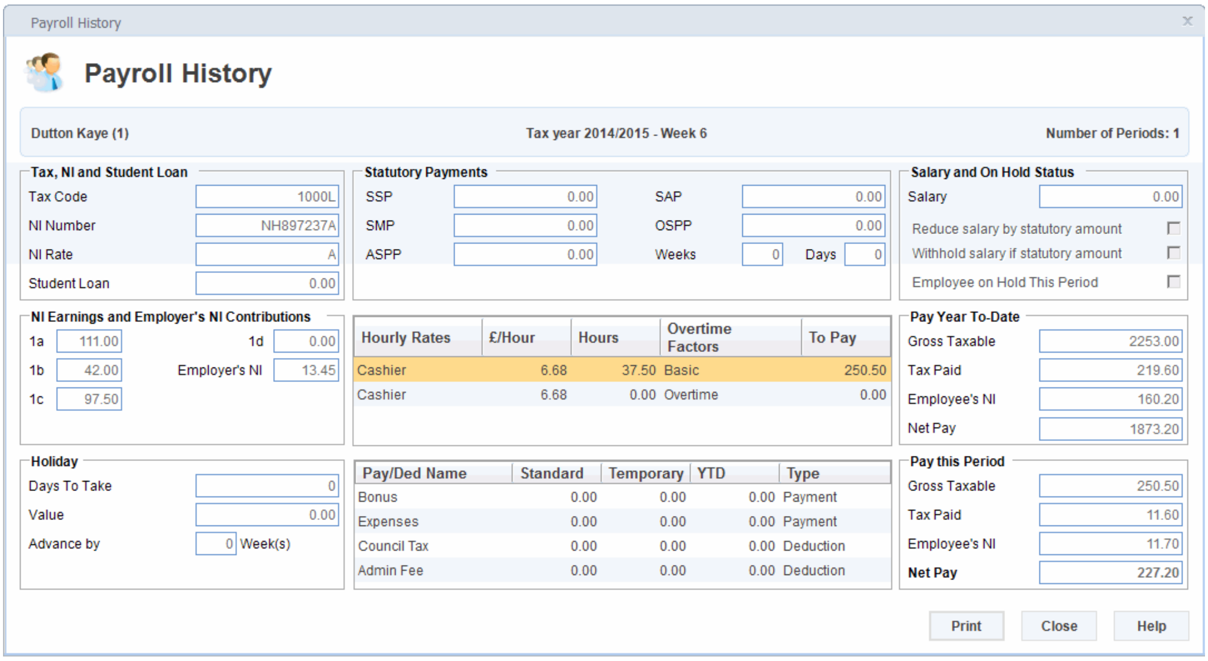
- Personal Details
- Employment Information
- PAYE Information

Pay History

The **Pay History** tab gives details of payrolls that have been calculated. From the **Tax Year** dropdown you can select the Tax Year you want to view. In this example the employee has had payroll calculated for weeks 1 to 9.



To view the historic information for week 9, click on week 9 and click **Payroll Details** – this opens the **Payroll History** screen as shown below.



HMRC Section

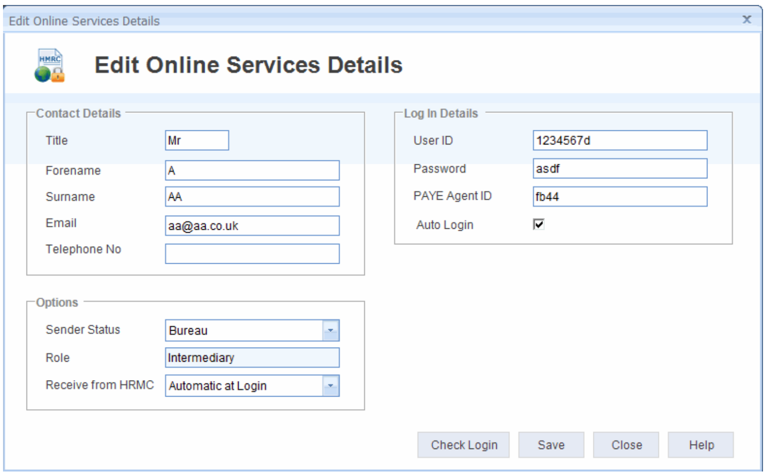
The **HMRC** section provides immediate access to online guidance and advice that will enable you to quickly respond to Client queries. Once you have completed the **Online Services Details** screen, if you tick **Auto Login**, whenever you click on the **HMRC** section you will be logged into HMRC Online Services Agents page. There are several other tabs with useful information such as:

- Agents Home
- Latest News
- Agents Update
- PAYE Form

Online Services Details

Contact Details and **Log In Details** allows you to enter your Agent Log in credentials which are then used by default for any Clients you create. These details are also used for logging into HMRC Online Services.

You are also able to receive student loan notices (SL1 and SL2), tax coding notices (P6 and P9) and RTI notifications from HMRC via the internet.



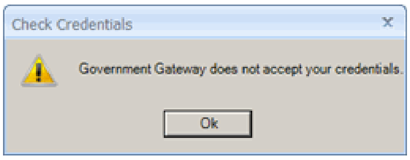
Options

Receive from HMRC allows you to select how you want to receive messages from HMRC.

- **Automatic at Login** - each time you log in to IRIS Bureau Payroll it will automatically connect to HMRC via the internet and download any new messages
- **Manually** - each time you want to connect to HMRC via the internet you must click on the Online Filing tab and click Receive
- **No** - do not receive any messages from HMRC
- **Prompt at Login** - each time you log in to IRIS Bureau Payroll it will ask you if you want to connect to HMRC via the internet and download any new messages

Check Login

If you click **Check Login**, a check will be made with HMRC's Government Gateway to ensure that the credentials entered are valid. If the details entered are invalid, the following message will be returned. Once you have entered the correct details, click **Save** then **Close**.



IRIS Section

The **IRIS** section provides a link to the following useful pages on the IRIS Software & Services Website:

- Latest News
- Training
- Stationery
- Support

The **Latest News** section keeps you up to date with relevant Bureau specific news. A notification will be received on login if there is any new information.

The other tabs in the **IRIS** Section contain information relating to the industry and provide links to our highly trained support team.

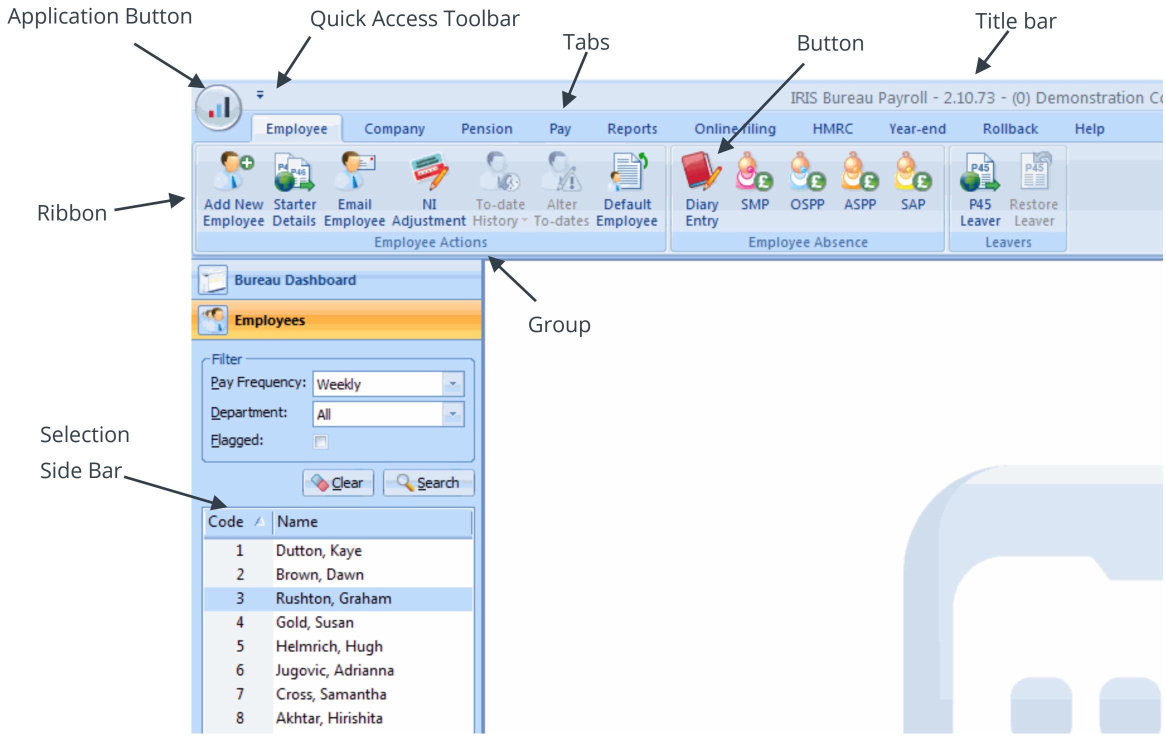
Under the **Contact Details** section you can enter your contract number – this will be asked for each time you need to call IRIS Bureau Payroll Support so it is handy to know where it is located. To enter/amend your **Contact Details** click **Edit**.

Also on the **Contact Details** section are useful links for you to use if you need to contact the IRIS Bureau Support Team or the Sales Team.

Payroll

When you select a Client and click '**Open**' you are taken from the Bureau Dashboard into IRIS Bureau Payroll for the selected Client.

The interface used by IRIS Bureau Payroll is in the style of Microsoft Office 2007. Here is a brief illustration of each of the elements.



Application Button

The **Application Button,** in the upper-left corner of the window, opens the **Application Menu**. It can be easy to forget but it does have an important function.

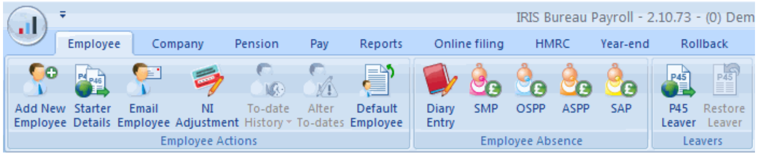
Click on it to display actions such as importing and exporting data; backing up and restoring data, plus quick links to other IRIS products.

The **Application Menu** also provides a list of recently accessed companies, similar to the list of recently used documents in Office 2007, plus access to **Admin** to change user settings and preferences, and an application **Exit** button.

The **Options** button enables you to choose the **Anomaly Settings** for the Client – see the **Online Manual** on the **Help** tab for further information.

Ribbon

The **Ribbon** displays most of IRIS Bureau Payroll's functions, first sorted into **tabs** and then into relevant **groups.**



The **Employee** tab contains the functions you will probably use most often; adding employees, recording employee absence and creating leavers. The **Pay** tab is the other tab that you will be using a great deal; it contains all the functions concerning paying your employees**,** such as **Enter Variations** and **Calculate**, printing summaries and payslips, and viewing previous payroll information using **Pay History**.

The **Company** tab contains all the functions that are set up or managed at Company level such as **Company Details**, **Settings** and **Pay Elements**. **Online filing** contains the functions that allow you to send and receive information from HMRC via the Internet.

The **Pension** tab contains the functions required for Auto Enrolment and Pensions configuration including: **Configure Auto Enrolment**; **Configure Pension Fund**; **Configure Pensions** and **Print Pension Reports**.

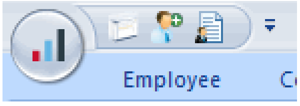
The **HMRC** tab is mostly for information purposes. As well as allowing you to view the **Month end summary** details of the Client you are currently in, you can use it to print information such as the Tax and NI rates and Attachment of Earnings Bands in use. It also contains links to various sources of information on important payroll topics such as Statutory Payments, student loans and CSA payments.

The **Year-end** tab, as its name suggests, contains all the functions you will need at the end of the tax year.

The **Rollback** feature gives you greater flexibility to correct a mistake in a previous pay period. The **Help** tab contains the **Manual**, **How to Guides** and links to other sources of useful information.

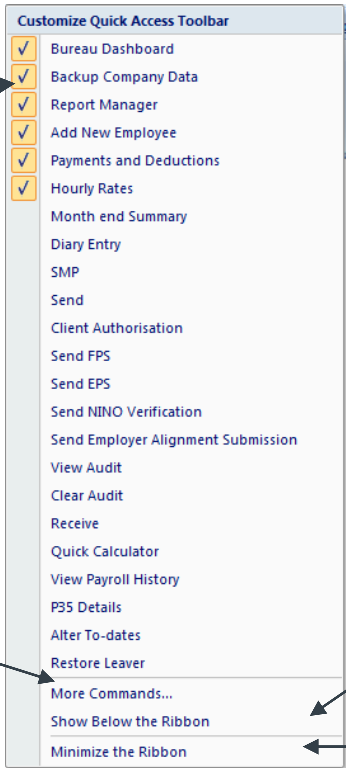
Quick Access Toolbar

The **Quick Access Toolbar** can initially be found above the **tabs**, next to the **Application Button**. It provides shortcuts to the more commonly used actions within the payroll.



You can customise it with the five features you use most often; just click on the drop-down arrow to the right of the bar and a list of the available commands will drop down.

Click next to any command to add or remove it from the **Quick Access Toolbar**



Click here to view more available commands

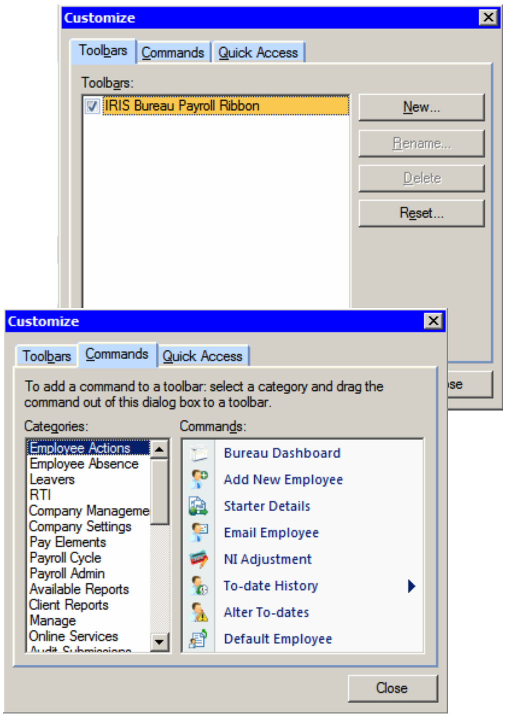
This option moves the **Quick Access Toolbar** below the **Ribbon**

This option hides/un-hides the **Ribbon.** Clicking each tab makes the relevant section of the **Ribbon** reappear

More Commands

To see more commands to add to the **Quick Access Toolbar**:

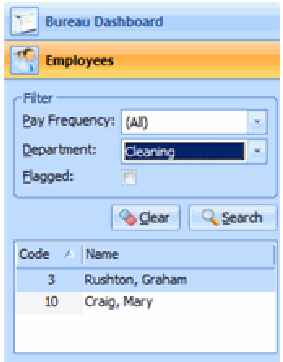
- Click on the drop-down arrow to the right of the **Quick Access Toolbar** as described earlier in this section
- Click on **More Commands...** to open the Customize screen
- Click on the **Quick Access** tab
- Browse the available commands by clicking on the drop down list under **Choose Commands From**



For further help with this feature look in the **Manual** on the **Help** tab.

Selection Side Bar

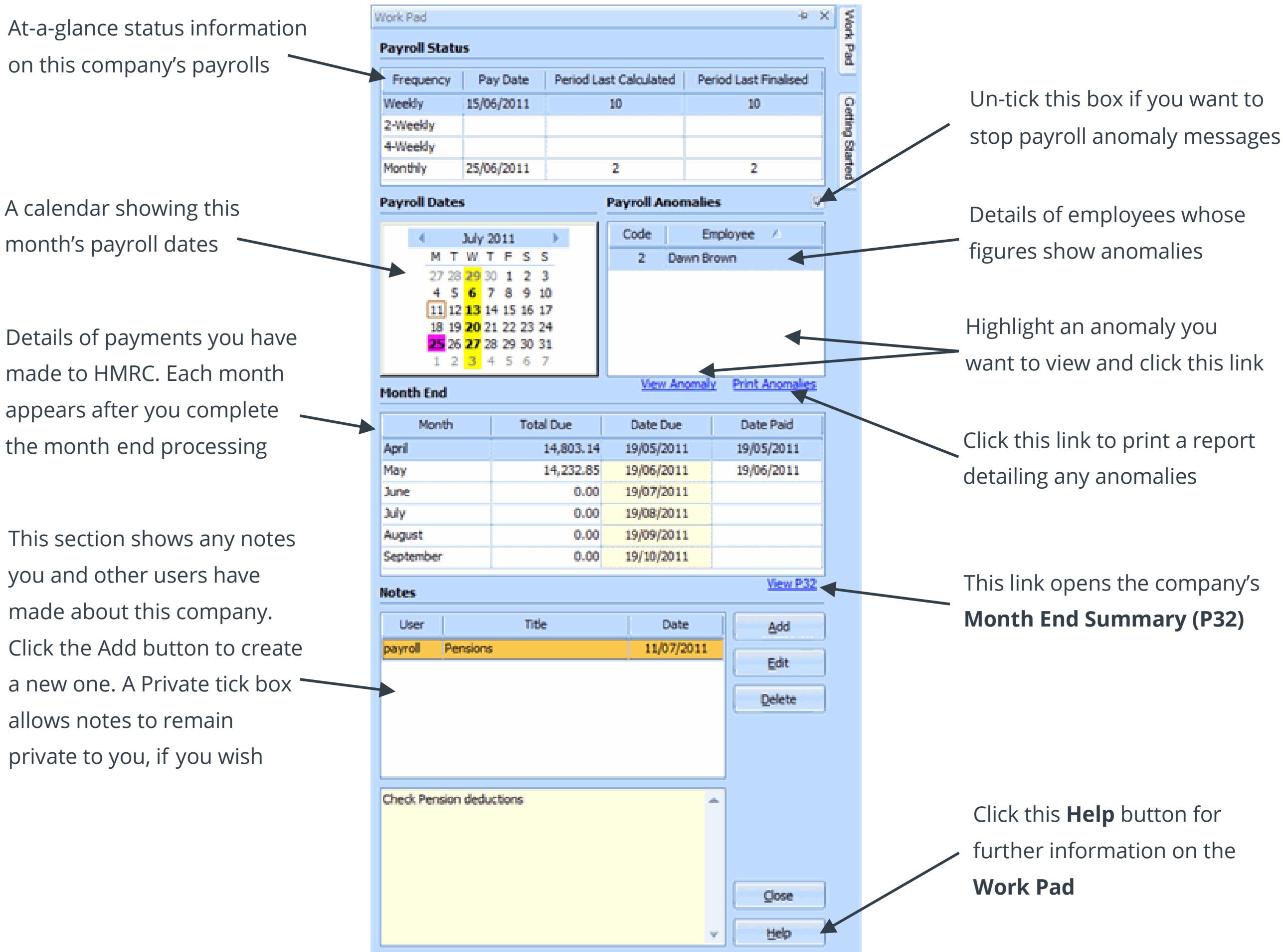
The **Selection Side Bar** on the left of the screen is to select the **Bureau Dashboard** or the **Employees** you want to work on. The **Filter** section offers you various ways of narrowing your list of employees. You can use basic filters such as **Pay Frequency**, **Department**, whether employees are current or leavers, or whether the employee has been **Flagged**. (Flagging is a useful tool accessed from within **Employee Details**. It adds a flag next to the employee's name in the **Selection Side Bar**, allowing you to see that you have flagged that employee for some kind of follow up. See the online **Manual** for more details)



Work Pad

The **Work Pad** tab is to the right of the screen. Place your mouse pointer over it, or click it, and the **Work Pad** slides out.

The **Work Pad** presents useful payroll information in an accessible, dashboard style:



Getting started with IRIS Bureau Payroll

To start using IRIS Bureau Payroll there are a number of things that you need to do first, some essential, some optional.

You will need to:

1. Create a **Company**
2. Configure the **Payroll Calendar** for that company
3. Create some **Employees**
4. Set up some **Pay Elements**
5. Set up the software for online filing
6. Send **EAS**, if required – see **Help** | **RTI Guide** for further information
7. Pay your employees
8. Print Payslips and Reports
9. Send **RTI Submissions** – see **Help** | **RTI Guide** for further information

You can also optionally:

10. Create Departments
11. Configure Holidays

1. Creating a Company

When you first run IRIS Bureau Payroll, you are required to create a Company with a few minimum details, which are highlighted in orange. (If you need to, you can cancel that process.)

This section explains how to add further company details after that initial set up, as well as how to create a brand new Company from scratch.

If you have just installed IRIS Bureau Payroll and are running it for the first time, the Bureau Dashboard will open and a message will be displayed advising you to create a company. When you click **OK**, the **Create New Company** screen will be displayed.

These are the minimum details you need to enter to be able to save the Company. It is a good idea to enter in as much information as you have, but we will just concentrate on the minimum you need first.

The minimum details you need to enter when creating a Company are:

- Company tab – Company **Name**
- Company tab – First line of the **Address**

All you need to do is click on each tab in turn and enter as much information as you can. Use the on screen **Help** button or press **F1** if you need more detailed help.

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- Company tab – Company **Name**
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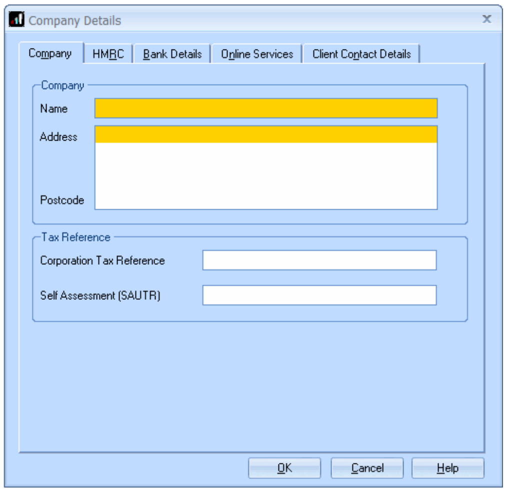


All you need to do is click on each tab in turn and enter as much information as you can. Use the on screen **Help** button or press **F1** if you need more detailed help.

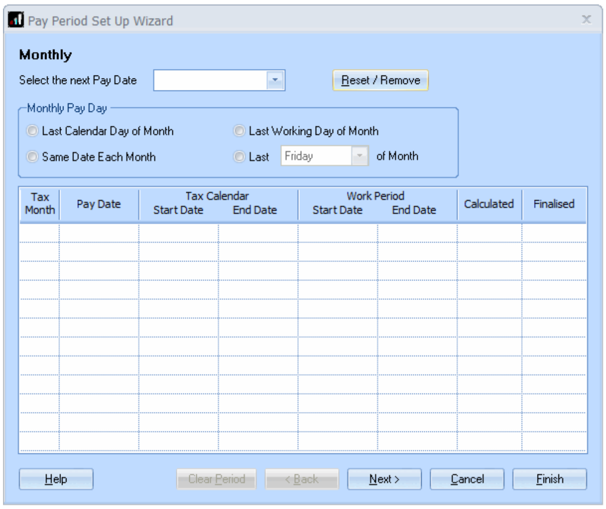
Remember:

- To be able to pay by BACS you must complete the **Bank Details** tab
- To be able to do your returns online to HMRC the **Online Services** tab needs to be complete. (you can set up details for the specific Client only or, use **Agent's Login Details** which are set up from the Bureau Dashboard by clicking on the **HMRC** button and **Edit**)
- If you need to create a brand new company, from the Bureau Dashboard **Clients** screen, click **Add**. This will open up a new Company for you.

2. Configuring your payroll calendar

Before you can run a payroll or add employees, you need to set up your payroll dates. All of the pay frequencies you use need to be configured.

- Click on the **Company** tab and then the **Payroll Calendar** button

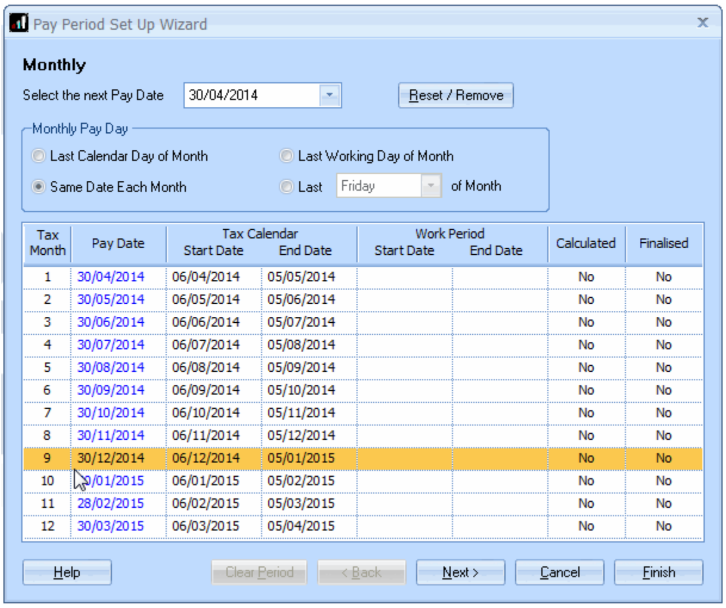


The first pay frequency to set up is **Monthly**. If you don't have any monthly paid employees in this company, click on the **Next** button at the bottom of the screen to move to **Weekly**.

To configure the **Monthly** pay periods:

- Click on the drop down arrow next to **Select the next Pay Date** to open a calendar
- Click the required date
- The **Pay Date** column is automatically filled with all your pay dates for the tax year

Use the **Monthly Pay Day** section to select which day of the month you will usually be paying your employees on. The dates in the grid change accordingly.



Next, click in the **Work Period Start Date** column and select the date of the beginning of your first **Work Period**. (The **Work Period** for a **Pay Date** is the period of work your employee is being paid for on that **Pay Date** – for monthly paid employees the **Work Period** is usually the calendar month.) IRIS Bureau Payroll will complete the rest of the dates for you. You can amend the dates IRIS Bureau Payroll has selected but you need to make sure you do not have any overlapping periods or any gaps.

If you need to, you can click on a date to change it; for example the Client may choose to pay early for Christmas.

If this payroll is monthly only:

- Click on the **Finish** button

Otherwise:

- Click **Next** to complete the **Weekly** dates
- Keep clicking **Next** to complete all the different pay frequencies if you need to

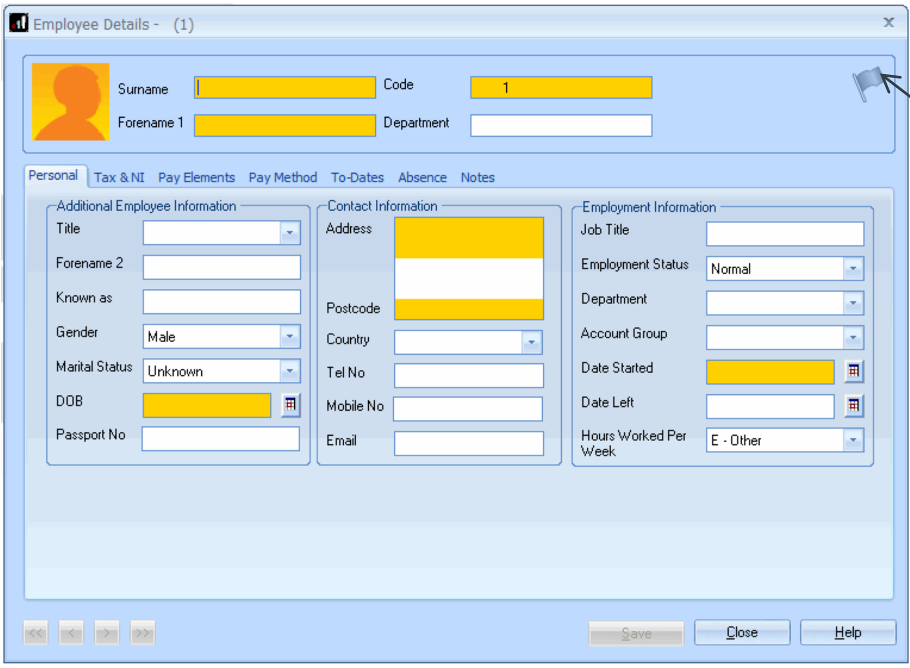
Click **Finish** to close the wizard and save the change

Please note: If you are starting to use IRIS Bureau Payroll in the middle of a tax year, enter your next payroll date and IRIS Bureau Payroll will automatically enter the previous payroll dates for you and mark them as **Calculated** and **Finalised**

3. Creating an employee

To add an employee:

- Click on the **Employee** tab
- Click the **Add New Employee** button



Click this **Flag** and the employee will appear as flagged on the **Selection Side bar** reminding you that you have something to follow up for this employee

- Enter as much information as you have for the employee. If you need to, you will be able to save the employee with a minimum of information.

On the **Personal** tab you must enter (as a minimum):

- Surname
- Forename 1
- You will also need to enter the employee's **Address**, **Postcode**, date of birth **(DOB)**, **Marital Status** and **Date started** for HMRC reporting purposes

- There are certain fields that are mandatory and certain fields that are desirable for RTI purposes. They are not required for creating an employee record but will be essential before sending RTI submissions. Please see **Help** | **RTI Guide** for further information.

On the **Tax & NI** tab you must enter (as a minimum):

- **Tax Code** and **Week1/Month1?** If you leave the **Tax Code** field blank, when you complete the **Starter Details** for this employee, this field will be populated based on the response selected.
- **NI Rate** (a default rate of A will be used if nothing is specified here)
- You will also need to enter the employee's **NI Number** for HMRC reporting purposes
- If you have more than one **Pay Frequency** set up on your **Payroll Calendar**, you will first need to select a **Pay Frequency** and then the **Pay Period** will be set (according to the payroll date on your **Payroll Calendar**)

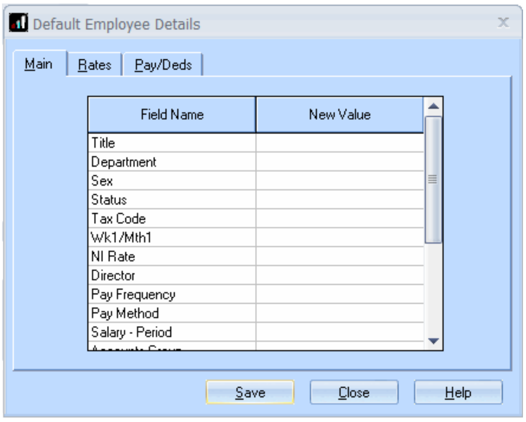
Please note: If you are setting up the payroll in the middle of a tax year and are adding existing employees, you will need to enter values on their **To dates** tab. For further details click the **Help** button on the bottom of the **To dates** screen.

When entering the **Starter Details** for an existing employee you may need to set up again, tick '**Existing Employee (this is not a new employee to the company)**'

- Clicking **Save** will save the information you have entered and allow you to keep adding more details on each tab without closing the employee screen
- Click **Close** when you have finished and a message will appear asking if you would like to add another employee

Default Employee

To make creating your employees a bit simpler, you can set up a default employee record, so that every time you add an employee certain basic information is already included for you.
To create a default employee:



- Click on the **Employee** tab then click **Default Employee**
- This screen contains all the elements which are available to be added to the default employee.
- For example, perhaps most of your employees will start off on **Tax Code** 1000L, **NI Rate** A, **Pay Frequency** Monthly and **Pay Method** BACS.
- Enter the details into the **New Value** column
- Click **Save** and **Close**

When you next click **Add New Employee** as described previously, those details will already be completed. You can amend these in the new employee's details if you need to.

You can also amend the **Default Employee** values at any time, simply by going to the **Employee** tab and clicking on the **Default Employee** button to open the screen again. You can then edit the details that are there, add more fields, or delete items you may have found you don't need.

4. Configuring pay elements

In IRIS Bureau Payroll, pay is made up of **Salary**, **Hourly Rates**, **Payments and Deductions**, **Attachment of Earnings Orders**, **Pensions** and **Loans**. These elements (except salary and student loans) are all set up in a similar way but in different places.

Salary

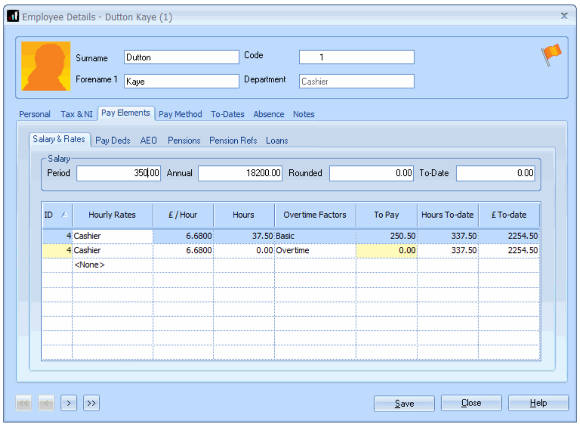
Salary is the only pay element that is not created at Company level. It is set up in each individual employee's details. (You may want to revisit this section if you haven't created any employees yet.)

To set up an employee's salary:

- Double-click the employee's name in the **Selection Side Bar** to open their details
- Click on their **Pay Elements** tab

The first tab open for you is **Salary & Rates**, and **Salary** can be found across the top of it.

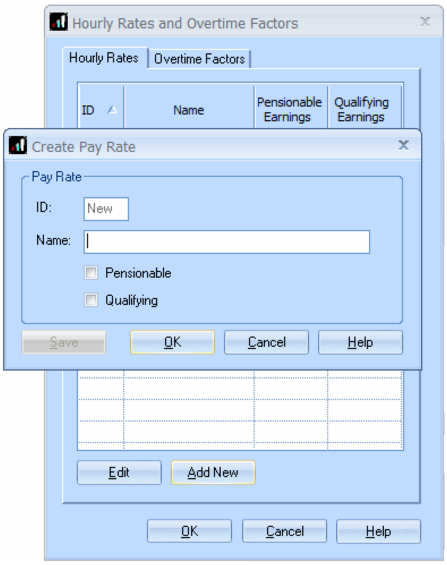
- Enter an amount in either the **Period** or the **Annual** box. (Whichever you choose, the software will calculate the other value for you)
- Click **Save** then **Close** if you want to keep your changes or **Close** then **No** if you don't
- When you are finished, click the **Save** button, then **OK**, or use the arrows in the bottom left to move to the next employee



Hourly Rates and Overtime Factors

Hourly Rates and **Overtime Factors** are set up in two stages. They need to be created at Company level first and then assigned to employees, on their **Employee Details** screens. One rate, **Basic**, is automatically set up for you (for a lot of Clients, this may be all you need).

To set **Hourly Rates** and **Overtime Factors** up at Company level:

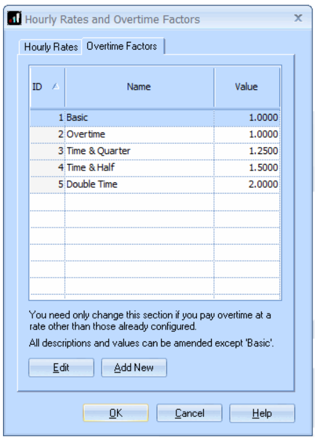


- Click on the **Company** tab then click **Hourly Rates**
- Click the **Add New** button to add a new rate
- Tick the **Pensionable** box if you want this rate to be part of pensionable pay
- Tick the **Qualifying** box if you want this rate to be included in qualifying pay

You don't set up amounts per hour here - those are set up within each employee's details.

You may want to set up different rates for different job titles, or grades. The **Name** of the rate is what will be printed on the employee's payslip. You can assign several rates of pay to each individual employee.

To pay overtime, you need to use **Overtime Factors**.



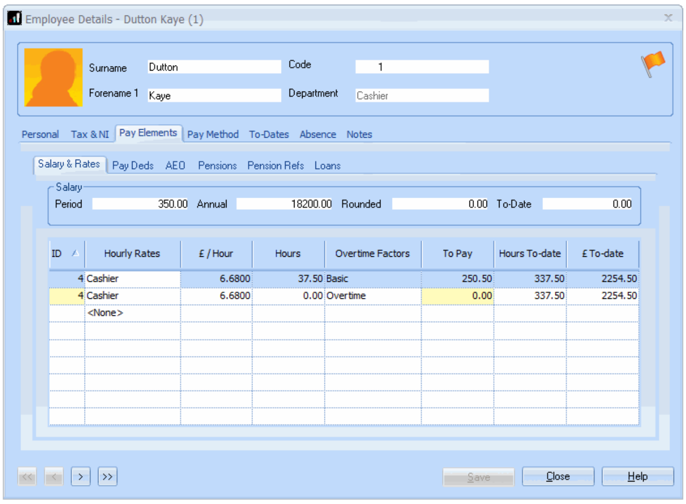
- Click on the **Overtime Factors** tab

Five overtime factors are set up for you (for many companies, this may be all that is needed). They are used within employees' details and when entering **Variations**, to multiply employees' rates by the appropriate amount.

For example:

- Employee Z works for 30 hours at basic rate
- Employee Z also does the same job on overtime, for 4 hours at time and a quarter
- To calculate the correct amount of pay, you would enter (in the **Enter Variations** screen) 4 hours **Basic Hourly Rate**, with the **Overtime Factor** set to **Time & Quarter**

Once you have configured **Hourly Rates** and **Overtime Factors** at Company level, you need to allocate them to your employees. (To pay your employees normal pay, you need to use the **Basic Overtime Factor**)



- Double-click an employee name in the **Selection Side Bar** to open their details
- Click on their Pay Elements tab

The main grid on screen holds the **Hourly Rate** and **Overtime** details.

To add a rate:

Click on the word **<None>** in the grid, and then click on the arrow which appears.

The drop down list shows all the **Hourly Rates** which you have created at company level.

- Select the required rate and the row in the grid will be completed for you
- Enter the rate amount into the **£ / Hour** box
- Enter the number of hours the employee normally works at that rate into the **Hours** box
- You can select an **Overtime Factor** from the drop down list at this point as well

Hourly Rates set up within **Employee Details** appear every time you open the **Enter Variations** screen for that employee.

You could select the **Hourly Rates** here but leave the amount fields blank, and enter amounts on the **Enter Variations** screen each time you pay the employee; useful if the employee always works different hours but at the same rate.

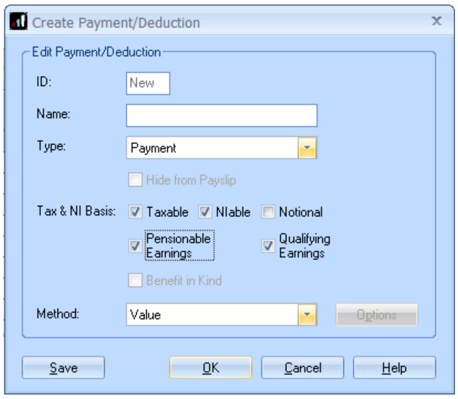
You may prefer to leave this section completely blank and enter all of the **Hourly Rate** details on the **Enter Variations** screen, every time you pay the employee. This is only useful if your employee works different hours at different rates every pay period.

- When you are finished, click the **Save** button and then **Close**, or use the arrows in the bottom left to move to the next employee

Payments and Deductions

Like **Hourly Rates, Payments and Deductions** are set up in two stages. They need to be created at Company level first and then assigned to your employees, on their **Employee Details** screens.

To set up a Payment or Deduction at Company level:



- Click on the **Company** tab
- Click the **Payments & Deductions** button
- Select **Configure Payments & Deductions**
- Click on the **Add New** button
- Enter the **Name** for your **Payment** or **Deduction**, which will appear on payslips and reports
- Click on the drop down arrow next to **Type** to specify whether it is a **Payment**, **Deduction**, **SSP Contra**, **Net to Gross**, **Loan**, or **Display Item – Payment** or **Display Item – Deduction**

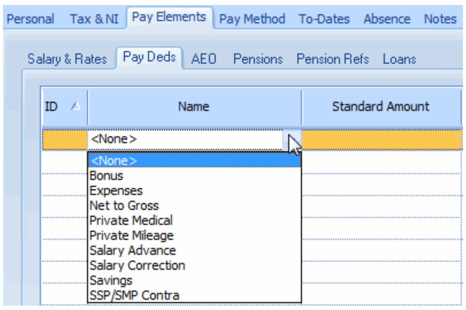
The **Type** you select controls the other options that appear on screen. For example, if you select **Deduction**, any of the **Tax & NI Basis** options are available. These are all self-explanatory, except perhaps **Notional.** For more help with this, press F1 key on your keyboard or click on the **Help** tab and search the **Manual**.

- Once you click **OK** the new payment or deduction will appear in the grid

To allocate a Payment or Deduction to an employee after it has been configured at Company level:

- Close the **Configure Payments/Deductions** screen
- Double-click an employee's name on the **Selection Side Bar**
- Click their **Pay Elements** tab and then the **Pay Deds** tab
- Click on the word **<None>** in the grid, and then click on the arrow which appears

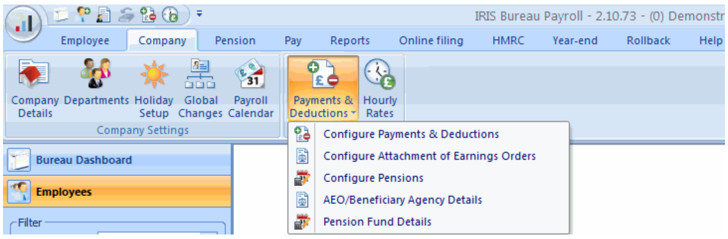
The drop down list shows all the **Payments & Deductions** which you created at company level.



- Select the required Payment or Deduction and the rest of the row will be completed for you
- In the **Standard Amount** column, enter the amount you want to pay/deduct from the employee each pay period. (You may choose to leave the standard amount blank and enter the amount on the **Enter Variations** screen. This is useful if the amount to be paid/deducted differs every pay period.)
- When you are finished, click the **Save** button and then **Close**, or use the arrows in the bottom left to move to the next employee

Attachment of Earnings Orders, Pensions and Loans

The other pay elements; that is, the **Attachment of Earnings Orders, Pensions** and **Loans**, are all set up in a similar way to **Payments and Deductions**. (A **Loan** is a type of **Payment and Deduction**, added to an employee on the **Loans** tab within their **Pay Elements** tab.)



- First set the pay element up at Company level by clicking on the **Company** tab then clicking the **Payments and Deductions** button
- Select the correct pay element type from the drop down
- Add the new pay element
- Allocate the pay element to the relevant employees, on their **Pay Elements** tab

Please note: **Student Loans**, like **Salary**, are set up at employee level only and can be found within **Employee Details**, on the **Loans** tab of the **Pay Elements** tab. All you need to do is enter a **Start Date** or tick **Continue Student Loan**, and the software will make all the correct calculations for you.

For more help with **Pay Elements**, please see the **Getting Started Tutorials** on the **Getting Started** side tab, or click on the **Help** button on the relevant screen.

5. Online filing

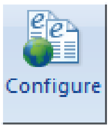
Much of the communication you need to do with HMRC can be done online. IRIS Bureau Payroll can send **Starter Details** and **RTI** via the Internet, and can also receive SL1, SL2, P6, P9 and RTI notification details from HMRC and update the details of the employees concerned.

This section gives a brief overview of how online filing works. It is controlled via the **HMRC** section on the Bureau Dashboard or the **Online Filing** tab. If you are processing Clients' payrolls it is likely that you will be registered for Online Filing as an Agent or Bureau. For details on how to enter your **Agent's Login Details** see **Online Services Details**

The first thing to do is make sure you are registered with HMRC for online filing. If you aren't, there is a handy **Online Filing Registration** button on the **Online Filing** tab which will take you straight to the relevant section of the HMRC website or alternatively, from the Bureau Dashboard click the **HMRC** button then click Register from the HMRC website that will open.

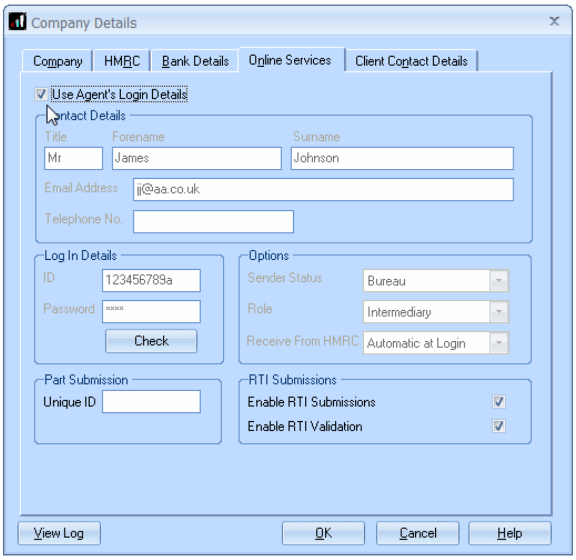
Configure

If you are acting as a Bureau you will usually use **Agent's Login Details** set up in the **Online Services Details** section which is accessed from the Bureau Dashboard, **HMRC** section. If however you want to use individual **Login Details** you can set these up using the **Online Filing** tab; see below:



To configure individual login Details in IRIS Bureau Payroll to send and receive messages from HMRC, click on the **Online Filing** tab, and then on the **Configure** button.

The **Company Details** screen will open on the **Online Services** tab.



To enter individual **Log In Details**, un-tick **Use Agent's Login Details**. As well as the **Contact Details**, you need to enter the **Log In Details** given when you registered on the HMRC website. Click the **Check** button to see if the login details work correctly with the Gateway. If **Use Agent's Login Details** is ticked, this screen will use the details entered in **Online Services Details** by default.

Make sure you select how you want to **Receive from HMRC**. For details on what the options mean, click the **Help** button on the bottom right of the screen.

Tick '**Enable RTI Submissions**' to allow **RTI** to be sent to the Government Gateway each pay period. See **Help | RTI Guide** for further information.

Receive

Click the **Receive** button to retrieve details of SL1, SL2, P6, P9 and RTI notification messages from HMRC and update the details of the employees concerned.

Process Mail

Click **Process Mail** to process the information received from HMRC. If you have opted to receive automatically within **Configure** you do not need to do this.

For more details of how the **Online Filing** process works, see the online **Manual** on the **Help** tab or click the Help button on one of the **Online Filing** screens.

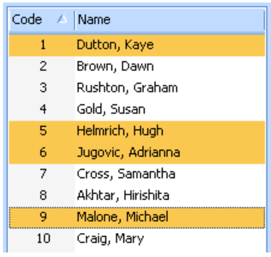
Please Note: For information on the following: **Send Full Payment Submission**, **Send Employer Payment Submission**, **Send NINO Verification**, **Send Employer Alignment Submission** and **Send Earlier Year Update** please see **Help** | **RTI Guide**.

6. Paying your employees

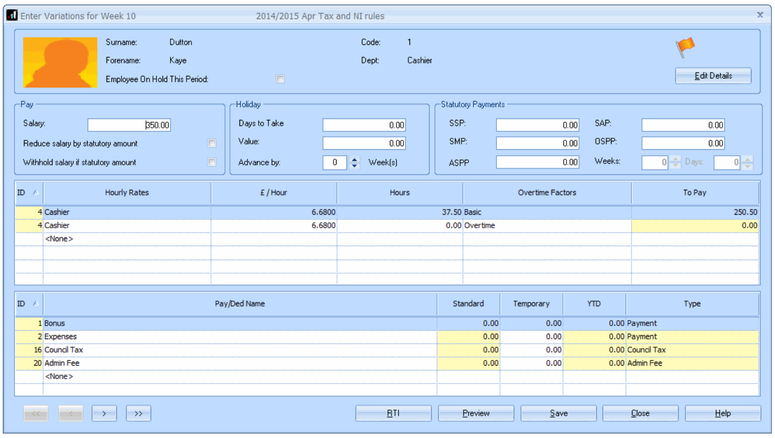
Once you have everything set up, you are ready to run your first payroll.

The first step is to **Enter Variations**. However, you only need to **Enter Variations** for employees whose pay details this period are different from the standards set up in their **Employee Details**, otherwise you can go straight to **Calculate**.

- If you have more than one **Pay Frequency**, select the required **Pay Frequency** on the **Selection Side Bar**
- If you only need to **Enter Variations** for a few employees this period, select those few by clicking their names on the **Selection Side Bar** while holding down the CTRL key on your keyboard. **Enter Variations** screens will then only open for the employees you have highlighted in this way



- Click the **Pay** tab and then the **Enter Variations** button
- This is a fairly straight forward screen to complete. Any amounts which you have set up in **Employee Details** will be there for you, but you can edit them here if you need to, as well as add more
- Click the **Preview** button to open a screen showing the employee's net pay and how it will be calculated
- Click **Save** to move onto the next employee or **Close** to finish entering variations



When you have finished entering all of your variations for the current pay period, you need to calculate the payroll:

- Click on the **Pay** tab and then the **Calculate** button
- The software will then calculate the pay for all employees except for those **On Hold**. (You can put an employee **On Hold** in **Employee Details** on their **Tax & NI** tab, if you know you aren't going to be paying them for a while.)

If you find you have made mistakes, or need to make changes, you can **Enter Variations** and then **Calculate** again

At this stage, print your payslips, create your BACS file, print payroll summaries etc. (see the Reporting section of this guide), issue any P45s then send your **FPS** and if required, **EPS** (see **Help | RTI Guide**).

- Finally, click on the **Pay** tab and click **Finalise** to close the pay period before you can move on to the next

7. Reporting

IRIS Bureau Payroll provides all the statutory reports you need, as well as many reports you might need internally. The reports we consider to be the most important are set up for you ready to print:

Payroll Summary

To print the **Payroll Summary** after calculating your payroll:

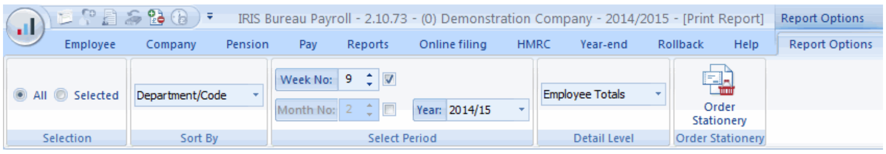
- Click on the **Pay** tab
- Select the **Pay Frequency** you want on the **Selection Side Bar** (if you have more than one **Pay Frequency** set up)
- Click the **Print Summaries** button and select **Payroll Summary**

The report will be sent to your screen initially, and will be for the current period, i.e. the one you have most recently calculated.

To print a hard copy:

- Click the **Print** button in the bottom right of the window
- You can also change the printer in the bottom left of the window

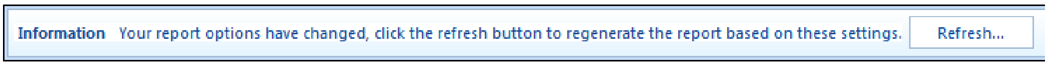
If you want to print for a different pay period, look at the top of the screen while the current preview is still open.



You will notice that the **Ribbon** is opened on a new **Report Options** tab, which only appears when you are printing reports. The online **Manual** on the **Help** tab will detail all of these options for you but the main features to notice are:

- The ability to select a different period (and print a historical report) in the **Select Period** group
- The option to choose a different **Detail Level**, to show Company, Department or Employee totals on the report

Any time you change one of these options, the following message appears under the **Ribbon**:



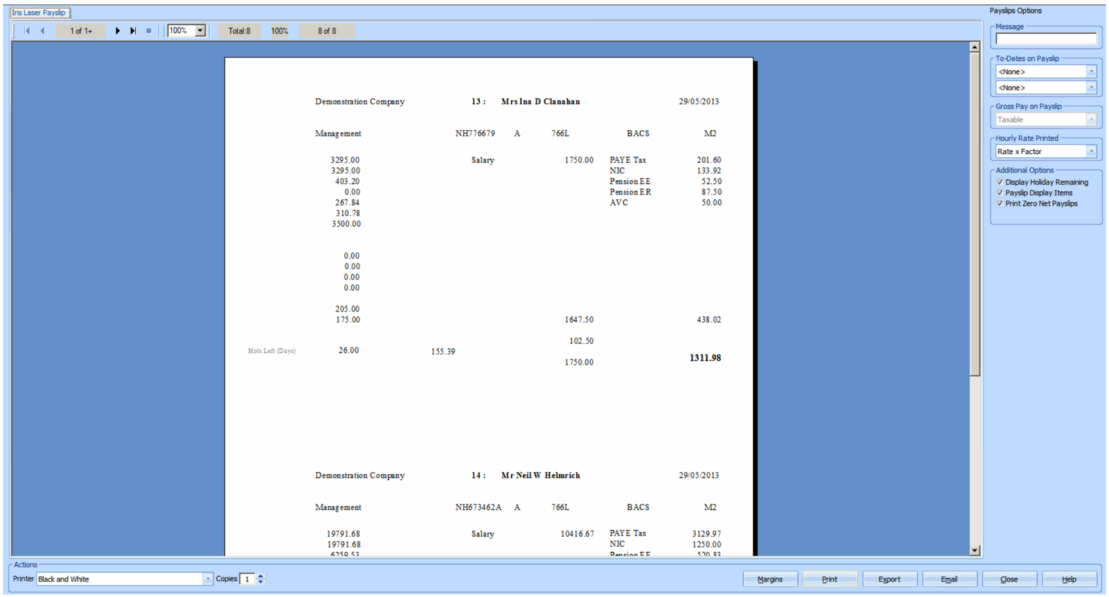
You will need to click **Refresh...** before you will be able to print again.

Payslips

To print the **Payslips** after calculating your payroll:

- Click on the **Pay** tab
- Select the **Pay Frequency** you want on the **Selection Side Bar** (if you have more than one **Pay Frequency** set up)
- Click the **Print Payslips** button
- Select your payslip report (see the **Report Manager** section for details on selecting a different type of payslip)

The report will be sent to your screen initially, and will be for the current period, i.e. the one you have most recently calculated.

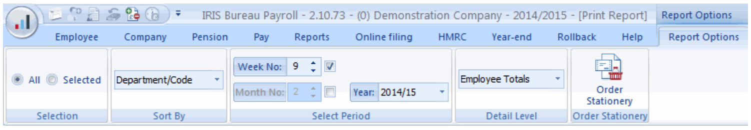


There are several options available on the top right of the window. These enable you to add or remove a Message, To-Date values (of Pensions, or AEOs, for example), Holiday Remaining and Display Items (such as Employers Pension).

To print hard copies:

- Change the printer in the bottom left of the window if you need to (it will be set to the Windows Default Printer)
- Click the **Print** button in the bottom right of the window

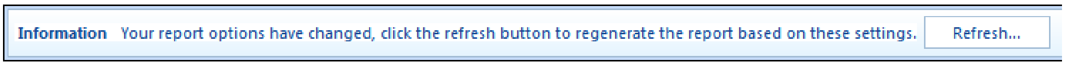
If you want to print for a different pay period, look at the top of the screen while the preview is still open.



You will notice that the **Ribbon** is opened on a new **Report Options** tab, which only appears when you are printing reports. The online **Manual** on the **Help** tab will detail all of these options for you, but the main features to notice are:

- The ability to select a different period (and print a historical report) in the **Select Period** group
- The option to choose a different category to **Sort By**, sorting the payslips into Employee Code, Name, Department/Code or Department/Name order

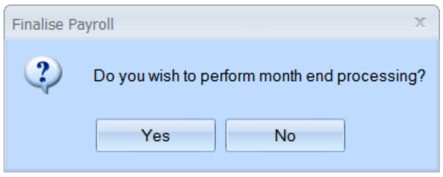
Any time you change one of these options, the following message appears under the **Ribbon**:



You will need to click **Refresh...** before you will be able to print again.

Month end Summary

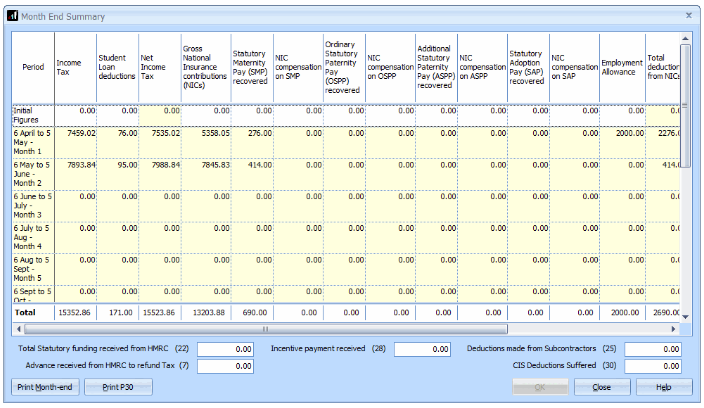
This report will be automatically generated for you at the appropriate time. Once you have finalised all of the pay periods within a tax month, you will see the message, 'Do you wish to perform the month end processing?'



If you are ready to do the month end:

- Click **Yes**

IRIS Bureau Payroll will then complete all of the month end calculations and show the **Month End Summary** figures on screen.



- Click the **Print Month-end** button for a hard copy of the report
- Check the figures on the **P30** screen
- Click the **Print P30** button for a hard copy of the yearly report
- Click **Close** when you are finished

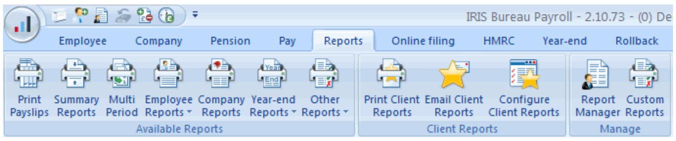
Please note: If you are starting to use IRIS Bureau Payroll mid tax year, you should enter your month end figures to date in the **Initial Figures** row located at the top of the screen. Click the **Help** button on the screen for more guidance.

Print Client Reports

There are some reports set up under **Print Client Reports** that we think you may find useful and you can add further reports if you wish. For more information on **Print** and **Configure Client Reports** please see the **Online Manual** on the **Help** tab.

Reports tab

The **Reports** tab on the **Ribbon** contains the **Report Manager** and **Buttons** for each category of report available to print.



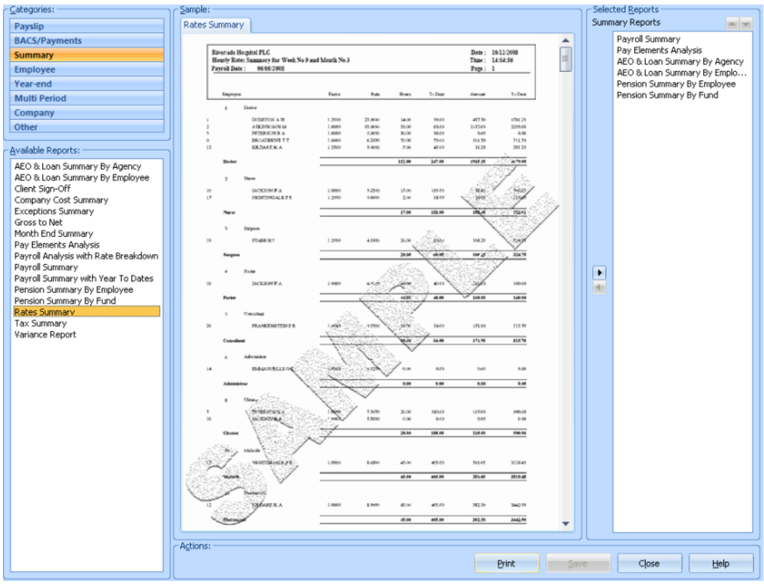
Report Manager

IRIS Bureau Payroll has several reports set up for you by default. You can find these on the **Pay** tab, under **Print Summaries** and **Print Payslips**, and also on the **Year-end** tab. The **Report Manager** is where you can find further, more detailed reports.

To open the **Report Manager**

- Click on the **Reports** tab
- Click on the **Report Manager** button

Reports you select here will be added to the buttons on the **Reports** tab.



All you need to do is:

- Browse the **Categories** in the top left by clicking on each one – the reports will appear in the **Available Reports** window underneath
- Click on the report you are interested in and a sample of it will appear in the centre of the screen
- When you find a report you want to add, click on it and drag it across to the list of currently selected reports of that type on the right of the screen then **Save**
- The report will now appear on the appropriate **Button**, on the **Reports** tab of the **Ribbon**

To remove a report from a tab or button:

- Click on the report name on the right of the **Report Manager** screen
- Click on the left pointing arrow

Report Buttons

Any reports selected in the **Report Manager** are added to the relevant **Button** on the **Reports** tab. Click a **Button** to see a drop down list of currently selected reports in that category. The report **Buttons** are **Print Payslips**, **Summary Reports**, **Employee Reports**, **Year End Reports**, **Multi Period**, **Company Reports**, and **Other**.

Client Reports

In IRIS Bureau Payroll you can set up **Client Reports**; reports that you use on a regular basis. Once configured, these reports can be printed from the **Print Client Reports** button on the **Reports** tab. Alternatively the reports can be printed from the **Print Client Reports** button on the **Pay** tab.

Custom Reports

Custom Reports allows you to have your own reports added to IRIS Bureau Payroll that can be printed from the **Reports** tab. IRIS Bureau Payroll Support can create bespoke reports for you; to discuss your requirements contact our Support Team:

Tel: 0844 815 5661

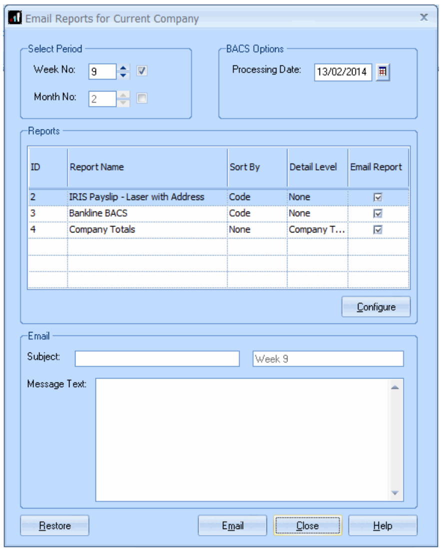
Fax: 0844 815 5675

Online: **www.iris.co.uk/contactsupport**

Email Client Reports

IRIS Bureau Payroll has the facility to Email groups of reports to Clients. This is particularly useful for Clients where you regularly send a particular set of reports. Click **Email Client Reports** on the **Reports** Tab. This opens the **Email Client Reports – Select Report** screen where you can select the group of reports you want to send:

- Pre Client Sign-Off Reports
- Post Client Sign-Off Reports
- Year End Reports



From the **Email Reports for Current Company** screen you can un-tick any reports you do not want to send and also select the period you want the reports to be based on.

Clicking configure allows you to configure additional reports you may require to add to the group and also set up the email address and password – see the **Online Manual** on the **Help** tab for more information on **Emailing** and **Configuring Client Reports**.

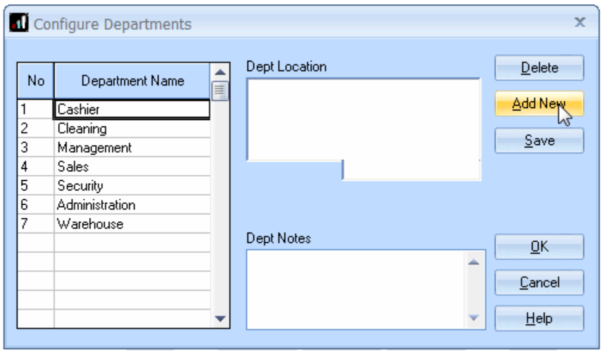
To open an email containing a file of reports to be sent to the Client, click **Email**. You can then add any message text before sending.

8. Creating departments

This section describes how to set up company **Departments** if needed, and how to allocate employees to a **Department**.

To set up your departments:

- Click on the **Company** tab
- Click the **Departments** button
- Click **Add New**
- Type the department name directly into the **Department Name** grid

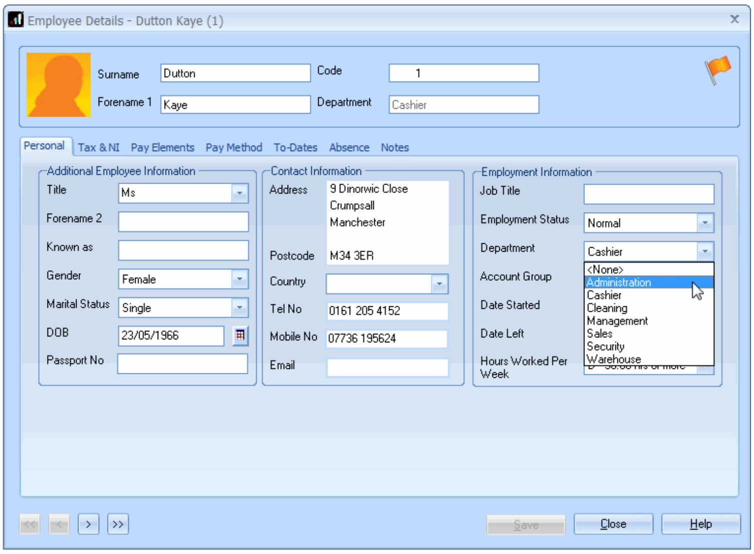


The **Dept Location** and **Dept Notes** boxes can be completed, but are purely for your own information.

- Click **Save** then **Add New** to add the next department
- When you're finished, click **OK**

To allocate an employee to a **Department**:

- Double-click the employee name on the Selection Side Bar to open their details. **Department** is on the **Personal** tab
- Use the drop down arrow to see the list of **Departments** you have set up, and click to select the one you want



When you are finished, click the **Save** button, and then **OK**, or use the arrows in the bottom left to move to the next employee

9. Configuring holidays

This section describes how to set up a default holiday allowance within a company, if needed, and how to allocate that allowance to employees.

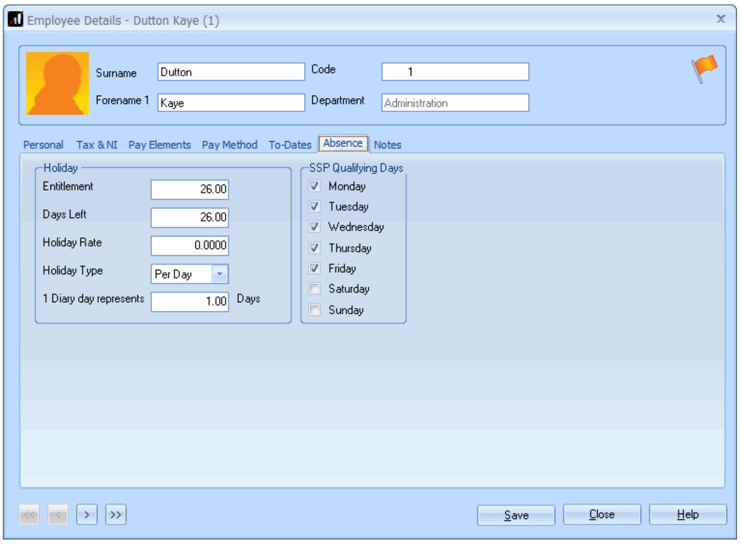
To set up a default holiday allowance for a company:

- Click on the **Company** tab
- Click the **Holiday Setup** button
- Select the type of holiday allowance you want from the drop-down, which currently says **Days**. Choices are **Hours**, **Days**, **Weeks** and **Months**
- If you have a standard pay rate for Holidays enter it here, otherwise you can leave it at zero
- Enter a **Carry Over Entitlement**. This is the maximum amount of holiday your employees are allowed to carry over into the new holiday year. When you click **Reset Holidays** on this screen, IRIS Bureau Payroll will carry over any holiday left, but only up to this maximum amount
- Click **OK** to close the screen and save your changes

Holiday information entered here will be added by default to each new employee you create. It will not apply to any existing employees – you will need to update those manually by opening the individual's details.

To amend an existing employee's default holiday details:

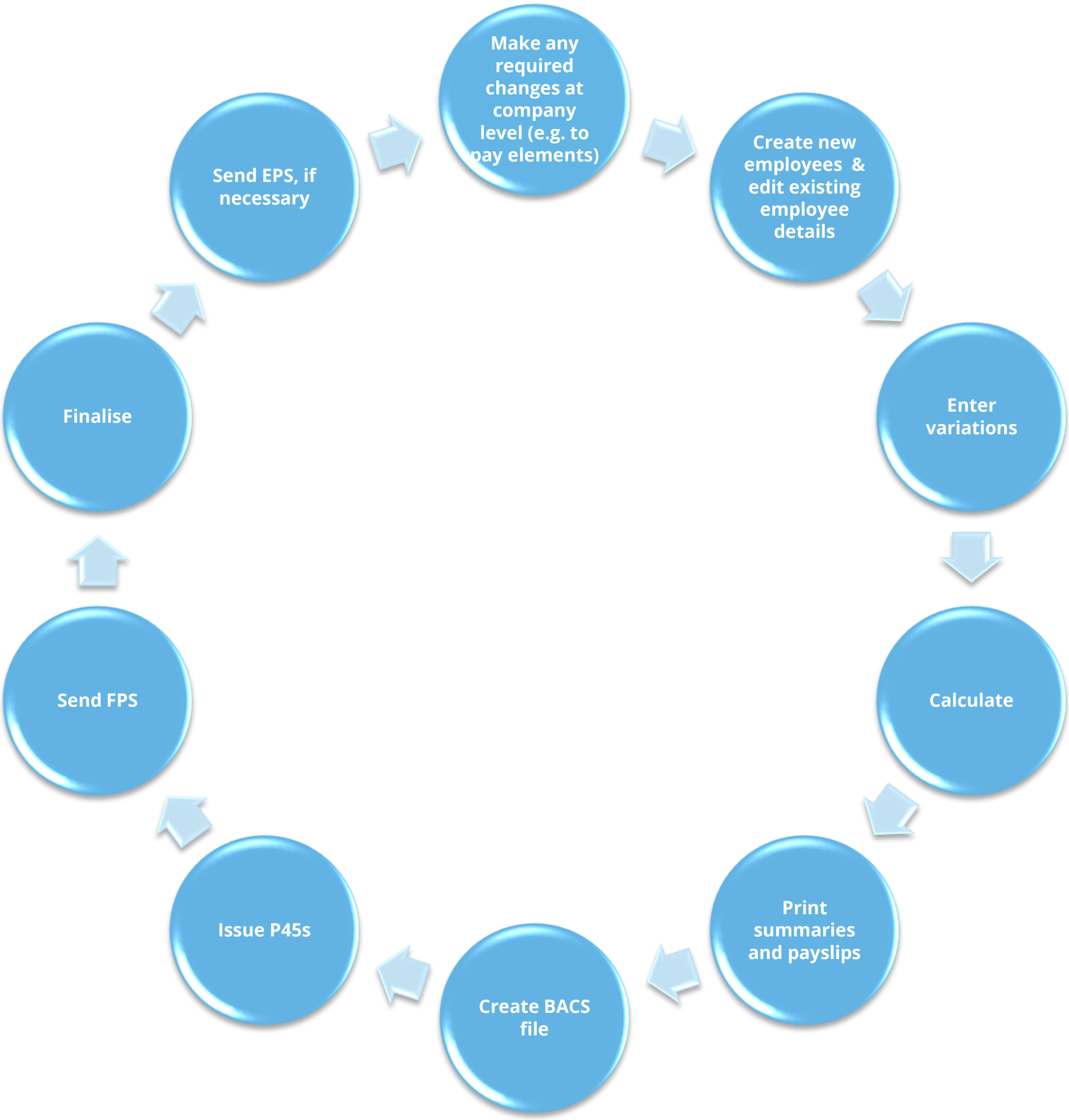
- Double-click the employee name on the **Selection Side Bar** to open their details
- Click on their **Absence** tab
- Enter the correct details and click **Save** then **Close**



The Payroll Cycle

We recommend you always think of payroll as a cycle, which consists of steps like those described in this guide.

This diagram provides you with a basic summary of the steps you need to complete in each cycle:



There may be slight differences in your further payrolls, for example:

- You may not have any new employees to add but you may need to edit the details of existing employees
- Before finalising, you may need to make changes to employees and recalculate the payroll. You would then need to reprint reports etc.
- If you have an accounts system, you will need to **Post Journal** before you finalise the period
- Once you have finalised all of the pay periods within a tax month, you will need to do the **Month end processing**

It is a good idea to create your own work flow chart, enabling you to tick off each step as you go.

There are other steps to the payroll process that this guide hasn't covered, for example, issuing a P45, calculating and paying Statutory Payments. These things are comprehensively covered in the online **Manual**, as well as in the **How to Guides**. You can find these on the **Help** tab.

Alternatively, if you need some help with a particular screen click the **Help** button which you can find on most screens, or press the **F1** key on your keyboard, to open the **Manual** directly on the correct topic.

If you encounter any difficulties please visit **www.iris.co.uk/contactsupport**

Software available from IRIS

IRIS Payroll Basics
Free, RTI compliant payroll software for companies with fewer than 10 employees

IRIS Payroll Business
Intelligent, easy to use payroll software for smaller businesses

IRIS Payroll Professional
Flexible payroll software for medium sized businesses

IRIS Bureau Payroll
Intelligent management for multiple payrolls

IRIS OpenPayroll
Cloud-based UK payroll software – accessible from anywhere on PC, Mac or tablet

IRIS P11D
The easy way to complete employee expenses and benefits returns

IRIS HR Manager
The easy way to keep employee data up-to-date

IRIS OpenPayslips
A secure web based solution that allows your employees to access, and download their e-payslips via an online portal

Stationery order line

0844 815 5656

HMRC online service helpdesk

Tel: 0300 200 3600
Fax: 0844 366 7828
Email: helpdesk@ir-efile.gov.uk

HMRC employer helpline

Tel: 0300 200 3200

HMRC employer helpline (for new business)

Tel: 0300 200 3211

Support

Tel: 0844 815 5661 (option 5)
Fax: 0844 815 5665
Email: ipsupport@iris.co.uk