

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**.

IRIS Bureau Payroll							- ° X
IRIS B	Bureau F	Payroll Dashb	bard			Curr	Welcome payroll ent Payroll Help Close
Clients	🦟 c	lients					
Employees	Search	mber, Name or PAYE Reference			P Filter Live	•	Client Details
HMRC	Client No.	Client Name	PAYE Ref No	Payment Frequency	Tax Year Company Status	Directo	Address Demonstration Company Diamond Court
IRIS	0	Demonstration Company	002/Q1	Mixed	2014/2015 Live	No	Preston Farm Business Park Stockton-on-Tees
	1 • I Open	adfasdfasdf Add Delete	Email Backup Pr	Monthly Int View Employees	2014/2015 Live	No	Cleveland TS18 3TP Payroll Contact Payment Frequencies Weekly, Monthly HMRC Information Tax District Middlesbrough1 Accounts Office: PAYER eff No: 002/C1 ECON No: E3567891A Small Employer Client Reports Edit
	J						

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

IRIS Bureau Payroll - 210.64 - /

Select the Bureau menu and click Display Demo	File Bureau Users Licence Log Help
Company.	Refresh ✓ 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,

T. UStanne

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	Click Clients and all	
Clients' employees		companies on IRIS	
(depending on search	criteria	[•] Bureau Dashboard	
entered) will be displa	ayed	, are displayed	
Clients Employees	S Bureau Dashboard	Piller Live • PMYE Ref No Payment Frequency Tax Year Company Status	Velcome payroll urrent Payroll Help Ctose Client Details Address Demonstration Company Diamod Court
IRIS	0 Demonstration Company 1 XYZ Ltd	002/01 Mixed 2011/2012 Live 123/Y123 2011/2012 Live	Preston Farm Business Park Stockton-on-Tees Cleveland TS18 3TP
	2 Daisy Chain Ltd	2011/2012 Live	Payroll Contact
Click HMRC to			Payment Frequencies
enter Login	Click IRIS to see all		Weekly, Monthly HMRC Information
Details and	the latest IRIS		Tax Account No: 002PV92746639 Tax District: Middlesbrough1 Accounts Office: PAYE Ref No: 002/Q1
access HMRC	news, contact	Client Details shows	ECON No: E3567891A Small Employer Relief:
Online Services	support, order	information for the Client	Notes
	stationery and	highlighted on the Clients	
	obtain information	list. Amendments to this	
	on other IRIS	information can be made 🔍	
	products	by clicking Edit	
	Open Add Delete Email	Backup Print ViewEmployees	Client Reports Edit
		k	



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.

🦛 c	lients				
Search 123 Search by Nu	mber, Name or PAYE Reference		, P Filter	Live	
Client No.	Client Name XYZ Ltd	PAYE Ref No 123/Y123	Payment Frequency	Tax Year 2011/2012	Company Status

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:

	4							
Click Open to open the		Open Add I	Delete Ema	all Bac	kup Pri	nt View Empl	oyees	Clicking View
selected Clier		d To delete all trace of a Client, click Delete – you will receive warnings prior to deleting the Client	Clicking Ema up a new em the selected email addre: entered as E	nail with Clients' sses	the data f Clients. Th location is Backup M the Applie	kup to back up or selected ne Backup s set in the Manager in cation Menu reau Payroll	Print allows you to print a Client List Report	Employees lists all employees in the selected Clients
	switch Burea Client will re positio	ng Current Payroll nes you from the u Dashboard to the that you are in. You turn to the same on - perhaps ng payroll data	for fur	nation abo		Click Close to Dashboard. T	shut down the Bu his function will nc eau Payroll, just th poard	ot
			Client Re	eports	Edit			
	tha you tak the	ent Reports is a usefu at stores all the Client a have emailed. Clicki es you into the Client e location you have sp ent Details	Reports ng here t Folder in		the Edit screen to amei	Edit opens Client Details allowing you nd limited nformation		

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.

Client Name and Add	draee	Payroll Contact	
Client No	0	Contact Name	
Client Name			
	Demonstration Company	Telephone No	
Address	Diamond Court	Email Address	aa.aa@iris.co.uk
	Preston Farm Business Park		
	Stockton-on-Tees	Email Reports	
	Cleveland	Email Password	
		Client Folder	C:\RIS Bureau Payroll\
Post Code	TS18 3TP		Browse
HMRC Information		Notes	
Tax Account No	002PV92746639		
Tax District	Middlesbrough1		
Accounts Office	~		
PAYE Ref No	002 / Q1		
ECON Number	E3567891A		
Small Employer Re	dief 🗌		

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

Search	NH897237A			 Q	Clie
Search b	y Code, Name,	NI Number or Post	ode		Em

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.

Client	Demonstration Company	-
Employees	All Daisy Chain Ltd	-hs
	Demonstration Company XYZ Ltd	
Department	Director Client	_

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

Client	Demonstration Company	٠
Employees	Leaver	*
	All Current	
Department	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

Employee Details

Employee Details Pay History
Personal Details
Kaye Dutton
9 Dinorwic Close
Crumpsal
Manchester
M34 3ER
0161 205 4152
07736 195624

Employment Information Job Title Cashier Department Cashier Date Started 12/01/1989 Date Left Employment Status Normal

 PAYE Information

 Tax Code
 445L

 Director
 Non-Director

 NI Number
 NH897237A

 NI Rate
 A

Edit

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.

Payroll History								х
Payroll H	listory							
Dutton Kaye (1)			Tax year 20	14/2015 - Week 6			Number of Per	iods: 1
Tax, NI and Student Loan		Statutory Paymen	ts			- Salary and On Hold !	Status	
Tax Code	1000L	SSP	0.00	SAP	0.00	Salary		0.00
NI Number	NH897237A	SMP	0.00	OSPP	0.00	Reduce salary by sta	tutory amount	
NI Rate	A	ASPP	0.00	Weeks	0 Days 0	Withhold salary if sta	tutory amount	
Student Loan	0.00					Employee on Hold T	his Period	
NI Earnings and Employer	r's NI Contributions		[Quetters	[Pay Year To-Date		
1a 111.00	1d 0.00	Hourly Rates	£/Hour Hou	rs Overtime Factors	To Pay	Gross Taxable	2	253.00
1b 42.00 Er	nployer's NI 13.45	Cashier	6.68	37.50 Basic	250.50	Tax Paid		219.60
1c 97.50		Cashier	6.68	0.00 Overtime	0.00	Employee's NI		160.20
						Net Pay	1	873.20
Holiday		Dav/Dad Nama	Standard	Tamanan MTD	Туре	Pay this Period		
Days To Take	0	Pay/Ded Name Bonus	0.00	Temporary YTD 0.00	0.00 Payment	Gross Taxable		250.50
Value	0.00	Expenses	0.00	0.00	0.00 Payment	Tax Paid		11.60
Advance by	0 Week(s)	Council Tax	0.00	0.00	0.00 Deduction	Employee's NI		11.70
		Admin Fee	0.00	0.00	0.00 Deduction	Net Pay		227.20
						Print	Close	Help

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.

	Online Services Det	ans	
Contact Details		Log In Details	
Title	Mr	User ID	1234567d
Forename	A	Password	asdf
Surname	AA	PAYE Agent ID	fb44
Email	aa@aa.co.uk	Auto Login	
Telephone No			
D-47			
Options	Bureau		
Role	Intermediary		
Receive from HRMC	Automatic at Login		



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**.

Check C	redentials ×
Â	Government Gateway does not accept your credentials.
	Ok

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**.

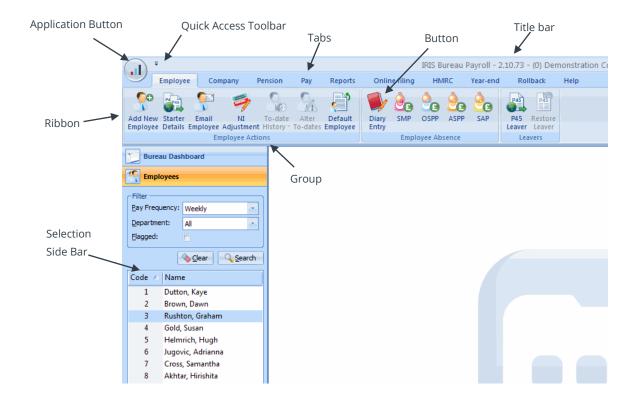
Also on the **Contact Details** section are useful links for you to use if you need to contact the IRIS Bureau Support Team or the Sales Team.



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.

÷		IRIS Bure
Import/Export	+	Recent Employees
🚽 Backup & Restore	•	Dutton, Kaye Craig, Mary
Multiple Company Reporting	•	Malone, Michael Akhtar, Hirishita
Accounts Link	•	Gold, Susan Rushton, Graham
IRIS IRIS Accounts Office		Brown, Dawn Kennedy, Victoria
IRIS IRIS P11D		Cahoon, Christina Mazarella, Sarah
Admin Admin	۲	

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**.

	,								IRIS B	ureau l	Payroll - 2	2.10.73 -	(0) De
۳ſ	Employe	e Con	npany P	ension	Pay	Reports	Onlin	ne filing	HN	IRC	Year-end	Rol	lback
? •		?	4	00	SA.	ð	Þ	20	<u>.</u>	<u></u>	<u></u>		P45
Add Nev Employe		Email Employee	NI Adjustment	To-date History *	Alter To-dates	Default Employee	Diary Entry	SMP	OSPP	ASPP	SAP	P45 Leaver	Restore Leaver
		En	nployee Actio	ons				Empl	oyee Ab	sence		Lea	vers

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.

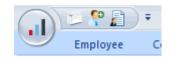
The **Year-end** tab, as its name suggests, contains all the functions you will need at the end of the tax year.

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.

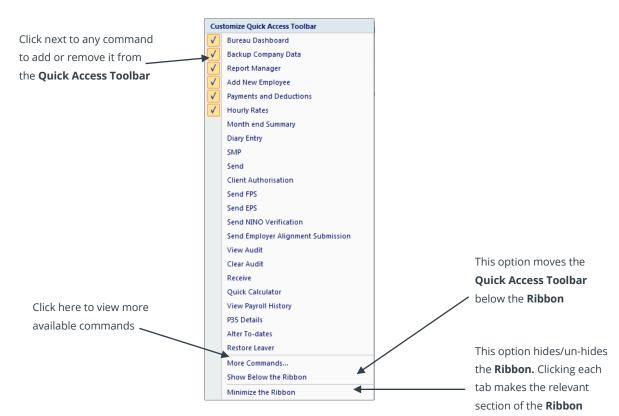


Quick Access Toolbar

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.



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.

		x
Tool <u>b</u> ars <u>C</u> om	mands Quick Access	
Toolb <u>a</u> rs:		
IRIS Burea	u Payroll Ribbon	<u>N</u> ew
		<u>R</u> ename
		Delete
		Reset
		<u>Neset</u>
tomize		×
o add a command to a t ommand out of this dialo	oolbar: select a category and dra	ag the se
ategories:	Commands:	
Employee Actions	-	
Employee Actions	Comman <u>d</u> s:	
mployee Actions	Comman <u>d</u> s: Bureau Dashboard	_
mployee Actions moloyee Absence eavers RTI Company Manageme Company Settings	Comman <u>ds</u> : Bureau Dashboard Add New Employee	
mployee Actions	Commands: Bureau Dashboard Add New Employee Starter Details	
mployee Actions Employee Absence eavers 3TI Company Manageme Company Settings ay Elements ayroll Cycle Payroll Admin Vavilable Reports	Commands: Bureau Dashboard Add New Employee Starter Details Email Employee	•
Incloyee Actions Imployee Absence Leavers 2017 20	Commands: Bureau Dashboard Add New Employee Starter Details Email Employee NI Adjustment To-date History Atter To-dates	•
mployee Actions mployee Absence eavers RTI Company Settings Pay Elements Payroll Cycle Payroll Admin vvailable Reports Dient Reports	Commands: Bureau Dashboard Add New Employee Starter Details Email Employee NI Adjustment To-date History	•

reappear



Selection Side Bar

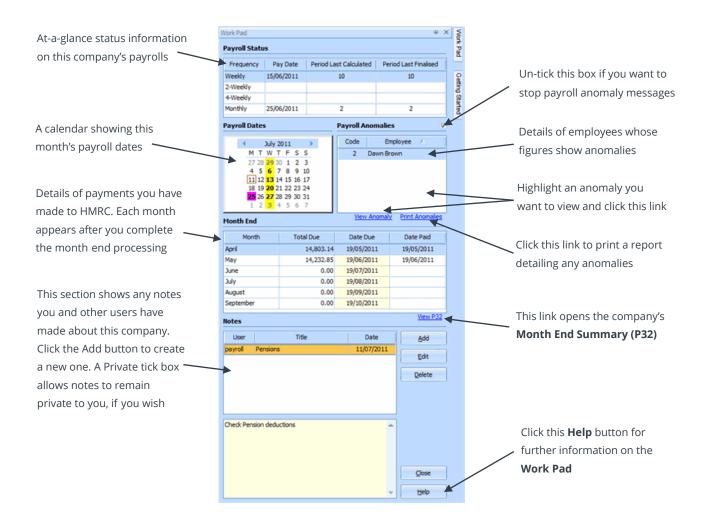
The **Selection Side Bar** on the left of the screen is to select the **Bureau Dashboard** or the **Employees** you want to work on. The **Filter** section offers you various ways of narrowing your list of employees. You can use basic filters such as **Pay Frequency**, **Department**, whether employees 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)

Bureau Dashboard
Employees
Filter
Pay Frequency: (All)
Department: Cleaning
Elagged:
💊 Clear 🛛 🔍 Search
Code / Name
3 Rushton, Graham
10 Craig, Mary

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.

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:

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

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Company I				1
Company	HM <u>B</u> C <u>B</u> ank Details	Online Services	Client Co <u>n</u> tact Details	
-Company				
Name				
Address				
Postcode				
Tax Refe				
Corporatio	n Tax Reference			
Self Asse:	sment (SAUTR)			
		<u>0</u> K	Cancel	<u>H</u> elp

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

lonthly							
elect the	next Pay Date		-	<u>R</u> eset /	Remove		
Monthly F	Pay Day					ı	
🔘 Last C	alendar Day o	f Month	💿 Last Work	ting Day of Month	n		
🔘 Same	Date Each Mo	onth	🔘 Last 🛛 Fri	day 🗾	of Month		
Tax Month	Pay Date	Tax Ca Start Date	lendar End Date	Work I Start Date	Period End Date	Calculated	Finalised

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.

Monthl	ie next Pay Dat y Pay Day t Calendar Day	of Month	C Last Work	ing Day of Month	Remove		
🖲 Sar	ne Date Each M	Ionth	C Last Fr	day 🗾	ormonth		
Tax Month	Pay Date	Tax C Start Date	Calendar End Date	Work F Start Date	Period End Date	Calculated	Finalised
1	30/04/2014	06/04/2014	05/05/2014			No	No
2	30/05/2014	06/05/2014	05/06/2014	•		No	No
3	30/06/2014	06/06/2014	05/07/2014			No	No
4	30/07/2014	06/07/2014	05/08/2014			No	No
5	30/08/2014	06/08/2014	05/09/2014			No	No
6	30/09/2014	06/09/2014	05/10/2014			No	No
7	30/10/2014	06/10/2014	05/11/2014			No	No
8	30/11/2014	06/11/2014	05/12/2014			No	No
9	30/12/2014	06/12/2014	05/01/2015			No	No
10	0/01/2015	06/01/2015	05/02/2015			No	No
11	28/02/2015	06/02/2015	05/03/2015			No	No
12	30/03/2015	06/03/2015	05/04/2015	0		No	No

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

Employee Details - (1)		x	
Surname Forename 1	Code 1 Department		Click this Flag and the employee will appear as
Additional Employee Information Title Forename 2 Known as Gender Marital Status Unknown DDB Passport No	To-Dates Absence Notes	Employment Information Job Title Employment Status Department Account Group Date Started Date Started Date Left Hours Worked Per E - Other	flagged on the Selection Side bar reminding you that you have something to follow up for this employee
		Save Dose Help	

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)
- Vou 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

<u>M</u> ain <u>R</u> a	tes <u>P</u> ay/Deds		
Γ			
	Field Name	New Value	
1	Fitle		
0	Department		
	Sex		=
	Status		
	Fax Code		
	wk1/Mth1		
	NI Rate		
	Director		
	Pay Frequency		
	Pay Method		
9	Salary - Period		_
4	La a sumbe Casura		
	Sav	e <u>C</u> lose	Help



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

	Sumame Duttor Forename 1 Kaye	1	Code Departm	1 ent Cashier			
	Kaje		b option	Lashier			
nal Ta:	x & NI Pay Elements	Pay Method Tr	o-Dates Absen	ice Notes			
	ates Pay Deds A&	:0 Pensions Pe	ension Refs Lo	lans			
- Salary Period		00 Annual	10000.0	0 Rounded	0.00	To-Date	0.00
Period	350	.00 Annual	18200.0	U Rounded	0.00	To-Date	0.00
ID A	Hourly Rates	£ / Hour	Hours	Overtime Factors	To Pay	Hours To-date	£ To-date
4	Cashier	6.6800	37.50	Basic	250.50	337.50	2254.50
4	Cashier	6.6800	0.00	Overtime	0.00	337.50	2254.50
	<none></none>						

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**.

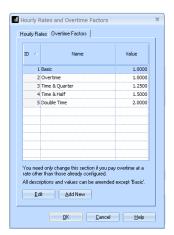
Click on the **Overtime Factors** tab

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

Hourly Rates and Overtime Factors
Hourly Rates Overtime Factors
ID / Name Pensionable Qualifying Earnings
Create Pay Rate X
Pay Rate
ID: New
Name:
Pensionable
Qualifying
<u>Save</u> <u>O</u> K <u>C</u> ancel <u>H</u> elp
Edit Add New



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.

	Sumame Dutto	n	Code	1			
	Forename 1 Kaye		Departm	ent Cashier			
al Tax	« & NI Pay Element	Pay Method To	-Dates Absen	ce Notes			
anu & Ba	ates PayDeds Al	EO Pansions Par	naion Refa	200			
Salary	ray Deus A	LO Fensions Fei	rision Heis Lo				
Period	350	.00 Annual	18200.0	0 Rounded	0.00	To-Date	0.00
ID 🛆	Hourly Rates	£ / Hour	Hours	Overtime Factors	To Pay	Hours To-date	£ To-date
4	Cashier	6.6800	37.50	Basic	250.50	337.50	2254.50
4	Cashier	6.6800	0.00	Overtime	0.00	337.50	2254.50
	<none></none>						

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

Create Payme	nt/Deduction ×
-Edit Payment/De	duction
ID:	New
Name:	
Туре:	Payment
	Hide from Payslip
Tax & NI Basis:	▼ Taxable ▼ NIable Notional
	Pensionable Qualifying Earnings
	Benefit in Kind
Method:	Value Options
<u>S</u> ave	<u>D</u> K <u>C</u> ancel <u>H</u> elp

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



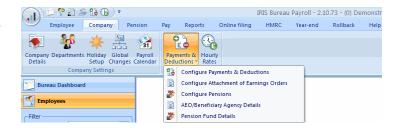
useful if the amount to be paid/deducted differs every pay period.)

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.

7 Use Agent's Login	Details				
- Contact Details	ne		Sumame		
Mr James			Johnson		
Email Address	aa.co.uk				
Telephone No.					
-Log In Details		-Options			
ID 1234567	89a	Sender 9	Status	Bureau	
Password ****		Role		Intermediary	w.
Ch	eck	Receive		Automatic at Login	Ψ.
Part Submission		-RTI Sub	missions —		
Unique ID		Enable F	RTI Submissio	ns	
		Enable F	RTI Validation		V

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 EmployerPayment Submission, Send NINO Verification, Send Employer AlignmentSubmission andSend 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

Code 🔺	Name
1	Dutton, Kaye
2	Brown, Dawn
3	Rushton, Graham
4	Gold, Susan
5	Helmrich, Hugh
6	Jugovic, Adrianna
7	Cross, Samantha
8	Akhtar, Hirishita
9	Malone, Michael
10	Craig, Mary

- 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

Enter	Variations for Week 10	2014/2015 Apr Tax	x and NI rules							
	Sumame: Dutton		Code: 1						-	
	Forename: Kaye		Dept C	Cashier					r .	
1	Employee On Hold This Perior	£ 🖸							<u>E</u> dit Del	als
Pay -		Holiday		Statutory P	ayments					
Salary	y: \$50.00	Days to Take	0.00	SSP:		0.0	SAP:		0.0	
Bedu	uce salary by statutory amount	Value:	0.00	SMP:		0.0	OSPP:		0.0	i.
			0 💠 Week(s)	ASPP		0.0		0	Days:	0.0
D A	Hourly Rates	£/Hour	Hours			Overtime Factors			To Pay	
	Cashier	6.680		37.50 Bas						250.5
4	Cashier	6.680	10	0.00 Ov	ertime					0.0
	<none></none>									
D A		Pay/Ded Name		Standa	rd	Temporary	YTD		Туре	
1	Bonus				0.00	0.00	0.00	Payment		
2	Expenses				0.00	0.00	0.00	Payment		
16	Coundi Tax				0.00	0.00	0.00	Coundi Tax		
20	Admin Fee				0.00	0.00	0.00	Admin Fee		
	<none></none>									
			BTI		new	Save		Close		elo

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.

6		🦛 🔁 🚯 🔹	IRIS B	ureau Payr	oll - 2.10.73	- (0) Demonstra	ation Co	mpany - 2014/2	2015 -	[Print Report]	Report Options
1	Employee	Company	Pension	Pay	Reports	Online filing	HMR	Year-end	Rollt	back Help	Report Option
				Week No:	0 1 22					-A	
	All Selected	Department/Code	-					mployee Totals	-		
				Month No:	2 🗘 🗖	Year: 2014/15	•			Order Stationery	
	Selection	Sort By			Select F	Period		Detail Level	C	Order Stationery	

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**:

Information Your report options have changed, click the refresh button to regenerate the report based on these settings. Refresh...

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.

N Itel II Pinot Itel II Pinot Itel II Pinot <	Laser Paysip						Payslips Options
Demonstration Company 13: Mrs fa B Clasha 2903/2013 Minagement NB796/79 A 766 BACS M2 2255.00 Satay 1720.00 PATE Tax 201.60 Pater Mark 225.30 Satay 1720.00 PATE Tax 201.60 Pater Mark Pater Mark <t< th=""><th>📢 🚽 1 of 1+ 🕨 🖬 🔳 100% 💌</th><th>Total:8 100% 8 of 8</th><th></th><th></th><th></th><th></th><th>Message</th></t<>	📢 🚽 1 of 1+ 🕨 🖬 🔳 100% 💌	Total:8 100% 8 of 8					Message
Demonstration Company 13 : Mr Neil D Clauke 2903/013 Management NB171677 A 764 BACS M2 2295.00 Salary 17500 PATS Tix 01.66 /to M2 2395.00 Salary 17500 PATS Tix 01.66 /to M2 403.30							To-Dates on Payslip
Management NB1796/79 A 76L BACS MC 225530 Salay 173000 PATE Tax 201.60 Pate 168 Pate		Demonstr	ation Company 13 :	Mrs Ina D Clanahar		29/05/2013	Gross Pay on Payslip
13550 Saley 1750.0 PVE Tx 201.60 12530 WE 133.30 4000 Present E 133.00 4000 Present E 133.00 1013 AVC 50.00 000 101.75 438.02 000 125.39 120.30 Reschell (Drop 125.39 120.30 Reschell (Drop 125.39 120.00 Demostration Company 14: Mr Neil W Helenick 2505.2013 Demostration Company 14: Mr Neil W Helenick 2505.2013 Adampresent NHE71462A 764 BACS Mangresent NHE71462A 764 BACS 1272.46 Salay 104.57 Net 1225.29 122.30 Reschell (State) Net 200.52013		Managem	ent NH7766	79 A 766L	BACS	M2	
000 000 000 000 175.00 1647.50 438.02 Healted (Days) 26.00 125.39 122.50 1750.00 1750.00 1311.98 Demoestration Company 14: Mr Neil W Helmarizh 29052013 Mangement NHE73402A A 766L BACS 1792.46 Salary 1041.67 PATE Tix 1232.97 1792.46 Salary 1041.67 PATE Tix 1232.97		3295. 403. 0, 267. 310.	00 20 00 84 78	ıry 175	NIC Pension E E Pension E R	133.92 52.50 87.50	
175.00 1667.50 438.02 Hon Lett (Dupp) 26.00 155.39 102.50 1750.00 1311.98 Demonstration Company 14: Mr Neil W Helmick 29052013 Management NH673402A A 766L EACS 1972.46 Salary 1941.67 132.97 132.97 1972.46 Salary 1941.67 132.97 132.97 1972.46 3 Salary 1941.67 132.97 132.97		0. 0.	00 00 00				
Host Left Drugs 26.00 133.39 1730.00 1311.98 Dremonstration Company 14 : Mr Neil W Helmrick 28.05.2013 Management NH673462A A 766L BACS M2 19791.46 Salary 10416.67 PUET Ta: 3129.97				164	7.50	438.02	
1730.00 1311.98 Demonstration Company 14: Mr Neil W Helmrick 25052013 Management NH673402A A 766L BACS M2 19791.44 Salary 10416.67 PVET Tat 1129.97 129.97 19791.44 Salary 10416.67 PVET Tat 1129.97 NC 129.90		Hols Left (Davs) 26.	00 155 39	10	1.50		
Management NH673462A A 766L BAC5 M2 19791.68 Salary 10416.67 RVE Tax 3120.07 19791.96 Salary 10416.67 RVE Tax 3120.07 1970.96 Not Description of the second of the				175	0.00	1311.98	
Management NH673462A A 766L B.AC5 M2 169781.86 Salary 10416.67 RVE Tax 3125.97 19791.86 Salary 10416.67 RVE Tax 3125.97 19791.96 Not Participe T YM 33 #							
19791.68 Salary 10416.67 PAVE Tax 3129-97 19791.65 Nic 1250.00 4790.03 Parint EE C M 43		Demonstr	ation Company 14 :	Mr Neil W Helmrich		29/05/2013	
19791.85 NiC 11250.00 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		Managem	ent NH6734	62A A 766L	BACS	M2	
		19791	68	iry 1041	NIC	1250.00	4
ter Black and White Copies 1 0							 QoseHelp

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.

Employee	😹 🔁 🕞 🔻 🛛 IRIS E	Bureau Payroll - 2.10.73	- (0) Demonstration	Company - 2014/2015	- [Print Report]	Report Options
Employee	Company Pension	Pay Reports	Online filing HM	IRC Year-end Ro	ollback Help	Report Options
 All Selected 	Department/Code 🔹	Week No: 9 🛟 🗸 Month No: 2 🛟	Year: 2014/15 *	Employee Totals ×	Order Stationery	
Selection	Sort By	Select P	eriod	Detail Level	Order Stationery	

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?'

Finalise Pa	ayroll	X
?	Do you wish to per	form month end processing?
	Yes	No

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

Period	Income Tax	Student Loan deductions	Net Income Tax	Insurance	Statutory Maternity Pay (SMP) recovered	NIC compensation on SMP	Ordinary Statutory Paternity Pay (OSPP) recovered	NIC compensation on OSPP	Additional Statutory Paternity Pay (ASPP) recovered	NIC compensation on ASPP	Statutory Adoption Pay (SAP) recovered	NIC compensation on SAP	Employment Allowance	Total deduction from NEC:
nitial Figures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.(
April to 5 Aay - Aonth 1	7459.02	76.00	7535.02	5358.05	276.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2000.00	2276.(
5 May to 5 June - ronth 2	7893.84	95.00	7988.84	7845.83	414.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	414.(
5 June to 5 July - Month 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.(
5 July to 5 Aug - fonth 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.(
6 Aug to 5 Sept - Honth 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.(
Sept to 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.(
Total	15352.86	171.00	15523.86	13203.88	690.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2000.00	2690.00
•					18									•
Total Statu	utory funding	received fro	m HMRC (2	:2)	0.00	Incentive paym	ent received	1 (28)	0.00	Deductions	made from S	ubcontractors	(25)	0.00
Advance	received fro	om HMRC to r	efund Tax ((7)	0.00						CIS Deduc	tions Suffered	(30)	0.00

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.

www.iris.co.uk/customer



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.

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	Employe	e C	ompany	Pensior	n Pay	Report	s	Onlin	e filing	HMRC	Year-	end	Rollback
			÷		Yead End		(\mathbf{k}	7			
Print Payslips	Summary Reports	Multi Period	Employee Reports *					nt Client eports	Email Client Reports	Config Client Re		Report Manage	Custom r Reports
		A	vailable Re	ports					Client Repo	orts		Ma	nage

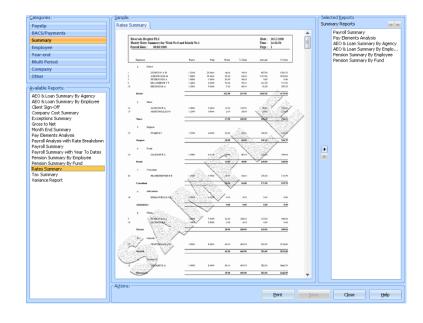
Report Manager

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**.

Select P Week I Month	No: 9 💠 🖉	Processing		2014
Reports ID	Report Name	Sort By	Detail Level	Email Report
2	IRIS Payslip - Laser with Address	Code	None	V
3 4	Bankline BACS Company Totals	Code None	None Company T	V
				<u>C</u> onfigure
Email —				
Subject		Wee	k 9	
Message	Text:			-

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

<u>.</u> 1	Co	nfigure Departments			x
Γ	No	Department Name		Dept Location	Delete
1		Cashier			Add New
2		Cleaning			Save
3		Management			<u>D</u> ave
4		Sales			
5		Security		,	
6		Administration			
7		Warehouse		Dept Notes	<u>0</u> K
			_	Î	<u>C</u> ancel
L			-	·	<u>H</u> elp

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

Forename 1 Kaye	Department Cashier	
Tax & NI Pay Elements Pay Method -Additional Employee Information Title Ms -Additional Employee Information Title Ms Forename 2	d To-Dates Absence Notes	Employment Information Job Title Employment Status Department Account Group Date Statted Dearing Date Statted Dearing Management Date Left Sales Security Hours Worked Per Week

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.

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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

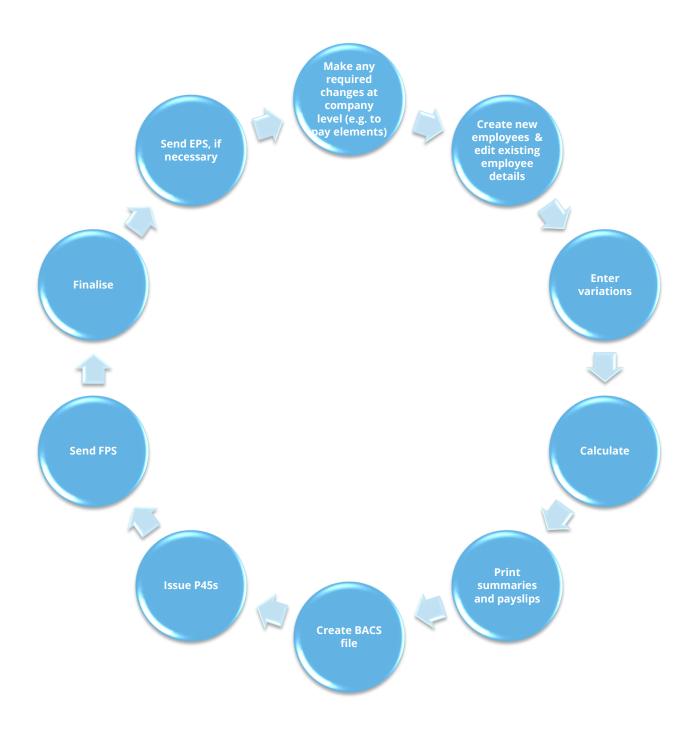
Surname	Dutton	Code 1	
Forename 1	Kaye	Department Administration	
	Elements Pay Method To-		
Holiday		SSP Qualifying Days	
Entitlement	26.00	✓ Monday ✓ Tuesday	
Days Left	26.00	V Wednesday	
Holiday Rate	0.0000	Vectorstay	
Holiday Type	Per Day 💌	V Friday	
		Saturday	
1 Diary day represents	1.00 Days	Sunday	
		,	



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

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