

# IRIS HR and Payroll Integration Guide

# Earnie

November 2016



# **IRIS**

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### Introduction

This guide will give you an overview of how your IRIS HR and Payroll systems integrate with each other, from setting up your IRIS HR system to importing data into your payroll system.

The guide covers:

- Setting up IRIS HR
- First use configuration
- Importing data from IRIS HR to Payroll
- Importing data from Payroll to IRIS HR

#### What is IRIS HR and Payroll integration?

You can now import and export employee and pay element information, from your IRIS HR and Payroll software, at the click of a button. Your integrated systems will streamline your HR and payroll processes, reducing your administration and manual data entry tasks. This in turn will also reduce potential errors.

### Setting up the import and export files

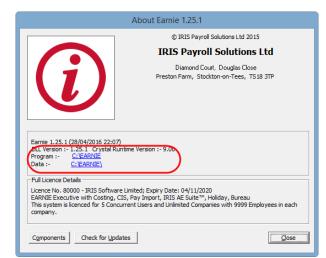
You only need to complete this setup process once.

#### Installing the Import and Export definitions

- 1. Download a zip file containing import, export and report definitions for your payroll software from here
- 2. Using an unzipping utility, unzip the files
- 3. Save the import files folder into your payroll program location
- 4. To check your payroll program location:

Choose **Help | About Earnie** Click on the **Program :-** location link. This will open the program location in Windows Explorer

 Next, save the 'IRIS HR Elements' & 'IRIS HR Employee Elements' report files in your reports folder. This folder is located within your payroll program location.



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#### **Creating the Report files**

- 6. Log into Earnie and go to Reports | Report Table
- 7. Click on Insert to add a new line
- 8. Select 'Company' as the report type and give the report a description of **'IRIS HR Elements'**. Set the Order column to None.
- 9. Next, click into the Page 1 fields and then the Browse button. Select the report named **'IRIS HR** Elements'.
- Repeat steps 7 to 9 but this time select the report type as 'Summary' and enter the description as 'IRIS HR Employee Elements' and select this report when option using the browse button.

Click OK to close the Report Table.

#### **Export Pay Element Definitions to IRIS HR**

- 1. Remaining in the Reports menu, select 'Print Other Reports'.
- 2. Select 'IRIS HR Elements' from the list.
- **3.** From the next screen select the **Export** button then set the **Format** to be 'Text'. Click **OK**. On the next page set the number of lines per page to be 1000 and click **OK**.
- In the file explorer window, set the File Name to be IRIS HR Elements.csv. The file name <u>must</u> be 'IRIS HR Elements.csv' and the File Type <u>must</u> be Comma Separated (CSV)
- 5. Log into IRIS HR using the details provided in your Welcome email
- 6. Select System Tools | Utilities | Data | Import
- Click the Choose File option and browse to the location in which you saved the file from Payroll. Click Open
- 8. Ensure that 'Payroll Element Definition' is selected in the Form drop down and click Validate

Data Import	Validate Ex	ample CSV
File	Choose File iris hr elements.c	sv
Form	Payroll Element Definition	•

Any validation issues will be detailed on screen and must be addressed before continuing. You can identify which element record contains a validation error by checking the spread sheet for the row number given in the validation message, next to the red flag. Correct the validation issue in Payroll and then follow the steps described above to export the data from payroll and revalidate in HR.



Once you have no validation issues you are ready to import the file.

- Click the Choose File option and browse to the location in which you saved the file from Payroll. Click Open
- 10. Click the **Import** option. You will receive confirmation that each row has imported successfully

#### Creating the Pay/Ded element import

- 1. In Earnie, go to File | Import/Export | Import Data
- 2. Click No to the 'Do you want to copy current structure?' message
- 3. Give the import a description of 'IRIS HR Pay Deds'
- Select the Fields tab and using the IRIS HR Elements report (from the Export Pay Element Definitions to IRIS HR section), add a line for each pay/ded and set the ID to match the external ID.

**Please Note:** You must enter the elements into the import fields grid in the order that they appear in the report.

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	_	0010
		Insert
		Insen
		Delete
		-
		Forma
	-	S <u>e</u> t

**5.** This should be done for all static Amount type elements in the report.

**6.** Ensure to keep the **CODE** line and enter a line for 'Salary to Date'. The **ID** for this should be left blank along with SSP, SMP etc at the end of the file.

**7.** Save your import settings and return to the **Selection** tab.

Field	ID	Line	Start Position	Length	Default Value	Ĥ	Chec <u>k</u>
Pay/Ded Standard	17					-	Save
Pay/Ded Standard	18						<u> </u>
Pay/Ded Standard	19						1
Pay/Ded Standard	20						Insert
SSP To-date							
SMP To-date							Delete
Student Loan To-date							
SAP To-date							For <u>m</u> at
SPP To-date							
						-	S <u>e</u> t
·							
					<u>I</u> mport	1	<u>C</u> lose

#### Creating the Units & Rates import definition

1. From the selection tab, click Add

Selection Details Fields Options

2. Click No to the 'Do you want to copy current structure?' message



#### 3. Give the import a description of 'IRIS HR Units & Rates'

election <u>D</u> etails <u>F</u> ields (	J <u>p</u> tions						
Field	ID	Line	Start Position	Length	Default Value		Chec <u>k</u>
CODE							Save
Hourly Rate of Pay	1						Jave
Normal Hours	1						
Hourly Rate of Pay	2					_	Insert
Normal Hours	2						
Hourly Rate of Pay	3						D <u>e</u> lete
Normal Hours	3						_
Hourly Rate of Pay	4						For <u>m</u> at
Normal Hours	4						
Hourly Rate of Pay	5					-	S <u>e</u> t

4. Select the **Fields** tab and using the IRIS HR Elements report (from the Export Pay Element Definitions to IRIS HR section), add 2 lines for each variable rate; one to be Hourly Rate of Pay' and one to be 'Normal Hours'. Each pair of items should have the **ID** set to match the external ID from the report.

**Please Note:** You must enter the elements into the import fields grid in the order that they appear in the report.

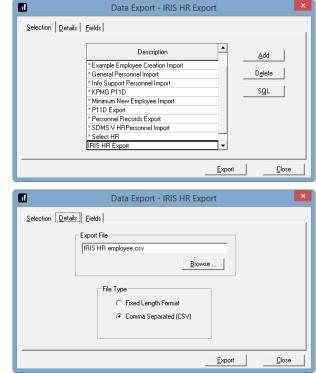
## Setting up IRIS HR

#### Export employee data from payroll

- **1.** It is essential to ensure the mandatory employee fields required by IRIS HR are completed prior to creating the export file.
- 2. From the File menu, select Export Data
- 3. On the Selection tab choose IRIS HR Export

 On the **Details** tab browse to the location where you want to save the export file. The file name <u>must</u> be **`IRIS HR Employee.csv'** and the **File Type** <u>must</u> be Comma Separated (CSV)

5. Click Export





#### Send your employee data to us

Once you have exported your employees' data from Payroll, you need to upload the export file to the Support Team for them to create your employees in IRIS HR.

- 1. Log into IRIS HR using the details provided in your Welcome email
- 2. From the left-hand sidebar select My Details

•	IRIS						R Support Is / Logoff	2	
							Absence	Dashboard Profile	
Ноте	2							Available actions 🔻	
公	ноте	Pending Absence >	) IRIS HR Suda	oort			My Summa	ry View All	^
	Company Handbook	5							
(8	My Details	Holiday		Sie	kness		Unauthorised		
A	Directories	Entitlement	0.00	То	tal Taken	0.00	Total Taken	0.00	
		Brought Forward	0.00	Oc	casions	0.00			
J.	System Tools	Total this Year	0.00	Ro	olling Year				
<u>(</u> )	Guide	Taken this Year	0.00	Ro	lling Year Occasions				
		Remaining	0.00	Br	adford Score				
		Request					View Group		
		No records found.							
									$\sim$

3. From the tabs at the top of the screen, select **Documents** 

.1	RIS					HR Support tails / Logoff	
		Personal	Contract Payroll	Absence Acci	dents Benefits Docume	nts Equipment P	Pro. Mem. Training
Home	My Details						Available actions 🔻
ŵ	Ноте	Personal » IRIS HR	Support			Save	Cancel
	Company Handbook						
8	My Details	Title		~	Employee Number	0	•
R	Directories	Known As	IRIS HR	•	Work Email		
- J	System Tools	Forenames	IRIS HR	•	Work Extn.		
		Initials	Support	•	Work Mobile		
0	Guide	Address			Personal Email		
		Address		^	Personal Mobile		
				0	Home Phone		
		Gender		•			
		Marital Status		~			
		Date of Birth (Age: 0)		•			~



#### 4. Click Create New

# **IDIC**

	RIS					IS HR Support Details / Logoff	Q	
		Personal	Contract Payroll	Absence Accidents	Benefits Docu	ments Equipment	Pro. Mem. Training	
Home	My Details						Available actions	•
ŵ	Home	Documents » IRIS F	HR Support				Create New	)
	Company Handbook							
	My Details	Description	Category	$\checkmark$				
8	Directories							
	System Tools	Date	Oescription	Categ	ory	Review Date		
	Guide	02/06/2016	Broadcast Email				×	

5. On the **Documents** >> window, complete the mandatory Date and Description fields

**Date** should be set to the date you're uploading the file and **Description** should be set to 'Notes'

Tick Add Document

6. Click Save

7. On the **Documents** >> file upload screen, select **Choose File** 

Date	07/06/2016	
Description	Notes	<b>*</b> •
Category		٣
Notes		
Review Date		//
Status		
		1.
Employee Photo		
Add Document		Ø
	Save	Close

IRIS HR Support



8. Browse to your payroll employees' export file. Once you have selected your export file, click Open



9. You will then be returned to the **Documents** >> file upload screen, click **Upload** 

This uploads your payroll employees' export file to us. If for any reason you need to delete this file, you should click in the  ${\bf X}$ 

#### Send your company's branding requirements to us

You only need to complete these steps if you have chosen to have your company's branding on your IRIS HR system. If you don't require us to add your company's branding, please go to Email IRIS Support

Your company logo must be a maximum of 160 x 65 pixels

To check the pixels on your company's logo:

Right click on the logo image, select **Properties** and then select the **Details** tab. The image's pixel size is in the **Image** section

RIS logo.png Properties	×
General Security Details	
Property Value	•
Origin	
Date taken	
Image	
Dimensions 160 x 49	
Width 160 pixels	
Height 49 pixels	
Bit depth 32	
File	
Name IRIS logo.png	
Item type PNG image	
Folder path C:\Users\ttaylor\Desktop	
Date created 06/06/2016 17:14	
Date modified 06/06/2016 17:16	
Size 3.95 KB	11
Attributes A	
Availability Available offline	
Offline status	
Chand with	
Remove Properties and Personal Information	
	_
OK Cancel Apply	

We will take your branding colours from your company's logo.

#### Email IRIS Support - payroll employees uploaded and branding requirements

- Once you have uploaded the export file of your payroll employees you should inform IRIS Support replying to the email received from the Support team
- 2. To send us your company's logo, you should reply to the email received from the Support team



#### Checks you should make after your IRIS HR system has been setup

After payroll data has been imported into your new IRIS HR system, the employee's hours will be set as follows:

Band in payroll	Hours set in IRIS HR
A – Up to 15.99 hrs	15.99
B – 16.00-23.99 hrs	23.99
C – 24.00-29.99 hrs	29.99
D – 30 hrs or more	37.50
E – Other	0.00

### How to Import from IRIS HR to Payroll

Each pay period, you may wish to update your Payroll system with any changes made to employee details and pay elements in the IRIS HR system before processing your payroll. Follow these steps to import new starters, update employee details and pay element information from IRIS HR to Payroll.

#### From your IRIS HR software

- 1. Log into IRIS HR using the details provided in your Welcome e-mail
- 2. It is essential to ensure the mandatory employee fields required by Payroll are completed prior to creating the export file
- 3. Go to System Tools | Utilities | Payroll | Export to Payroll

•••	RIS		John Cooper My Details / Logoff	Q	
			Exports & Reports	Lookup Tables	Utilities
Ноте	System Tools				
ŵ	Home	Utilities			
	Company Handbook	Absence			
8	My Details	Company			
8	Directories	Payroll			
ß	System Tools	rajiun			-
		Export to Payroll			
		Matrix			
		Tools			



#### 4. Choose the **Pay Type**

<b>IRIS</b>				9	John Cooper My Details / Logoff	Q	
Home System Tools		Payroll Calcul	ation (1)		Exports & Reports	Lookup Tables	Utilities
🖒 Home	Utilities	Рау Туре	Monthly	٣			
Company Handbook	Absence	Final From	01/05/2016				
A My Details	Company	То	31/05/2016				
A Directories	Payroll						
/ System Tools			Set	Close			
	Export to Payroll						
	Matrix						
	Tools						

- 5. Enter the payroll From and To dates
- 6. Click **Set**, this will create a zip file containing the following files:
  - a. IRIS HR Employee.csv contains employee detail and new starter information
  - b. **IRIS HR Pay Deds.csv** contains any static pay element amounts which fall within the payroll from and to date in step 5.
  - c. **IRIS HR Units & Rates.csv** contains any variable rate type pay element amounts which fall within the payroll from and to date in step 5.
- 7. Using an unzipping utility, unzip **Payroll Export.zip** and save to a location on your computer

#### From your Payroll Software

- 1. Log into Payroll
- 2. From the File menu select Import/Export | Export Data
- 3. On the Selection tab choose IRIS HR Import

	Data Import - IRIS HR Import	×
Selection Details	Eields Options	1
	Description Add	
	* Example Employee Creation Import	
	* General Personnel Import Delete	
	* Info Support Personnel Import	
	* KPMG P11D	
	* Minimum New Employee Import	
	* P11D Export	
	* Personnel Records Export	
	* SDMS V HRPersonnel Import	
	* Select HR	
	IRIS HR Import	
	_importlose	



- On the **Details** tab select the location in **Import File** where you saved the export IRIS HR Employee.csv file from IRIS HR
- 5. Set File Type as Comma Separated (CSV)

This will update your employee detail information.

	Data Import - IRIS HR Import	×
Selection		
	File Type	
	_ImportClose	

#### 6. Click Import

- Repeat the steps above, this time selecting the IRIS HR Pay Deds import and the file named IRIS HR Pay Deds.
- Repeat steps 3 6 above, this time selecting the IRIS HR Units & Rates import and the file named IRIS HR Units & Rates.

**Please Note:** After you have imported data into a new Payroll company, prior to running your first payroll you need to ensure the following:

- For new starters, under Employee | Starter Details, choose the Starting Declaration from A, B, C or P46 not completed
- If an individual is not a new employee to the company, select the Employee | Starter Details | Starter Status, Existing Employee (this is not a new employee to the company)
- Under Employee Details | Pay Elements | Loans, enter Student Loan details, if applicable, for instance Student Loan Plan Type and Start Date
- After your first import, in Employee Details | To-Dates, ensure the Previous Employment Gross Pay and Tax Paid values are entered

# **IRIS**

## How to Import from Payroll to IRIS HR

Each pay period, you may wish to update your HR system with any employee details and pay element information that has been updated in the Payroll software during payroll processing time. Follow these steps to import these changes from Payroll to IRIS HR.

#### From your Payroll Software

- 1. Log into IRIS Payroll
- 2. From the Application Menu select Import/Export | Export Data
- 3. On the Selection tab choose IRIS HR Export



- On the **Details** tab browse to the location where you want to save the export file. The file name <u>must</u> be **`IRIS HR Employee.csv'** and the **File Type** <u>must</u> be Comma Separated (CSV)
- 5. Click Export

	Data Export - IRIS HR Export
Selection Details F	ields
· · · · · · · · · · · · · · · · · · ·	IS HR employee.csv     IS HR employee.csv     Browse     File Type     C Fixed Length Format     C Comma Separated (CSV)
	<u>Export</u> <u>Close</u>

- From the **Reports** menu option, select **Print Summaries** and select IRIS HR Employee Elements
- 7. Click Export and OK, ensuring that the Format is set to Text and Destination is set to Disk
- In the file explorer window, set the File Name to be IRIS HR Elements.csv. The file name <u>must</u> be 'IRIS HR Employee Elements.csv' and the File Type <u>must</u> be Comma Separated (CSV)

#### From your IRIS HR software

- 9. Log into IRIS HR using the details provided in your Welcome email
- 10. Select System Tools | Utilities | Data | Import
- Click the Choose File option and browse to the location in which you saved the 'IRIS HR Employee.csv' file from Payroll. Click Open



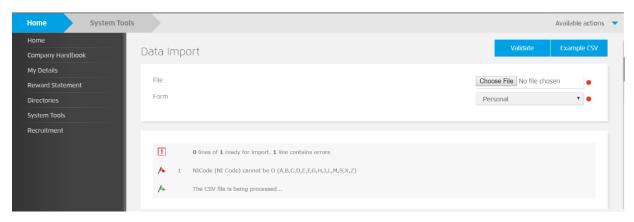
Q

Em Wade My Details / Logoff

# **IRIS**

		Communication	Exports & Reports	Lookup Tables	Utilities
Home System Tools	5			Available	e actions 🔍 🔻
Home Company Handbook	Data Import			Validate Exa	mple CSV
My Details Reward Statement	File			e No file chosen	•
Directories System Tools	FOILI		Personal		•
Guide					

- 12. Ensure that 'Personal' is selected in the Form drop down and click Validate
- 13. Any validation issues will be detailed on screen and must be addressed before continuing. You can identify which employee record contains a validation error by checking the spread sheet for the row number given in the validation message, next to the red flag. Correct the validation issue in Payroll and then follow the steps described above to export the data from payroll and revalidate in HR.



Once you have no validation issues you are ready to import the file.

- Click the Choose File option and browse to the location in which you saved the file from Payroll. Click Open
- 15. Click the Import option

Home System Tools		Available actions
Home	Data Import	Validate Import Example CSV
Company Handbook	Data Import	
My Details		
Reward Statement	File	Choose File RIS HR Employee.csv
Directories	Form	Personal 🔻 🖕
System Tools		
Recruitment		
	A 1 line of 1 ready for import	
	▶ 1 Employee exists, record will be updated	
	A The CSV file is being processed	



**16.** You will receive confirmation that each row has imported successfully and whether it updated an existing employee record or created a new one.

Home System Tools		Available actions
Home Company Handbook	Data Import	Validate Example CSV
My Details Reward Statement Directories System Tools	File Form	Choose File No file chosen
Recruitment	1	
	1 line of 1 imported  T Employee exists, record updated	
	A The CSV file is being processed	

Please Note: The **Hours per Week** field only updates for new starter records created during the import process. For existing employees, any changes to their **'Hours per Week'** must be manually updated in IRIS HR.

- 17. Return to System Tools | Utilities | Data | Import
- Click the Choose File option and browse to the location in which you saved the 'IRIS HR Employee Elements.csv' file from Payroll. Click Open

Home	System Tools		Av	ailable actions 🔻
ŵ	Ноте	Data Import	Validate	Example CSV
	Company Handbook	File	Choose File IRIS HR Empl	oyee.csv
8	My Details	Form Date From	Payroll Employee Elemen 01/11/2016	its 🔻 🗕
☆	Reward Statement	Date To	30/11/2016	•

 Ensure that 'Payroll Employee Elements' is selected in the Form drop down and set the Date From and Date To fields to match the pay period for which you are importing data.

#### 20. Click Validate

21. Any validation issues will be detailed on screen and must be addressed before continuing. You can identify which element record contains a validation error by checking the spread sheet for the row number given in the validation message, next to the red flag. Correct the validation issue in Payroll and then follow the steps described above to export the data from payroll and revalidate in HR.

Once you have no validation issues you are ready to import the file.

- 22. Click the **Choose File** option and browse to the location in which you saved the file from Payroll. Click **Open**
- 23. Click the Import option



## **Mandatory Fields**

Field Names	Mandatory fields HR to Payroll	Mandatory fields Payroll to HR
Code	$\checkmark$	$\checkmark$
Sex		$\checkmark$
Forename 1	✓	✓
Surname	$\checkmark$	✓
Address Lines 1, 2, 3 and 4	✓ (required if no NI Number)	
Post Code	$\checkmark$	
Date of Birth	✓ (required for RTI)	$\checkmark$
Date Started	✓ (required for RTI)	$\checkmark$
Date Left	✓ (if applicable)	
Director	✓ (if applicable)	
Director Start Period	✓ (if applicable)	
Hours Worked Per Week		$\checkmark$
Tax Code	$\checkmark$	
Tax Basis	✓	
Pay Period	✓	



## Where do I find more help?

Our online Support Portal has detailed help with day-to-day tasks, such as Holidays and Sickness.

To access our Support Portal:

- 1. Log into IRIS HR using the details provided in your Welcome email
- 2. From the left-hand sidebar select Guide

	IRIS					HR Support etails / Logoff	
						Absence Dasht	poard Profile
Home	2					A	vailable actions 🔍 🔻
ŵ	Home	Pending Absence »	IRIS HR Suppo	ort		My Summary	View All
	Company Handbook	Holiday		Sickness		Unauthorised	
8	My Details	Entitlement	0.00	Total Taken	0.00	Total Taken	0.00
		Brought Forward	0.00	Occasions	0.00		
R	Directories	Total this Year	0.00	Rolling Year			
		Taken this Year	0.00	Rolling Year Occasions			
ß	System Tools	Remaining	0.00	Bradford Score			
0	Guide	Request				View Group	
		No records found.					

3. From the tabs at the top of the screen, select Support System

.1	RIS		IRIS HR Support Hy Details / Logoff	٩	
				Guide	Support System
Home	Guide				
ŵ	ноте	Guide			
	Company Handbook	No records found.			
٨	My Details				
A	Directories				
ß	System Tools				
0	Guide				



- **4.** In our Support Portal you can browse articles in the sections displayed. You can also search for keywords using the search bar in the upper right corner
- 5. To suggest a product enhancement:
  - Click Submit a Request button at the top to raise a new Support ticket
  - Click **My Requests** to view all Support tickets you have raised
  - Click Home to return to the main Support Portal screen

# **IRIS**

#### Additional Software and Services Available

#### **IRIS AE Suite**<sup>™</sup>

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

#### **IRIS OpenPayslips**

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

#### **IRIS Auto Enrolment Training Seminars**

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

#### **Useful numbers**

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

#### Contact Sales (including stationery sales)

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

#### **Contact support**

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



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