



Release Notes

IRIS Payroll

Summer 2016 & Patch



Dear Customer

Welcome to your software update for Summer 2016. This update of the software includes some new features and enhancements as well any legislative changes required. For information on the legislation behind the changes made in the April release, click [here](#). If you encounter any difficulties please visit: <http://www.iris.co.uk/contactus>

The minimum system requirements can be found on our website:

- IRIS Payroll Business
- IRIS Bureau Payroll

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Summer 2016 Patch Release Notes v2.16.114

Reports

This update resolves the issues some users have experienced with the following reports:

- **Variance Report** – an error will no longer be returned when entering a value with a decimal
- **Pay Elements Analysis Report** – You can now select weekly or monthly pay frequencies to print this report
- **Multi Period Laster Payslip & Multi Period Plain Paper Payslips** – these reports are now available
- **BACSLoc** - the BACSLoc feature is now available
- **Pension Fund Remittance Report** – this report now prints without Automatic Enrolment being configured
- **Payslips**
 - the error returned when printing payslips if you have over 99 payments/deductions has been resolved
 - Hourly rates will now show correctly if an employee's hours are .50 or lower
- **Payroll Summary with YTDs** –the previous employment figures are no longer included in the gross taxable
- **P45** – P45s will now print where a custom title, such as 'Master', is recorded in the employee details
- **Company Totals Report** – The **Pension** total is now included in the **Cost of Payroll** section. Also the issue with rounding on the **Basic Pay** under the **Gross Pay** section is now resolved
- **Month End Summary** –
 - Re-running month end processing that has already been done will no longer return an invalid use of null error
 - When exporting the month end summary, when the report is more than 2 pages, it will now include statutory recovered amounts
- **Pension Fund Remittance Multi Period Report** – The issue with this report only picking up a single period's figures rather than a date range has been resolved

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Pensions

NEST

Nest Contribution Schedule File

The Nest Contribution Schedule File has been updated to V10.5. This includes the following changes:

- **Tax weekly** and **Tax monthly** have been added to the **Period for Contribution Schedule | Payment Source and NEST Details | Payment Frequency** drop-down
- The following **Reason for Reduced Employee Contributions** have been removed:
 - 2 – Employee is temporarily absent
 - 4 – Employee has chosen to stop contributions
- The following **Reason for Reduced Employee Contributions** have been renamed:
 - 11 – Employer duties are being fulfilled elsewhere has changed to 11 – Bulk update for members with insufficient earnings
 - 1 – Employee has left your employment has changed to 1 – No further contributions payable

For employees who have zero pensionable earnings and the **Opt-out Date** in **Employee Details** is more than 30 days after the later of **AE Date** or **Pension Information Provided Date** the reason for **Reduced Employee Contributions** will now be set to 1 – No further contributions payable.

The **NEST – Contribution Schedule report** has been amended to reflect these changes.

NEST Opt-out Notice

If you receive a NEST Opt-out Notice from an employee, you must enter the **Opt-Out Reference Number** in **Employee Details | Pay Elements | Pensions** to ensure they are included in the file. If the employee has opted out directly with NEST and the **Opt-Out Reference Number** is not present in **Employee Details**, the employee will not be included in the **NEST Contribution File**.

NEST & Standard Life

Step 8 – Pension Provider Output File Details on the **Automatic Enrolment Configuration Tool** has been changed for NEST and Standard Life only. If you have the **File Output** set to NEST, you can now enter multiple **Groups** or **Payment Sources** directly into the grid on this screen and for Standard Life multiple **Site Codes**.

A **Delete** button has been added to the screen for NEST and Standard Life to enable you to delete a **Group, Payment Source** or **Site Code**. The **Delete** button will be disabled until you highlight the row you want to remove.

Employer Meeting Minimum Contribution Indicator

On the **Pension | Configure Pension Fund Details | Edit or Add New | General** tab, a new tick box has been added **Min. paid by Employer**. This is to cater for instances where the employer is meeting, or exceeding, the minimum contribution in full and there will be no employee contribution. This tick box has also been added to the **Automatic Enrolment Configuration Tool – Step 6 – Pension Provider Details**. Ticking this option will automatically update both associated locations.

Pension Output Files

The **Reason for reduced contributions** screen will not be displayed when creating pension output files for pension providers where the **Min. paid by Employer** box is ticked for the associated pension fund.

We have also added a new section, **Pension Fund** to the **Period for Enrolling Workers** screen when creating a pension output file. This allows you to select a specific Pension Fund from the drop-down list, if required, and ensures that the associated reference number is included in the file.

The drop-down list will display all the pension funds associated with the Output File selected. For instance if you select the **NEST – Contribution Schedule**, all Pension Funds with the **Output File** option set to NEST will be displayed.

Contribution Schedule Summary

The **Contribution Schedule Summary** produced when creating a Pension Output File will now only include employees where the pay period has been calculated for their pay frequency and pension contributions have been taken.

Now Pensions

Now Pension have released a new version of the output file. Therefore, after installing this update, you will see the following changes in **Pension | Create Pension File | Select file to create**:

- **Now Pensions v1.3** has been added
- **Now Pensions v1.1** and **Now Pensions v1.2** have been removed

For **Now Pensions v1.3** the **Scheme Code** is no longer mandatory however it is preferred.

Publish Communications

Include selected employees

The facility has been added to the **Publish Pension Communications** screen allowing you to republish pension communications for individual or multiple employees.

To republish communications for individual or selected employees, tick the new **Include selected employees** option. When you click republish, this will only republish letters for the selected employee(s).

Include selected employees will be unticked by default.

Mark as Sent

Also on this screen, a new option **Mark as Sent** has been added. This is to enable you to select communications for one or multiple employees and mark them as sent; this could be used if you have moved to IRIS Software mid-year and your pension communications have been sent from your previous payroll software.

If you have selected **Mark as Sent** for employees' letters, you are able to use the republish option if required.

Worker Status

For employees aged 75 and over, the **Worker Status** following auto enrolment assessment will now be set to **<None>** instead of **Exclude from auto enrolment**. This change is to cater for any schemes that permit employees to join a pension scheme, if they so wish, but they will be ignored during future assessments.

Tax/NI/Pension Rates Report

The minimum pension contribution dates on the **Pensions – Earnings Thresholds and Rates** section of the **Tax/NI/Pension Rates Report** have been updated as per TPR requirements.

Postponement Periods

To cater for using the maximum postponement period, without the potential of part-period calculations, we have added an additional option **Start of Next + 2 Pay Periods** to the **Postponement Periods**. This option is available for both the **Staging Date/New Starters** and **Eligible Jobholder** sections in the **Pension | Configure Auto Enrolment | Postponement Periods** and also the **Auto Enrol Config Tool | Section 9 – Postponement Period**.

IRIS AE Config Tool Guide

A new **AE Config Tool Guide** has been added to the **Help** tab in the software. Click [here](#) to view this guide.

Other Improvements/changes in the software

Support Hub

A new **Support Hub** has been added to the software giving you access to a range of support functions in one place. It includes a new **Contact Support** function, along with access to other resources from the IRIS website, such as How-to Guides and the Support KnowledgeBase.

Click **Help | Support** to open the **Support Hub**.

A shortcut will be added to the Windows Start menu to allow access to the Support Hub outside of the payroll program.

When the **Support Hub** is first opened, the main screen area will display the current Support Message. You can view older messages via the **Show Previous Messages** button.

Title bar

The title bar displays **Licence Number, Company Name** and licence expiry date.

Search

The **Search** bar allows you to search for any entered word or phrase in the IRIS Knowledgebase. Click on any of the results to open the selected article. The selected article will open in a separate window.

Current Version

The **Current Version** number of the payroll software will be displayed in the **Support Hub** with a link to that version's Release Notes.

Latest Version

On opening the **Support Hub**, the payroll will check and display the latest version available from Auto Update.

If there is a more recent version available, under **Latest Version** an **Update Now** button will be displayed. Click to download the newest version. You can also view the **Latest Release Notes** from here.

Example:

Current version (last one you installed) April 2016

Latest version (available to install) Summer 2016

IRIS Messages

When the **Support Hub** is first opened, the main screen area will display the current Support Message. You can view older messages via the **Show Previous Messages** button - these will be displayed in date order.

Help & Guides

Select the **Help & Guides** button and the main screen area will display several icons. Click any of these to open the document or article the icon refers to.

Licence Details

Select **Licence Details** to display your licence details in the main active area. You can edit the **Licence Number** and **PIN** here if you need to.

Support Utilities

These utilities are mainly for product Support and should not be used unless you are asked to do so by a member of the Support Team.

Remote Assistance

The **Remote Assistance** button will link to a remote assistance log-in page which will open in the main screen. This allows our support team to remotely control your computer to help resolve issues you may be experiencing with the software.

Contact Support

Clicking **Contact Support** will open a form for you to complete if you wish to raise a support issue. It will be sent to the support email address.

The panel to the right of the Support Hub will change to display our Support current call waiting time and opening hours.

The field **Your email address** will be populated with the email address held in **Company Details | Online Services | Email Address**.

Please Note: If you are attaching a file to the email, there is a 10MB size limit.

Data Files

From this section you can access the Company Data files.

Installation Folder

From this section you can access the **Installation folder** together with a list of all the exe and dll files it contains.

Starter Details

When creating an employee record, if you enter a tax code and previous earnings and then go into **Starter Details**, the software will no longer overwrite the tax code based on the **Starter Details** selection. The **Tax Code** will remain as entered in **Employee Details**.

Company Name Field

The **Name** field in **Company | Company Details | Company** tab has been increased to accept 50 characters.

Admin Audit Log

A **Publish** button has been added to the **Log | View/Print | Print/View Log** screen in **Admin**. This is to enable you to publish the report to IRIS OpenSpace.

For more information on IRIS OpenSpace please contact sales.

IRIS Accounts Office

IRIS Accounts Office has been removed from the **Application Menu** and also from the **Application Menu | Configure Accounts Link | Accounts Package** drop-down list.

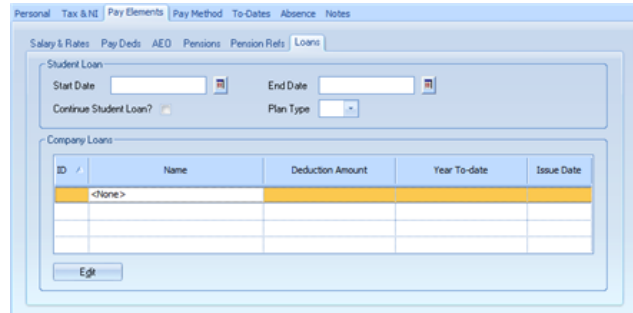
Student Loan Refund

A new **Payment/Deduction Type** has been added to the software, **Student Loan Refund**. This is an after Tax and NI payment. Processing the **Student Loan Refund** will automatically reduce the Student Loan value on the **Employee Details | To-Dates** tab until it reaches the minimum of 0.00.

There may be occasions when you need to refund more than the year to date value, for example if you are refunding Student Loan deducted in the previous tax year. If you attempt to refund an amount greater than the year to-date value a message will be displayed asking if you want to continue.

To stop the Student Loan continuing; in **Employee Details | Pay Elements | Loans** you need to either:

- Un-tick Continue Student Loan
- Remove the Start Date
- Enter an End Date



ID	Name	Deduction Amount	Year To-date	Issue Date
	<None>			

This depends on the reason for stopping the Student Loan.

Please note: Month-end processing and your FPS will reflect any **Student Loan Refund**. However, if you refund in Student Loan in the current tax year and also include an amount taken in a previous tax year we would advise that you send an EYU to correct the previous year's Student Loan to-date value.

OpenEnrol/OpenPayslips Login Details

To enable you to set OpenEnrol/OpenPayslips login details for a specific company, you can now enter the **Username** and **Password** in **Company Details | Online Services | OpenEnrol/OpenPayslips Login Details** section. This enables you to restrict the published data that can be seen to this **Username/Password** only.

If the **Username** and **Password** fields are left blank in **Company Details | Online Services**, the details entered in **Admin** under **File | Online Login Details | OpenEnrol/OpenPayslips Login Details** will be used.

Employer Payment Summary

Any **CIS Deductions Suffered** entered on the **Month End Summary (P32)** screen will now be automatically included in the EPS submission.

NI Adjustment

You are now able to change an employee's NI Rate from J to C part way through the tax year, as long as they were on the deferral rate from the first pay period.

Integration with IRIS HR

IRIS have launched a secure, robust and flexible online, self-service HR system that integrates with your payroll. IRIS HR can help your businesses comply with employment legislation, so you can spend less time managing your day-to-day administration and more time adding real value to your business.

For more information, contact a member of our Sales team.

An IRIS HR and IRIS Payroll Integration Guide can be found [here](#).

Under the **Application Menu | Import/Export | Import Data**, we have added **IRIS HR Import** to the **Selection** tab.

IRIS Bureau Payroll only

Bureau Dashboard

Payroll History

On the **Payroll History** screen, accessed from the **Bureau Dashboard | Employees**, the following fields have been removed or renamed:

- **1a** has been renamed **Earnings to LEL**
- **1b** has been renamed **LEL to PT**
- **1c** has been renamed **PT to UEL**
- **1d** has been removed
- **ASPP** has been renamed **ShPP**
- **OSPP** has been renamed **SPP**

Payroll History Report

The following fields have been changed on the **Payroll History Report** printed from the **Payroll History** screen in IRIS Bureau Payroll:

- **Earnings 1a** has been renamed **Earnings to LEL**
- **Earnings 1b** has been renamed **LEL to PT**
- **Earnings 1c** has been renamed **PT to UEL**
- **Earnings 1d** has been removed

April 2016 Release

PAYE Legislation

National Insurance

Following changes in legislation from April 16, software amendments have been made to:

- Include Under 25's Apprentice NI letter H
- Add the new earnings threshold 'Apprentice Upper Second Threshold' (AUST)
- Remove contracted-out NI Letters and rates (inc. D, E, L, I and K)
- Remove ECON and SCON fields
- Remove reference to 1a, 1b, 1c, 1d etc
- Add an **Apprenticeship Ends** date field
- Rename **NI Earnings 1a** to **Earnings to LEL**
- Rename **NI Earnings 1b** to **LEL to PT**
- Rename **NI Earnings 1c** to **PT to UEL**

Apprenticeship Ends Date

A new field, '**Apprenticeship Ends**' has been added to the **Employee Details | Tax & NI** tab. When your pay date is after the **Apprenticeship Ends** date (and the employee is over 21) the NI rate will change automatically from H to A. If the employee is under 21 the NI rate will change to M.

Tax/NI/Pension Rates

Amendments have been made to **HMRC | Tax/NI/Pension Rates** to include the new NI letter H along with the parameters for AUST.

The **UAP** and **Contracted-Out Letters** have been removed from **HMRC | Tax/NI/Pension Rates**.

The **Contracted Out Salary Related** table has also been removed from **HMRC | Tax/NI/Pension Rates | PAYE, NIC & Pension rates and limits**.

The **Employees contributions and rebate** table has been renamed **Employees Contributions** and the **Employers contributions & rebate** table has been renamed **Employers Contributions**.

ECON No

The ECON No field has been removed from the **Company | HMRC** tab.

IRIS Bureau Payroll only

The ECON Number field has been removed from **Dashboard | Client Details** and **Edit Client Details**.

Employee Details

On the **Employee Details | Tax & NI** tab, the **NI Rate** drop-down now includes **H – Apprentice U25**. Contracted-out letters have been removed from the drop-down.

Also on the **Tax & NI** tab, the field **SCON No** has been removed.

On the **To-Dates** tab, **NI Earnings 1D** has been removed.

Year-end Restart

During the Year-end Restart any employees on a contracted out letter will be changed automatically as detailed below:

2015/2016 COSR NI Letter	2016/2017 Equivalent NI Letter
D – Contracted Out	A – Normal
E – Reduced Contracted Out	B – Reduced
L – Contracted Out Deferral	J – Deferral
I – Under 21 Contracted Out	M – Under 21
K – Under 21 Contracted Out Deferral	Z – Under 21 Deferral

Reports

Any reference to NI Employers' and NI Employees' Rebate has been removed from reports due to the abolition of contracted-out NI numbers. Reports have also been amended to cater for the addition of AUST and the removal of the UAP. In addition ECON and SCON numbers have been removed from reports.

Employee Debug

The following fields have been renamed or removed from **Help | Employee Debug** and **Company | Global Changes**:

- Initial NI Earnings 1d YTD has been removed
- Initial Employees NI Rebate YTD has been removed
- Initial NI Er's Rebate YTD has been removed
- Initial NI Earnings 1a YTD has been renamed **Initial Earnings to LEL YTD**
- Initial NI Earnings 1b YTD has been renamed **Initial Earnings LEL to PT YTD**
- Initial NI Earnings 1c YTD to **Initial Earnings PT to UEL YTD**

Pay Preview

On the **Preview** screen in **Pay | Enter Variations**, the following have been added/renamed or removed:-

- **Above AUST** has been added
- **NI Earnings 1d** has been removed
- **Upper Secondary Threshold** has been renamed **Above UST**

Note: **AUST** will only be displayed for employees who are on H rate NI. This field will be hidden for all other NI rates. **UST** will only be displayed for employees on M or Z NI rate.

Tax

Scottish Tax Regime

Scottish Rate of Income Tax (SRIT) has been added to the software including, from April 2016, the tax code prefix 'S' which is the Scottish Tax Regime indicator. The tax code prefix will determine which tax rates/bands are used during payroll calculation.

The Scottish Rate of Income Tax rates and bands have been added to **HMRC | Tax/NI/Pension** rates.

Budget Amendments

In **File | Companies | Budget Amendments**, in the admin side of the software, a new frame has been added 'Include'. Here the drop-down will provide the following options:

- **All Employees**
- **Scottish Tax Codes Only**
- **Rest of UK Tax Codes Only**

This drop-down will default to **All Employees**. This feature allows you to uplift certain categories of tax codes only, for instance **Scottish Tax Codes Only** would amend tax codes beginning with S.

Students tax

The function that changed a tax code automatically to 0T W1/M1 for students on NT or NI tax code, when the threshold was reached, has been removed.

Tax, NI, SSP, SMP, SAP, SPP & ShPP

The rates for tax, NI and statutory payments have been updated for 2016/2017.

Tax Code Changes

In line with legislative changes, moving into the new tax year (2016/2017) will automatically uplift tax codes as required.

Statutory Payments

Additional Statutory Paternity Pay

All references to **Additional Statutory Paternity Pay (ASPP)** have been removed from the software or replaced with ShPP. ASPP has been abolished and is therefore no longer required from 6th April 2016.

Reports

On the P30, P35 and P60 reports, any reference to ASPP has been renamed to ShPP.

Payments/Deductions

DEA Rate

A new higher rate DEA type has been introduced. To cater for this in the software in **Employee Details | Pay Elements | AEO | Edit** we have added **Use Deduction Tables** options of:

- Lower Rate (Normal)
- Higher Rate

Note: the above radio buttons will only be available when the AEO selected is **Type: Direct Earnings Attachment – Percentage**.

Direct Earnings Attachment Report

The **HMRC | Direct Earnings Attachment report** now includes the higher rate deduction tables.

Flexibly Accessing Pension Rights & Pension Death Benefit

To allow for **Flexibly Accessing Pension Rights** and **Pension Death Benefit** payments to be made to employees, in **Company | Payments & Deductions | Configure Payments & Deductions | Add New**, the following new payments have been added to the **Type** drop-down:

- Payment – Flexibly Accessing Pension Rights
- Payment – Pension Death Benefit

Company Payment/Deductions report

The **Payment – Flexibly Accessing Pension Rights** and the **Payment – Pension Death Benefit** payment types have both been added to the **Company Payment/Deductions report**.

Earnings Arrestment Scotland

For tax year 2016/2017 the tables for Earnings Arrestment Scotland have been updated.

Student Loan Plan Type 2

Student Loan Plan Type 2 has been introduced with effect from April 2016.

Employee Details

On the **Employee Details | Pay Elements | Loans** tab, the **Plan Type** drop-down includes **Plan Type 1** and **Plan Type 2**. After installing the April update, employees with existing Student Loan deductions will be automatically updated to Plan Type 1.

Student Loan Rates

The annual thresholds for Plan Type 1 and Plan Type 2 have been added/updated on **HMRC | Tax/NI/Pension Rates**. The current **Student Loan Threshold** label has been renamed **Student Loan Threshold Plan Type 1** and a new one has been added, **Student Loan Threshold Plan Type 2**.

The annual thresholds are:

- Plan Type 1 - £17,495
- Plan Type 2 - £21,000

RTI

Employer Payment Summary (EPS)

The EPS schema has been updated in line with legislation. In tax year 2015/16 the Questions & Declarations are visible but you do not need to complete them. The Questions & Declarations have been removed for 2016/17 tax year as they are no longer required.

Full Payment Submission (FPS)

The FPS schema has been updated in line with legislation. Changes include:

- The removal of the Questions & Declarations
- Removal of ECON and SCON along with NI letters D, E, L, I and K
- Addition of NI letter H
- Inclusion of tax code prefix S for Scottish Tax Regime
- Removal of **E – Micro Employer Using Temporary On Or Before Relaxation** from the list of reasons for late filing

Bureau Only

A new column has been added to the **Clients** section of the Bureau Dashboard '**FPS Last Sent**'. This will display the date the last successful FPS submission was made for this company.

Earlier Year Update (EYU)

The EYU schema has been updated in line with legislation. Changes include:

- Renaming of OSPP to SPP
- Renaming of ASPP to ShPP
- Dummy SCON number no longer accepted
- The addition of NI letters M, Z, I and K

Employment Allowance

From tax year 2016/2017 the maximum amount of Employment Allowance that can be reclaimed has increased from £2,000 to £3,000.

Pensions

Pension Parameters

Pension Parameters for Auto Enrolment have been updated for 2016/2017.

AE Re-enrolment

From April 2016 we have implemented AE Re-enrolment into the software. The process of automatically putting workers back into pensions is known as 'automatic re-enrolment'. Re-enrolment occurs approximately three years after staging and then every three years after that. At the re-enrolment date automatic enrolment assessment will occur for all the employees that previously opted out or ceased contributions more than a year before the re-enrolment date.

A re-enrolment employee cannot be postponed. If the re-enrolment employee is an eligible jobholder within the pay reference period when re-enrolment occurs, they will be automatically enrolled. If the individual is not an eligible jobholder within the relevant pay reference period, no further action will be taken until the next Re-enrolment Date.

For re-enrolment a new letter type L1R will be published to the IRIS OpenEnrol element of the IRIS AE Suite™.

Declaration of Compliance

The declaration of compliance has been amended and if a re-enrolment or previous re-enrolment date is entered, this date will be used instead of the staging date to produce the details required. Employers are required to submit a new declaration of compliance at the re-enrolment date.

Re-enrolment Date & Previous Enrolment Date

To cater for re-enrolment, two new fields **Re-enrolment Date** and **Previous Re-enrolment Date** have been added to the software to allow you to enter the required information. These fields are in the following location:

- **Pension | Configure Auto Enrolment | Pensions**

If the **Staging Date** field is blank, the **Re-enrolment Date** and **Previous Re-enrolment Date** fields will be disabled.

If you run the year-end restart process, more than 3 months after re-enrolment date, the software will automatically move the **Re-enrolment Date** to the **Previous Re-enrolment Date** field.

When logging into a company, if the re-enrolment window end date is approaching, a warning will be given that the Re-enrolment Date field is blank.

NOW Pension

If NOW is your pension provider and is also providing pension communications to your employees, you need to ensure that:

- You have a **Pay Code** set up in the **Pension Fund**
- The **Output File** is set to **This Fund + No Fund**

To do this:

1. From the **Pension** menu select **Configure Pension Fund**
2. Select your Now Pension Fund and click **Edit**
3. On the **Output Files** tab ensure:
 - **File Output** is set to **Now Pensions**
 - **Include** is set to **This Fund + No Fund**
 - Enter the relevant **Pay Code**

Employee Pension Values

If you change pension payment/deductions in an employee record, you no longer have to undo the payroll and calculate it again for it to appear in the current pay period. You now are only required to recalculate the payroll.

A new message will now be displayed:

"You have made changes to this employee's pension details after calculating the payroll. If you want these changes to be included in the current Payroll then you must re-calculate pay.

If you do not re-calculate pay then the changes will only apply from the next period."

Click **OK** to this message and if you require the amended payment/deduction to go through the current pay period, re-calculate the payroll.

Pension Output Files

Following legislative changes, when creating your Pension Output File, you can now exclude employees for up to 3 months from the automatic enrolment date.

Pension Fund Remittance

This above change is also reflected when creating the Pension Fund Remittance report.

Pension Output Files – Exclude Until

When creating a Pension Output File, where the automatic enrolment date is within the date range, if you are excluding employees the criteria has been changed as follows:

- If an employee has an automatic enrolment date and has previously joined or opted in (and not ceased or opted out), they will no longer appear on this screen
- If an employee already has an **Exclude Until** date that is after the start of the date range selected, they will now appear on this screen

NEST

In line with NEST requirements, the **NEST Contribution Schedule** output file has been updated to include employees who only have an employer pension contribution.

If an employee pension contribution is zero and the standard amount in **Employee Details | Pay Elements | Pensions** is zero, this employee will no longer be included on the **Reason for reduced contributions** screen.

Scottish Widows Output File

The Scottish Widows V3 output file has been updated in line with Scottish Widows requirements.

Scottish Widows Contribution File

We have added **Scottish Widows Contributions** to the list of available pension output files under **Pension | Create Pension File | Select file to create**. This file will only include individuals if they are in the Scottish Widows Pension Fund and have pension contributions in the selected period.

This new file will not include information about leavers or new members; if the file has new member contributions you will need to complete the information required manually online (you should receive a prompt). This will be the same for any employees who have opted out and leavers.

Other Improvements

Reports

P35 Report

The **P35 report** has been renamed **Employers Annual Summary**. A new field, **Employer NI Allowance**, has been added to this report.

P60 & P35 Layout

The P60 and P35 reports have been updated in line with legislative changes. These changes include the renaming of:

- Ordinary Statutory Paternity Pay to Statutory Paternity Pay
- Additional Statutory Paternity Pay to Additional Statutory Paternity Pay/Shared Parental Pay

Log

In the **Admin | Log** menu, if **Log Enabled** is selected this will now audit any changes made to the **Employment Allowance** indicator in **Company Details | HMRC** tab.

Conversion

From the April 2016 update, when converting from IRIS PAYE-Master to IRIS Payroll, automatic enrolment pensions will be converted as a value to the equivalent non-automatic enrolment pension type.

Following conversion from IRIS PAYE-Master the issue with NI Saving has now been resolved.

Additional Software and Services Available

IRIS AE Suite™

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

IRIS OpenPayslips

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

IRIS Auto Enrolment Training Seminars

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

Useful numbers

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

Contact Sales (including stationery sales)

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

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0844 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0844 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0844 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0844 815 5681	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