



# **Year-end Guide**

**IRIS PAYE-Master**

April 2016



## Contents

<b>Dear Customer .....</b>	<b>4</b>
<b>Key dates to remember .....</b>	<b>5</b>
<b>Stationery .....</b>	<b>6</b>
<b>When should I install this upgrade?.....</b>	<b>7</b>
Have you read this guide through carefully? .....	7
Are you ready to back up your data? .....	7
<b>Overview of sending your year-end submissions then starting 2016/2017 tax year .....</b>	<b>8</b>
Checklists .....	9
When to send a Final Full Payment Submission (FPS) only (Checklist 1).....	9
When to send a Final Employer Payment Summary (EPS) (Checklist 2).....	9
<b>Checklist 1 – Send year-end submissions then start 2016/17 .....</b>	<b>10</b>
Step 1 P45s .....	11
Step 2 Check Directors' NI Calculation.....	11
Step 3 Send Final FPS for the tax year .....	11
Step 4 Back up your data.....	11
Step 5 Finalise Payrolls .....	11
Step 6 Print P11 .....	12
Step 7 Print P60 Year-end forms .....	12
Step 8 Starting the new tax year .....	13
<b>Checklist 2 – Send year-end submissions then start 2016/17 .....</b>	<b>14</b>
Step 1 P45s .....	15
Step 2 Check Directors' NI Calculation.....	15
Step 3 Send FPS .....	15
Step 4 Back up your data.....	15
Step 5 Finalise Payrolls .....	15
Step 6 Send your Final EPS.....	16
Step 7 Print P11 .....	17
Step 8 Print P60 Year-end forms .....	17
Step 8 Starting the new tax year .....	18
<b>Starting the new tax year.....</b>	<b>19</b>
<b>Starting the new tax year prior to printing P60s/P11s.....</b>	<b>21</b>

Clearing Totals .....	21
Returning to your year-end data .....	22
Print P11s.....	23
Print P60s.....	23
Returning to your 2016/17 payroll .....	24
<b>FAQs.....</b>	<b>25</b>
<b>Useful Information – firewalls, anti-virus software and cookies.....</b>	<b>27</b>

## Dear Customer

Welcome to the IRIS PAYE-Master Year-end guide 2016.

This guide contains all of the information you need to complete your RTI year-end online and move into the new tax year.

The guide is divided into the following sections:

- Overview and checklists
- Instructions on submitting your final Full Payment Submission/Employer Payment Summary for the tax year and moving into the new tax year
- Year-end FAQs
- Contact details

Additional year-end information can be found on our comprehensive support web pages [here](#). If you can't find the answer you can submit a question via [www.iris.co.uk/contactus](http://www.iris.co.uk/contactus) or call us on **0844 815 5661**. Please note the telephone lines will be very busy during the year-end period and we will endeavour to answer your call as quickly as possible.

**Important note:** You **MUST** upgrade to IRIS PAYE-Master v5.20.0 before completing any of your year-end procedures

We strongly recommend you update to IRIS PAYE-Master v5.20.0 immediately. You do not need to have completed all of your payrolls for the 2015/2016 tax year.

## Update

Choose **Help | Updates** once installed to view the Release Notes.

## Key dates to remember

Date	Requirement
5 April 2016	2015/2016 tax year ends
6 April 2016	2016/2017 tax year starts
19 April 2016	Corrections to Full Payment Submissions for tax year 2015/2016 cannot be made after this date. An EYU would have to be submitted – see <a href="#">RTI Guide</a>
31 May 2016	P60s to be given to employees by this date
6 July 2016	P9D and P11D forms to HMRC by this date
19 July 2016	Payment of Class 1A NIC on P11D benefit in kind due

## Stationery

You need to print P60s for your current employees; you do not need forms for employees who have left.

- If you have the IRIS OpenPayslips element of the IRIS AE Suite™ you can publish your P60s to the cloud and omit the need for stationery altogether. Contact us for further details
- IRIS has produced forms specifically designed for your software
  - If you are using IRIS stationery, from the **Year-End** menu, go to **Print P60s**, then select **IRIS Laser/Inkjet P60s** from the list
  - Or if you are using the Datamailer version, select **Print Datamailer P60s**
- You can also order P60 forms from HMRC - order **P60 Single Sheet forms for 2015/2016**
  - If you are using HMRC stationery, from the **Year-End** menu, go to **Print P60s** and select **P60 HMRC Laser Single Sheet** from the list

Please ensure you have plenty of forms before you start the year-end process. P60 packs can be ordered from IRIS. Please contact us for further assistance:

**Businesses** 0844 815 5700

**Accountants in practice** 0844 815 5650

**Or buy online** <http://www.iris.co.uk/store/stationery/>

**TIP:** When ordering forms please remember to order extra so you can check the alignment.

You do not need to print P60s for employees who have left the company during the current tax year.

**Important note:** IRIS PAYE-Master supports the printing of portrait style forms only.

## When should I install this upgrade?

We recommend you install IRIS PAYE-Master v5.20.0 update **now**. This will ensure that your payroll is fully up to date and you are using the correct version of the software in advance of the busy year-end period.

Before you commence any of your year-end routines and move into the new tax year you **MUST** ensure you have upgraded to IRIS PAYE-Master v5.20.0.

**Failure to do so will result in incorrect calculations and submissions.**

For example:

- Incorrect format when printing the P60 forms
- Incorrect legislation applied to 2016/17 tax year

## Have you read this guide through carefully?

Familiarise yourself with the year-end process before you start.

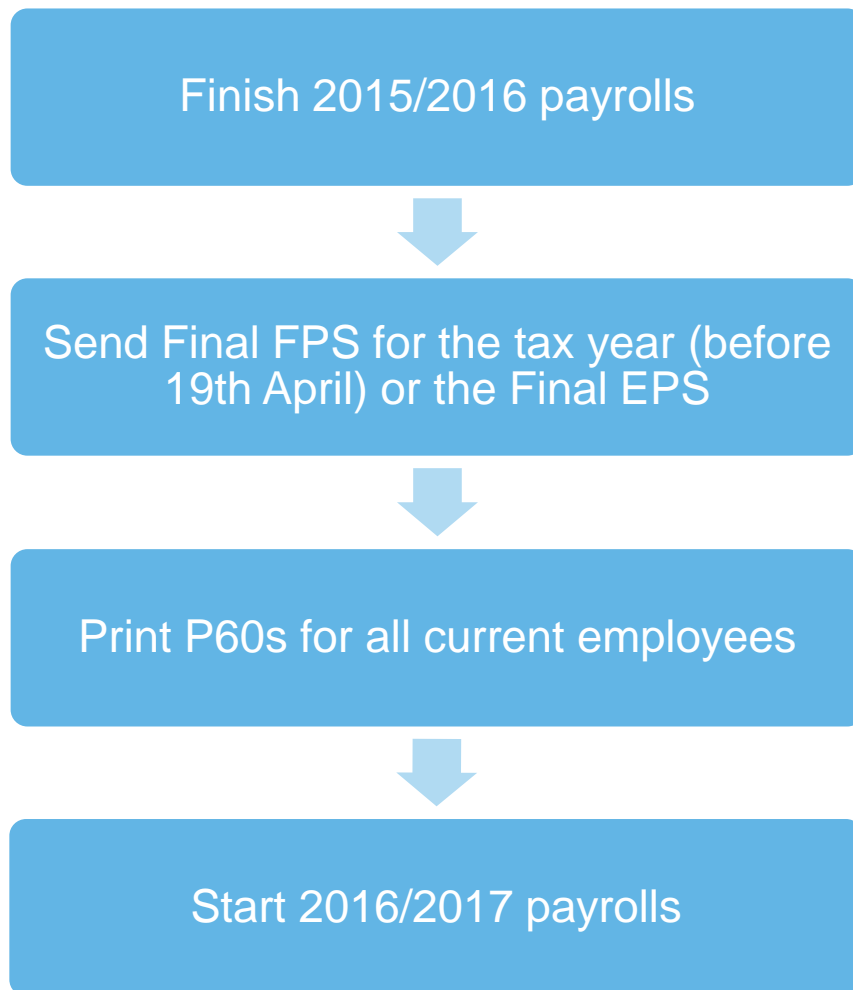
## Are you ready to back up your data?

Make sure you know your back up procedure.

HMRC's Gateway is ready now for your submissions – you do not need to wait until 6 April to file your Final FPS/EPS. The **Full Payment Submission** should be submitted on or before the pay date, no later than 19 April

Remember to install your update, version 5.20.0 first

## Overview of sending your year-end submissions then starting 2016/2017 tax year



**Important note:** You do not need to wait until the 6<sup>th</sup> April to file your Final FPS/EPS. The Final FPS should be submitted no later than 19 April. Generally FPS submissions should be sent on or before the pay date with few exceptions. HMRC allow up to 7 days to report PAYE in certain circumstances:

- where payments are made on the day of work which vary depending on the work done, where it is impractical to report in real time - such as:
  - a crop picker paid in cash at the end of the day, when their pay is based on how much they have picked

Click [here](#) for HMRC information on Timing of Real Time Returns.



## Checklists

There are two separate checklists provided:

- **Checklist 1** – to be used if a final FPS is required
- **Checklist 2** – to be used if a final EPS is required

You may need to submit either an FPS, EPS or both to HMRC depending on your payroll. It is important to understand which report you mark as FINAL to HMRC.

### When to send a Final Full Payment Submission (FPS) only (Checklist 1)

You should mark your FPS as FINAL if you have paid employees in Month 12 or Week 52 and have no requirement to send an EPS (see below). Your FPS should be sent on or before your pay date, you cannot send an FPS for 2015/2016 tax year later than the 19<sup>th</sup> April 2016.

### When to send a Final Employer Payment Summary (EPS) (Checklist 2)

You should mark your EPS as Final if any of the following apply:

- You forgot to tick **Yes** in **Final submission for year** on your last FPS
- No employees were paid in the final pay period of the tax year
- You need to recover any statutory payments in Month 12, such as SMP, SPP etc.

Please Note: you still need to send a normal FPS for the final pay period of the year.

## Checklist 1 – Send year-end submissions then start 2016/2017

Use this checklist for submissions where a Final FPS is needed, ensure you carry out all steps before moving into the 2016/2017 tax year.

Company name	
Company number	
Completed by	
Date	

**Bureau customers** - please ensure that you use the appropriate checklist for each of your companies.

### Final Submission of the tax year

Carry out steps 1-6 for each company in IRIS PAYE-Master

**Before you start, make sure you have installed v 5.20.0 of IRIS PAYE-Master**

- Step 1** Issue P45s for any employees you do not intend to pay in the 2016/2017 tax year
- Step 2** Check year to-date NI for Directors if you started using IRIS PAYE-Master part of the way through the tax year
- Step 3** Send Final FPS for the tax year
- Step 4** Back up your data 
  - Backup details
  - Location/filename \_\_\_\_\_
  - Date/Time \_\_\_\_\_
- Step 5** Finalise Payrolls
- Step 6** Print P11s for each employee
- Step 7** Print P60s for each employee
- Step 8** Start new tax year 2016/2017

## Step 1 P45s

Issue P45s for any employees you do not intend to pay in the 2016/2017 tax year. You will not be able to do this after you have completed **Clear Totals** and moved into the 2016/2017 tax year.

## Step 2 Check Directors' NI Calculation

If you started using IRIS PAYE-Master part of the way through the tax year and you have some employees set up as Directors (i.e. with the **Director** box ticked in **Employee Details | General** tab) you must check their year to-date calculations.

To calculate Directors' NI you can do one of the following:

- Use the calculation described in HMRC's leaflet '**CA44 National Insurance for Company Directors**', which you can find on the HMRC website [here](#)
- Use HMRC's Directors' National Insurance contributions which you can find on their website [here](#)

## Step 3 Send Final FPS for the tax year

Select **RTI Online Services | Send Full Payment Submission**, tick **Final Submission for Year** and click **Next**. Click **Yes** to confirm this is the **Final Submission for Year**.

### Check Totals

Check the figures on the **Full Payment Submission – Final Confirmation** screen. Click **Print Summary** and/or **Print Details** to print a copy for your records, if you wish.

### Start the submission

Click **Send** to submit the **Full Payment Submission**.

## Step 4 Back up your data

Back up the 2015/2016 data. Click on **File**, select **Backup and Restore Data** then select the company and click **Backup** or follow your standard backup routine.

## Step 5 Finalise Payrolls

Ensure you have finalised the last payroll for the 2015/2016 tax year, this would usually be week 52 or month 12 (unless you have a week 53, 54 or 56).

If you have finalised a pay frequency up to the end of the tax year, the **Payroll Status** screen will show a **Year-End** marker. To check the payroll status, from the **Utilities** menu select **Payroll Status**.

If necessary, process your payroll for week 53, 54 or 56. You will have a week 53 (54 or 56 for two weekly or four weekly payrolls) when you have calculated and finalised week 52 and the next payment that you are due to make is on 4<sup>th</sup>/5<sup>th</sup> April 2016.

It is the date your employees are paid that determines whether you need to process a week 53, 54 or 56; when the work was carried out is irrelevant.

IRIS PAYE-Master will automatically know if you have a week 53, 54 or 56 in the payroll and will guide you through the process.

### Example

- Week 52 payment is made on Monday 28<sup>th</sup> March for a weekly payroll, resulting in the next pay date, 7 days later, being Monday 4<sup>th</sup> April
  - this would be a week 53
- Week 52 payment is made on Tuesday 29<sup>th</sup> March for a weekly payroll, resulting in the next pay date, 7 days later, being Tuesday 5<sup>th</sup> April
  - this would be a week 53
- Week 52 payment is made on Wednesday 30<sup>th</sup> March for a weekly payroll, resulting in the next pay date, 7 days later, being Wednesday 6<sup>th</sup> April
  - this would be week 1 of the new tax year

The same rules apply to 2 weekly and 4 weekly payrolls.

## Step 6 Print P11

From the **Year-End** menu, select **Print P11s** and print the **P11s (NI)** and **P11s (PAYE)** for each employee.

These are plain paper reports for internal use only and should be retained for audit purposes.

## Step 7 Print P60 Year-end forms

Make sure your printer is loaded with the forms designed for the current tax year. From the **Year-End** menu click **Print P60s** and select the report you want to use from the list.

### IRIS Stationery

Select either **Print IRIS Laser/Inkjet P60s** or **Print Datamailer P60s**

### HMRC Stationery

Select **Print P60 HMRC Laser Single Sheet**

## IRIS OpenPayslips

If you are using the IRIS OpenPayslips element of the IRIS AE Suite™, select **Publish P60s**

### Alignment checks

You should check the alignment prior to printing the forms. We recommend that you test on plain paper to avoid wasting your year-end stationery.

- 1) Select the relevant P60 for an employee from **Year-End | Print P60s**
- 2) Click **Select** and enter the page range from 1 to 1 then click **OK** on the following screens to print the report
- 3) Compare the plain paper report to the supplied year-end stationery

### Margins

Click the **Margins** buttons if the printing needs to be realigned and adjust your margins accordingly. Suitable margins to begin with are:

- Top margin 0.55"
- Left margin 0.57"
- Line height 240

The margin settings can vary depending on the printer. You will need to repeat these steps until you are sure the forms align correctly.

For more information on margins, please use the Help File and search for **General Print Adjustments**.

**Bureau customers – setting the correct margins in one company will automatically set the margins in ALL other companies.**

Once you are happy with the alignment you can print the P60s in the year-end stationery.

## Step 8 Starting the new tax year

To move into the 2016/2017 tax year, follow the instructions in the section **Starting the new tax year**.

## Checklist 2 – Send year-end submissions then start 2016/2017

Use this checklist for submissions where a Final EPS is needed, ensure you carry out all steps before moving into the 2016/2017 tax year.

Company name	
Company number	
Completed by	
Date	

**Bureau customers** - please ensure that you use the appropriate checklist for each of your companies.

### Final Submission of the tax year

Carry out steps 1-6 for each company in IRIS PAYE-Master

**Before you start, make sure you have installed v 5.20.0 of IRIS PAYE-Master**

- Step 1** Issue P45s for any employees you do not intend to pay in the 2016/2017 tax year
- Step 2** Check year to-date NI for Directors if you started using IRIS PAYE-Master part of the way through the tax year
- Step 3** Send your FPS
- Step 4** Back up your data 
  - Backup details
  - Location/filename \_\_\_\_\_
  - Date/Time \_\_\_\_\_
- Step 5** Finalise Payrolls
- Step 6** Send your Final EPS
- Step 7** Print P11s for each employee
- Step 8** Print P60s for each employee
- Step 9** Start new tax year 2016/2017

## Step 1 P45s

Issue P45s for any employees you do not intend to pay in the 2016/2017 tax year. You will not be able to do this after you have completed **Clear Totals** and moved into the 2016/2017 tax year.

## Step 2 Check Directors' NI Calculation

If you started using IRIS PAYE-Master part of the way through the tax year and you have some employees set up as Directors (i.e. with the **Director** box ticked in **Employee Details | General** tab) you must check their year to-date calculations.

To calculate Directors' NI you can do one of the following:

- Use the calculation described in HMRC's leaflet '**CA44 National Insurance for Company Directors**', which you can find on the HMRC website [here](#)
- Use HMRC's Directors' National Insurance contributions which you can find on their website [here](#)

## Step 3 Send FPS

Follow your normal procedures, ensure you have sent an FPS for your final week/month and that Final Submission for year is **not** ticked.

### Check Totals

Check the figures on the **Full Payment Submission – Final Confirmation** screen. Click **Print Summary** and/or **Print Details** to print a copy for your records, if you wish.

### Start the submission

Click **Send** to submit the **Full Payment Submission**.

## Step 4 Back up your data

Back up the 2015/2016 data. Click on **File**, select **Backup and Restore Data** then select the company and click **Backup** or follow your standard backup routine.

## Step 5 Finalise Payrolls

Ensure you have finalised the last payroll for the 2015/2016 tax year, this would usually be week 52 or month 12 (unless you have a week 53, 54 or 56).

If you have finalised a pay frequency up to the end of the tax year, the **Payroll Status** screen will show a **Year-End** marker. To check the payroll status, from the **Utilities** menu select **Payroll Status**.

If necessary, process your payroll for week 53, 54 or 56. You will have a week 53 (54 or 56 for two weekly or four weekly payrolls) when you have calculated and finalised week 52 and the next payment that you are due to make is on 4<sup>th</sup>/5<sup>th</sup> April 2016.

It is the date your employees are paid that determines whether you need to process a week 53, 54 or 56; when the work was carried out is irrelevant.

IRIS PAYE-Master will automatically know if you have a week 53, 54 or 56 in the payroll and will guide you through the process.

### Example

- Week 52 payment is made on Monday 28<sup>th</sup> March for a weekly payroll, resulting in the next pay date, 7 days later, being Monday 4<sup>th</sup> April
  - this would be a week 53
- Week 52 payment is made on Tuesday 29<sup>th</sup> March for a weekly payroll, resulting in the next pay date, 7 days later, being Tuesday 5<sup>th</sup> April
  - this would be a week 53
- Week 52 payment is made on Wednesday 30<sup>th</sup> March for a weekly payroll, resulting in the next pay date, 7 days later, being Wednesday 6<sup>th</sup> April
  - this would be week 1 of the new tax year

The same rules apply to 2 weekly and 4 weekly payrolls.

## Step 6 Send your Final EPS

Select **RTI Online Services | Send Employer Payment Summary**, selecting **March** in the **Month** field will automatically tick **Final Employer Payment Summary for Tax Year** then click **Next**.

### Check Totals

Check the figures on the **Employer Payment Summary Values** screen and amend these if necessary. You may need to amend the values if you pay employees via IRIS PAYE-Master and another payroll system for a company with the same tax reference where the values must be combined before submitting. Click **Next**.

### Start the submission

Check the values on the **Employer Payment Summary Year to Date Values** screen and click **Print** if you require an **EPS Confirmation report**. Click **Send** to submit to HMRC.



## Step 7 Print P11

From the **Year-End** menu, select **Print P11s** and print the **P11s (NI)** and **P11s (PAYE)** for each employee.

These are plain paper reports for internal use only and should be retained for audit purposes.

## Step 8 Print P60 Year-end forms

Make sure your printer is loaded with the forms designed for the current tax year. From the **Year-End** menu click **Print P60s** and select the report you want to use from the list.

### IRIS Stationery

Select either **Print IRIS Laser/Inkjet P60s** or **Print Datamailer P60s**.

### HMRC Stationery

Select **Print P60 HMRC Laser Single Sheet**.

### IRIS OpenPayslips

If you are using the IRIS OpenPayslips element of the IRIS AE Suite™, select **Publish P60s**.

### Alignment checks

You should check the alignment prior to printing the forms. We recommend that you test on plain paper to avoid wasting your year-end stationery.

- 1) Select the relevant P60 for an employee from **Year-End | Print P60s**
- 2) Click **Select** and enter the page range from 1 to 1 then click **OK** on the following screens to print the report
- 3) Compare the plain paper report to the supplied year-end stationery

### Margins

Click the **Margins** buttons if the printing needs to be realigned and adjust your margins accordingly. Suitable margins to begin with are:

- Top margin 0.55"
- Left margin 0.57"
- Line height 240

The margin settings can vary depending on the printer. You will need to repeat these steps until you are sure the forms align correctly.

For more information on margins, please use the Help File and search for General Print Adjustments.

Bureau customers – setting the correct margins in one company will automatically set the margins in ALL other companies.

Once you are happy with the alignment you can print the P60s in the year-end stationery.

## Step 8 Starting the new tax year

To move into the 2016/2017 tax year, follow the instructions in the section **Starting the new tax year**.

## Starting the new tax year

This section explains how to process a payroll in the new tax year. You must have installed IRIS PAYE-Master v5.20.0 before you can start the new tax year.

From the **Year-End** menu select **Clear Totals**. This will clear down all the year to date figures and reset everything back to zero so that you are able to process payroll in the new tax year for all pay frequencies for the selected Company. If you have pay frequencies that no longer have active employees, the **Clear Totals** process will clear these frequencies and also remove them from the **Payroll Status**.

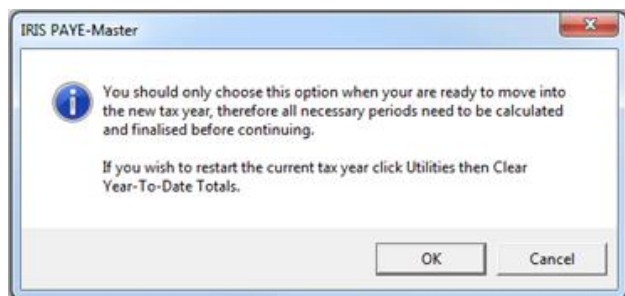
**Please note:** to be able to clear totals, the last period calculated must be finalised, however this does not have to be the last period of the tax year.

**Clear Totals** should only be used when you are ready to move all pay frequencies into the new tax year.

The following message will appear:

Click **OK**.

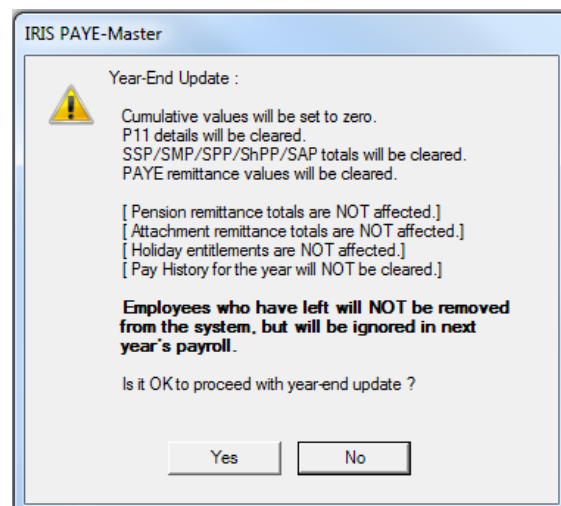
You will be asked if you wish to back up your data. We strongly recommended that you do this.



The next screen displays **Tax Basis**. In normal circumstances employees on a week1/month1 tax code basis will change to standard, including anyone whose tax code is D0 or NT. This option is selected by default and should therefore be left unchanged. Click **OK** to proceed.

You will be shown a summary of the items cleared from the system.

Click **Yes** to continue. IRIS PAYE-Master will show you the next pay date to be used.



You will be reminded to use the **Bulk Tax Code Change** facility.

All the statutory changes will be automatically made for you when you install IRIS PAYE-Master; however you will still need to uplift all **L**, **M** and **N** suffix tax codes as follows:

- L suffix increase by 40
- M suffix increase by 44
- N suffix increase by 36

To do this, please go to **Utilities** and select **Bulk Tax Code Change**, enter **40** against the **L** suffix, **44** against the **M** suffix and **36** against the **N** suffix and follow the on screen prompts. This will also change the default employee tax code for any new starters to 1100L.

During the **Year-End | Clear Totals** process, 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 – C/O COSR Std	A – Normal
E – C/O COSR Red	B – Married Woman
L – C/O COSR CA2700	J – C/I C CA2700
I – C/O U21	M – Normal U21
K – C/O Def U21	Z – Deferral U21

**Important note:** During the **Clear Totals** process if you have **Employment Allowance** set to 'Yes', the **Amount Remaining (Current Year)** will be reset. Check the **Amount Remaining Current Year** from **Pay | Employment Allowance**

If you are eligible to start claiming **Employment Allowance** from the 2016/2017 Tax Year, from the **Pay** menu, select **Employment Allowance** then 'Yes' from the Employment Allowance drop-down.

## Starting the new tax year prior to printing P60s/P11s

This section explains how to process a payroll in the new tax year. You must have installed IRIS PAYE-Master v5.20.0 before you can start the new tax year.

Before you finalise the last pay period in 2015/16, issue P45s for any employees you do not intend to pay in the 2016/17 tax year.

### Clearing Totals

From the **Year-End** menu select **Clear Totals**. This will clear down all the year to date figures and reset everything back to zero so that you are able to process payroll in the new tax year for all pay frequencies for the selected Company. If you have pay frequencies that no longer have active employees, the **Clear Totals** process will clear these frequencies and also remove them from the **Payroll Status**.

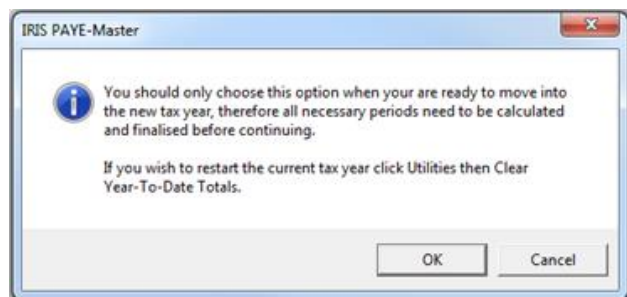
**Please note:** to be able to clear totals, the last period calculated must be finalised, however this does not have to be the last period of the tax year.

**Clear Totals** should only be used when you are ready to move all pay frequencies into the new tax year.

The following message will appear:

Click **OK**.

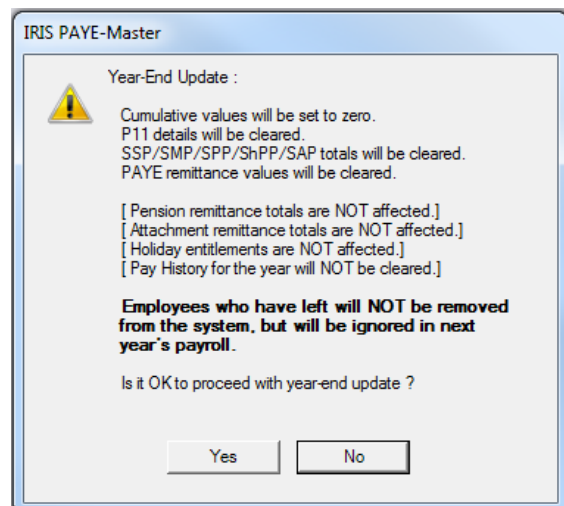
You will be asked if you wish to back up your data. We strongly recommended that you do this.



The next screen displays **Tax Basis**. In normal circumstances employees on a week1/month1 tax code basis will change to standard, including anyone whose tax code is D0 or NT. This option is selected by default and should therefore be left unchanged. Click **OK** to proceed.

You will be shown a summary of the items cleared from the system.

Click **Yes** to continue. IRIS PAYE-Master will show you the next pay date to be used.



You will be reminded to use the **Bulk Tax Code Change** facility.

All the statutory changes will be automatically made for you when you install IRIS PAYE-Master; however you will still need to uplift all **L**, **M** and **N** suffix tax codes as follows:

- L suffix increase by 40
- M suffix increase by 44
- N suffix increase by 36

To do this, please go to **Utilities** and select **Bulk Tax Code Change**, enter **40** against the **L** suffix, **44** against the **M** suffix and **36** against the **N** suffix and follow the on screen prompts. This will also change the default employee tax code for any new starters to 1100L.

During the **Year-End | Clear Totals** process, 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 – C/O COSR Std	A – Normal
E – C/O COSR Red	B – Married Woman
L – C/O COSR CA2700	J – C/I C CA2700
I – C/O U21	M – Normal U21
K – C/O Def U21	Z – Deferral U21

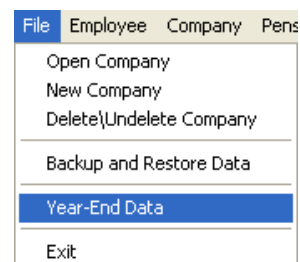
**Important note:** During the **Clear Totals** process if you have **Employment Allowance** set to 'Yes', the **Amount Remaining (Current Year)** will be reset. Check the **Amount Remaining Current Year** from **Pay | Employment Allowance**

If you are eligible to start claiming **Employment Allowance** from the 2016/2017 Tax Year, from the **Pay** menu, select **Employment Allowance** then 'Yes' from the Employment Allowance drop-down.

## Returning to your year-end data

A 'snapshot' copy of your data was created automatically when you cleared the totals for your pay frequencies. You can return to this data after you have started running payrolls for the 2015/16 tax year by following the instructions below.

When you are ready to print your P60s/P11s, go **File | Year-End Data**.



### Payrolls with multiple pay frequencies

After returning to the year-end data the **Payroll Status** screen will show '**Last Period Calculated 52, Last Period Finalised 52**' for the weekly payroll and '**Last Period Calculated 12, Last Period Finalised 12**' for the monthly payroll. There will also be a '**Year-End**' marker shown in the payroll status screen.

You can also look at the year to date figures in the **Employee Details** screen as a final check. If each of your pay frequencies shows figures up to the end of the tax year, the correct details will be printed on your P60s.

### Print P11s

From the **Year-End** menu, select **Print P11s** and print the **P11s (NI)** and **P11s (PAYE)** for each employee.

These are plain paper reports for internal use only and should be retained for audit purposes.

### Print P60s

Make sure your printer is loaded with the forms designed for the current tax year. From the **Year-End** menu click **Print P60s** and select the report you want to use from the list.

#### IRIS Stationery

Select either **Print IRIS Laser/Inkjet P60s** or **Print Datamailer P60s**.

#### HMRC Stationery

Select **Print P60 HMRC Laser Single Sheet**.

#### IRIS OpenPayslips

If you are using the IRIS OpenPayslips element of the IRIS AE Suite™, select **Publish P60s**.

### Alignment checks

You should check the alignment prior to printing the forms. We recommend that you test on plain paper to avoid wasting your year-end stationery.

- 1) Select the relevant P60 for an employee from **Year-End | Print P60s**
- 2) Click **Select** and enter the page range from 1 to 1 then click **OK** on the following screens to print the report
- 3) Compare the plain paper report to the supplied year-end stationery

## Margins

Click the **Margins** buttons if the printing needs to be realigned and adjust your margins accordingly. Suitable margins to begin with are:

- Top margin 0.55"
- Left margin 0.57"
- Line height 240

The margin settings can vary depending on the printer. You will need to repeat these steps until you are sure the forms align correctly.

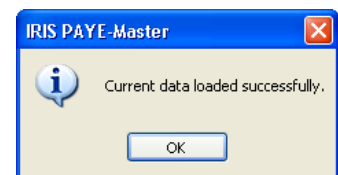
For more information on margins, please use the Help File and search for General Print Adjustments.

Bureau customers – setting the correct margins in one company will automatically set the margins in ALL other companies.

Once you are happy with the alignment you can print the P60s in the year-end stationery.

## Returning to your 2016/17 payroll

Once you have printed the P60s go to the **File** menu and select the option **Back to Current Data**. IRIS PAYE-Master will tell you when the current data has loaded successfully:





## FAQs

### I use AOL as my default Internet browser and I am experiencing problems sending my submissions, why is this?

HMRC have advised that customers may experience difficulties filing online using AOL. If you do experience difficulties you should try using a different browser e.g. Microsoft Internet Explorer when sending your submissions. If in doubt, contact HMRC directly on **0845 60 55 999**.

### I'm having problems connecting to HMRC's Gateway. What can I do?

Problems with connection can have many causes. Please see the Appendix for hints about how to identify and resolve the most common issues.

### I am receiving Error 6010, what does this mean?

This error is normally received if you have not upgraded to the latest version of IRIS PAYE-Master. Please check that you have installed IRIS PAYE-Master v5.20.0

### I am receiving Error NI number XX999999X is not valid; XX is not a valid NI prefix', why is this happening?

Only certain NI Number prefixes are valid, HMRC will reject the invalid ones. If you have an invalid NI number, on receipt of a Full Payment Submission HMRC will automatically search for the employee's correct NI number.

#### The valid combinations are:

AA AB AE AH AK AL AM AP AR AS AT AW AX AY AZ  
BA BB BE BH BK BL BM BT  
CA CB CE CH CK CL CR  
EA EB EE EH EK EL EM EP ER ES ET EW EX EY EZ  
GY  
HA HB HE HH HK HL HM HP HR HS HT HW HX HY HZ  
JA JB JC JE JG JH JJ JK JL JM JN JP JR JS JT JW JX JY JZ  
KA KB KE KH KK KL KM KP KR KS KT KW KX KY KZ  
LA LB LE LH LK LL LM LP LR LS LT LW LX LY LZ  
MA MW MX  
NA NB NE NH NL NM NP NR NS NW NX NY NZ  
OA OB OE OH OK OL OM OP OR OS OX  
PA PB PC PE PG PH PJ PK PL PM PN PP PR PS PT PW PX PY  
RA RB RE RH RK RM RP RR RS RT RW RX RY RZ  
SA SB SC SE SG SH SJ SK SL SM SN SP SR SS ST SW SX SY SZ  
TA TB TE TH TK TL TM TP TR TS TT TW TX TY TZ  
WA WB WE WK WL WM WP  
YA YB YE YH YK YL YM YP YR YS YT YW YX YY YZ  
ZA ZB ZE ZH ZK ZL ZM ZP ZR ZS ZT ZW ZX ZY

### Can I send a submission using IRIS PAYE-Master for a company that has ceased trading during the tax year?

Yes. For instructions on sending a submission for a company that has ceased trading, please refer to the IRIS PAYE-Master **Guide to Real Time Information**.

### My employee is on A rate National Insurance table letter but X rate is being printed on the P60, why?

If no NIC deductions have been made and there is no 1a earnings figure, X rate is reported on the P60. This is in accordance with HMRC requirements.

### How do I delete employees from IRIS PAYE-Master?

**Important note:** This procedure should be used for employees who have been set up in error or to remove the default employee or to remove employees who left in a previous year. It must not be used to delete any leavers who have worked for you during the 2015/16 tax year.

This will remove employees from IRIS HR Manager **and** IRIS PAYE-Master if the data is shared.

To delete employees from IRIS PAYE-Master, please follow these steps:

1. Ensure you have a backup of your data file
2. Go to **Utilities, Delete Employee**
3. Click **Yes** on the warning message
4. Select the employee you want to delete from the list and click **OK**
5. You will receive a final warning that the employee is about to be completely removed
6. Choose **Yes**

## Useful Information – firewalls, anti-virus software and cookies

HMRC requires that you use Microsoft Internet Explorer v6.0 or higher to file online. If you do not have this software, the latest version can be downloaded free of charge from the Microsoft website at [www.microsoft.com/windows/ie/downloads/default.mspx](http://www.microsoft.com/windows/ie/downloads/default.mspx)

You must also ensure that Java script and cookies are enabled. For further details or assistance please contact HMRC online services helpdesk on **0845 60 55 999** or visit [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

A firewall is a barrier between your computer and the rest of the Internet; it is there to protect you from hackers, worms and viruses. It stops anything you don't know about passing between the Internet and your computer.

Some firewalls and anti-virus software will prevent your submissions from being completed. If you are using a software firewall and are experiencing problems, check that IRIS PAYE-Master is not excluded from communicating with the Internet. Most software firewalls have a control panel where you can allow/deny access to the Internet for particular programs. If the program pmw.exe is blocked, IRIS PAYE-Master will not be able to file your return.

IRIS PAYE-Master communicates with the HMRC Gateway on port 443, also known as SSL or Secure HTTP. If this port is blocked the process will fail. Any firewall hardware/software must be configured to allow communication using this port. Whilst it is not recommended to use a machine connected to the Internet without some form of security, occasionally the only way of determining what is causing the problem is to temporarily disable a firewall (if possible) to check if returns can then be submitted for processing.

If the return submission is successful when the firewall is disabled, it is likely that the firewall is blocking this secure communication and should be re-configured accordingly. Refer to your firewall supplier for more information.

Anti-virus software can also prevent your submission from being made. If you receive an error message you will need to consider disabling the anti-virus software whilst your returns are submitted. We regret that IRIS is unable to provide you with further support concerning your Internet security/firewall/anti-virus software. You should refer to the documentation supplied by your provider.

## 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 contributions, 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: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	

### Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0844 815 5700	Tel: 0844 815 5677
Email: <a href="mailto:sales@iris.co.uk">sales@iris.co.uk</a>	Email: <a href="mailto:earniesales@iris.co.uk">earniesales@iris.co.uk</a>

### Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	<a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a>
IRIS Payroll Business	0844 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Bureau Payroll	0844 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Payroll Professional	0844 815 5671	<a href="mailto:payrollpro@iris.co.uk">payrollpro@iris.co.uk</a>
IRIS GP Payroll	0844 815 5681	<a href="mailto:support@gppayroll.co.uk">support@gppayroll.co.uk</a>
IRIS GP Accounts	0844 815 5681	<a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a>
Earnie or Earnie IQ	0844 815 5671	<a href="mailto:support@earnie.co.uk">support@earnie.co.uk</a>