5 Ways for Accountants to Streamline Payroll

Running payroll for clients is a staple of many accountants up and down the country, so streamlining your processes can be incredibly valuable.

This guide highlights 5 simple ways accountancy practices can use to streamline and modernise their payroll processes for clients.

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Introduction

The last few years have seen some massive changes for payroll with both RTI and automatic enrolment being introduced, and further changes including holiday pay being planned.

Keeping on top of these changes can mean a lot of additional work for accountants as your clients begin to rely on you for more and more.

By saving time on routine jobs such as importing data and distributing pay information you can concentrate on ensuring that payroll really adds value to the business and provide the information required by other departments.

This guide introduces 5 key methods to help your payroll department working as efficiently as possible.

1. Embrace The Opportunity of Automatic Enrolment

Imagine a piece of law being introduced that requires almost every business in the UK to use a service that you provide... welcome to auto enrolment!

According to NEST, **74%** of businesses yet to reach their staging date plan to seek advice from their accountant, but up to **50%** of accountants believe they don't know enough about auto enrolment to properly answer their client's questions.

You have the opportunity to become a trusted source for auto enrolment information. When your client has any questions and starts inquiring about how they can begin their auto enrolment journey, they will want accurate, timely information from you. With this in mind, it is important to note that they are more likely to buy services from you if you are the one educating them.

Who Needs to Enrol?

Your clients must automatically enrol all staff who meet three key requirements:

- Aged between 22 and the State Pension Age

- Working primarily in the UK

- Earning over £10,000 per year (£833.33 per month)

2. Move Payslips Over to a Secure, Online Portal

Traditionally payslips have been delivered through printing and postage. Then email arrived and businesses began emailing payslips, but these two mediums both come with issues. Printing and postage costs an average of £1.75 per payslip and email comes with serious data protection compliance concerns.

So, what's the alternative?

... self-service e-payslips!

The Chartered Institute of Payroll Professionals (CIPP) are now reporting that close to **40%** of all UK businesses are now delivering payslips through self-service or by email, and with the data protection risks of email, isn't it time your practice switched to self-service?

Advantages of Self-Service e-payslips

- Employees can access pay information instantly from wherever they are

- No more lost payslips – employees can re-print previous pay information whenever they need to

- All pay information for current and past periods (including P60s) can be accessed in one convenient location

- Sensitive information is completely secure

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*Call **0844 815 5656**, or visit **iris.co.uk** to see how we can help you*

3. Manage Documents in the Cloud

One of the more difficult aspects of reducing paper usage in the workplace is often how to manage, approve and distribute documents without printing them.

IRIS OpenSpace is a free, safe, simple and secure collaborative tool for accountancy practices and clients to share documents with each other and get client approval electronically.

Consumer file sharing sites are complex to manage for multiple clients, and do not always comply with UK data protection requirements. IRIS OpenSpace ticks all the boxes when it comes to compliance, meaning you can be safe in the knowledge that your documentation is securely stored online.

Accountant
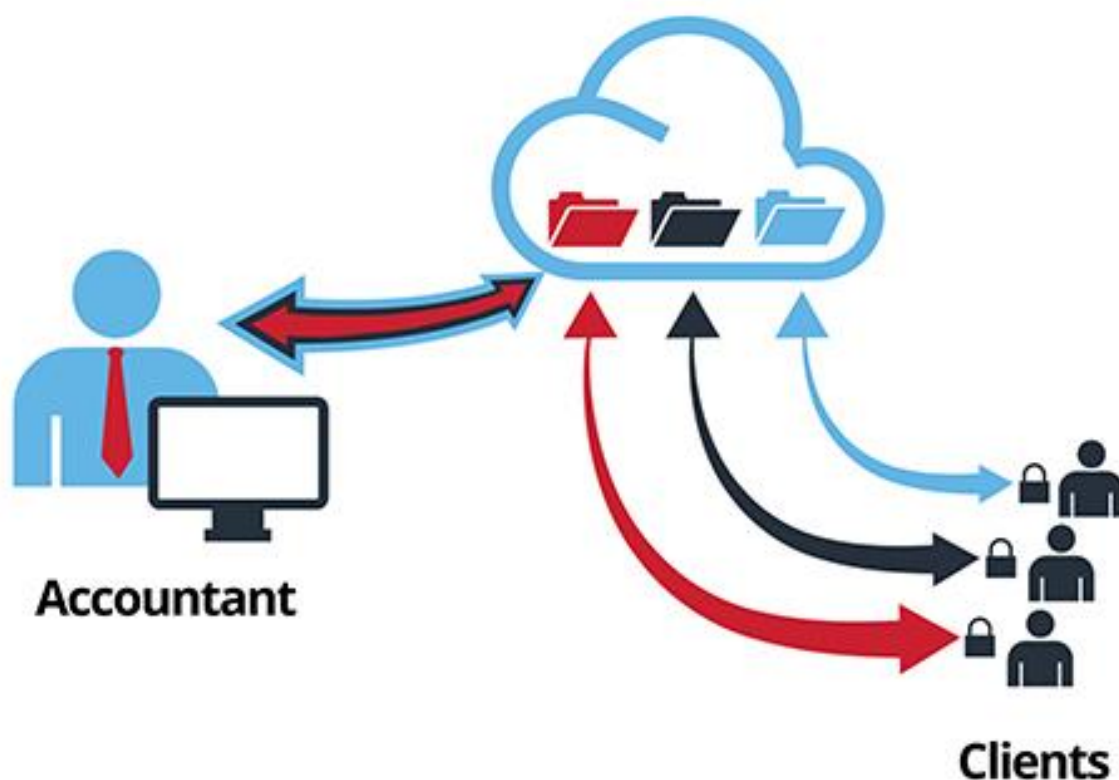
Clients

4. Collect Your Client's Payroll Data In The Cloud

Running payroll for your clients can be a time consuming and frustrating exercise. From the battle to get payroll information sent over to you, to last minute changes, seem all too frequent, there's got to be a better way? Accountants up and down the UK asked IRIS this same question, and we've listened. The brand new IRIS Remote Payroll Entry module is the solution to your payroll problems.

IRIS Remote Payroll Entry gives you full control over which clients have access to the new app. This means in addition to saving time and reducing potential for errors, you can choose to charge your clients for this premium service.

Via the new IRIS Remote Payroll Entry app, your clients will be able to create new starters and enter their personal information, make an employee a leaver and indicate if that employee is due to receive a further payment prior to leaving, and enter changes to static employee information, such as salary or bank details.

Client   Accountant

5. Get Help and Support as and When you Need it

Hopefully the times when things will go wrong with your payroll will be few and far between but you need to be confident that expert help is available when you need it. Waiting for hours to get an answer to a question is simply not an option with something as time critical as payroll because you have the responsibility of making sure all of your client's employees always get paid correctly and on time.

Online Help

An online KnowledgeBase where you can get access to frequently asked questions and find help on the latest support issues will mean you can get answers 24/7 whenever you need them.

Payroll Legislation Experts

If you have queries about legislation and ensuring that not only are the correct deductions made from employees pay, but that the right information is sent to HMRC then it is important that you can speak to experts. Check whether your chosen supplier has legislation experts as well as different tiers of support (for example a 3rd line Tech Support team for those trickier queries).

How Can IRIS Help?

Over 60% of accountancy practices in the UK use at least one piece of IRIS software. We provide industry-leading software which covers automatic enrolment, digital payslips, payroll outsourcing, online documentation sharing and more.

Automatic Enrolment

IRIS are proud to offer the industry's leading auto enrolment solution, the IRIS AE Suite™. Developed through close relationships with both pensions providers and The Pensions Regulator, as well as customer feedback, the solution works within your payroll to perform the calculations for each pay period automatically.

Book your free 1-2-1 demo of the IRIS AE Suite™

Digital Payslips

With self-service payslips becoming the norm for businesses across the UK, isn't it time you moved your clients over too? IRIS OpenPayslips is the user-friendly, flexible and environmentally friendly solution for firms looking to do just that. What's more, IRIS OpenPayslips is completely free for accountants to publish their own employee's payslips and P60s!

IRIS Managed Payroll Service

The IRIS Managed Payroll Service is a fully BACS-accredited and RTI-compliant payroll outsourcing service, developed to take the time and hassle away from running your client's payroll and managing legislation such as auto enrolment. Our handy Payroll Outsourcing Calculator shows how much your business could save by choosing IRIS to run your payroll.

IRIS Remote Payroll Entry

Client

Accountant

IRIS are proud to introduce the revolutionary IRIS Remote Payroll Entry module. Accountants up and down the country asked for a way to receive payroll information online and we've delivered.

Key Features Include:

- Controlled access to payroll
- Receive and reconcile information quickly and simply
- Easy configuration
- Process information at the touch of a button
- Efficient payroll for your clients
- 24/7 access to payroll information
- Data and file security via the Microsoft Windows Azure platform

To learn more about IRIS Remote Payroll Entry module, visit **iris.co.uk/remotepayroll** or call **0844 815 5656** today.

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About IRIS Software Group

With over 37 years' experience, IRIS provides business critical software and services to the UK SME sector and accountants in practice. Over 90,000 small and medium-sized companies including 18,000 accountancy practices rely on IRIS every day to run their business and collaborate, with over 600,700 employees being assessed for auto enrolment each pay period using the IRIS AE Suite™.

IRIS Software Group is a leading provider of auto enrolment software for businesses, accountants and GPs in the UK. IRIS software is used by 14% of UK businesses that operate under PAYE to pay their employees. All customers receive the greatest choice of payroll software and services managed under the brands IRIS, Earnie and KashFlow.

IRIS is renowned for ensuring that all software and services are completely up to date with the latest legislation which means that you in turn as a customer are also kept compliant. Our recently launched IRIS Human Capital Management (HCM) division aims to "be the employee engagement engine, making the HR process flow, enabling our customers to focus on people not the process." The brand names IRIS, Cascade and KashFlow all come together under IRIS HCM.

To see how IRIS can help your business thrive, get in touch today.

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