

IRIS GP Payroll

How to import standard
employee data from IRIS HR

April 2020

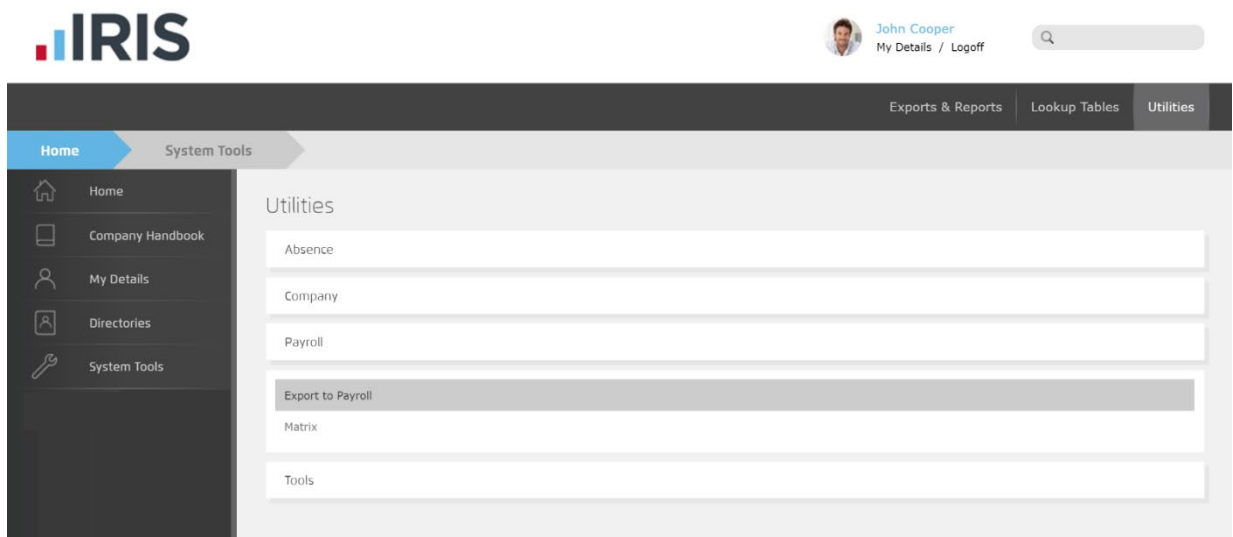
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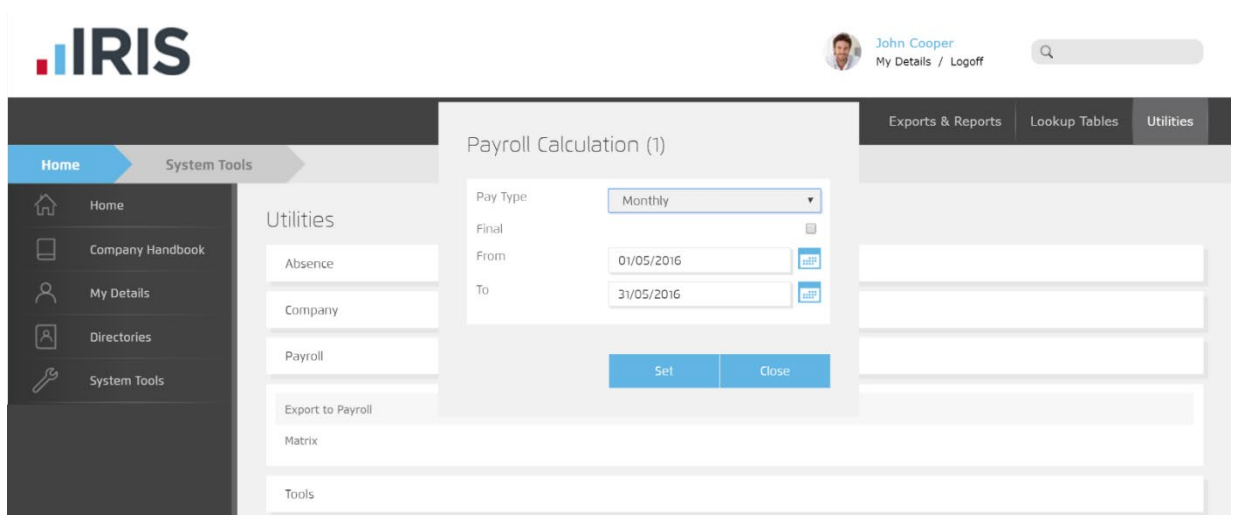
How to Import from IRIS HR to IRIS GP Payroll

From your IRIS HR software

1. Log into IRIS HR
2. Go to **System Tools | Utilities | Payroll | Export to Payroll**



3. Choose the **Pay Type**



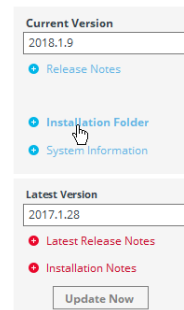
4. Enter the payroll **From** and **To** dates
5. Click **Set**, this will create a zip file containing employee records called **IRIS HR Employee.csv**
6. Using an unzipping utility, unzip **IRIS HR Employee.csv** and save to a location on your computer

From your IRIS GP Payroll Software

Before importing into IRIS GP Payroll software, ensure that the IRIS HR import definition IMP file is saved within the IRIS GP Payroll program location. To check the program location:

1. Choose **Support** from the main screen
2. Click on **Installation Folder**

This will open the program location

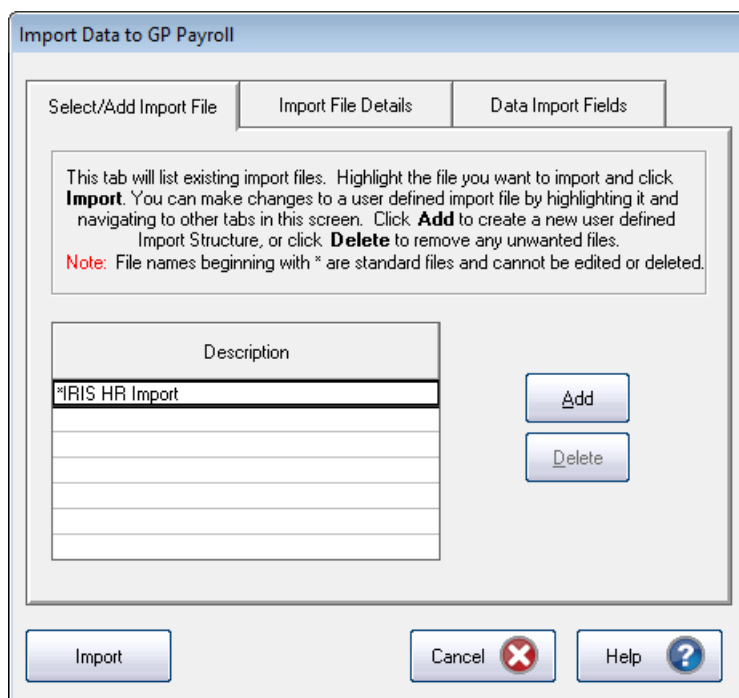


To import:

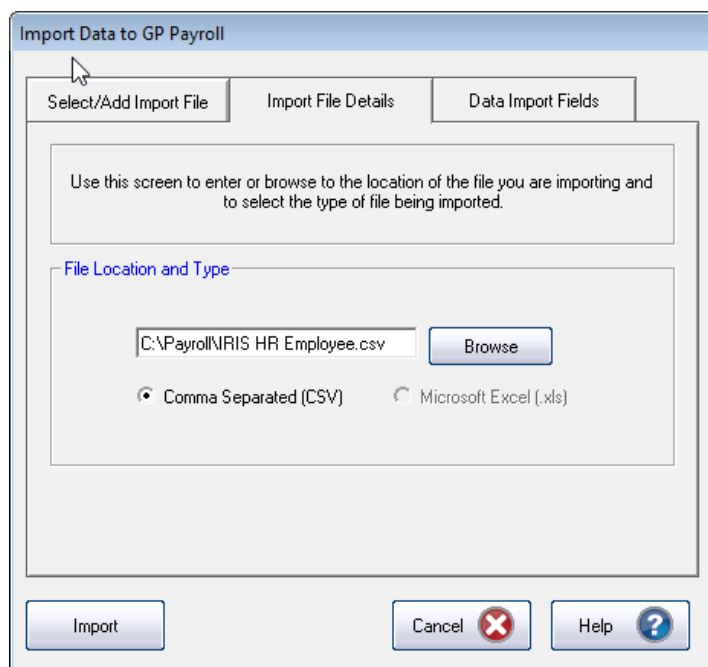
1. Log into IRIS GP Payroll
2. From the main screen, select **Import/Export Data**
3. Choose **IMPORT Data** and click **OK**



4. On the **Select/Add Import File** tab choose **IRIS HR Import**



5. On the **Import File Details** tab, ensure the location under **Import File** is correct
6. Ensure **File Type** is set as **Comma Separated (CSV)**



7. Click **Import**

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

- For new starters, under **Employee Details | Starter Details**, select **New Starter (P45/P46 details)** then click **Next** and choose the **Starting Declaration** from **A, B, C** or **P46 not completed**
- If an individual is not a new employee to the practice, set the **Employee Details | Employee status** to **Not a new employee**
- Under **Employee Details**, from the **Student loan** dropdown choose **Yes** (if applicable) and set the **Type**
- After your first import, in **Employee Details | Cumulative Figures** to ensure the **Pay in Previous Employment** and **Tax in Previous Employment** values are entered

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	For IRIS Payroll Professional
Tel: 0344 815 5656	Tel: 0344 815 5676	Tel: 0345 057 3708
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk	Email: payrollsales@iris.co.uk

Contact Support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5555	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5555	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5555	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5555	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5555	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5555	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	0344 815 5555	payroll-support@iris.co.uk

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