

# IRIS Payroll Year End & Legislation Seminars

## Live online training

The Payroll Year End and Legislation Seminars provide you with a live demonstration and practical examples to help you confidently complete this compulsory payroll routine and avoid potential HMRC fines. The course details the new 2017/2018 legislation changes including the new Apprenticeship Levy, Payrolling Benefits-in-Kind and the end of the Transitional Period. Also included are some payroll hints and tips such as an introduction to auto enrolment and using your IRIS or Earnie payroll software.

The Payroll Year End process is complex because there are three different options of submissions. We can help you choose the correct option for your business to avoid any unnecessary delays with your submission.

The course is aimed at anyone who uses IRIS or Earnie payroll software to process their payroll.

## What will you learn - During this 1 ½ hour session, we will cover:



### Payroll Year End

- ✓ How to download and install your IRIS or Earnie payroll software using the Auto Update Feature
- ✓ How to utilise the IRIS website, IRIS KnowledgeBase and Online Document Library
- ✓ Year-end processes under RTI:
  - What tasks I need to complete
  - Performing a year-to-date reconciliation check
  - Important deadline dates
- ✓ HMRC downtime and related submission issues
- ✓ A live step-by-step demo of filing your RTI year-end return
- ✓ Publishing or printing your employees P60s
- ✓ Starting the 2017/18 tax year

### Legislation

#### What changes will affect me in the 2017/18 tax year?

- ✓ Rates for 2017/18
- ✓ Apprenticeship Levy
- ✓ Payrolling Benefits-in-Kind
- ✓ Transitional Period
- ✓ HR Tips for employers by Marie Walsh, Employment Lawyer

### Hints and Tips

- ✓ How to use the EYU to correct any discrepancies
- ✓ How to correct payroll mistakes in previous pay periods
- ✓ Hints and tips for using your IRIS software
- ✓ An introduction to automatic enrolment (Workplace Pension Reform)

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## Key Benefits

- ✓ Learn directly from an IRIS Payroll Expert
- ✓ Get the key tasks broken down into manageable steps to complete
- ✓ Fits into your busy work schedule as the training can be done from wherever you are
- ✓ You have the opportunity to ask an IRIS Payroll Expert any questions you may have
- ✓ Keeps you up to date with new features and legislation
- ✓ You will be able to confidently use the new 2017/18 release of IRIS Payroll Software

## IRIS Year End Course Dates 2017

The seminars are delivered via a webinar, where you will join the online training session remotely from the comfort of your home or office. Below are the scheduled times and dates that will be available for you to book onto for each software package.

**Cost:** *Special early bird price £195 +vat for orders before January 2017*

Places are limited, so book your place early to take advantage of your discount.

**Course Delivery:** Web-based Seminar  
**Duration:** 1 hour 30 minutes

IRIS Payroll Business/IRIS Payroll Bureau/IRIS Payroll for Accountants		IRIS Payroll Professional and Earnie (Excl. Earnie IQ)		IRIS PAYE-Master		IRIS GP Payroll	
24/02/2017	13:00	27/02/2017	10:00	24/02/2017	10:00	24/02/2017	15:00
27/02/2017	15:00	16/03/2017	13:00	27/02/2017	13:00	16/03/2017	10:00
21/03/2017	10:00	21/03/2017	15:00	16/03/2017	15:00	21/03/2017	13:00
22/03/2017	13:00			22/03/2017	10:00		
				22/03/2017	15:00		

**Contact IRIS:** 0843 357 1836 | sales@iris.co.uk or

**Contact Earnie Team:** 0844 576 2023 | earniesales@iris.co.uk

*"A clear and practical course on the year end procedures which was well presented. No matter how many years we have been using the software there is always something new to pick up."*

**Peter Soar, Finance Director of Osborne & Little**