Installation Instructions

Earnie

April 2016
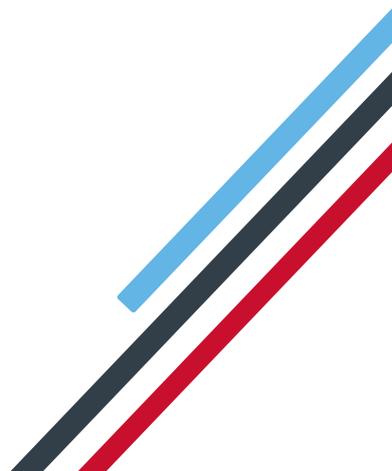
Contents

Earnie Installation Instructions

Before you start:

- Read ALL steps before starting the installation

- Your Windows regional settings should always be set to **English (United Kingdom)**. Check in **Control Panel | Region and Language**

- Make sure you run the installation on EVERY workstation that Earnie will be accessed from

- If you are installing to a Windows Vista PC, we recommend that you avoid installing to a folder in C:\Program Files

Installing your Payroll Software via download from the IRIS website

1. Before you start make sure you have closed all your applications. If you have been running Earnie previously we recommend you reset the PC

2. Run the downloaded file and follow the on-screen instructions. When asked to select a setup type choose:

   Install

3. At the next screen, enter the location where you want Earnie to be stored or accept the default of C:\Earnie. Confirm the setup details to start the installation/update process

4. If you run Earnie on a network complete steps 1 to 3 on each workstation

Auto Download of Updates

Each time you log into Earnie the system will automatically link to the IRIS website and check for updates on your behalf.

- If Earnie finds a new version, which could be a non-critical, payroll critical or a legislation critical update, you will see a message informing you of this

- Once you click **Yes** to proceed with the update a progress bar will appear on screen

- You can minimise this to the Windows task bar and continue using Earnie

- You can right click on the download icon in the task bar and select the **Pause** option. You will be prompted to resume the download next time you log into Earnie

- You can also right click on the download icon in the task bar and select the option to stop the download. If you select this, any files already downloaded will be deleted

- When the download is complete, a message will appear in the Windows task bar to inform you

- If the download stops for any other reason before it is completed, the next time you log into Earnie it will resume from the point it had previously reached

Check for Updates – Manual

The manual download process allows you to check for and download updates at your convenience. This method will also allow you to download a version that you had previously opted not to download or if you had selected the 'Ask Me Later' option when informed the download was available.

To use this option,

1. From the **Help** menu, select **About Earnie** then click the **Check for Updates** button.

2. You will then see one of the previously described messages or a message stating:

   'A newer version of the software is not available at this time'

Installing your Payroll Software from CD

1. Before you start make sure you have closed all your applications. If you have been running Earnie previously we recommend you reset the PC

2. Insert your Earnie CD into your computer

3. You will see a splash screen with several options for you to select:

   Print Installation Guide –   opens this document for printing

   Print Release Notes –   opens a document containing vital information about the software release which MUST be handed to those responsible for running the Payroll. If this is the April release it will be the Year End Guide

   Install Acrobat Reader –   installs the software necessary to view and print the documents mentioned above

   Install Now –   begins the installation of the software

   Exit -   closes menu screen and exits installation

4. When you have printed out the relevant documents, click on **Install Now** on the splash screen and follow the on-screen instructions. When asked to select a setup type choose:

   Install

5. At the next screen, enter the location where you want Earnie to be stored or accept the default of C:\Earnie. Confirm the setup details to start the installation/update process.

6. If you run Earnie on a network complete steps 1 to 5 on each workstation

System Update Details

When you log-in after installation you will see the system update details screen, displaying the program version and legislation details. To stop this screen appearing next time you login tick the **'Don't show again'** option

Software Amendments

For software amendment details relating to this update select **Help/Update Notes**

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: 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	support@gppayroll.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	support@earnie.co.uk