



# Guide to Converting Data from IRIS PAYE-Master

Earnie

September 2016



## Contents

Introduction .....	3
What is converted? .....	3
What is not converted?.....	4
What to do in IRIS PAYE-Master before converting .....	5
How to convert the payroll data .....	6
What you need to do now in your new payroll software .....	8
Important checks after Conversion .....	8

## Introduction

This guide explains how to convert your data from IRIS PAYE-Master to your new payroll software. It details what is converted and what is not, and explains how to resolve some of the issues that may arise from running the Conversion program.

Please read this entire guide before beginning the Conversion.

If you have any questions on this guide or difficulties with converting, please contact our Support department who will be happy to help you. You can call them on **0844 815 5671** or email them at [payrollpro@iris.co.uk](mailto:payrollpro@iris.co.uk)

## What is converted?

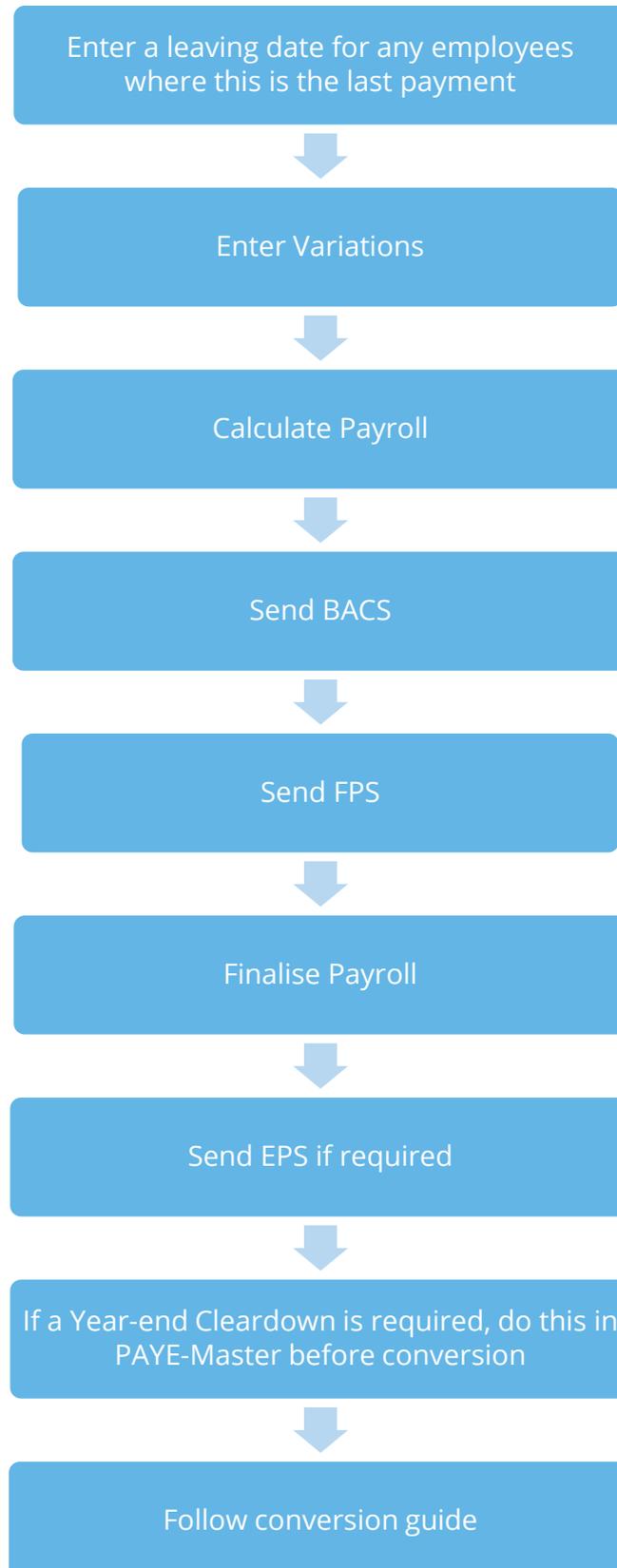
- Employee Details
- Year to Date amounts
- Additions and Deductions, Pensions and Attachments
- Statutory Payments – SMP/SAP/SPP/ShPP
- For each month where, under RTI, the **Employer Payment Summary** has been sent to HMRC, the following year to date values will also be converted:
  - SMP Recovered
  - SMP Compensation
  - SPP Recovered
  - SPP Compensation
  - ShPP Recovered
  - ShPP Compensation
  - SAP Recovered
  - SAP Compensation
  - CIS Deducted
  - NIC Holiday
  - If there has been No Pay This Period
- The RTI fields **On Strike, Employee requested zero contracted hours, Payment to a non-individual**
- **Employment Allowance** - The Employment Allowance indicator will be converted from IRIS PAYE-Master

## What is not converted?

- Comp Rebate and Amount pensions
- Absence Details
- SSP Amounts
- PAYE Remittance Report Amounts
- NEST Schedule (Enrolling Workers/Contribution Schedule) details - If any employees have been previously excluded from the NEST Contribution Schedule and are still to be excluded, this information will need to be re-entered after conversion when the NEST Contribution Schedule file is being created
- **Employment Allowance** - If you are converting mid-year, in your new payroll software, enter the value already claimed for the tax year in **Company | Alter Company Details | HMRC Details | Employment Allowance**

## What to do in IRIS PAYE-Master before converting

When running the final payroll for each company you are converting:



## How to convert the payroll data

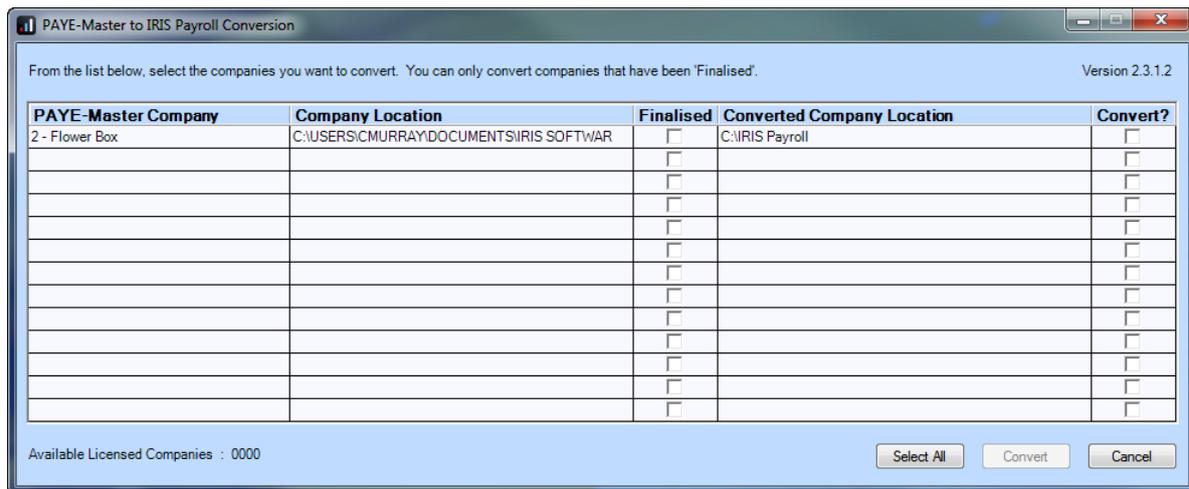
- In IRIS PAYE-Master make sure you have completely finalised the payroll for each company you wish to convert BEFORE attempting to run the conversion program
  - If you are converting part way through the month, print a **PAYE Remittance report** to cover the month so far
  - Make sure you have installed and licensed your new payroll software and that both IRIS PAYE-Master and your new payroll software are now closed down.
1. Click on the Windows **Start** button, then **All Programs, IRIS Payroll Professional** then select **PAYE-Master Conversion**. This will open a webpage enabling you to download the latest version of the conversion tool
  2. To download the tool:
    - a. Select **Click Here** under the **Download** column
    - b. Find the location for the download and click **Save**
    - c. Double-click **conversion installer.exe** to run the installation
  3. To begin the conversion process, double-click on the **Start Conversion** icon that will be located on the desktop
  4. On the **Conversion Log In** screen you are asked to enter the Admin password before you can proceed. Unless you have changed it, the Admin password is **admin**. (If you have changed the Admin password and can't remember it, please contact Support and ask for a break-in password.)



The program will check your new payroll software licence details to make sure the number of companies due to be converted does not exceed your new licence. A check is also made to ensure companies in IRIS PAYE-Master are finalised.

5. The next screen displays a list of your IRIS PAYE-Master companies along with:
  - Current and converted data locations
  - Finalised status
  - **Convert?** option

Any companies which have not been finalised in IRIS PAYE-Master are unavailable for conversion.



- At this point it is possible to change where the converted data will be saved, if needed.

To do this, click on the current location in the **Converted Company Location** column and a browse window will open, allowing you to select a new location. The display will refresh to show this new location when you click elsewhere on the screen

- Select companies to convert by clicking the relevant boxes in the **Convert?** column and then clicking **Convert**

- You will see a progress indicator as the data is converted
- If the conversion was unsuccessful, you will see a message detailing this

If the conversion was unsuccessful, send your company data files and the **Conversion\_Errors.xml** file to Support. The **Conversion\_Errors.xml** is created in the folder that IRIS Payroll is installed in. You need to attach these files to an email and send them to [payrollpro@iris.co.uk](mailto:payrollpro@iris.co.uk). If you need help locating the files, contact IRIS Support.

- Click **OK** to open the **Conversion Stage** status screen which will show you which stage went wrong

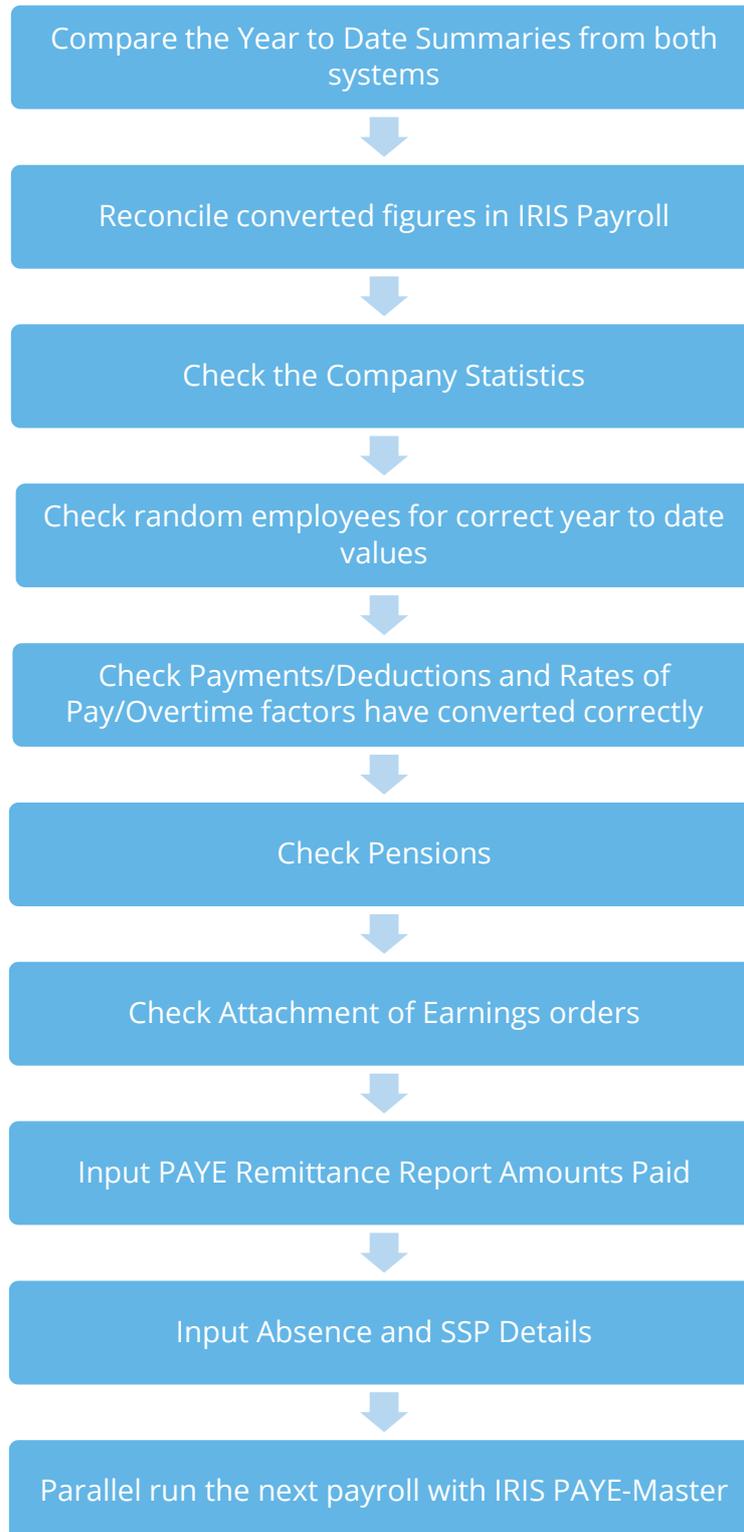
If no errors are found, the **Conversion Status** screen will appear and all stages will be marked as successful.

- Click **OK** to end the Conversion program

## What you need to do now in your new payroll software

### Important checks after Conversion

After successfully completing the conversion open your new payroll software and make the following checks:



### Step 1 Compare the Year To Date Summaries from both systems

To print these in IRIS Payroll go to the **Reports** menu and select **Year to Date Summary**. Make sure the **Week No** is set to 56 and the **Month No** is 12 before you print.

### Step 2 Reconcile converted figures in IRIS Payroll

Print and compare the following reports:

- From your new payroll software, the **Year to Date Summary**
- From IRIS PAYE-Master, the **Annual Summary** and the **Payroll Summary**

### Step 3 Check the Company Statistics

Check the figures in the bottom right of the screen in IRIS Payroll to make sure all employees have transferred.

### Step 4 Check random employees for correct to-date figures

On the **Employee** menu, click **Select Employee**. Click on an employee in the list and click **OK**. Select the **To-Date** tab and check the figures.

### Step 5 Check Payments/Deductions & Rates of Pay/Overtime Factors have converted correctly

Additions and deductions are referred to in IRIS Payroll as **Payments/Deductions** and **Rates and Factors**. **Payments/Deductions** can be found by selecting **Company/Alter Payments and Deductions** from the menu. **Rates and Overtime Factors** can be found by selecting **Company/Alter Company Details** and then clicking on the relevant tabs.

- All additions and deductions in IRIS PAYE-Master will be converted to IRIS Payroll **Payments and Deductions** if the **Pay Code** number is greater than 10 and the **Pay Description** is not 'Unused'

Anything else will need to be set up manually in IRIS Payroll!

- Any standard payment set up as **Hours** in IRIS PAYE-Master, will be converted into company **Rates and Factors** and a standard **Rate** entry added for each employee. It will also be created as a **Payment or Deduction**
- The **Factor** narrative will be set to **Time & Half** for an entry of 1.5, **Time & Third** for an entry of 1.33 or 1.333, **Time & Quarter** for an entry of 1.25, **Double Time** for 2.0 and **Triple Time** for entries of 3.0
- Any variation without a standard amount will NOT be converted

- IRIS PAYE-Master has no to-date values for additions and deductions so they will be set up in IRIS Payroll without a current year to-date. To-date amounts can be added manually after the conversion by typing directly into the **To-Date** column in each employee's details
- Any companies which use the **Multiplier** field as a **Rate per Hour** will need to manually adjust the **Rates** and **Factors** in IRIS Payroll

Only twelve multiplication **Factors** will be created. If there are more than twelve, the employee will still have the standard hours configured but using the twelfth multiplication Factor

Any pay element that is **on Hold** will be converted and become an active payment or deduction

Instructions on setting up Payments and Deductions can be found by clicking **Help** on the main menu or pressing the F1 key while on the screen you need help with. Chapter 5 covers Payments and Deductions and you will find many detailed examples there. Rates and Overtime Factors are covered in Chapter 4 – Setting Up a Company and Chapter 6 – Starters Leavers and P45s

## Step 6 Check Pensions

Pensions are set up as **Payments/Deductions**. You need to set up a separate **Deduction** for each scheme you have, for both the Employer's and Employee's contributions. If you need to create them at this stage you may find it easiest to create them using the **Wizard**, as it asks questions to help you narrow down the various options

- For each pension set up for an employee on IRIS PAYE-Master, an equivalent deduction will be created at Company level in IRIS Payroll
- The title for the deduction in IRIS Payroll will be taken from the **Fund Description**, the **Scheme Reference** or the **Pension Type**, in that order, with either Ees or Ers added to it, depending on whether it is an employee or employer contribution. For example:

Pension in IRIS PAYE-Master	Created in IPP/Earnie as:
Fund Description = Norwich Union Reference = ABC Type = Main Scheme Employee	Norwich Union Ees
Fund Description = Norwich Union Reference = ABC Type = AVC Employer	Norwich Union AVC Ers
Fund Description = Blank Reference = Nat West Type = Stakeholder Employee	Nat West Stakeholder Ees

- If a pension deduction in IRIS PAYE-Master has more than one payment type, for example, some employees have type value and some have type %, but the description

is the same, the system will only convert the first one it encounters. This means after conversion you will need to check which has been converted and then set up a second deduction at company level using the other type. You will then need to apply it to the relevant employees

- To add or edit **Payments** and **Deductions**, select **Company/Alter Payments and Deductions** from the main menu in IRIS Payroll. You can find much more detailed help and examples within **Chapter 5 of Help**

Comp Rebate and Amount pensions are not converted from IRIS PAYE-Master; they will need to be set up manually in IRIS Payroll

Each Payment / Deduction can be assigned to a **Report Group**. This is one of the options when you set up a Payment or Deduction at company level. Some of the standard reports use a **Pension Report Group** to print the overall Employer's Cost. To make sure the reports function correctly you must assign any Pension-type deductions to the relevant report group. You will find more information on this in Chapter 5 of Help

#### Step 7 Check Attachment of Earnings Orders

Each **Attachment of Earnings Order** in IRIS PAYE-Master will be converted to an equivalent **Deduction** in IRIS Payroll.

- The title will be taken from the **AEO Type** field
- The start date of Council Tax orders will be used to decide which type of order to create in IRIS Payroll
- Only AEOs with a **Status** of **Active** and **On Hold This Period** and a **Remaining** value greater than zero will be converted

AEOs work differently in IRIS Payroll. The amount an employee owes (**Remaining**) is transferred to the **To-Date** value in IRIS Payroll. The **To-Date** value reduces each time the payroll is run and an amount is deducted. Once the **To-Date** value reaches zero, deductions will cease.

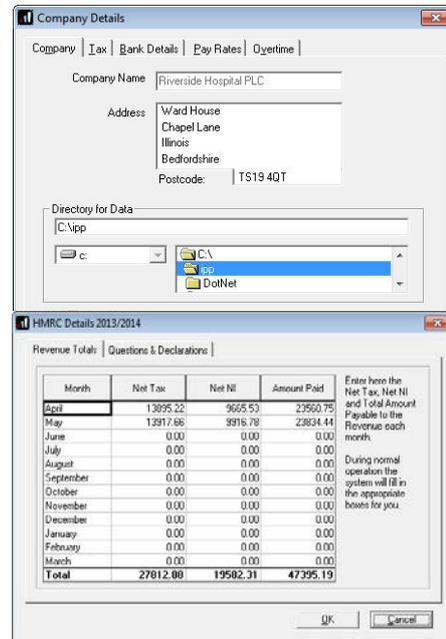
More details on the different types of AEOs can be found in Chapter 5 of Help.

Pensions and AEOs will not be converted if the **Status** is not set to **Active** or **On Hold This Period**

## Step 8 Input PAYE Remittance Amounts Paid

If converting during the middle of the month you should have printed the **PAYE Remittance Report** for the part month before converting. The **Amount paid to the HMRC** from the report needs to be manually updated in IRIS Payroll before any payrolls are run.

1. From the **Company** menu select **Alter Company Details**
2. Select the **HMRC Details** button and click on the **Revenue Totals** tab card
3. Input only the **Amounts Paid** from your **PAYE Remittance Report** into the **Amount Paid** column



You will need to select the **Since Last Cleardown** option when printing the **Month end Summary** in IRIS Payroll (the equivalent of the **PAYE Remittance Report**). This is only required the first time you print it; in subsequent months your preferred option can be selected

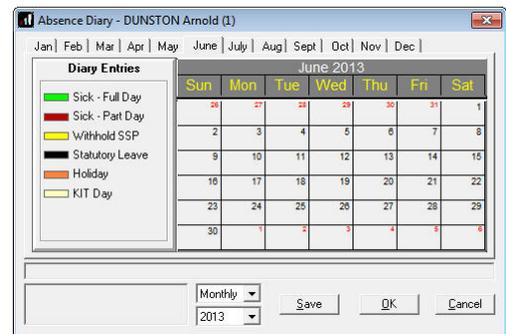
## Step 9 Input Absence and SSP details

All SSP Payments and Holiday need to be set up manually.

### 9.1 Statutory Sick Pay

If you are currently paying an employee **SSP**, you need to enter the absence into the **Diary**.

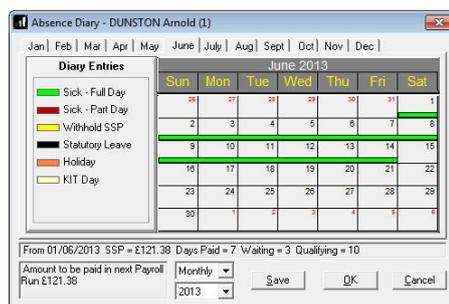
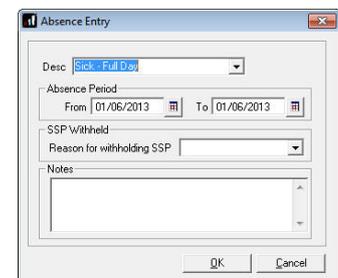
1. From the **Employee** menu select **Absence Diary**. Select the **Employee** from the list, and their **Diary** will open



2. Find the first day of the current period of sickness; remember to include any linking periods

3. Double-click on that day and a new **Absence Entry** window will open

4. In the **To** box, alter the date to the last day of sickness, and then click **OK**



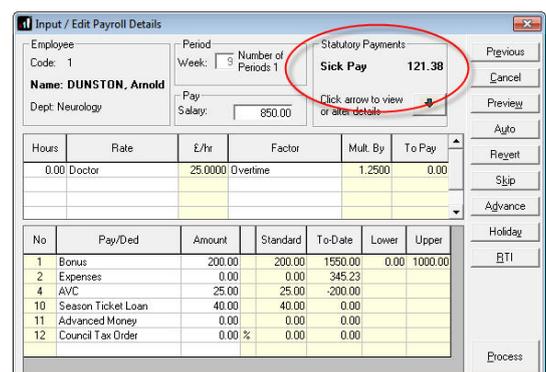
5. A green line will appear on the **Diary**.

This represents the

period of sickness. An amount of **SSP** to be paid in the next payroll run appears in the bottom left corner of the window, and if you hover your mouse over the green line, details of the **SSP**

appear

6. The amount of **SSP** shown may be incorrect, because you have already paid some of it on IRIS PAYE-Master. In that case, when you run the first payroll, alter the amount of **SSP** that comes up on the employee's **Input /Edit Payroll Details** screen, by clicking on the arrow as indicated



7. It may be that when you enter the sickness absence into the **Diary**, no **SSP** amount appears or it states '**SSP - Not Entitled**' and you know they are entitled. This can happen when there is not enough pay history on the system to calculate the average earnings for **SSP**.

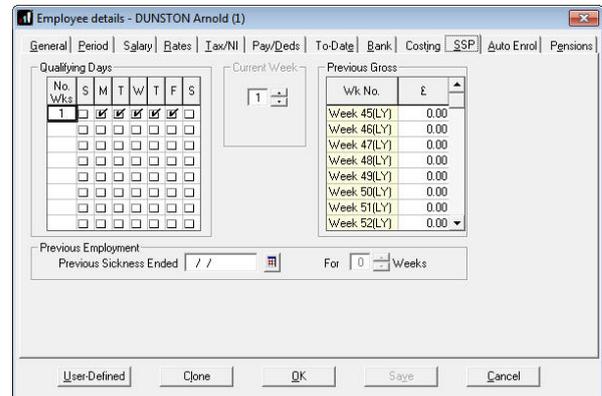
In that case, cancel out of the diary and do not save the sickness entry you have made.

You will need to force the **SSP** entitlement through by altering some amounts in **Employee Details**:

8. On the **Employee** menu click **Select Employee**

9. Select the relevant employee

10. Select the **SSP** tab. On the right you will see a section entitled **Previous Gross**



11. Scroll down until you come to the current pay week (the LY refers to the week in the previous tax year), and enter in amounts of £200 in each of the 8 previous weeks

12. Click on **OK** to save the information and close the screen

13. You then need to go back to the **Diary** and re-enter your sickness details

14. If the figures still do not come up as expected, you can either save them as they are and alter them during payroll run on the **Input/Edit Payroll Details** screen, or contact Support for further assistance

## 9.2 Holidays

**Holiday** entitlement is set up at company level; however these settings only apply to new employees subsequently added to the system.

- From the **Company** menu select **Holiday Set-up** to set up your default **Holiday** settings. **Chapter 14** of **Help** has detailed information on all the options.

Each individual employee you have converted will need their current Holiday information entering on the **Salary** tab of their **Employee Details**. This is time consuming but there are some shortcuts available, such as using **Employee Templates**.

## 9.3 Using Employee Templates to alter Employee Details, step by step

If you know that some Employees have the same **Holiday** information, for example, all Employees in the company have a **Holiday Entitlement** of 25 Days, you can use **Employee Templates** to apply that information to all of them in one go. In this example we are going to use **Employee Templates** to alter **Holiday** information, but it is possible to use them to update many other fields in **Employee Details**.

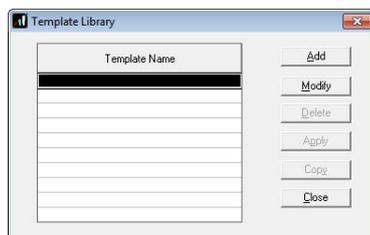
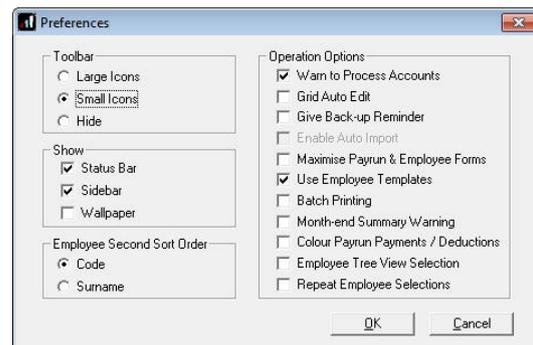
Using the **Apply** button you can apply a **Template** to an existing employee or a range of existing employees. When applying a **Template** you change only the information specified

in that **Template**. The rest of the employee's data is left intact.

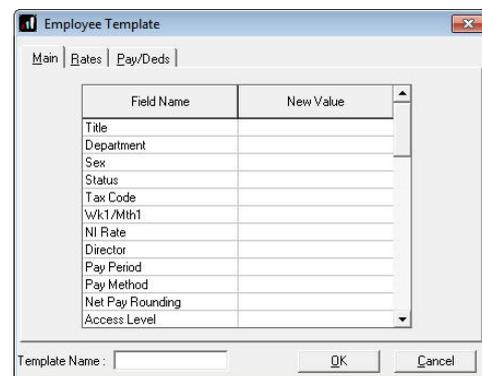
You may want to try out the example described here within the Demo Company first of all. To select the Demo Company, click on the **Company** menu and **Select Company**. Click the **Demo** button at the bottom of the screen

First of all make sure you have backed up your company data. **Chapter 11 of Help** has information on backing-up.

1. From the **File** menu select **Operator Preferences**. Ensure **Use Employee Templates** is ticked and click **OK**
2. Go to the **Employee** menu, and select **Employee Templates**. You will see the following screen



3. Click the **Add** button
4. In the bottom left, enter a **Template Name**
5. Scroll down to the bottom of the **Field Name** list and you will see four Holiday Fields; **Holiday Period**, **Holiday Rate**, **Holiday Entitlement** and **Holiday Left**

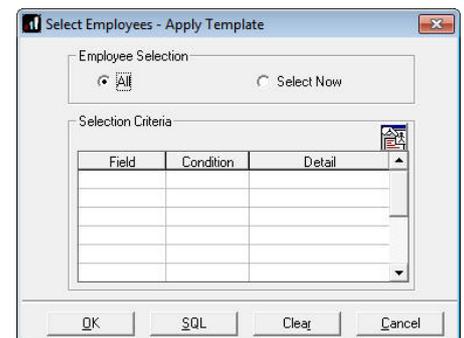
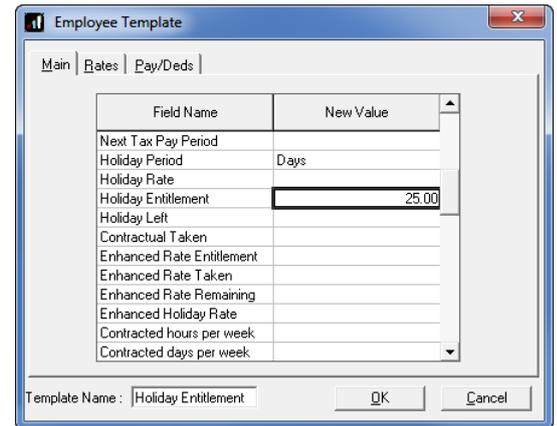


<b>Holiday Period:</b>	If you click on the box in the New Value column next to Holiday Period, you will see an arrow. Click on the arrow to get a drop down list of the choices you have for this field. The choices are: Hours, Days, Weeks, Months, (%) Accrual, (X) Accrual
<b>Holiday Rate:</b>	You may have a set amount each employee gets per hour/day/week/month for their holiday. This will probably differ too much for a general update like this.
<b>Holiday Entitlement:</b>	This is the amount of annual holiday an employee is entitled to. In our example it is 25 days so we would set this to 25.
<b>Holiday Left:</b>	This will most likely be different for every employee so is not really relevant for a general update like this.

- Using an example of a general company-wide **Holiday Allowance** of 25 days, you would select **Days** from the **New Value** column next to **Holiday Entitlement**

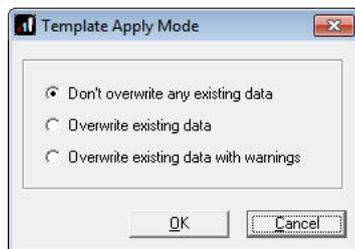
This completed **Template** will allocate 25 Days **Holiday Entitlement** to every employee in the company

- Click **OK** to save it and go back to your list of Templates
- Make sure the newly created Template is highlighted and click **Apply** on the right
- This opens the **Employee Selection** screen. The top of the screen gives you two choices, **All** and **Select Now**
- In our example we are applying the **Template** to all employees so leave **All** selected and click **OK**



**Select Now** enables you to fine tune which employees to select, allowing you to create more detailed Templates in the future if you need to. For example, you could apply a Template to a range of employees, one or more selected Departments, or just to selected **Employee Codes**

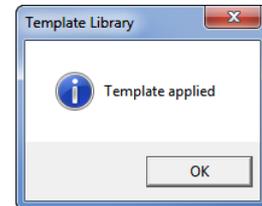
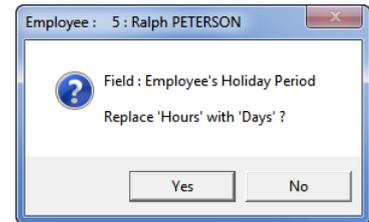
- The **Template Apply Mode** window allows you to fine tune your selection even more. The three options you are given here are:



For example:

- If some employees already had a **Holiday Entitlement** different to the one you are applying, and you didn't want to change any of them, you would choose the first option
- If you wanted all employees to have this new **Holiday Entitlement** regardless of what currently exists in their record, you would choose the second option
- If you wanted to check each employee before you applied the new **Holiday Entitlement**, you would choose the third option

12. The last option is the safest, so highlight it, click **OK** and the system will start applying your **Template**. If it comes across any employees with information already in the fields in your template, it will come up with a warning, allowing you to choose whether to apply the change or not
13. Once the system has finished checking and applying the **Template** to all the employees you have selected, the following message will appear:
14. Click **OK** and then **Close** on the **Templates** screen to finish



Remember that **Holiday Remaining** will still need to be entered manually for each individual Employee

#### Step 10 Parallel run the next payroll along with IRIS PAYE-Master

Check the correct amounts are calculated in your new payroll software.

**WE STRONGLY RECOMMEND THAT YOU PARALLEL RUN IRIS PAYROLL WITH IRIS PAYE-MASTER FOR AT LEAST ONE PAYROLL PERIOD AFTER CONVERSION. IF THIS IS NOT POSSIBLE CHECK THE FIRST PERIOD'S FIGURES THOROUGHLY**

## 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>