# Employee Rollback Guide

## Undoing multiple payroll periods

Your software has the ability to reverse an employees pay over multiple pay periods. This allows you to make corrections or adjustments for a single employee without affecting the rest of your payroll. Your software allows you to undo the last pay period via **Payroll > Undo Payroll** however if you need to undo <u>further</u> periods you must follow this procedure.

The Rollback Cycle
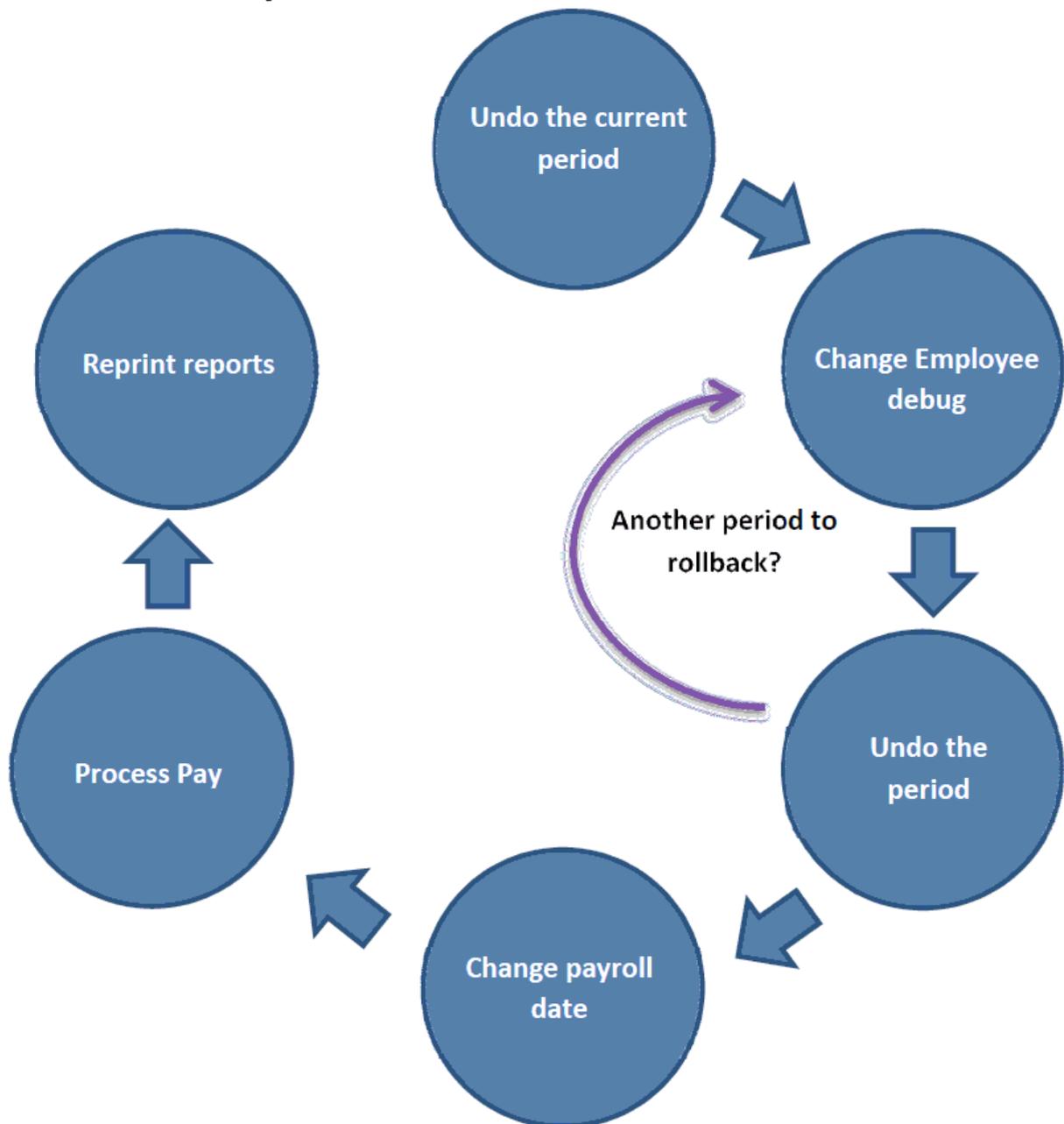
Step 1: Back up your current data.

Before changing any pay records go to **File > Back-up & Restore > Back-up Company Data** and create a back-up of your current payroll data.
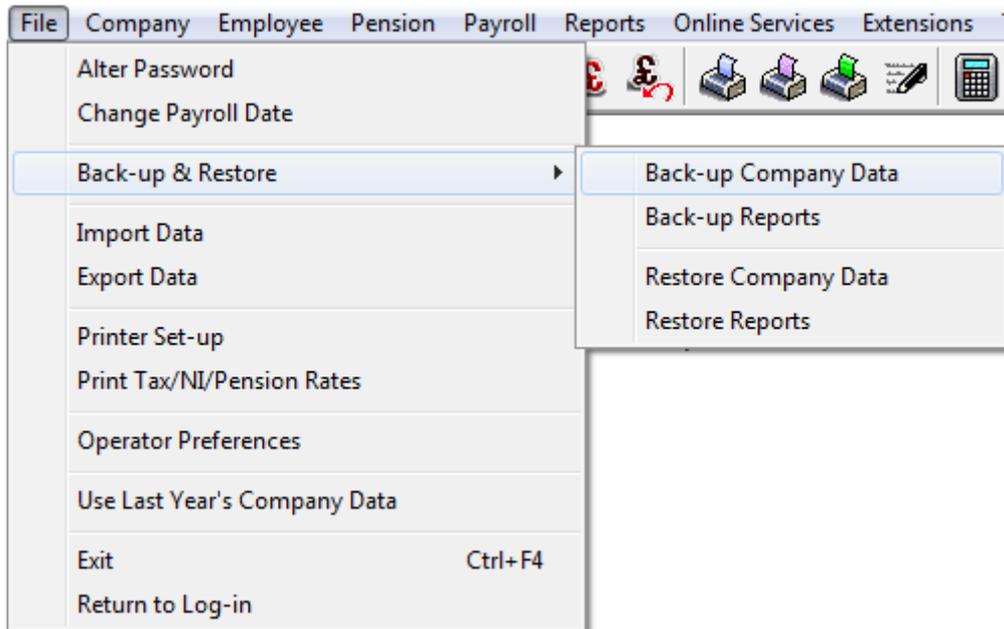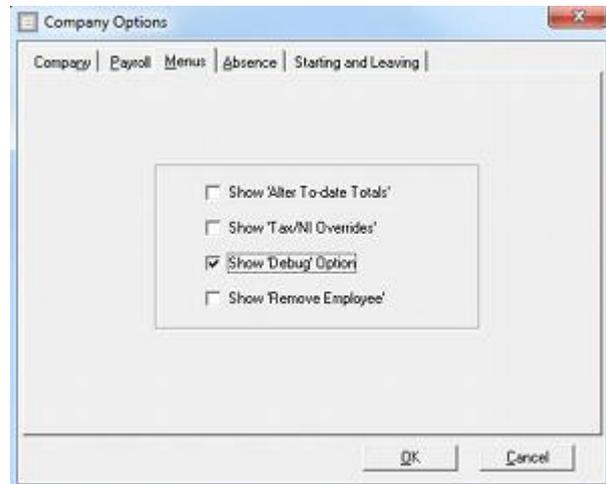

Step 2: Enable Employee Debug

Before you begin, you must configure your software to allow rollback. This will need to be enabled for <u>each</u> company and once set will only need to be done once.

Click on the **Company** menu and select **Alter Company Options**
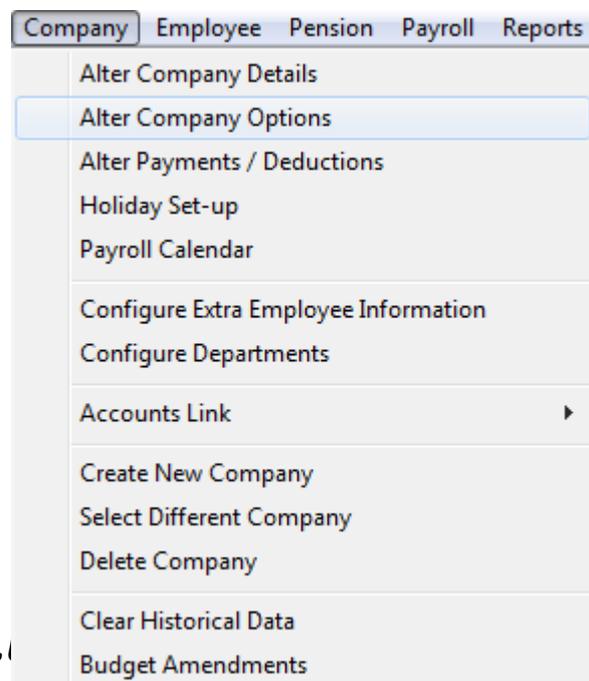
Click on the **Menus** tab and tick the
Show 'Debug' option.

Step 3: Check the employee history

Before starting the employee rollback you need to check the periods already
processed. You can also use this screen to see at a glance what has already
been undone.

Click **Extensions > Pay History > View History Table.** Select the employee to
view the history table.
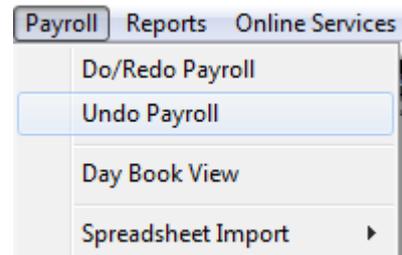

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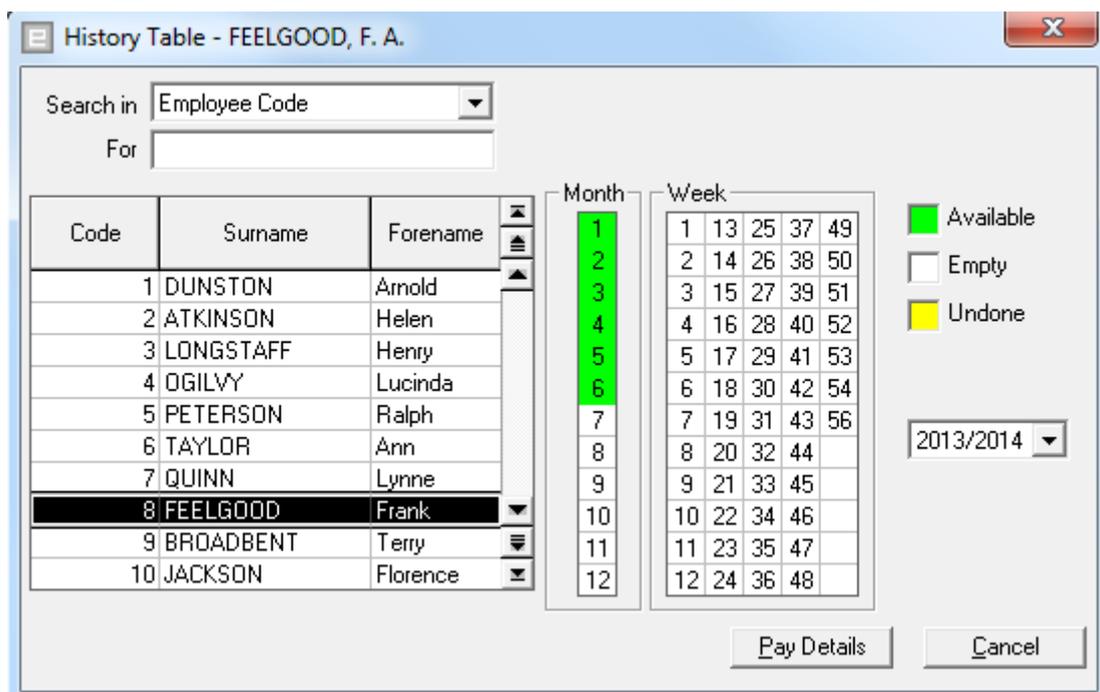
In this example Frank Feelgood has been processed up to month 6, you are going to rollback to tax month 4.
Therefore you will need to debug and undo months 6, 5 and 4 sequentially.
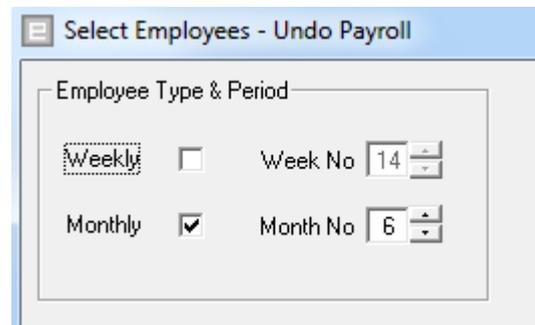
Step 4: Undo the current period

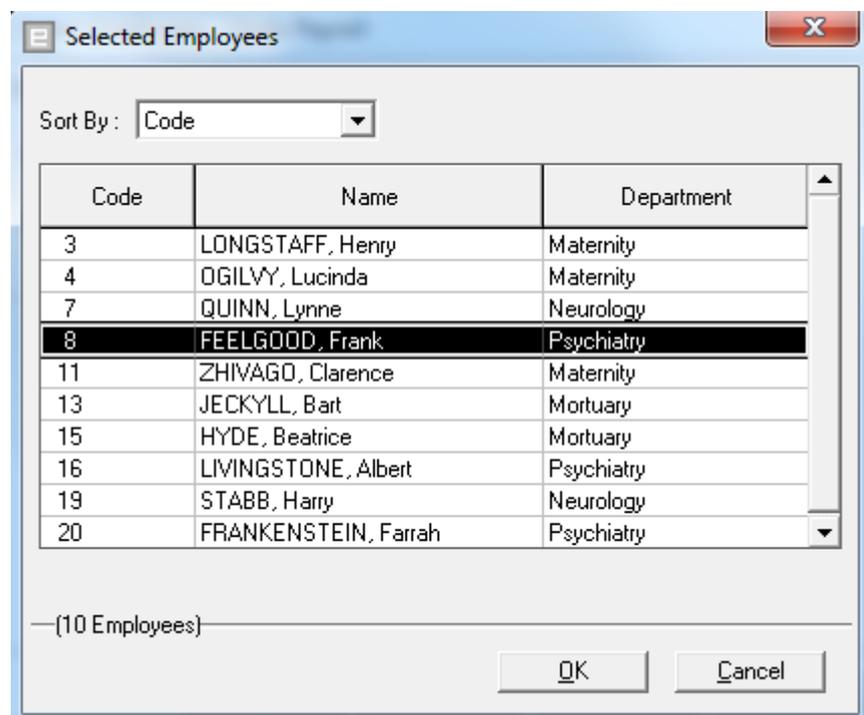Click on **Payroll** and then **Undo Payroll**

Select the period

In this example we are starting with month 6.
Tick the appropriate option, weekly or monthly, and set the period number using the arrow buttons.
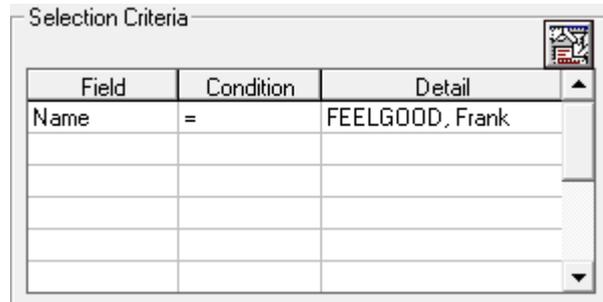
To select the employee, click on the button [button image]. You will then see your list of employees:

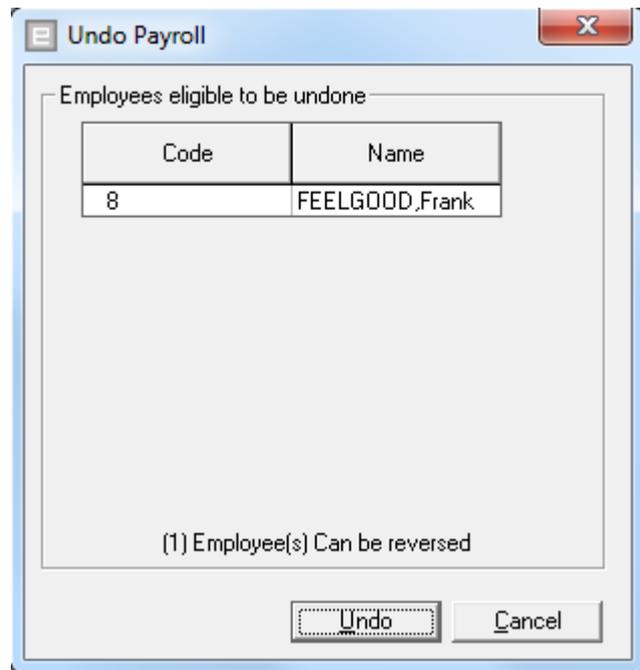Find the employee in the list and click to highlight them. Click **OK**.

You should now see the correct employee in the **"Selection Critria"** list

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Selection Criteria		
Field	Condition	Detail
Name	=	FEELGOOD, Frank

After clicking **OK** you will be prompted to confirm the employee(s) you are looking to reverse.

Click **Undo** to complete the process. Once complete you will see a similar screen confirming your actions. Click **OK** to continue.

Undo Payroll

Employees eligible to be undone

Code	Name
8	FEELGOOD,Frank

(1) Employee(s) Can be reversed

Undo   Cancel

Step 5: Change employee debug

To be able to undo an employee for a further period we must change the employee debug.

WARNING: Only change the field outlined below unless advised by IRIS support. If you change other fields within the employee debug you can cause

problems with the selected employee that may not be apparent for some time. Please ensure you have a backup **before** proceeding.

Click on **Tools** and select **Employee Debug.**
Select the employee.
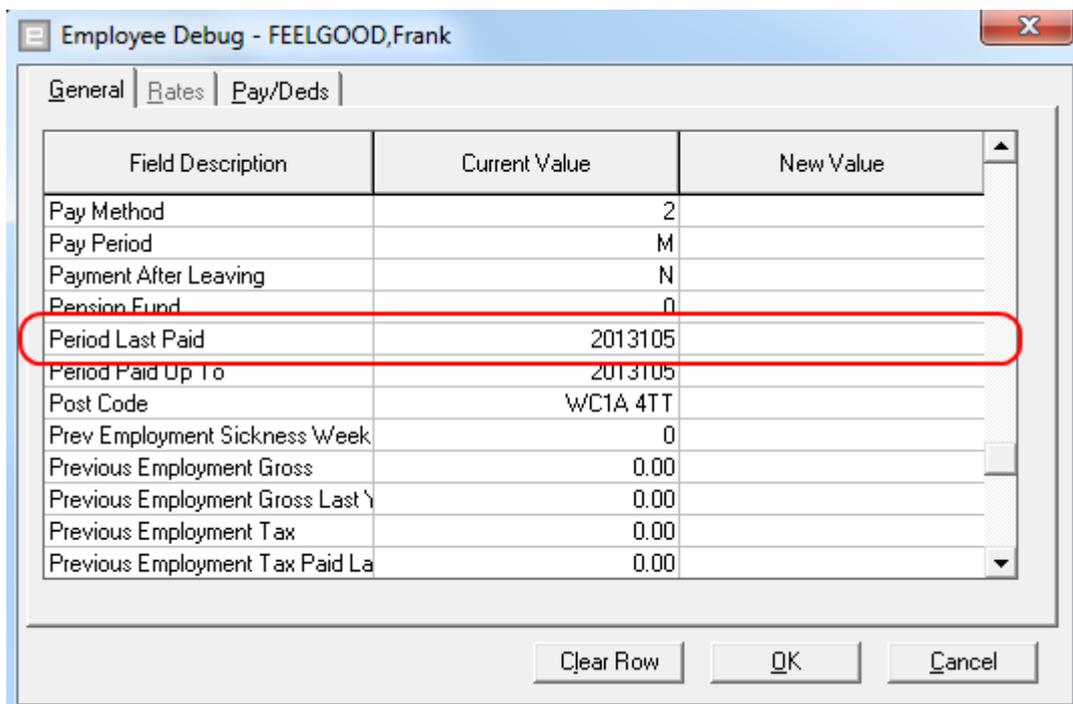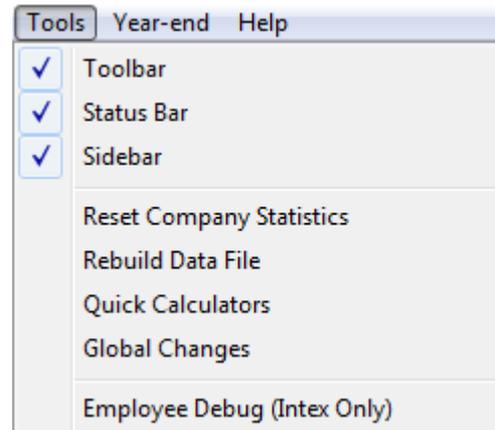
The value we need to alter is **Period last paid.** This value determines when the employee was last paid in the tax year. In the example above we have **2013105** which breaks down like so:

2013 - Sets the tax year 2013/14 (eg. **2010** would indicate 2010/11 tax year)
1 - Sets the pay frequency; 1=Monthly, 0=weekly (Inc. 2-weekly and 4-weekly)
**05** - Sets the period (month or week) in this example month 5 (August)

This value dictates which period we can undo and should be set to the period **before** the one we need to undo.

Example:
We have already undone Frank for month 6 in step 4. As we had not closed month 6 or began work on month 7 we could undo the employee without needing to debug. Now we want to move on to undo month 5 we must first debug the employee. We would need to enter **2013104 in the new value column**

2013 **-** Tax year 13/14
1 **-** Monthly employee
04 **-** Month 4

Type this in the **"New Value"** column
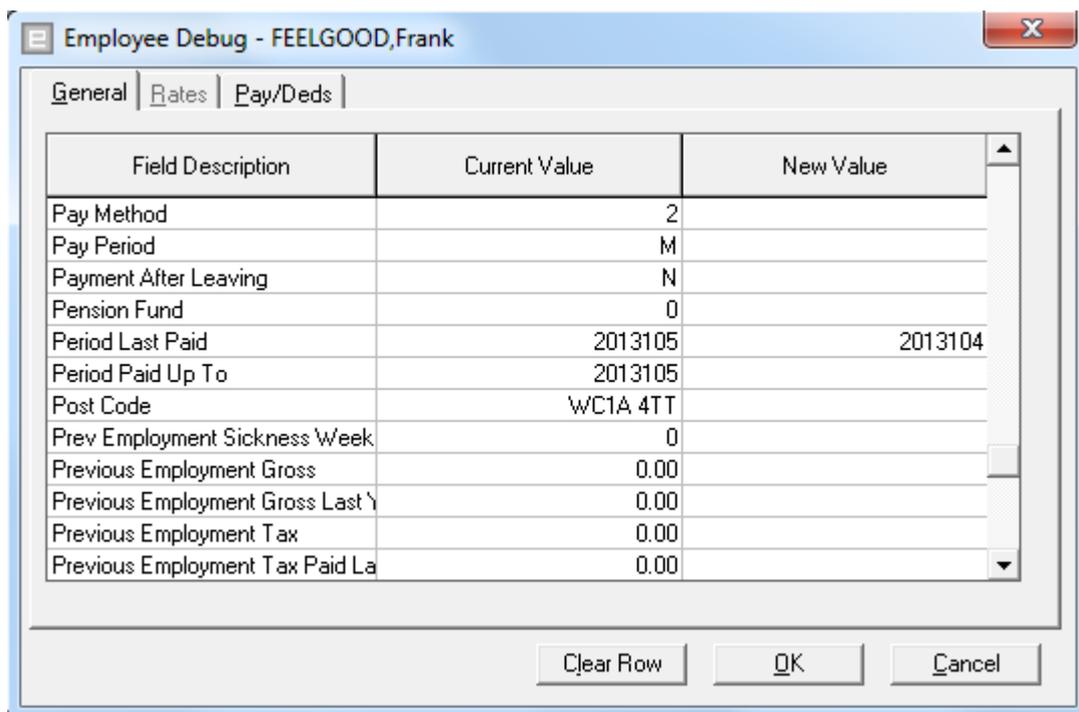
Click OK and **OK** again to confirm the changes.

Step 6: Undo the period

Now we have used the debug to re open month 5 for the employee we can go to Payroll >Undo Payroll and undo month No. 5.

If you then need to undo further periods we need to repeat the process, Go to Tools > Employee Debug > Select Employee > Set Period Last Paid to re open period > OK to apply changes >go to Payroll > Undo Payroll.

In this example we would set the period last paid value to 2013103. This will reopen month number 4. Once applied we can then go and undo month 4.

Step 7: Re run the payroll

We are now ready to re-run the payroll for the employee. You can check the periods that have been reversed by going to **Extensions > Pay History > View History Table.** Select the employee, the periods we have reversed should show in yellow.
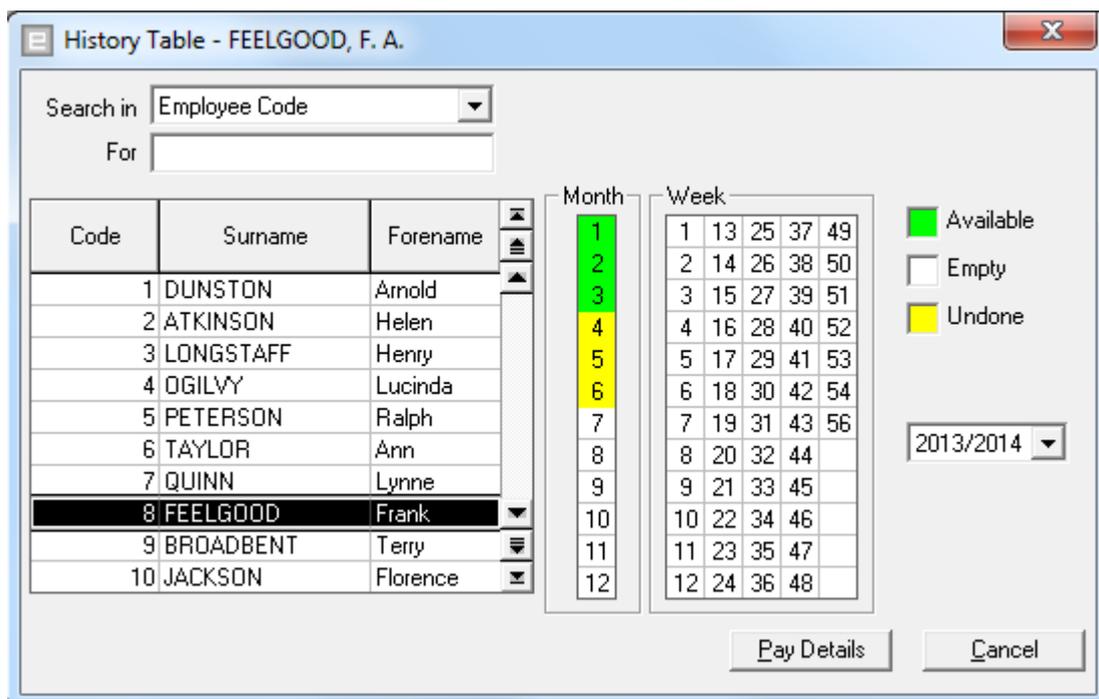
Change the payroll date, in this example we need the pay date from month 4. Go to **File > Change Payroll date.** Reset your pay date and click **OK** to continue.

To pay the employee click on **Pay > Do/Redo Payroll** select the employee by clicking on the select employee icon and selecting the employee.

Process the pay as normal for this employee.

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Step 8: Reprint reports

Once you have processed the payroll you will need to reprint all your reports for that period, including Payslips, payroll reports and your Month end summary. If there is a difference to your payment due to HMRC you can make the adjustment with your next payment.
There may also be differences with the employee's net pay. This will also need to be adjusted and payslips reprinted for the period's run.

If you need to re-run more than one period you will need to change the payroll date and process the employee back up to date.