



A Guide to IRIS OpenPayslips

iris.co.uk/OpenPayslips

Contents

What is OpenPayslips?	3
Steps to setting up and using OpenPayslips	3
How to create an OpenPayslips account	4
How to update the payroll software (EARNIE)	5
How to publish payslips to the OpenPayslips portal (EARNIE)	7
How the employer views the published payslips	8
How the employee views their published payslip	8
Managing the OpenPayslips Account	10
The Employees tab	10
How to edit an employee's details	10
The Settings tab	11
OpenPayslips Mobile apps for Employees	11
App Screenshots	11

What is OpenPayslips?

OpenPayslips is a new way to distribute payslips to employees. Payslips are published from within the payroll software to a secure online payslip portal. Once employees have registered with the portal they are able to quickly view all of their current and historic payslips in an easy to access, secure area.

- All payslip information is taken directly from the payroll software and displayed exactly how payslips are usually seen
- Payslips can be accessed anywhere an internet connection is available
- Pricing information will be coming soon
- Quick and easy to setup with no software to install
- Increases payroll processing efficiency
- Reduces carbon footprint demonstrating an environmentally friendly solution
- Reduces payslip distribution costs including printing, postage and processing
- Fully secure
- Allows employees immediate 24/7 access to their own pay information
- Easy access to historical pay information for both employer and employee
- Free IOS and Android apps available for employees to securely view their own payslips on tablets or smartphones

Steps to setting up and using OpenPayslips



How to create an OpenPayslips account

- Visit the OpenPayslips website at <https://www.irisopenpaye.co.uk/>

The screenshot shows the OpenPayslips website interface. At the top left is the IRIS openPayslips logo. A navigation bar contains a 'Login' button. The main heading is 'Welcome to OpenPayslips from IRIS'. Below this is a paragraph: 'OpenPayslips is a secure web based solution that allows your employees to access, and download their payslips via an online portal.' This is followed by a bolded paragraph: 'OpenPayslips is a new way to distribute your payslips to your employees. OpenPayslips allows you to publish payslips electronically from within your payroll software to a secure online payslip portal. Once your employees have registered they are able to quickly view all of their current and historic payslips in one easy to access, secure area.' Below this is another paragraph: 'All payslip information is taken directly from the payroll software and therefore the payslip will be displayed exactly how you are used to seeing them and because they are in the cloud they can be accessed anywhere that you have an internet connection.' To the right of this paragraph is a 'Get started today' button. Below the text is a section titled 'Benefits to the client' and 'Benefits to the employees', each with a list of advantages marked with checkmarks. The client benefits include: quick and easy setup, increased payroll efficiency, reduced carbon footprint, and reduced distribution costs. The employee benefits include: 24/7 access to pay details, anytime access to payslips, and a greener way to receive pay details.

- Click 'Create an Account' to open the following screen:

The screenshot shows the 'Create a new account' registration form. The IRIS openPayslips logo is at the top left. The heading is 'Create a new account'. Below the heading is a note: 'Please complete the form below to create new account for your organisation, note that only one account per organisation is required, do not use this form to create user accounts.' This is followed by another note: 'To complete the registration a confirmation email will be sent to your email address with an activation link.' The form is divided into two columns: 'New Organisation Details' and 'New Administrator'. The 'New Organisation Details' column includes fields for Organisation Name, Customer Reference, Address, Town, Postcode, Country, Telephone, Contact Email Address, and Web Address. The 'New Administrator' column includes fields for Email Address, Confirm Email Address, Forename, and Surname. There are checkboxes for 'I am an Accountant/Bureau' and 'I have read and agree to the Terms and Conditions'. At the bottom right of the form are 'Create' and 'Cancel' buttons.

- Enter the required details then click 'Create'. An activation email will be sent to the **New Administrator - Email Address**

Activate Your OpenPayslips Account

Dear david murray,

Thank you for signing up to OpenPayslips.

To complete your registration click <https://www.irisopenpaye.co.uk/account/confirm/7a2906a5-e6ea>.

If you have any questions regarding the product please contact our Customer Support team or email support@iris.co.uk.

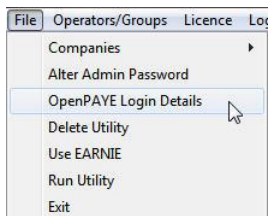
As a reminder, please note that your use of OpenPayslips is governed by the terms and conditions you agreed to when you signed up, available here: <https://www.irisopenpaye.co.uk/Home/TermsAndConditions/website>.

- Click the link in the email to be taken back to the OpenPayslips website
- Enter a **Password** and click **'Login'**

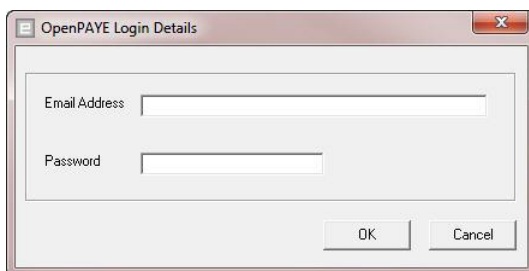
How to update the payroll software (EARNIE)

The **New Administrator - Email Address** needs to be added to the payroll software and all employees must have valid email addresses.

- Log into Admin, click on **'File | OpenPayslips Login Details'**



- Enter the email address and password registered on the OpenPayslips website and click **'OK'**



- Log back into the payroll and make sure all employees have up-to-date, valid email addresses within **Employee details**

Employee details - DUNSTON Arnold (1)

General | Period | Salary | Rates | Tax/NI | Pay/Deds | To-Date | Bank | Costing | SSP

Empl. Code: 1 Level: 0

Title: Dr Status: Married

Surname: DUNSTON

Forename1: Arnold Male

Forename2: William Female

Known as: Arnie

Phone No: (01642) 635352

Department: Neurology

e-mail: arnold.dunston@riverside.co.uk

Dates

Birth: 19/02/1966

Started: 12/02/1992

Left: / /

Address

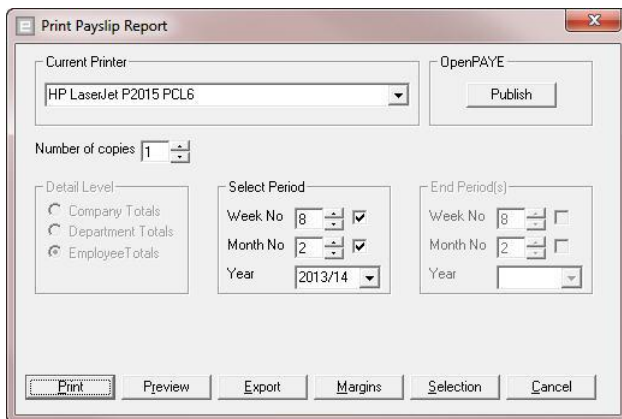
54 Rubicon Crescent
Thornaby
Cleveland

Postcode: TS15 7BT

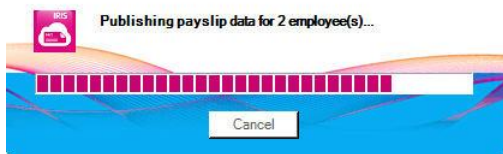
User-Defined OK Save Cancel

How to publish payslips to the OpenPayslips portal (EARNIE)

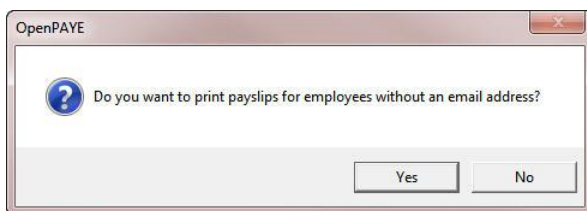
- Go to 'Reports | Print Payslips' and select the required pay periods



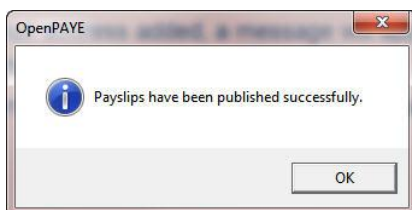
- Click the OpenPayslips 'Publish' button in the top right of the 'Print Payslip Report' screen



- If not all employees have an email address, a message will appear asking if you wish to print payslips for those individuals



- Select 'Yes' or 'No'



- All employees paid in the selected pay period with an email address will then be sent an email asking them to register with the OpenPayslips website to view/print their payslip

How the employer views the published payslips

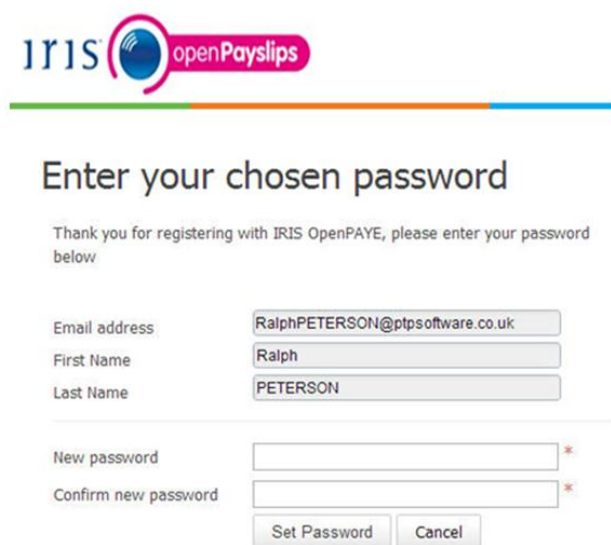
To view the published payslips,

- Go to the OpenPayslips website at <https://www.irisopenpaye.co.uk/> and log in with the registered email address and password
- Select an employee's name and the screen will change to show tax year folders
- Select the tax year you wish to look at and the screen changes again to show the payslips uploaded for the employee in that tax year
- Click on the relevant payslip and a new browser tab will open containing a copy of the payslip to be viewed or printed as needed
- Click back to the first browser tab to return to OpenPayslips and click **Your Employees** to get back to the full employee list

How the employee views their published payslip

When an employer publishes payslips using OpenPayslips for the first time, an email containing an account activation link will be sent to each employee in the payroll company who has a valid email address, as well as an email containing a link to the published payslip.

- When the employee clicks the link in the activation email, a browser window will open



IRIS openPayslips

Enter your chosen password

Thank you for registering with IRIS OpenPAYE, please enter your password below

Email address

First Name

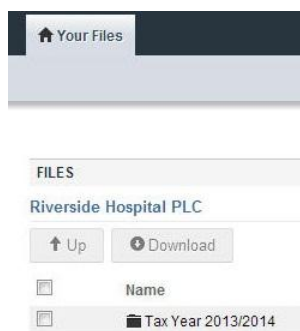
Last Name

New password

Confirm new password

- After completing this screen, the employee will then receive another email thanking them for activating their account
- They then need to visit <https://www.irisopenpaye.co.uk/> click '**Login**' and enter their **Email address** and **Password**

The employee screen only has one tab, **Your Files**.



- Click the relevant tax year folder to view the available payslips
- Click the required payslip name and a new browser tab will open containing the relevant payslip for viewing/printing

Managing the OpenPayslips Account

The main page has two tabs on the top left, **Employees** and **Settings**



The Employees tab

The **Employees** tab displays all employees from all companies in the payroll software that have had payslips published to OpenPayslips, along with their current **Status**.

The list of employees can be sorted using any of the columns; **Status** shows whether a registration email has been sent and whether the employee has registered with OpenPayslips yet.

How to edit an employee's details

- On the **Employees** tab select the individual using the buttons on the left, then click **'Edit Employee'**

Email	Firstname	Lastname
cmurray@intex.co.uk	Helen	ATKINSON

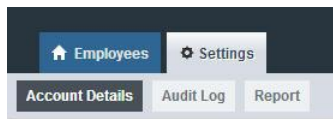
- Click **'Edit'** to make the required changes, then **'Update'**



If an employee's email address changes, you must update it in the payroll software AND here, as it will not sync automatically when you publish payslips

The Settings tab

The **Settings** tab has three buttons on the top left, **Account Details**, **Audit Log** and **Report**.



When the **Settings** tab is selected it opens by default on the **Account Details** view.

- **Account Details** shows the account administrator details. These can be updated by clicking the **Edit** button
- Click **'Audit Log'** to see a list of all actions taken within this account. Use the **Search** box to filter the results if required
- Click **'Report'** to create a report showing the number of files uploaded per payroll company.
- Enter the relevant dates and click either **'Data Export (CSV)'** or **'Print View'** to create the report in that particular format

OpenPayslips Mobile apps for Employees

IRIS have developed mobile apps for IOS and Android which enable employees to instantly view their payslip information when on the move. They are very simple to download from the App store and Google Play. Just search for OpenPayslips in the stores.

Once downloaded the Apps are pre-populated with a Demo account login credentials that allow a sample payslip to be viewed.



Employees must have a valid OpenPayslips account setup and activated by their employers to be able to use the apps

App Screenshots

