

How to import standard employee data from IRIS HR

IRIS GP Payroll

April 2018



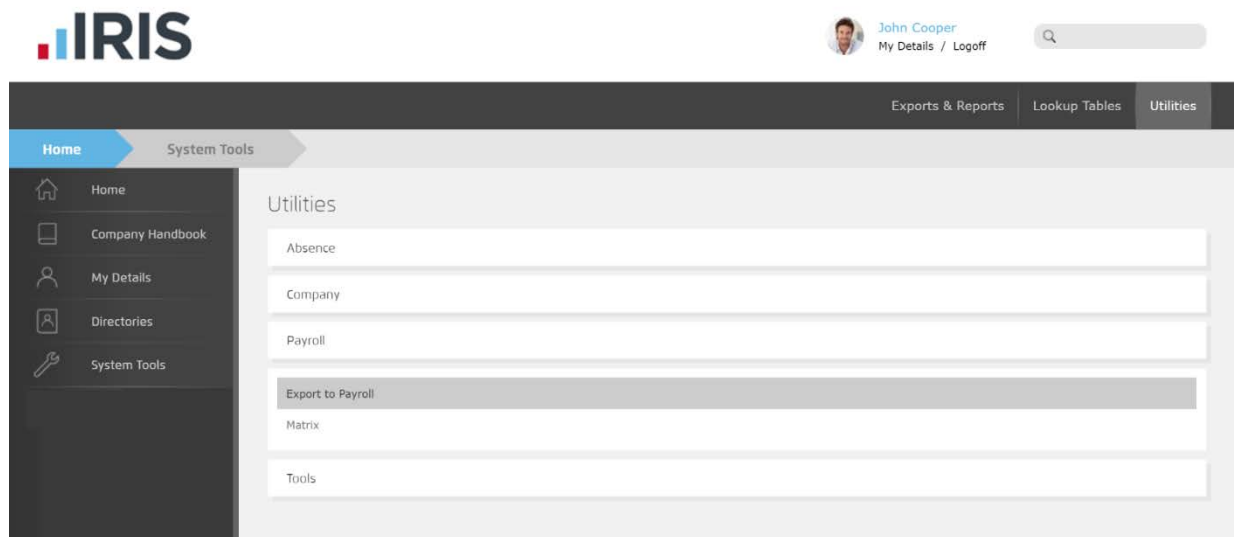
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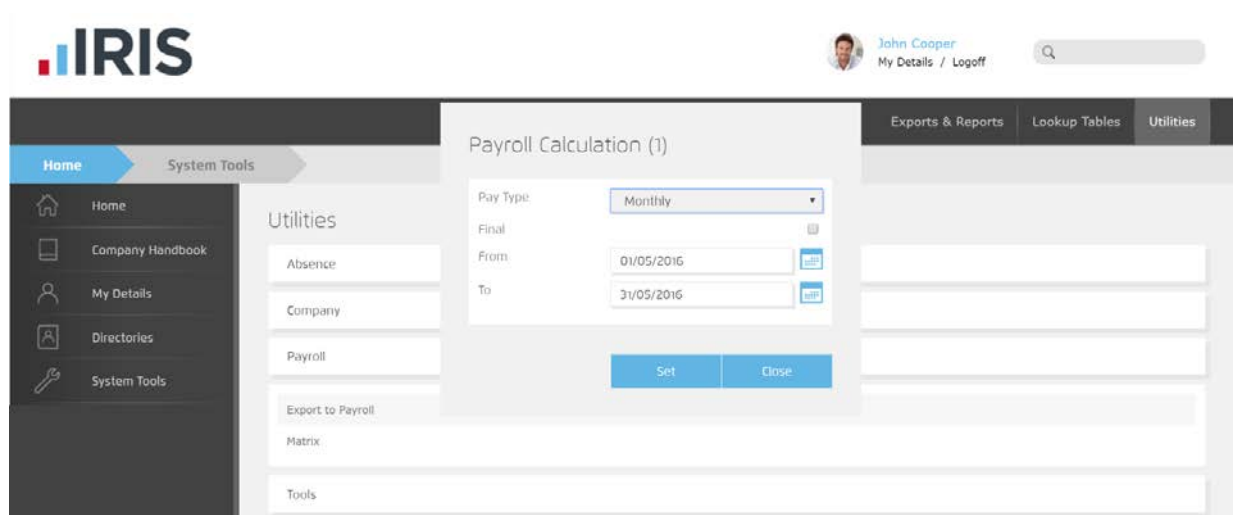
How to Import from IRIS HR to IRIS GP Payroll

From your IRIS HR software

1. Log into IRIS HR
2. Go to **System Tools | Utilities | Payroll | Export to Payroll**



3. Choose the **Pay Type**



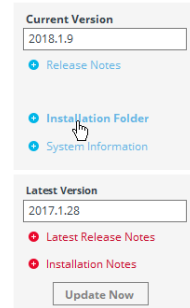
4. Enter the payroll **From** and **To** dates
5. Click **Set**, this will create a zip file containing employee records called **IRIS HR Employee.csv**
6. Using an unzipping utility, unzip **IRIS HR Employee.csv** and save to a location on your computer

From your IRIS GP Payroll Software

Before importing into IRIS GP Payroll software, ensure that the IRIS HR import definition IMP file is saved within the IRIS GP Payroll program location. To check the program location:

1. Choose **Support** from the main screen
2. Click on **Installation Folder**

This will open the program location

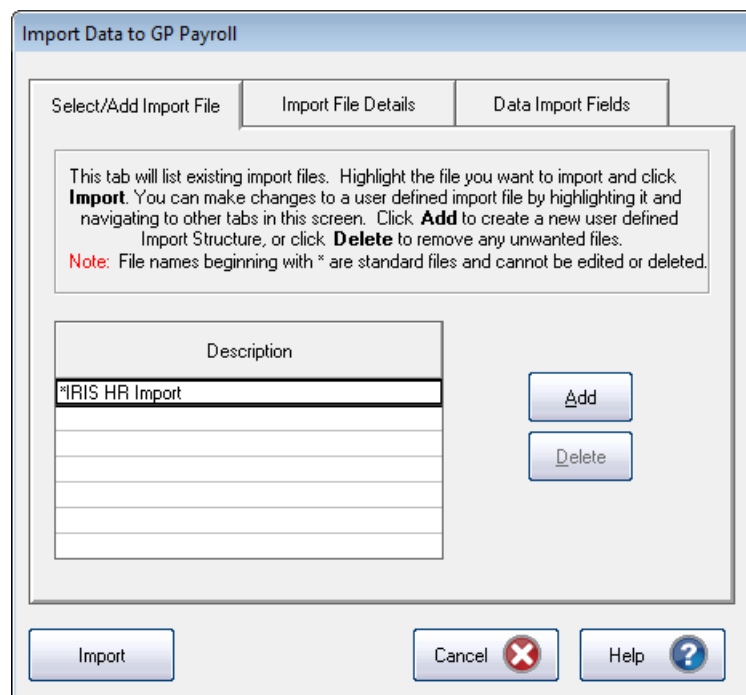


To import:

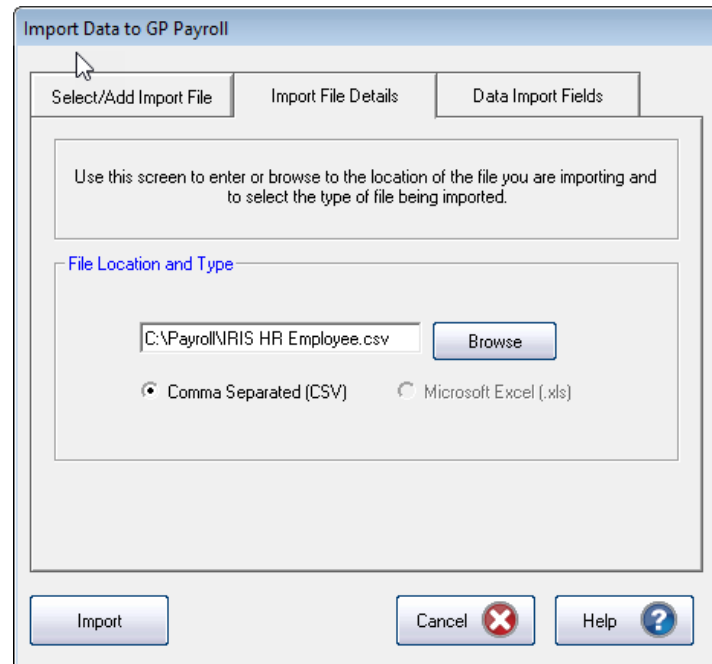
1. Log into IRIS GP Payroll
2. From the main screen, select **Import/Export Data**
3. Choose **IMPORT Data** and click **OK**



4. On the **Select/Add Import File** tab choose **IRIS HR Import**



5. On the **Import File Details** tab, ensure the location under **Import File** is correct
6. Ensure **File Type** is set as **Comma Separated (CSV)**



7. Click **Import**

Please Note: After you have imported data into a new IRIS GP Payroll company, prior to running your first payroll you need to ensure the following:

- For new starters, under **Employee Details | Starter Details**, select **New Starter (P45/P46 details)** then click **Next** and choose the **Starting Declaration** from **A, B, C** or **P46 not completed**
- If an individual is not a new employee to the practice, set the **Employee Details | Employee status** to **Not a new employee**
- Under **Employee Details**, from the **Student loan** dropdown choose **Yes** (if applicable) and set the **Type**
- After your first import, in **Employee Details | Cumulative Figures** to ensure the **Pay in Previous Employment** and **Tax in Previous Employment** values are entered

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: 0344 815 5700	Tel: 0344 815 5677
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0344 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0344 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5671	earniesupport@iris.co.uk