



Installation Instructions

GP Payroll

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GP Payroll 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**
- 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 for the first time

Important note: before you begin the installation process, please close all of your applications.

1. From your welcome letter, click the **link**
2. In the **Download** column, select **Click Here**

The next two steps may not be necessary, depending on your pc, you may be able to go straight to step 5
3. After clicking on the link to download the file, choose **Save**
4. Once the download is complete, click **View downloads**
5. Select **IRIS GP Payroll.exe** then click **Yes** or **Run**
6. Click **Next** on the welcome screen and accept the licence agreement
7. Click **Next** on the following screens until you get to the **Position of Payroll Software** screen
8. Now choose where you want to install IRIS GP Payroll, for instance c:\payroll
9. Click **Next** to begin your installation
10. IRIS GP Payroll will tell you when it has finished installing, click **Finish**
11. Please restart your PC before using the software

By default IRIS GP Payroll is installed as a 'trial' version. If you have purchased the software you can now license it:

1. Log into IRIS GP Payroll using the default password **pass**
2. Click the **Setup/ Options** button on the main screen
3. Click the tab **15 - Licence**
4. Enter your licence exactly as it appears on your licence certificate
5. Click **Update Licence**

Update Installation Instructions

Important Note: before you start the update process, please close all applications and restart your pc.

This document contains step-by-step instructions to guide you through the update process. Please read all the information before starting the update.

Software amendments

For information on the changes in the latest update of IRIS GP Payroll, select **Release Notes** from main screen.

Auto Download of Updates

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

- If IRIS GP Payroll 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 IRIS GP Payroll
- 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 IRIS GP Payroll it will resume from the point it had previously reached
- Once the download is complete, the next time you log into IRIS GP Payroll the update will be installed

Check for Updates – Manual

The manual download process allows you to check for and download updates at your convenience. This could be useful if you have selected **No** for a non-critical download and you decide that you do want to download it after all. To check for updates, click **Support** from the main screen. If there is a newer version available, click **Update Now**.

Downloading Updates

If you select **Update Now** to start downloading a new version you can continue to use IRIS GP Payroll while the files are being downloaded, however if this is for the purpose of the Legislation Critical Year End update this is **NOT** recommended.

A progress bar will appear on the screen. If the download stops before completion, for example if your internet connection fails, the next time you log into IRIS GP Payroll it will resume downloading from the point it had reached. If the download is unable to be completed, there are several ways to contact your IRIS Support team to request a DVD in order to complete the update.

Pause

There is an option to pause the download, this can be done by right clicking on the download icon on the task bar and selecting **Pause**. The next time you log into IRIS GP Payroll you will receive a prompt to continue with the download.

Stop

The download can be stopped by right clicking on the download icon on the task bar and selecting **Stop**. This will delete any files already downloaded. The next time you log into IRIS GP Payroll you will be prompted to download the update again.

Once the download is complete you will see a message telling you that you can install the update the next time you run IRIS GP Payroll

Install Updates

When you log into IRIS GP Payroll again after downloading the update, you will be prompted to install the downloaded version.

If you choose to install the update the following message will appear **Updating software, please wait...** You will then see a message confirming that the update is complete and displaying the version number. Once you click **OK**, the **Log In** screen will appear.

Re-installing IRIS GP Payroll or installing on a new PC

If you already use IRIS GP Payroll you may sometimes need to transfer it to a different computer, for example if you purchase a new PC. Follow these instructions to re-install IRIS GP Payroll on a different PC.

Important note: Before you begin the installation process, please close all of your other applications

1. Take a copy of the entire installation folder from the original PC. The installation folder is usually C:\payroll. However, if you have installed in a different location you can find out where by right-clicking on the GP Payroll shortcut on your desktop and selecting **Properties** – the installation location is shown in the **Start in** field

2. To download the installation files click this [link](#)

3. In the **Download** column, select **Click Here**

The next two steps may not be necessary, depending on your pc, you may be able to go straight to step 5

4. After clicking on the link to download the file, choose **Save**
5. Once the download is complete, click **View downloads**
6. Select **IRIS GP Payroll.exe** then click **Yes** or **Run**
7. Click **Next** on the welcome screen and accept the licence agreement
8. Click **Next** on the following screens until you get to the **Position of Payroll Software** screen
9. Now choose where you want to install IRIS GP Payroll
10. Click **Next** to begin your installation
11. IRIS GP Payroll will tell you when it has finished installing, click **Finish**
12. Please restart your PC before using the software

IRIS GP Payroll has been installed as a 'trial' version. Performing the steps below will upgrade it to a full working version and load your data from the existing installation.

13. Take a copy of the original IRIS GP Payroll installation folder (from Step 1) and paste it into the installation location on the new computer (usually C:\payroll). You will be asked if you want to replace the current files, click **Yes**
14. Open IRIS GP Payroll using your original password from the old PC – the software is a full working copy and contains all the data from your old system including any previous years' data

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: 08344 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