Release Notes

GP Payroll

April 2018, Patch & Summer 2018
Release Notes

Welcome to your software update for the Summer 2018. This update of the software includes some new features and enhancements together with any necessary legislative changes. These notes provide information on all the improvements to the software; for detailed information on legislative changes click here. If you encounter any difficulties, please visit:

www.iris.co.uk/contactus

The minimum system requirements can be found on our website:

- **GP Payroll**

Contents

**GP Payroll Summer 2018 Release v2018.2.11** .............................................................................................................. 5

- Full Payment Submission Details Report .................................................................................................................. 5
- Employer Payment Summary (EPS) .......................................................................................................................... 5
- BACS ......................................................................................................................................................................... 6
- BACS files ................................................................................................................................................................. 6
- GP1 Pension Summary Report .................................................................................................................................. 6
- NHS Pension Summaries ........................................................................................................................................... 6
  - To print the report: ................................................................................................................................................... 7
- Agenda for Change – Unsocial Hours ..................................................................................................................... 8
- Add Unsocial Hours .................................................................................................................................................. 9
  - Unsocial Hours ....................................................................................................................................................... 9
  - Hours/Week .......................................................................................................................................................... 9
  - Rate/Hour ........................................................................................................................................................... 9
  - Unsocial Hours % Rate .......................................................................................................................................... 9
  - Monthly Unsocial Hours Payment ..................................................................................................................... 9
- WTE Pensionable Pay ................................................................................................................................................... 9
- Temporary Adjustments ................................................................................................................................................. 10
- Reinstall Basic Salary Value ................................................................................................................................... 10
- Reports ...................................................................................................................................................................... 10
- Rounding ................................................................................................................................................................. 10
- User Defined Additions ........................................................................................................................................... 10
- Employee Order ...................................................................................................................................................... 10
- Budget Summaries ................................................................................................................................................... 7
  - Budget Summary – Staff costs compared with available budget each month ......................................................... 7
  - Budget Summary – Analysis of Staff Costs ........................................................................................................ 7
GP Payroll April 2018 Release v2018.1

PAYE Legislation

- Relief at Source for Scottish Tax Payers
- Tax Codes
- Tax, NI, SSP, SMP, SAP, SPP & ShPP
- Tax Code Changes
- Student Loan Thresholds

Pensions

- NHS Pension Rates
- Auto Enrolment
- Automatic Enrolment Scheme
- Salary Sacrifice Employer's NIC Saving Deduction
- Pensionable Pay
- Stakeholder Pension Scheme
- Alternative Qualifying Pension Scheme (based on Qualifying Earnings)
- Now Pensions
- Staging Date
- Declaration of Compliance Report
- OpenEnrol Letter L0

RTI

- Full Payment Submission (FPS)
- Earlier Year Update (EYU)
- Serious Ill Health Lump Sum
- Employer Payment Summary (EPS)
- App. Levy Allowance

Other

- National Living Wage/National Minimum Wage
- Tax & NI Parameters
- Add New Rates
- Delete Rates
- Warnings
- National Minimum and Living Wage Report
- Trivial Commutation
- Import/Export
- Import Data to GP Payroll
- Select/Add Import File
Import File Details.................................................................17
Data Import Fields......................................................................18
Select/Add Export File..................................................................19
Export File Details .......................................................................19
Data Export Fields.......................................................................20
Apprenticeship Levy Values Report..............................................20
Serious Ill Health Lump Sum........................................................21
Statutory Sick Pay Entitlement.......................................................21
KnowledgeBase ..........................................................................21
GP Payroll Summer 2018 Release v2018.2.11

RTI

Full Payment Submission Details Report

To assist with reconciliation, if you are re-sending an FPS to make any corrections, leavers who had their leave date submitted on the FPS for this period will now be displayed on the FPS Details Report. This is for reconciliation purposes only and they will not be included in the FPS sent to HMRC.

This report now details Employees Included in Submission and Excluded Employees. Both sections will display a Submission Total row.

The Excluded Employees section will include any employees who would normally be sent on the FPS for the period but are not included as they are a leaver and their leave date has already been submitted.

Please Note: the FPS Summary report will only show what is being submitted to HMRC.

Employer Payment Summary (EPS)

Warn if EPS not sent when due

We have added a new option to Setup/ Options | 3 – Practice PAYE Details, Warn if EPS not sent when due.

With this option ticked a warning will be displayed at login if an EPS should have been sent for the last period calculated (in the current tax year only, if the previous period was month 12 a warning will have been given during the year-end process). An EPS can be due for one or more of the following:

- Any statutory payments have been paid to any employees and there are recovery/compensation figures
- Your Employment Allowance claim status has changed
- Apprenticeship Levy is due or has been reported in an earlier month in the tax year
- No employees have been paid in the month

The message will ask if you want to send the EPS to HMRC, click Yes to start the submission or No to close the message. You can select the tick box Don't show me the message again this month, if required. This could be useful if you have started to use the payroll software mid-year and an EPS is not required.
BACS

Bankline BACS

We have added the following new BACS file/report to Setup/ Options | 7 – Direct Banking | Electronic Banking | Select Bank System:

- Bankline BACS Ad hoc Payments 2016

BACS files

During the End of Year | Transfer employee details into the new tax year process, BACS files will be moved from the current tax year to the previous tax year folder.

Reports

GP1 Pension Summary Report

We have updated the GP1 Pension Summary Report to match the NHS Pensions Online layout. The Employee AVCs (NHS Pension Scheme) column will now appear before the Employer Contributions column.

NHS Pension Summaries

Under Print Output | Pension Summaries | NHS Pension Summaries, we have added a new option AW8: Supplementary report to assist you when completing the employer’s section of the NHS Pension AW8 form. This report is only available if you have Setup/ Options | 4 – Practice Pension Details | Pension Agency set to England/Wales.

Selecting the AW8: Supplementary report will open a new screen, AW8: Supplementary report options. Here you can enter the date and reason for retirement from the NHS Pension Scheme. The Date of Retirement from the Pension Scheme should be the Last day of Scheme membership, the last day of employment or the 75th birthday date; whichever is the earliest.

Creating this report will not automatically remove the employee from the NHS Pension Scheme; you are still required to enter a leave date or amend the pension details as applicable.

The Reason for Retirement options available in the drop-down list are:

- Age
- Actuarially reduced VER
- Ill Health
- Interest of Efficiency (IOE)
- Redundancy
- Commuted ill health
Please Note: The payroll software must have access to the previous 3 year’s payroll for the calculation of pensionable pay to be correct.

Also, if the employee had any unpaid leave, disallowed days or Domiciliary Visit Fees during the Total Pensionable Pay periods, you may need to manually adjust the values as they are not held in the software.

To print the report:

1. Go to Print Output | Pension Summaries | NHS Pension Summaries
2. Under the NHS Pension Summaries section select AW8: Supplementary report
3. Choose the Number of Employees – either All employees or A single employee
4. Click OK
5. Enter the Date of Retirement from Pension Scheme
6. Choose the Reason for Retirement from the drop-down list
7. Click OK to create the report

Budget Summaries

The Print Output | Budgets and View Output | Budget Summary, employer’s pension contributions will display NHS and alternative/stakeholder schemes in separate columns:

Budget Summary – Staff costs compared with available budget each month
- Employer’s NHS Pension Contribution
- Employer’s Alternative Pension Cont. (includes any pension that is not an NHS Pension)

Budget Summary – Analysis of Staff Costs
- Employer’s NHS Pension
- Employer’s Altern. Pension (includes any pension that is not an NHS Pension)
**Agenda for Change – Unsocial Hours**

**Unsocial Hours** – Additions to basic pay; applies to NHS staff whose work in their standard hours, within the normal 37.5 hour working week, is undertaken on weekdays after 8pm and before 6am, or Saturdays, Sundays and Public Holidays.

The additions are calculated as a supplementary percentage of the employee’s regular hourly rate. The percentage rate of the supplement depends on the Pay Band in use for the individual.

<table>
<thead>
<tr>
<th>Pay Band</th>
<th>All time on Saturday (midnight to midnight) and any week day after 8pm and before 6am</th>
<th>All time on Sundays and Public Holidays (midnight to midnight)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Time plus 50%</td>
<td>Double Time</td>
</tr>
<tr>
<td>2</td>
<td>Time plus 44%</td>
<td>Time plus 88%</td>
</tr>
<tr>
<td>3</td>
<td>Time plus 37%</td>
<td>Time plus 74%</td>
</tr>
<tr>
<td>4 - 9</td>
<td>Time plus 30%</td>
<td>Time plus 60%</td>
</tr>
</tbody>
</table>

We have added the facility to the software giving you the option to pay unsocial hours for an employee who is type 1 or 2. If you need to pay unsocial hours to other employee types you should adjust the monthly salary to include the supplement.

There are two methods for paying unsocial hours:

1) If the employee works the same shift pattern each week, which includes a portion of unsocial hours, you can enter the number of weekly hours worked into Employee Details | Pay Details together with the percentage rate that the Unsocial Hours supplement is paid at and GP Payroll will then uprate this to a monthly value. This is then added to the Basic/Special Salary value in the temporary adjustments each month.

2) If the employee’s shift pattern changes each week, with any Unsocial Hours worked being variable, then you can enter a total number of Unsocial Hours worked for the month. This can be paid on top of any ‘standard’ Unsocial Hours (i.e. those that are set in Employee Details | Pay Details) or instead of them.
Add Unsocial Hours

For individuals with Type of Employee set to 1) Normal Staff - paid for single post or 2) Staff with more than one post, on the Employee Details | Pay Details | Employee Pay Details screen, we have added a new button Add Unsocial Hours.

(a yellow tick will be displayed when the saved value in the Total field for Unsocial Hours is greater than 0.00)

Click Add Unsocial Hours to display the new Unsocial Hours screen.

Unsocial Hours

This new screen allows you to enter the number of hours worked at Unsocial Hours and the appropriate percentage that the hours should be paid at. The software will calculate the unsocial hours supplement and add it to the pay for the month. The total amount for unsocial hours to be added to the pay each month is displayed at the bottom of the screen.

For Type of Employee 2) Staff with more than one post, you can enter the Hours/week and Unsocial Hours % Rate for each Post Number.

If the employee does not work a set number of unsocial hours each week, enter unsocial hours in Temporary Adjustments when required, rather than this screen.

Hours/Week

Enter here the value of hours worked in a standard working week for each post undertaken on a Saturday, weekday after 8pm and before 6am, Sunday or Public Holiday.

Rate/Hour

This field is read only and is populated with the value held in Employee Details | Pay Details | Rate/hour field. For employees with more than one post, the rates will be displayed for the corresponding post.

Unsocial Hours % Rate

Choose the relevant percentage from the drop-down list.

Monthly Unsocial Hours Payment

This is a read only field displaying the calculated value, based on the Hours/week, Rate/hour and Unsocial Hours % Rate.

WTE Pensionable Pay

Any changes made to the Total on the Unsocial Hours screen will be included in the calculation of the WTE Pensionable Pay.
Temporary Adjustments

A new **Add Unsocial Hours** button has been added to the **Temporary Adjustments | Basic or Special Salary** screen together with a new **Pay for Unsocial Hours this month** field.

If the employee already has Unsocial hours exceeding zero, a warning message will be displayed asking if you want to replace the standard Unsocial Hours this month.

- Click **Yes** to remove the standard Unsocial Hours from pay this monthly only and enter new Unsocial Hours
- Click **No** to retain the standard Unsocial Hours in pay this month and add additional Unsocial Hours

(A yellow tick will be displayed next to the **Total** field if the value is greater than zero)

Reinstate Basic Salary Value

You can click this button to revert to the **Total** held in **Employee Details | Pay Details | Unsocial Hours**.

Reports

The following reports will include the **Unsocial Hours Payment**:  

- Payslips
- Pension Summaries
- Monthly Summary
- Payroll Variance
- Employee Lists
- Employee Details
- Budgets

Employee Order

It is now possible to view employee details and payroll options in alphabetical order by ticking the new **Setup/ Options | 10 - Rearrange Employee Order | List employees alphabetically** tick box.

This option is unticked by default and employees will be listed in the order they are set up in the software. Tick this option to sort employees in alphabetical order.

User Defined Additions

The final column on the **Employee Details | Pay Details | User Defined Additions** screen has been slightly renamed to **Included before pension calculation**.
Rounding

Under Setup/ Options | 4 – Practice Pension Details | Auto Enrolment Details | Pension Fund Details we have added a tick boxes - Round employee contributions up and Round employer contributions up.

- **NHS Pension Scheme Details** - The new tick boxes are in the Contribution Details section
- **Stakeholder Pension Scheme Details** - the new tick boxes are in the Employee Contribution Details and Employer Contribution Details sections
- **Alternative Pension Fund Details** – the new tick boxes are under a new Rounding Options section

These fields will only be active if you have Employee Rate and Employer Rate set to %. With these options ticked, employee and employer pension contributions will be rounded up to 2 decimal places.
GP Payroll April 2018 Release v2018.1

PAYE Legislation

Relief at Source for Scottish Tax Payers

From April 2018, following a legislative change, relief at source for employees with a Scottish tax code will now be calculated using the basic rate for Scotland. Previously, relief at source calculations were based on the UK basic rate. Scottish Tax Codes have a prefix of S.

This will only affect individuals who have pension deductions with Deduct Basic Rate Tax set.

Tax Codes

We have updated the payroll software to allow tax codes D0 – D8 and SD0 – SD8.

Tax, NI, SSP, SMP, SAP, SPP & ShPP

The rates for tax, NI and statutory payments have been updated for 2018/2019.

Tax Code Changes

In line with legislative changes, moving into the new tax year (2018/2019) will automatically uplift tax codes as required.

Student Loan Thresholds

The annual thresholds for 2018/2019 have been updated.

Pensions

NHS Pension Rates

The Pension Tiers for NHS England/Wales and NHS Northern Ireland have not been changed for 2018/2019.

The updated NHS Scotland Pension Tiers for 2018/2019 are:

Pensionable Pay Band Contribution percentage rate

- Up to £16,928  5.2%
- £16,929 to £22,439  5.8%
- £22,440 to £27,910  7.3%
- £27,911 to £51,481  9.5%
- £51,482 to £73,498  12.7%
- £73,499 to £114,760  13.7%
- £114,761 and above  14.7%
Auto Enrolment

As per the Auto Enrolment legislation, minimum Employer and Employee Contributions will increase in April 2018 and April 2019 as per the table below. During the End of Year | Transfer employee details into the next tax year process, a warning message will be displayed advising you to check your employees’ pension contribution rates – it is important that you carry this out to comply with the regulations. For further information on the TPR minimum contribution rates click here.

Automatic Enrolment Scheme

<table>
<thead>
<tr>
<th>Date</th>
<th>Employer minimum contribution</th>
<th>Total minimum contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/04/18 – 05/04/19</td>
<td>2%</td>
<td>5% (including 3% staff contribution)</td>
</tr>
<tr>
<td>06/04/19 onwards</td>
<td>3%</td>
<td>8% (including 5% staff contribution)</td>
</tr>
</tbody>
</table>

Salary Sacrifice Employer’s NIC Saving Deduction

We have added the following new fields to the Setup/ Options | Practice Pension Details | Auto Enrolment Details | Pension Fund Details | Alternative Pension Fund Details screen:

- Calculate Employers NI Saving
- Employers NI Saving – this field is disabled if Calculate Employers NI Saving is unticked

This is to cater for pension deductions set up as a salary sacrifice (resulting in an employer NI saving) where an Employer can add either all, or a percentage, of the saving to the pension contribution.

The calculation will be based on the before tax and NI pension contribution multiplied by the Employer NI Saving %.

The Employers NI Saving will be automatically added to the Employer Pension contribution in reports, payslips and cumulative figures.

Pensionable Pay

The Payroll Calculations | Pensionable Pay Temporary Adjustments screen is now accessible for employees in either a Stakeholder or Alternative Qualifying Pension Scheme *, as well as the NHS Pension Scheme.

* with the exception of the Alternative Qualifying Pension Scheme with Pension Type set to Auto Enrol (Banded Earnings)
Stakeholder Pension Scheme

The screen displays the Pensionable Pay and contributions. The settings in this screen are display only to show which values are used in pensionable pay.

Alternative Qualifying Pension Scheme (based on Qualifying Earnings)

This screen displays the Pensionable Pay and pay elements that are used in the Pensionable Pay calculation where the Pension Type is Pensionable Earnings.

Now Pensions

A new option has been added to the Setup/ Options | Practice Pension Details | Auto Enrolment Details | Pension Output File Details | Pension Output File Details screen, Add ER CODE to PAYROLL, for Now Pensions. You can tick this box to include the ER CODE in the PAYROLLNO field.

Staging Date

Following changes by The Pensions Regulator (TPR), Staging Date will now be referred to as Duty Start Date / Staging Date. Duty Start Date will be used for Re-enrolment. This change will be visible in the following locations and on pension related warning messages:

- Setup/ Options | Practice Pension Details | AE Configuration Tool
- Setup/ Options | Practice Pension Details | Auto Enrolment Details

Declaration of Compliance Report

Reference to Staging Date on this report has been changed to Duty Start Date / Staging Date and at Staging has changed to at Duty Start / Staging.

OpenEnrol Letter L0

With effect from February 2018, Letter L0 – Staging Date is coming will no longer be required and, if you use IRIS OpenEnrol, prompts to create this letter have been removed. This is because final Staging Dates are in February 2018.

The AE is coming section and button has been removed from the Automatic Enrolment Configuration Tool | Step 3 – Practice Pension Scheme Administrator Details.

RTI

Full Payment Submission (FPS)

The FPS schema has been updated in line with legislative changes for Tax Year 2018/2019 and to include the new Additional Payment indicator – Serious Ill Health Lump Sum.
Earlier Year Update (EYU)

The EYU schema has been updated in line with legislative changes for Tax Year 2018/2019.

Serious Ill Health Lump Sum

A new tick box for payment type Serious Ill Health Lump Sum has been added to the RTI Submissions | Earlier Year Update | Sundry Details | Flexible Drawdown details section.

Employer Payment Summary (EPS)

The EPS schema has been updated in line with legislative changes for Tax Year 2018/2019.

App. Levy Allowance

Changes have been made to the software to allow you to overwrite the App. Levy Allowance field on the Employer Payment Summary screen. This field will need overwriting if the allowance is split between two practices in the PAYE Scheme. Once this field has been overwritten this will be used as the default value for future EPS submissions for the rest of the tax year.

The App. Levy Allowance field on the EPS will be disabled if the value set in Setup/ Options | Tax/NI Parameters is set to the maximum.

Other

National Living Wage/National Minimum Wage

Tax & NI Parameters

Setup/ Options | Tax & NI Parameters now includes the National Living Wage and National Minimum Wage rates. These can be viewed by clicking View/Change Rates. These rates can be amended but this should only be done if instructed to do so by HMRC.

From the National Minimum and Living Wage Rates screen you can Add New Rates or Delete Rates.

Add New Rates

The Add New button allows you to create a new National Minimum and Living Wage Rate. In the event you create a new rate, all fields must be completed. The date the new rates are effective from must be after the date for the final existing record. If you install an update, any rates you have set up with a date before or the same as the latest date on the installation will be removed.

Delete Rates

Delete Rates deletes the selected record. You can only delete records that you have created, rates set by an update (system parameters) cannot be deleted.
Warnings

Warnings have been added to Employee Details and the Payroll Calculations process to advise if employee's pay rate(s) to not meet the National Minimum Wage and National Living Wage rates. If required, you can disable these warnings in Setup/ Options | Tax/NI Parameters by unticking Display minimum rate check messages.

During Payroll Calculations, the system will detect any employees whose pay rates used in the period being calculated do not meet the minimum and you have the option to print a reporting showing these individuals.

National Minimum and Living Wage Report

We have added a new report to Print Output | Monthly Summary and P32. The new report, National Minimum and Living Wage, displays any employees where their rate of pay does not meet the National Minimum or National Living Wage. Checks will be made based on the employee's date of birth on the date the report is printed or within the next 30 days. For instance, printing the report on the 1st May will cover birthdays to 31st May.

Please Note: If the employee date of birth is not complete, the employee will not be checked or included in the report.

The report will display:

- Employee Name
- Date of Birth
- If Apprentice
- Age
- Current Hourly Rate £
- National Minimum & Living Wage Rates (applicable to the employee)

Trivial Commutation

Changes have been made to the software and the Employee Details | Starter Details | Pensioner | Trivial Commutation Payment fields will now always be enabled.

Import/Export

Following the introduction of GDPR, the facility to export employee data is now a requirement. We have therefore added an import/export function to the payroll software.

To cater for this, a new Import/Export button has been added to the main screen and the Print Output/Export Data button has been renamed Print Output.
Click the **Import/Export** button to open the new **Import/Export Data** screen. Here you can select from the following radio buttons:

- **IMPORT Data** – you can use the **IMPORT Data** screen to import data, such as employee information, into GP Payroll
- **EXPORT Data** – you can use the **EXPORT Data** screen to export data from GP Payroll

### Import Data to GP Payroll

Selecting **Import Data** and clicking **OK** opens the **Import Data to GP Payroll** screen, containing three separate tabs:

- Select/Add Import File
- Import File Details
- Data Import Fields

#### Select/Add Import File

This tab lists existing import files, *IRIS HR Import* is there as standard. Highlight the file you want to import and click **Import**. You can change a user defined import file by highlighting it (clicking on it) and selecting the relevant tab.

Import files will be listed in the following order:

- Any standard import structures, in alphabetical order (currently only *IRIS HR Import*)
- Any user-defined import structures, in the order they were created

#### Add

Click **Add** to create a new user defined import structure, a message is displayed asking if you want to copy the current import structure.

- Click **Yes** to create an import structure with the fields in other tabs set as per the import structure being copied
- Click **No** to create a new import structure. The fields/options in the other tabs will be blank or as per the default for that field/option

#### Delete

Select a structure you want to remove and click **Delete**. Any files with * at the beginning are standard files and cannot be edited or deleted.

### Import File Details

From this tab you can enter or browse to the location of the file you want to import and select the type of file being imported, for instance CSV or .xls.
Data Import Fields

From this tab you can specify the fields that are in the import file, in the order that they appear in the file. There are 3 columns on this tab:

- **Field Name** – drop-down of all the available fields for import into GP Payroll
- **ID** – this is for fields that can be imported more than once, for example NI values where an employee has had changes to NI Letters, Extra Payments and Deductions, Attachment Orders and Hourly Rates (where the employee has multiple posts)
- **Default Value** – this field can be edited by double clicking the row. A value entered here overrides any value in the import file, for that field, during the import process

And also, the following buttons:

- **Insert Row** – inserts a blank row above the row highlighted
- **Delete Row** – deletes the highlighted row
- **Format** – click this to display the Import Data – Define Field Format screen
- **Check** – click this to validate the entries in the Data Import Fields tab
- **Save** – click this to validate and save changes made

**Please note:** Employee Number field name must always be the first field in the import file and cannot be changed.

Import Data – Defined Field Format

This screen allows you to enter values used in the import file for the specified field. This allows the value being imported to be read and translated into the format expected by GP Payroll.

**Import button**

Saves/validates changes and begins the import process. Click **Yes** to the message to confirm you want to import. The following information will be displayed when the import is complete:

- New Records
- Fields Imported
- Fields Rejected
- Records Rejected
- Warnings

Any rejections/warnings can be viewed in the Reject.TXT file. Click **OK** on the Import Data | Import Complete message to view this information.

**Cancel**

Closes the Import Data to GP Payroll screen. If changes have been made, a message will be displayed asking if you want to save the changes.
Export Data from GP Payroll

Selecting Export Data and clicking OK opens the Export Data from GP Payroll screen, containing three separate tabs:

- Select/Add Export File
- Export File Details
- Data Export Fields

Select/Add Export File

This tab lists existing export files, *IRIS HR Export* is there as standard. Highlight the file you want to export and click Export. You can change a user defined export file by highlighting it (clicking on it) and selecting the relevant tab.

Export files will be listed in the following order:

- Any standard export structures, in alphabetical order (currently only *IRIS HR Export*)
- Any user-defined export structures, in the order they were created

Add

Click Add to create a new user defined export structure, a message is displayed asking if you want to copy the current export structure.

- Click Yes to create an export structure with the fields in other tabs set as per the export structure being copied
- Click No to create a new export structure. The fields/options in the other tabs will be blank or as per the default for that field/option

Delete

Select a structure you want to remove and click Delete. Any files with * at the beginning are standard files and cannot be edited or deleted.

Export File Details

From this tab you can enter or browse to the location you want the export file to be saved to, and select the type of file being exported, for instance CSV or .xls. From the Employee Selection section, you can choose if you want to export for All employees or a Single employee – here you choose from the dropdown list.
Data Export Fields

From this tab you can specify the fields that are in the export file, in the order that they appear in the file. There are 3 columns on this tab:

- **Field Name** – drop-down of all the available fields for export from GP Payroll
- **ID** – this is for fields that can be exported more than once, for example NI values where an employee has had changes to NI Letters, Extra Payments and Deductions, Attachment Orders and Hourly Rates (where the employee has multiple posts)
- **Default Value** – this field can be edited by double clicking the row. A value entered here overrides any value in the export file, for that field, during the export process

And also, the following buttons:

- **Insert Row** – inserts a blank row above the row highlighted
- **Delete Row** – deletes the highlighted row
- **Format** – click this to display the **Export Data – Define Field Format** screen
- **Check** – click this to validate the entries in the **Data Export Fields** tab
- **Save** – click this to validate and save changes made

Please note: **Employee Number** field name must always be the first field in the export file and cannot be changed.

Export Data – Defined Field Format

This screen allows you to enter values used in the export file for the specified field. This allows the value being exported to be read and translated into the format required.

**Export button**

Clicking **Export** begins the export process. Click **Yes** to the message to confirm you want to export. Checks will take place to ensure the export file name and location exist, the export file name is in the correct format, and the number of fields in the export file matches the number of fields in the selected export file structure.

**Cancel**

Closes the **Export Data from GP Payroll** screen and cancels the export process.

**Apprenticeship Levy Values Report**

The **Apprenticeship Levy Values report** will now show how the value is calculated per month.
Serious Ill Health Lump Sum

From Tax Year 2018/2019, we have added a tick box to Employee Details | Pay Details | User Defined Additions, called Serious Ill Health Lump Sum. This tick box is also accessible from Payroll Calculations | Extra Payments screen. This payment is not subject to NI.

This payment will be included in attachable earnings for attachment of earnings orders including:

- Child Support Agency (DEO)
- Child Support Agency (DEO) – New PEP
- Council Tax (England/Wales)
- Attachment of Earnings – all versions
- Earnings Arrestment (EA Scotland)
- Direct Earnings Attachment

Statutory Sick Pay Entitlement

SSP Entitlement will no longer be reset during the End of Year | Transfer employee details into the next tax year process.

KnowledgeBase

We have removed the Search the KnowledgeBase field from the Support hub in your product. Use this link to access the knowledgebase: https://www.iris.co.uk/support/knowledgebase/
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

<table>
<thead>
<tr>
<th>HMRC online service helpdesk</th>
<th>HMRC employer helpline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: 0300 200 3600</td>
<td>Tel: 0300 200 3200</td>
</tr>
<tr>
<td>Fax: 0844 366 7828</td>
<td>Tel: 0300 200 3211 (new business)</td>
</tr>
<tr>
<td>Email: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

Contact Sales (including stationery sales)

<table>
<thead>
<tr>
<th>For IRIS Payrolls</th>
<th>For Earnie Payrolls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: 0344 815 5700</td>
<td>Tel: 0344 815 5677</td>
</tr>
<tr>
<td>Email: <a href="mailto:sales@iris.co.uk">sales@iris.co.uk</a></td>
<td>Email: <a href="mailto:earniesales@iris.co.uk">earniesales@iris.co.uk</a></td>
</tr>
</tbody>
</table>

Contact support

<table>
<thead>
<tr>
<th>Your Product</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRIS PAYE-Master</td>
<td>0344 815 5661</td>
<td><a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a></td>
</tr>
<tr>
<td>IRIS Payroll Business</td>
<td>0344 815 5661</td>
<td><a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a></td>
</tr>
<tr>
<td>IRIS Bureau Payroll</td>
<td>0344 815 5661</td>
<td><a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a></td>
</tr>
<tr>
<td>IRIS Payroll Professional</td>
<td>0344 815 5671</td>
<td><a href="mailto:payrollpro@iris.co.uk">payrollpro@iris.co.uk</a></td>
</tr>
<tr>
<td>IRIS GP Payroll</td>
<td>0344 815 5681</td>
<td><a href="mailto:gpsupport@iris.co.uk">gpsupport@iris.co.uk</a></td>
</tr>
<tr>
<td>IRIS GP Accounts</td>
<td>0344 815 5681</td>
<td><a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a></td>
</tr>
<tr>
<td>Earnie or Earnie IQ</td>
<td>0344 815 5671</td>
<td><a href="mailto:earniesupport@iris.co.uk">earniesupport@iris.co.uk</a></td>
</tr>
</tbody>
</table>