



Guide to Converting Data from IRIS PAYE-Master

IRIS Payroll

April 2018



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Introduction

This guide explains how to convert your data from IRIS PAYE-Master to IRIS Payroll. It details what is converted and what is not, and explains how to resolve some of the issues that may arise from running the Conversion program.

Please read this entire guide before beginning the Conversion.

If you have any questions on this guide or difficulties with converting, please contact our Support department who will be happy to help you. You can call them on 0344 815 5661 (option 4) or contact them at www.iris.co.uk/contactsupport

What is converted?

- Employee Details
- Default Employee settings
- Pay Calendar
- Year to Date amounts
- Additions and Deductions, Pensions and Attachment of Earnings Orders
- Statutory Payments – SMP/SAP/SPP
- Agency/Beneficiary details
- Pension Fund details
- Auto Enrolment Details
- RTI Fields (excluding RTI Fields for FPS: **Reasons for Unpaid Leave** and **Payment to Other** – these will need to be reselected after conversion)
- App Levy (Company Details)
- App Levy Allowance (Company Details)
- Holiday Entitlement

- For each month where, under RTI, the **Employer Payment Summary** has been sent to HMRC, the following year to date values will also be converted
 - SMP Recovered
 - SMP Compensation
 - SPP Recovered
 - SPP Compensation
 - ShPP Recovered
 - ShPP Compensation
 - SAP Recovered
 - SAP Compensation
 - CIS Deductions Suffered

- **Employment Allowance** - The Employment Allowance indicator will be converted from IRIS PAYE-Master

What is not converted?

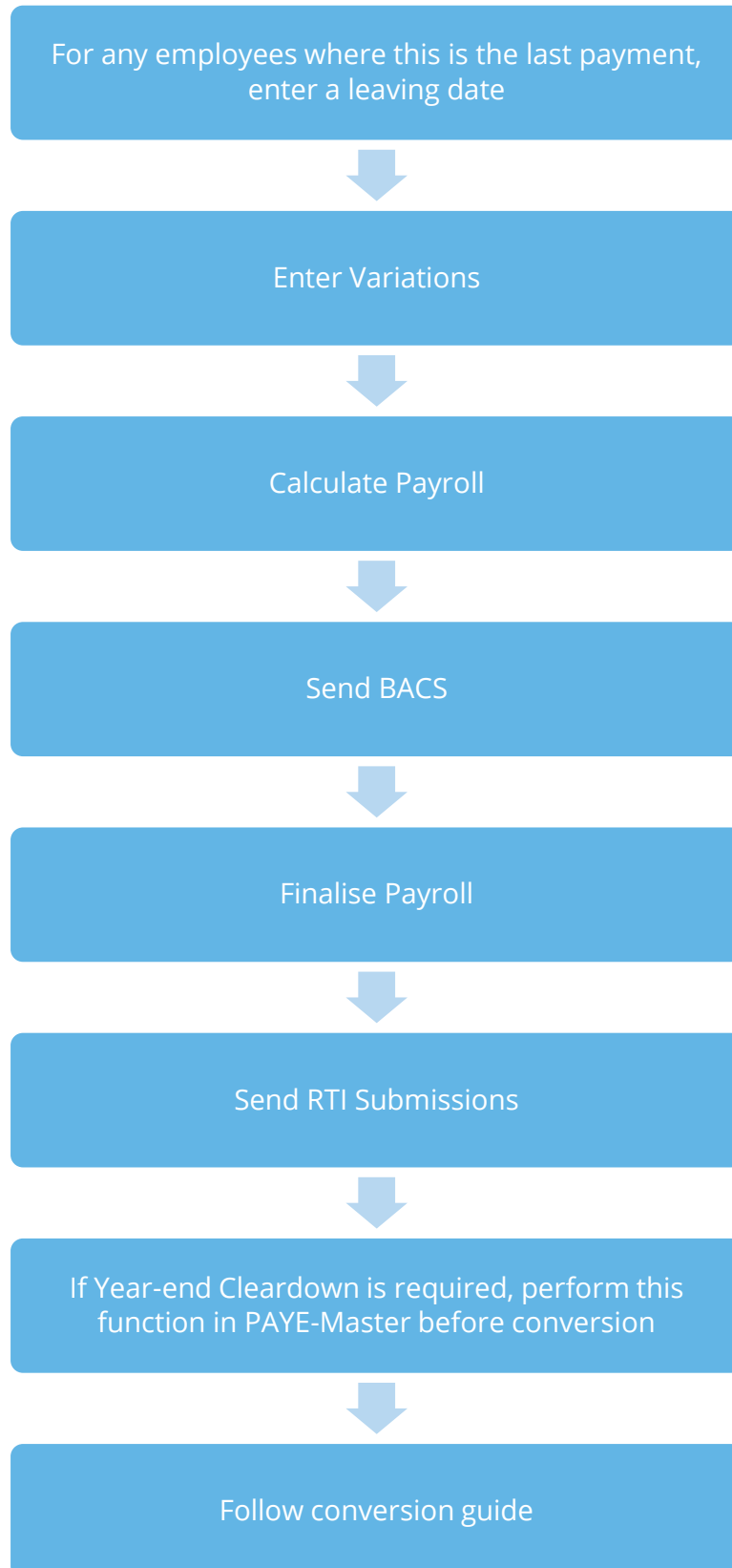
- Holiday Pay Rate Details
- SSP Amounts
- PAYE Remittance Report Amounts
- Before Tax Payments/Deductions *
- After Tax Payments/Deductions *
- RTI Reasons for Unpaid Leave and Payment to Other. These will need to be populated manually
- **Employment Allowance** - If you are converting mid-year, in IRIS Payroll enter the value already claimed for the tax year in **HMRC | Month end Summary (P32), Initial Figures**
- **Apprenticeship Levy** - If you are converting mid-year, in IRIS Payroll enter the value already claimed for the tax year in **HMRC | Month end Summary (P32), Initial Figures**

* Year To Date values may be incorrect on the Payroll Summary with Year To Dates report when converting from IRIS PAYE-Master. This is because IRIS PAYE-Master does not hold these values.

If an employee does not have a pension deduction assigned in IRIS PAYE-Master, after conversion an employee will be ignored for Auto Enrolment in IRIS Payroll; you will need to set up the details manually

What to do in IRIS PAYE-Master before converting

When running the final payroll for each company you are converting:



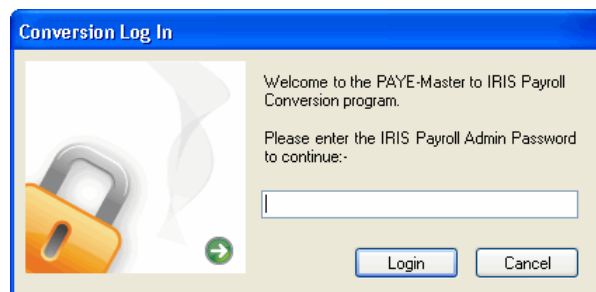
How to convert the payroll data

In IRIS PAYE-Master make sure you have completely finalised the payroll for each company you wish to convert BEFORE attempting to run the conversion program

Make sure you have installed and licensed IRIS Payroll. Ensure that both IRIS PAYE-Master and IRIS Payroll are closed before you start the conversion program

1. Click on the Windows **Start** button, then **All Programs, IRIS Payroll Business (or IRIS Bureau Payroll)** then select **PAYE-Master Conversion**. This will open a webpage enabling you to download the latest version of the conversion tool
2. To download the tool:
 - a. Select **Click Here** under the **Download** column
 - b. Find the location for the download and click **Save**
 - c. Double-click **conversion installer.exe** to run the installation
3. To begin the conversion process, double-click on the **Start Conversion** icon that will be located on the desktop

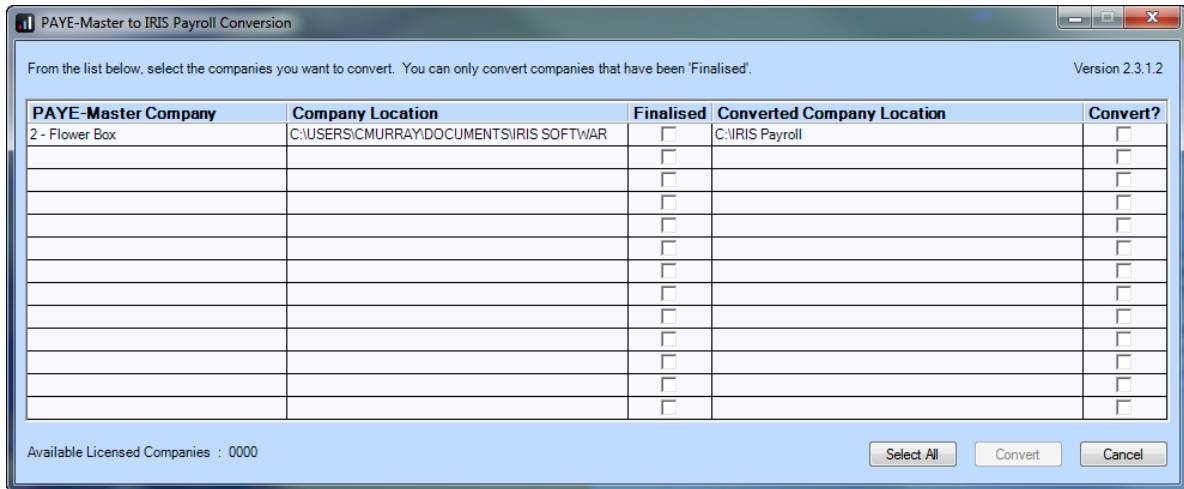
4. On the **Conversion Log In** screen you are asked to enter the Admin password for IRIS Payroll before you can proceed. Unless you have changed it, the Admin password is **admin**. (If you have changed the Admin password and can't remember it, please contact Support and ask for a break-in password.)



5. Click **Login**

The program then checks the IRIS Payroll licence details to make sure the number of companies due to be converted does not exceed your new licence.

6. The next screen displays a list of your IRIS PAYE-Master companies along with:
 - Current and converted data locations
 - Finalised status
 - **Convert?** option



Any companies which have not been finalised in IRIS PAYE-Master are shown in the list without a tick in the **Finalised** box. These companies must be finalised in IRIS PAYE-Master before you can convert them.

7. At this point it is possible to change where the converted data will be saved, if needed. To do this, click in the **Converted Company Location** column. A browse window will open, allowing you to select a new location. Click elsewhere on the screen to refresh the display
8. To select the companies you want to convert you can either click the **Select All** button or click the relevant boxes in the **Convert?** column. When you have selected all the companies you want to convert, click the **Convert** button
9. You will see a progress indicator as the data is converted.

If the conversion was unsuccessful, you will see an error message. If this happens, please contact support on **0344 815 5661 (option 4)** in the first instance
10. If no errors are found, a message will appear telling you that the conversion process is complete. Click **OK** and the **Conversion Status** screen will appear
11. Click **OK** to end the conversion program

What you need to do now in IRIS Payroll

Important checks after conversion

After successfully completing the conversion open IRIS Payroll and make the following checks:



Step 1 Compare the Year To Date Figures from both systems

In IRIS Payroll click on the **Reports** tab, click **Year-end Reports** and select **Year to Date Summaries**. Use the first section of this report, the **YTD Summary Page 1**. In PAYE-Master use the YTD figures on the **Payroll Summary** (ensure that you include leavers). The following pairs of figures should be equal:

| IRIS PAYE-Master | IRIS Payroll |
|-----------------------------------|-----------------------------|
| Tax'I Pay YTD-This | This Employment Gross |
| Employee Deductions Tax YTD-This | This Employment Tax |
| Employee Deductions NI YTD-This | National Insurance Employee |
| Employer's NI | National Insurance Employer |
| Tax'I Pay Prev Empt | Previous Employment Gross |
| Employee Deductions Tax Prev Empt | Previous Employment Tax |

Step 2 Check the employees

In IRIS Payroll, print the **Department Listing** report: click on the **Reports** tab, click **Report Manager**, select the **Company** category then highlight **Department Listing** and click the arrow button to add the report to the **Company Reports** menu. Click **Save** then **Close**. On the **Reports** tab click **Company Reports** then select **Department Listing**. In IRIS PAYE-Master print the **Employee List** report: click on the **Reports** menu, choose **Report Selector**, highlight **Employee List** and click **OK**. Use these two reports to check that all your employees have been transferred and are in the correct departments.

Step 3 Check the Pay Date and Pay Periods

Check that the **Pay Date**, **Period Last Calculated** and **Period Last Finalised** are correct for each pay frequency: in IRIS Payroll click on the **Work Pad** tab on the right-hand side of the main window. In IRIS PAYE-Master this information is on the **Payroll Status Bar** – if it is not shown click on the **Utilities** menu and select **Payroll Status**.

Step 4 Check random employees for correct to-date figures

On the **Selection Side Bar**, double-click on an employee in the list to open the **Employee Details** screen. Click on the **To-Date** tab and check the figures. In IRIS PAYE-Master, check the totals on both the **Tax Details** tab and the **N.I. Details** tab in the **Employee Details** screen.

Step 5 Check Payments and Deductions

The PAYE-Master Additions/Deductions from 1 to 10 are reserved so they are converted differently. All other PAYE-Master Additions/Deductions which are not in use are converted into IRIS Payroll **Payments and Deductions**. This includes any Additions/Deductions which are used as hourly rates, although they are also converted into **Hourly Rates** and **Overtime Factors** (see the next step for more information). To view the **Payments and Deductions** click on the **Company** tab, click **Payments & Deductions** then select **Configure Payments & Deductions**.

If an employee has a standard amount set up for an Addition/Deduction in the PAYE-Master **Variations** screen it will be converted into IRIS Payroll. To view the **Payments and Deductions** set up for an employee, double-click in the employee's name in the **Selection Side Bar** to open the **Employee Details** screen, click on the **Pay Elements** tab then click on the **Pay Deds** tab below it.

Not Converted

Only the Additions/Deductions that were entered in the **Std Amount** column in the PAYE-Master **Variations** screen are converted. Any Additions/Deductions you entered in the **Temp Amount** column are not converted.

IRIS Payroll keeps track of the year-to-date figures for **Payments and Deductions** but this information is not available in PAYE-Master so it cannot be converted. Year-to-date amounts can be added to IRIS Payroll manually after the conversion by typing directly into the **Year To-date** column in each employee's details.

Step 6 Check Rates of Pay and Overtime Factors

Standard payments for **Hours** are converted into **Hourly Rates** and **Overtime Factors** in IRIS Payroll. The **Pay Description** is converted into an **Hourly Rate** and the **Multiple** (or **Mult O'Ride** in the **Variations** screen) is converted into an **Overtime Factor**. (The **Pay Description** is also converted into a **Payment** although you probably will not need to use it.) The **Hourly Rates** and **Overtime Factors** are used in the employee's details to define his standard pay.

If you use the **Multiplier** field as a **Rate per Hour** will need to adjust the **Hourly Rates** and **Overtime Factors** manually in IRIS Payroll.

To see the **Hourly Rates** and **Overtime Factors** in IRIS Payroll click on the **Company** tab and click **Hourly Rates**. To check the employee's pay details, double-click on the employee's name in the **Selection Side Bar** to open the **Employee Details** screen, click on the **Pay Elements** tab then click on the **Salary & Rates** tab below it.

Overtime Factor Names

The name of the **Overtime Factor** will be set to **Time & Half** for an entry of 1.5, **Time & Third** for an entry of 1.33 or 1.333, **Time & Quarter** for an entry of **1.25**, **Double Time** for 2.0 and **Triple Time** for entries of 3.0. Any less common multiples will have the actual figure as the name, for example if the **Multiple** in PAYE-Master is 2.6 the name of the **Overtime Factor** will be **2.6000**. You can amend the name if required.

Not Converted

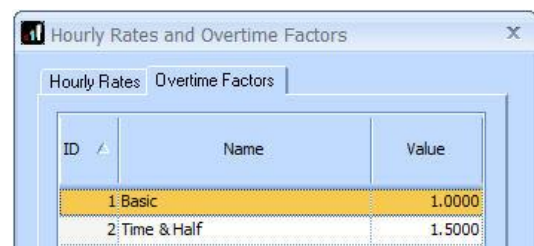
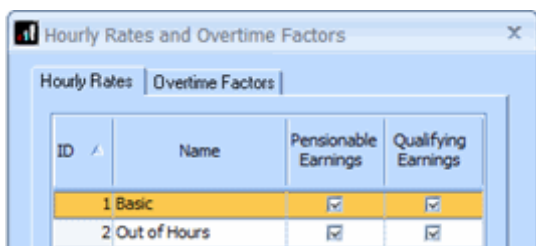
Only the hours that were entered in the **Std Amount** column in the PAYE-Master **Variations** screen are converted. Any hours you entered in the **Temp Amount** column are not converted.

IRIS Payroll keeps a running total of the hours to-date and the amount paid to-date but this information is not available in PAYE-Master so it cannot be converted. To-date amounts can be added to IRIS Payroll manually after the conversion by typing directly into the **Hours To-date** and **£ To-date** columns in each employee's details.

Important Note: Only twelve **Overtime Factors** will be created. If there are more than twelve in PAYE-Master, the employee will still have the standard hours configured but using the twelfth multiplication **Factor**.

Example

| Pay Code | Pay Description | Pay Type | Std Amount | Hours | Temp Amount | Hours | Mult O'Ride | Hold |
|----------|-----------------|----------|------------|-------------------------------------|-------------|--------------------------|-------------|--------------------------|
| 1 | Basic Pay | Add | 440.00 | <input type="checkbox"/> | | <input type="checkbox"/> | 0 | <input type="checkbox"/> |
| 11 | Out Of Hours | Add | 8.00 | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 1.5 | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |



In PAYE-Master an employee's standard pay is made up of two elements: his **Basic Pay** of 40 hours at £11.00 per hour; plus an **Out Of Hours** payment which is set up as **Hours** with a value of 8 and a multiplication factor of 1.5, i.e. 8 hours at time and a half.

In IRIS Payroll the **Basic Pay** element is converted to an **Hourly Rate** called **Basic Pay**; it uses the existing **Overtime Factor** called **Basic** which always has a **Value** of 1. For the second pay element another **Hourly Rate** is created with the name **Out of Hours** and an **Overtime Factor** is created with the name **Time & Half** for which the multiplication factor is 1.5.

Personal Tax & NI Pay Elements Pay Method To-Dates Absence Notes

Salary & Rates Pay Deds AEO Pensions Pension Refs Loans

Salary

Period Annual To-Date

Notional Rounded

| ID | Hourly Rates | £ / Hour | Hours | Overtime Factors | To Pay | Hours To-date | £ To-date |
|----|--------------|----------|-------|------------------|--------|---------------|-----------|
| 1 | Basic | 11.0000 | 40.00 | Basic | 440.00 | 0.00 | 0.00 |
| 2 | Out of hours | 11.0000 | 8.00 | Time & Half | 132.00 | 0.00 | 0.00 |
| | <None> | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

In the **Employee Details** screen the both pay elements are included in the employee's normal payment details.

Step 7 Check Pensions

To view the **Pensions** and **Pension Fund Details** that have been converted from IRIS PAYE-Master click on the **Company** tab and click **Payments & Deductions** – this menu has options for both **Configure Pension** and **Pension Fund Details**.

To check the pension details for each employee, double-click on the employee's name in the **Selection Side Bar** to open the **Employee Details** screen. Click on the **Pay Elements** tab then the **Pensions** tab below it.

Pension Names

The name for the pension in IRIS Payroll will be made up of the **Fund Description** and the **Pension Type**, with either **Ees** or **Ers** added to it, depending on whether it is an employee or employer contribution. This means you may have more than one pension in IRIS Payroll with the same name, if you had very similar pensions configured in PAYE-Master. To make it easier to tell them apart, you can amend the name in IRIS Payroll if you choose: click on the **Company** tab, click **Payments & Deductions**, select **Configure Pension** then click on the pension you want to amend and click **Edit** – the **Edit Pension** screen opens – simply type the new name in the **Name** field.

Automatic Enrolment Fields

Check the following fields in **Employee Details** | **Pay Elements** | **Pensions**

- Worker Status
- Automatic Enrolment Date
- Deferral Date
- Opt-Out Date

Not Converted

Some of the **Pension Fund Details** information is not converted:

- Last Payment
- Next Payment Due
- Special Tax Rules

If a pension deduction in IRIS PAYE-Master has more than one payment type (i.e. some deductions are percentage-based and some are fixed value) two separate pensions will be created in IRIS Payroll: one will have the **Method** set to **Percentage** and one will be set to **Value x Periods Paid**. However, both pensions will have the same name. You can change the name of one or both of them – click on the **Company** tab, click **Payments & Deductions**, select **Configure Pensions**, click on the pension you want to amend and click **Edit**. The pension name in each employee's details is amended automatically when you change it at company level.

For more information about **Pensions** in IRIS Payroll, click on the **Help** tab and click on **Manual**. In the Online Manual, open the **How To Use IRIS Payroll** section, open **How to Configure Elements of Pay** and read **How To Configure a Pension**.

Step 8 Check Attachment of Earnings Orders

To view the **Attachment of Earnings Orders** and **Agency/Beneficiaries** that have been converted from IRIS PAYE-Master click on the **Company** tab and click **Payments & Deductions**. To check the details for each employee, double-click on the employee's name in the **Selection Side Bar** to open the **Employee Details** screen. Click on the **Pay Elements** tab then the **AEO** tab below it. Highlight the name of the attachment then click **Edit**.

The title will be taken from the **AEO Type** field.

Important Note: AEOs will not be converted if the **Status** is set to **On-Hold Indefinitely** or **On-Hold Y/End Delete** or if the **Remaining** amount is zero.

For more information about AEOs in IRIS Payroll, click on the **Help** tab and click on **Manual**. In the Online Manual, open the **How To Use IRIS Payroll** section and read **How To Set Up an Attachment of Earnings Order**.

Step 9 Input PAYE Remittance Report Amounts Paid

You need to enter the amounts from your **PAYE Remittance Reports** in PAYE-Master into the **Month End Summary** screen in IRIS Payroll. If you converted from PAYE-Master part of the way through a Tax Month there are additional steps.

- a. Calculate the total amount of tax, gross NI, Statutory Payments etc that has been paid or is still due to HMRC for payrolls run in PAYE-Master
 - if you converted part of the way through a tax month include the figures for the part-month in the totals
- b. Enter those figures into IRIS Payroll. Click on the **HMRC** tab and click **Month end Summary (P32)**. The **Month End Summary** screen opens. In the **Initial Figures** line, enter the total amounts of tax, gross NI, Employment Allowance, App Levy etc.
- c. IRIS Payroll automatically calculates the total due to HMRC and puts it in the **Amount Due** column. It also puts this figure in the **Actual Paid** column
 - if you converted part of the way through a month you will not have paid the full **Amount Due** to HMRC yet so you need to amend the figure in the **Actual Paid** column to show what was actually paid to HMRC. The following month you need to amend the **Actual Paid** figure for that month as well, to add in the amount that was processed in PAYE-Master but not paid to HMRC

Example:

PAYE Remittance Reports for Tax Month 1 and part of Tax Month 2:

Month 1

| Prd | Finalised | SSP Paid | Gross NI (Inc Reb) | SMP | | SPP | | SAP | | Net NI | Tax | Stud Loans |
|----------------------|-----------|-------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|---------------|------------------|
| | | | | Recov'd | Comp'n | Recov'd | Comp'n | Recov'd | Comp'n | | | |
| 1 | 6/4/10 | | 69.02 | | | | | | | 69.02 | 51.00 | |
| 2 | 13/4/10 | | 233.24 | | | | | | | 233.24 | 173.20 | |
| 3 | 20/4/10 | | 233.24 | | | | | | | 233.24 | 173.20 | |
| 4 | 27/4/10 | | 311.78 | | | | | | | 311.78 | 236.20 | |
| 5 | 4/5/10 | | 311.78 | | | | | | | 311.78 | 236.20 | |
| TOTALS: | | 0.00 | 1159.06 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1159.06 | 869.80 | 0 |
| <----- DEDUCT -----> | | | | | | | | | | | | |
| | | | | | | | | | | INCOME TAX : | 869.80 | |
| | | | | | | | | | | NET NI : | 1159.06 | |
| | | | | | | | | | | STUDENT LOANS : | 0.00 | |
| | | | | | | | | | | SSP RECOVERED : | 0.00 | |
| | | | | | | | | | | TOTAL DUE : | 2028.86 | (Periods 1 to 5) |

Month 2

| Prd | Finalised | SSP Paid | Gross NI (Inc Reb) | SMP Recov'd | Comp'n | SPP Recov'd | Comp'n | SAP Recov'd | Comp'n | Net NI | Tax | Studd Loans |
|----------------|-----------|-------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|---------------|-------------|
| 6 | 11/5/10 | | 311.78 | | | | | | | 311.78 | 236.20 | |
| TOTALS: | | 0.00 | 311.78 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 311.78 | 236.20 | 0 |

| | | |
|---------------------|--------|------------------|
| ----- DEDUCT -----> | | |
| INCOME TAX : | 236.20 | |
| NET NI : | 311.78 | |
| STUDENT LOANS : | 0.00 | |
| SSP RECOVERED : | 0.00 | |
| TOTAL DUE : | 547.98 | (Periods 6 to 6) |

- Add together the **Gross NI** figures from the two reports and enter the total, 1470.76, into **Gross National Insurance Contribution (NICs)** column in the IRIS Payroll **Initial Figures**
- Add together the **Tax** on the two **PAYE Remittance Reports** and enter the total 1106.00 in the **Income Tax** column in IRIS Payroll
- The **Amount Due** 2576.84 calculated by IRIS Payroll includes the week 6 figures, which is correct. However you did not pay all of that to HMRC, so in the **Actual Paid** column enter the **TOTAL DUE** figure for month 1, 2028.86
- The **Month End Notes** screen opens so you can enter an explanation for the change, in this case '547.98 for week 6 not yet paid'

| Period | Statutory Maternity Pay (SPP) covered | NIC compensation on SPP | Shared Parental Pay (ShPP) recovered | NIC compensation on ShPP | Statutory Adoption Pay (SAP) recovered | NIC compensation on SAP | Employment Allowance | Total deductions from NICs | Apprenticeship Levy | Net NICs | Amount due | Date paid | Actual paid | Notes |
|----------------------------|---------------------------------------|-------------------------|--------------------------------------|--------------------------|--|-------------------------|----------------------|----------------------------|---------------------|----------|------------|-----------|-------------|--------------------------------|
| Initial Figures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1470.76 | 2576.76 | | 2028.86 | 547.98 for week 6 not yet paid |
| 6 April to 5 May - Month 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 6 May to 5 June - Month 2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 6 June to 5 July - Month 3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 6 July to 5 Aug - Month 4 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 6 Aug to 5 Sept - Month 5 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 6 Sept to 5 Oct - Month 6 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | |
| Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1470.76 | 2576.76 | | 2028.86 | |

Total Statutory funding received from HMRC (22)
 Incentive payment received (28)
 Deductions made from Subcontractors (25)

Advance received from HMRC to refund Tax (7)
 CIS Deductions Suffered (30)

Step 10 Reconcile converted figures in IRIS Payroll

Print and compare the following reports:

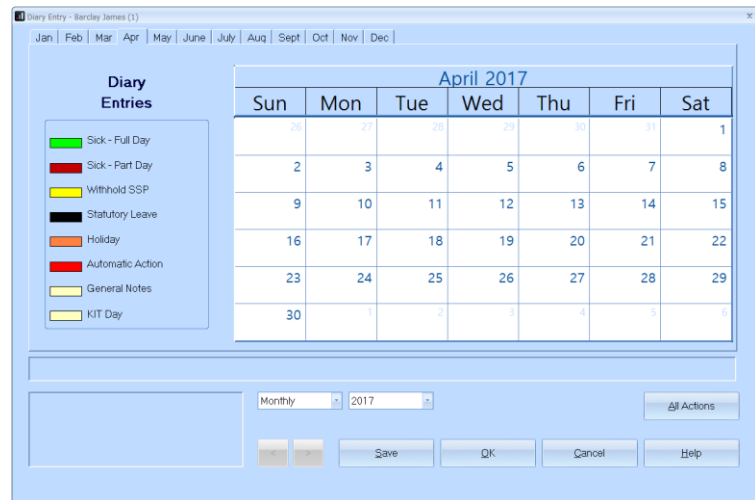
- From IRIS Payroll, the **P30 Summary** and the **Year to Date Summary**
- From IRIS PAYE-Master, the **PAYE Remittance** and **Payroll Summary**

Step 11 Input Statutory Sick Pay details

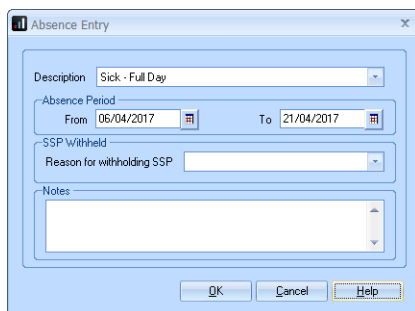
All SSP payments need to be set up manually.

If you are currently paying an employee **SSP** in PAYE-Master, you need to enter the absence into the **Diary** in IRIS Payroll.

In the **Selection Side Bar** select the individual and then from the **Employee** tab click **Diary Entry** – the **Absence Diary** screen will open:

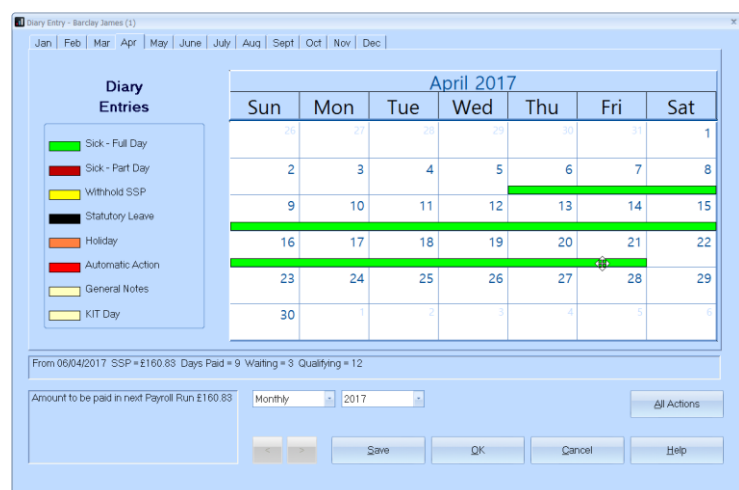


Find the first day of the current period of sickness; don't forget to include any linking periods. Double click on that day and the **Absence Entry** screen will open:



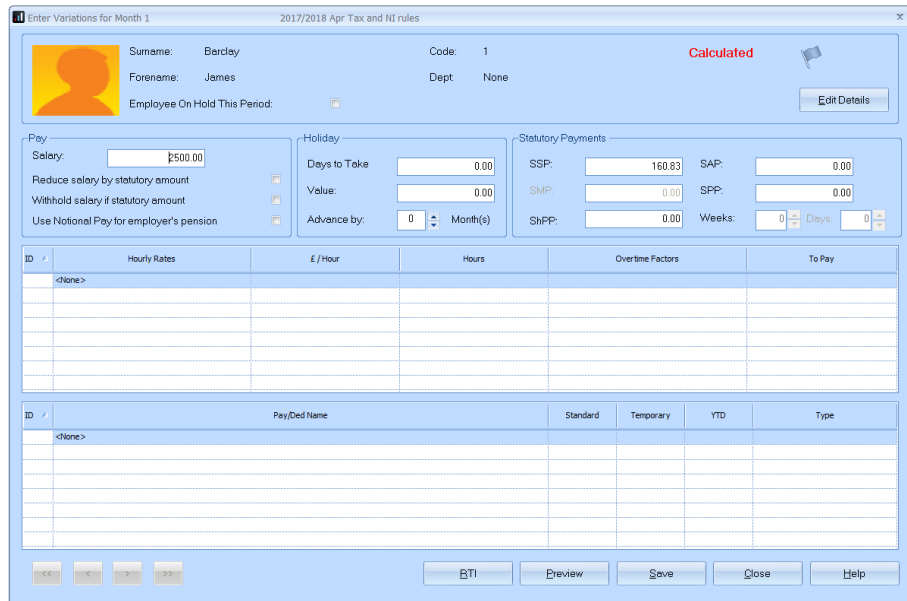
In the **To** box, alter the date to the last day of sickness then click **OK**.

A green line will appear on the **Absence Diary** representing the period of sickness. An amount of **SSP** to be paid in the next payroll run appears in the bottom left corner of the screen, and if you hover your mouse over the green line, details of the **SSP** to be paid in the next payroll appear, including the number of days paid and the number of waiting days:



The amount of SSP shown may be incorrect, because you have already paid some of it on IRIS PAYE-Master. You need to adjust the amount of SSP the next time you run a payroll:

In the **Enter Variations** screen alter the amount of SSP that appears in the SSP field.



No SSP Paid

When you enter SSP into the Absence Diary screen IRIS Payroll checks that there is enough pay history on the system to calculate the average earnings for SSP. If there is not enough history, no SSP amount will be calculated and the message 'No Entitlement to SSP. Please complete form SSP1' will be shown. If this happens when you know the employee is entitled you need to enter the SSP manually in the Enter Variations screen.

Step 12 Input Holiday details

Employee Holiday Pay Rate Setup

Each individual employee's entitlement and holiday remaining is converted from PAYE-Master. If you do not pay holiday separately (for example if you just pay a monthly salary) this is enough information, you don't need to enter anything more. However if you pay holiday separately you need to enter each employee's **Holiday Rate**, i.e. the rate of pay for holiday.

On the **Selection Side Bar** double-click on the employee's name to open the **Employee Details** screen. Click on the **Absence** tab and select the **Holiday Type** – this specifies the units that holiday is calculated in. The default is **Per Day** which means you need to enter a daily rate in the **Holiday Rate** field.

Examples:

Both employees below are paid £10 per hour and work 8 hours per day. Each is entitled to 26 days of holiday each year and has 11 days left.

| | |
|------------------------|--|
| Holiday | |
| Entitlement | <input type="text" value="26.00"/> |
| Days Left | <input type="text" value="11.00"/> |
| Holiday Rate | <input type="text" value="80.0000"/> |
| Holiday Type | <input type="text" value="Per Day"/> |
| 1 Diary day represents | <input type="text" value="1.00"/> Days |

This employee is paid holiday by the day, i.e. £80 per day.

| | |
|------------------------|---|
| Holiday | |
| Entitlement | <input type="text" value="208.00"/> |
| Hours Left | <input type="text" value="88.00"/> |
| Holiday Rate | <input type="text" value="10.0000"/> |
| Holiday Type | <input type="text" value="Per Hour"/> |
| 1 Diary day represents | <input type="text" value="8.00"/> Hours |

This employee's holiday is calculated by the hour not by the day, so the figures are entered in hours.

For more information, click on the **Help** button.

Default Holiday Setup

You can also enter default holiday information into IRIS Payroll so that when you create a new employee the holiday entitlement is created for you. Click on the **Company** tab then click **Holiday Setup**. Click the **Help** button for assistance completing this screen.

Step 13 Check Apprenticeship Levy

In the **Company Details | Company** tab, check the correct **Apprenticeship Levy Allowance** value is entered.

Step 14 Configure Work Periods

The pay dates for all your pay frequencies are converted automatically. However, IRIS Payroll also requires information about the **Work Period** which is used when calculating statutory payments such as SMP. The **Work Period** defines when your employees actually did the work for which they are paid on the corresponding pay day. For example, if you pay weekly on Fridays one week in arrears your employees' Week 2 pay will be paid on 14th April 2017 for the work they did in the **Work Period** from 1st April to 7th April 2017.

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |

Work Period ■ Pay Date ■

To enter the **Work Periods** click on the **Company** tab and click **Payroll Calendar** – the **Pay Period Set Up Wizard** screen opens.

For each pay frequency you use, click in the **Work Period Start Date** column then select the start date of your first **Work Period**. IRIS Payroll will complete all the other dates for you.

Click **Next** to go on to the next pay frequency.

Click **Finish** when you have entered the information for all the pay frequencies you use.

Step 14 Parallel run the next payroll along with IRIS PAYE-Master

Check the correct amounts are calculated in IRIS Payroll.

WE STRONGLY RECOMMEND THAT YOU PARALLEL RUN IRIS PAYROLL BUSINESS WITH IRIS PAYE-MASTER FOR AT LEAST ONE PAYROLL PERIOD AFTER CONVERSION. IF THIS IS NOT POSSIBLE CHECK THE FIRST PERIOD'S FIGURES THOROUGHLY

How to contact us

If you have any questions on this guide or difficulties with converting, please contact Support who will be happy to help you.

You can call on 0344 815 5661 (option 4) or contact us at www.iris.co.uk/contactsupport

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 |