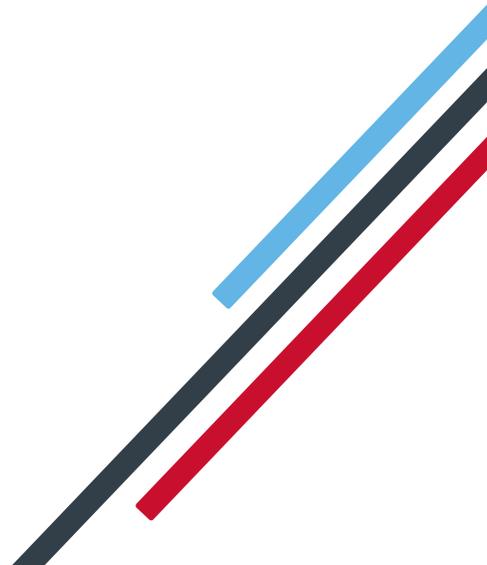


IRIS Bureau Payroll

Getting Started Tutorial -
Configuring your Payroll Calendar

18/02/2014



Important Note:

Using the Demonstration Company

You will be using the **Demonstration Company** for this tutorial.

To open the Demonstration Company, highlight **Demonstration Company** from the **Clients** screen in the **Bureau Dashboard** then click **Open**.

Client No.	Client Name	PAYE Ref No	Payment Frequency	Tax Year	Company Status	Direct
0	Demonstration Company	002/Q1	Mixed	2014/2015	Live	No
1	adfasdfasd		Monthly	2014/2015	Live	No

Client Details

Address
Demonstration Company
Diamond Court
Preston Farm Business Park
Stockton-on-Tees
Cleveland
TS18 3TP

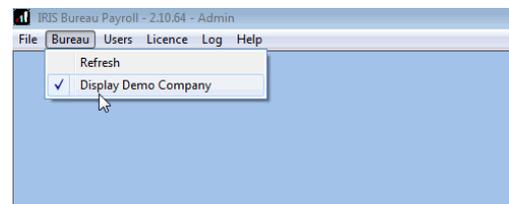
Payment Frequencies
Weekly, Monthly

HMRC Information
Tax Account No: 002PV92746639
Tax District: Middlesbrough1
Accounts Office:
PAYE Ref No: 002/Q1
ECON No: E3567891A
Small Employer

If the **Demonstration Company** is hidden, log into admin (default username: system; default password: admin) from the log in prompt.

Select the **Bureau** menu and click **Display Demo Company**.

With **Display Demo Company** ticked, click **File** and **Use IRIS Bureau Payroll**.



Enter your log in details for IRIS Bureau Payroll then select the **Demonstration Company** from the **Clients** in **Bureau Dashboard**.

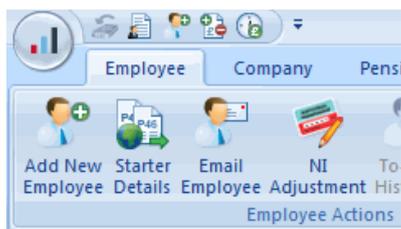
Getting Started Tutorial – Configuring your Payroll Calendar

The Getting Started Tutorials are designed to guide you through common payroll tasks using step by step instructions.

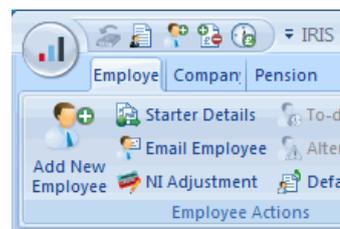
Remember there is a **Help** button on most screens, which will always give assistance specific to that task.

In these tutorials we assume that the **Ribbon** is fully expanded, (i.e. taking up the whole of your screen) so you should be able to see the buttons and groups in full. If not, you may need to click on the group to see the buttons within it. For example:

Maximised screen



Minimised screen

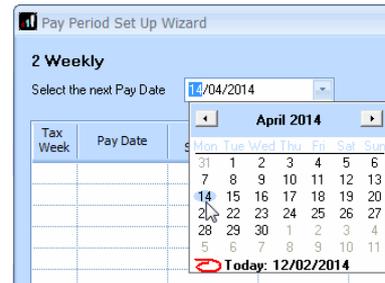


Use the Demonstration Company

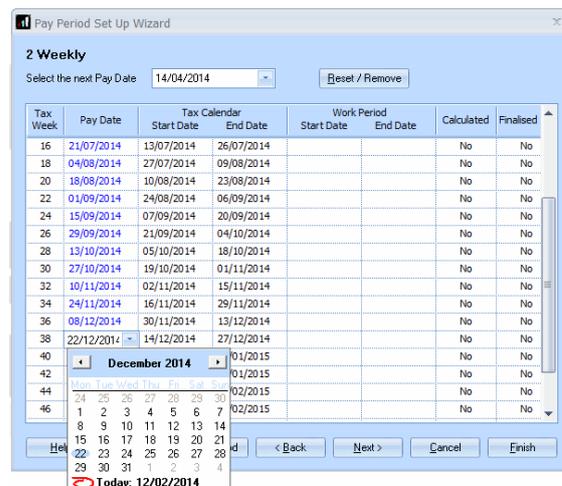
You will be using the **Demonstration Company** for this tutorial.

Click on the drop down arrow next to **Select the next Pay Date** to open a calendar.

Select 14/04/2014 and the **Pay Date** column is automatically filled with dates for the rest of the tax year. If you start mid-year, any payroll dates prior to the one you have entered will be shown as **Calculated** and **Finalised**.



Some pay dates may differ from the usual. You can click on a single date to change only that one. For example, you may always pay early for Christmas, so to change the Christmas **Pay Date**, click on the 22/12/2014 **Pay Date**. This opens the calendar allowing you to select the amended date. Only that date will change in the grid.



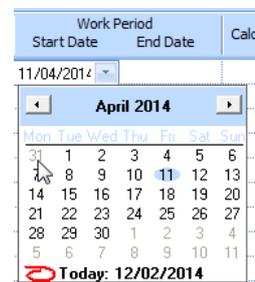
Next you need to enter the dates in the **Work Period** column.

In the payroll, each **Pay Date** is linked to a **Work Period**. The employee is paid on the **Pay Date** for the work done during the **Work Period**. In this example the employees are paid every Monday for the work done in the previous 2 weeks. So any hours worked between Monday 31/03/2014 and Sunday 13/04/2014 are paid on Monday 18/04/2014.

Click in the **Work Period Start Date** column. A calendar opens next to the first **Start Date** field.

Select 31/03/2014 and all the **Work Period** dates are completed automatically. You can change any of the **Work Period** dates but you must ensure that there are no overlapping periods and no gaps.

Click **Finish**.



Further Information

You can find more information about the **Payroll Calendar** by clicking the **Help** button on any of the **Payroll Calendar** screens.

If you encounter any difficulties, please visit www.iris.co.uk/contactsupport

Software available from IRIS

IRIS Payroll Basics

Free, RTI compliant payroll software for companies with fewer than 10 employees

IRIS Payroll Business

Intelligent, easy to use payroll software for smaller businesses

IRIS Payroll Professional

Flexible payroll software for medium sized businesses

IRIS Bureau Payroll

Intelligent management for multiple payrolls

IRIS OpenPayroll

Cloud-based UK payroll software – accessible from anywhere on PC, Mac or tablet

IRIS P11D

The easy way to complete employee expenses and benefits returns

IRIS HR Manager

The easy way to keep employee data up-to-date

IRIS OpenPayslips

A secure web based solution that allows your employees to access, and download their e-payslips via an online portal

Stationery order line

0844 815 5656

HMRC online service helpdesk

Tel: 0300 200 3600

Fax: 0844 366 7828

Email: helpdesk@ir-e-file.gov.uk

HMRC employer helpline

Tel: 0300 200 3200

HMRC employer helpline (for new business)

Tel: 0300 200 3211

Support

Tel: 0844 815 5661 (option 5)

Fax: 0844 815 5665

Email: ipsupport@iris.co.uk