



A Guide to IRIS OpenPayslips

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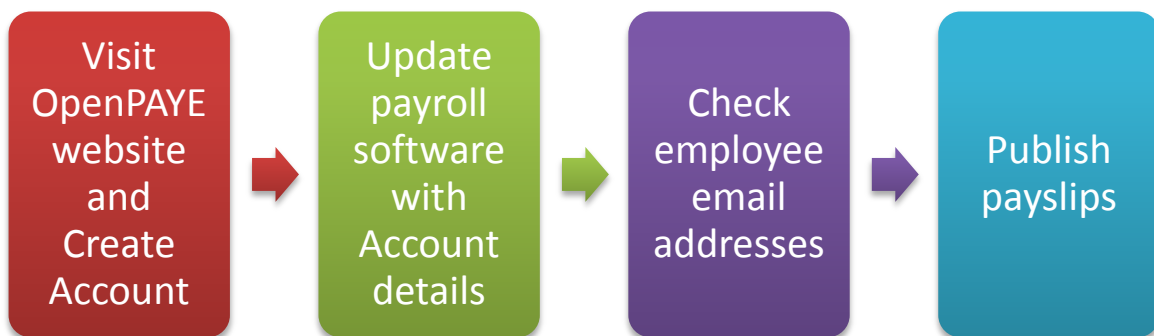
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What is OpenPayslips?

OpenPayslips is a new way to distribute payslips to employees. Payslips are published from within the payroll software to a secure online payslip portal. Once employees have registered with the portal they are able to quickly view all of their current and historic payslips in an easy to access, secure area.

- All payslip information is taken directly from the payroll software and displayed exactly how payslips are usually seen
- Payslips can be accessed anywhere an internet connection is available
- Pricing information will be coming soon
- Quick and easy to setup with no software to install
- Increases payroll processing efficiency
- Reduces carbon footprint demonstrating an environmentally friendly solution
- Reduces payslip distribution costs including printing, postage and processing
- Fully secure
- Allows employees immediate 24/7 access to their own pay information
- Easy access to historical pay information for both employer and employee
- Free IOS and Android apps available for employees to securely view their own payslips on tablets or smartphones

Steps to setting up and using OpenPayslips



How to create an OpenPayslips account

- Visit the OpenPayslips website at <https://www.irisopenpaye.co.uk/>

IRIS openPayslips

Welcome to OpenPayslips from IRIS [Login](#)

OpenPayslips is a secure web based solution that allows your employees to access, and download their payslips via an online portal.

OpenPayslips is a new way to distribute your payslips to your employees. OpenPayslips allows you to publish payslips electronically from within your payroll software to a secure online payslip portal. Once your employees have registered they are able to quickly view all of their current and historic payslips in one easy to access, secure area.

All payslip information is taken directly from the payroll software and therefore the payslip will be displayed exactly how you are used to seeing them and because they are in the cloud they can be accessed anywhere that you have an internet connection.

[Get started today](#)

Pricing information will be coming soon.

Benefits to the client

- ✓ Quick and easy to setup with no software to install
- ✓ Increases your payroll processing efficiency
- ✓ Reduces your carbon footprint demonstrating an environmentally friendly pay solution
- ✓ Reduces your payslip distribution costs including printing, postage and processing costs

Benefits to the employees

- ✓ Allows employees immediate 24/7 access to their pay details
- ✓ Employees can access payslips anytime saving you time having to produce copy payslips
- ✓ A greener way for your employees to receive their pay details therefore contributing to your environmental policies

- Click 'Create an Account' to open the following screen:

IRIS openPayslips

Create a new account

Please complete the form below to create new account for your organisation, note that only one account per organisation is required, do not use this form to create user accounts.

To complete the registration a confirmation email will be sent to your email address with an activation link.

New Organisation Details

Organisation Name *

Customer Reference

Address *

Town

Postcode *

Country

Telephone *

Contact Email Address

Web Address

New Administrator

Email Address *

Confirm Email Address *

Forename *

Surname *
* required

I am an Accountant/Bureau

I have read and agree to the [Terms and Conditions](#)

[Create](#) [Cancel](#)

- Enter the required details then click 'Create'. An activation email will be sent to the **New Administrator - Email Address**

Activate Your OpenPayslips Account

Dear david murray,

Thank you for signing up to OpenPayslips.

To complete your registration click <https://www.irisopenpaye.co.uk/account/confirm/7a2906a5-e6ea>.

If you have any questions regarding the product please contact our Customer Support team or email support@iris.co.uk.

As a reminder, please note that your use of OpenPayslips is governed by the terms and conditions you agreed to when you signed up, available here: <https://www.irisopenpaye.co.uk/Home/TermsAndConditions/website>.

- Click the link in the email to be taken back to the OpenPayslips website
- Enter a **Password** and click '**Login**'

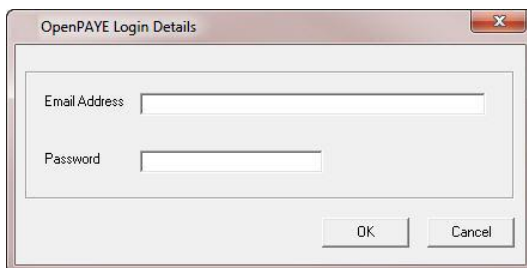
How to update the payroll software (IRIS Bureau Payroll)

The **New Administrator - Email Address** needs to be added to the payroll software and all employees must have valid email addresses.

- Log into Admin, click on '**File | OpenPayslips Login Details**'




- Enter the email address and password registered on the OpenPayslips website and click '**OK**'



- Log back into the payroll and make sure all employees have up-to-date, valid email addresses within **Employee details**

Employee Details - Akhtar Hirishita (8)

 Surname Code
 Forename 1 Department

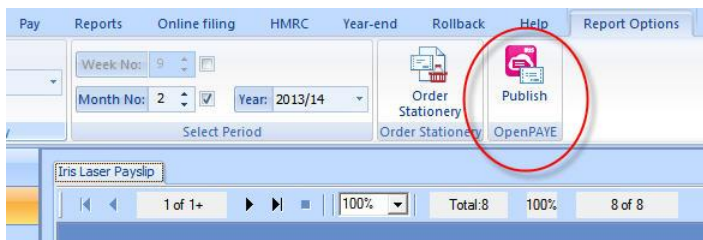
Personal | Tax & NI | Pay Elements | Pay Method | To-Dates | Absence | Notes

Additional Employee Information	Contact Information	Employment Information
Title <input type="text" value="Mrs"/>	Address <input type="text" value="11 Greystone Road
Chadderton
Oldham"/>	Job Title <input type="text" value="Cashier"/>
Forename 2 <input type="text"/>	Postcode <input type="text" value="OL31 1QW"/>	Employment Status <input type="text" value="Normal"/>
Known as <input type="text"/>	Tel No <input type="text" value="0161 4835833"/>	Department <input type="text" value="Cashier"/>
Gender <input type="text" value="Female"/>	Mobile No <input type="text"/>	Account Group <input type="text" value="001"/>
Marital Status <input type="text" value="Single"/>	Email <input type="text"/>	Date Started <input type="text" value="01/04/2009"/>
DOB <input type="text" value="11/07/1981"/>		Date Left <input type="text"/>
Passport No <input type="text"/>		Hours Worked Per Week <input type="text" value="38.00"/>

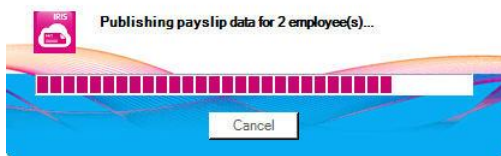
Navigation: << < > >> Save Close Help

How to publish payslips to the OpenPayslips portal (IRIS Bureau Payroll)

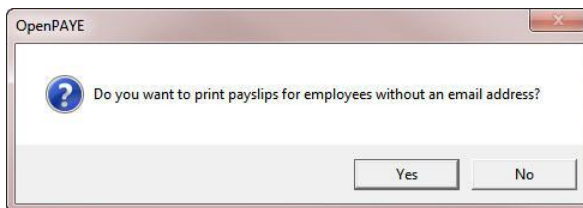
- Go to '**Reports | Print Payslips**' and select the required pay frequency



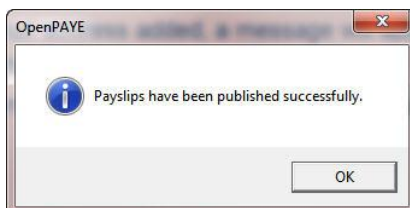
- Select the Period you wish to publish for, then click the OpenPayslips '**Publish**' button at the top of the screen



- If not all employees have an email address, a message will appear asking if you wish to print payslips for those individuals



- Select '**Yes**' or '**No**'



- All employees paid in the selected pay period with an email address will then be sent an email asking them to register with the OpenPayslips website to view/print their payslip

How the employer views the published payslips

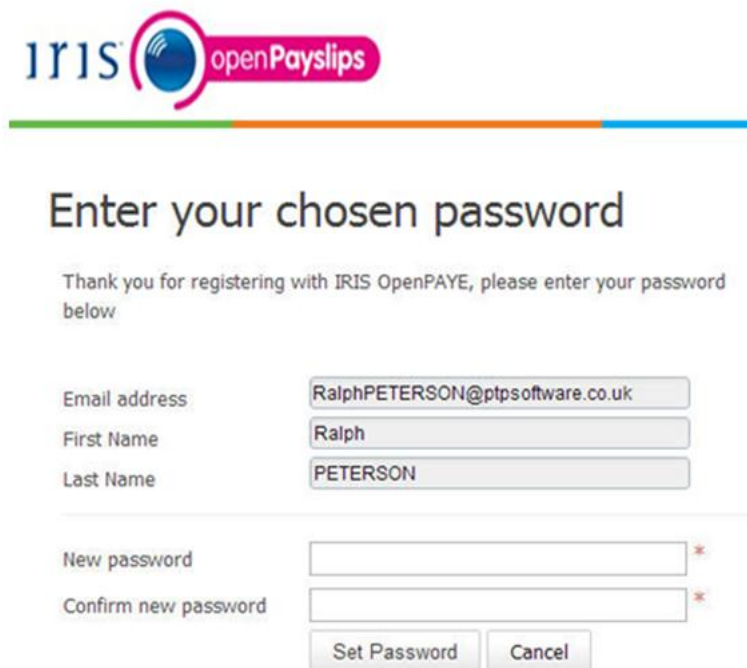
To view the published payslips,

- Go to the OpenPayslips website at <https://www.irisopenpaye.co.uk/> and log in with the registered email address and password
- Select an employee's name and the screen will change to show tax year folders
- Select the tax year you wish to look at and the screen changes again to show the payslips uploaded for the employee in that tax year
- Click on the relevant payslip and a new browser tab will open containing a copy of the payslip to be viewed or printed as needed
- Click back to the first browser tab to return to OpenPayslips and click **Your Employees** to get back to the full employee list

How the employee views their published payslip

When an employer publishes payslips using OpenPayslips for the first time, an email containing an account activation link will be sent to each employee in the payroll company who has a valid email address, as well as an email containing a link to the published payslip.

- When the employee clicks the link in the activation email, a browser window will open



IRIS openPayslips

Enter your chosen password

Thank you for registering with IRIS OpenPAYE, please enter your password below

Email address:

First Name:

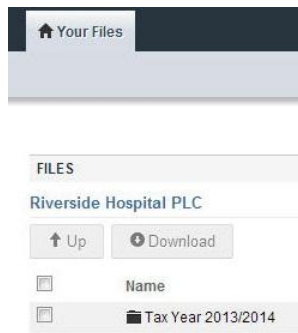
Last Name:

New password:

Confirm new password:

- After completing this screen, the employee will then receive another email thanking them for activating their account
- They then need to visit <https://www.irisopenpaye.co.uk/> click '**Login**' and enter their **Email address** and **Password**

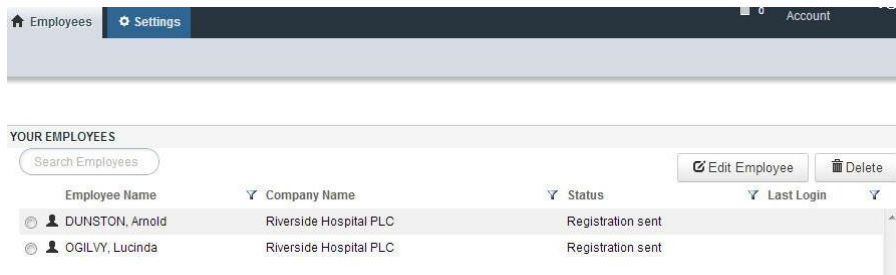
The employee screen only has one tab, **Your Files**.



- Click the relevant tax year folder to view the available payslips
- Click the required payslip name and a new browser tab will open containing the relevant payslip for viewing/printing

Managing the OpenPayslips Account

The main page has two tabs on the top left, **Employees** and **Settings**



The Employees tab

The **Employees** tab displays all employees from all companies in the payroll software that have had payslips published to OpenPayslips, along with their current **Status**.

The list of employees can be sorted using any of the columns; **Status** shows whether a registration email has been sent and whether the employee has registered with OpenPayslips yet.

How to edit an employee's details

- On the **Employees** tab select the individual using the buttons on the left, then click '**Edit Employee**'

Edit Employee

Riverside Hospital PLC

Client

Client Name: Riverside Hospital PLC

Description:

Client Reference: 2

Use Accountant's File Structure:

Send Email Notifications:

Update Cancel

Add Employee User

Email	Firstname	Lastname
	Helen	ATKINSON

Edit Delete

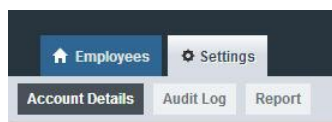
- Click '**Edit**' to make the required changes, then '**Update**'



If an employee's email address changes, you must update it in the payroll software AND here, as it will not sync automatically when you publish payslips

The Settings tab

The **Settings** tab has three buttons on the top left, **Account Details**, **Audit Log** and **Report**.



When the **Settings** tab is selected it opens by default on the **Account Details** view.

- **Account Details** shows the account administrator details. These can be updated by clicking the **Edit** button
- Click '**Audit Log**' to see a list of all actions taken within this account. Use the **Search** box to filter the results if required
- Click '**Report**' to create a report showing the number of files uploaded per payroll company.
- Enter the relevant dates and click either '**Data Export (CSV)**' or '**Print View**' to create the report in that particular format

OpenPayslips Mobile apps for Employees

IRIS have developed mobile apps for IOS and Android which enable employees to instantly view their payslip information when on the move. They are very simple to download from the App store and Google Play. Just search for OpenPayslips in the stores.

Once downloaded the Apps are pre-populated with a Demo account login credentials that allow a sample payslip to be viewed.



Employees must have a valid OpenPayslips account setup and activated by their employers to be able to use the apps

App Screenshots

