



Installation Guide

IRIS Bureau Payroll

April 2019



Contents

IRIS Bureau Payroll Installation Instructions	3
Installing your Payroll Software for the first time	3
Updating an existing copy of IRIS Bureau Payroll	5
Additional steps for networked installations of IRIS Bureau Payroll	6
From Download	6

IRIS Bureau 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**
- Make sure you run the installation on EVERY workstation that IRIS Bureau Payroll will be accessed from
- 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.

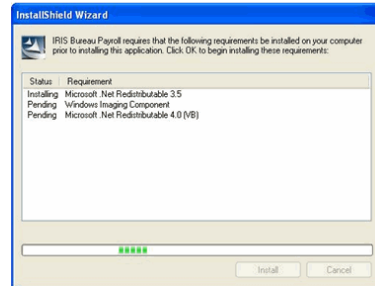
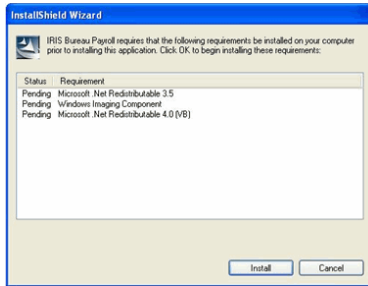
1. From your welcome letter, click the **link**
2. In the **Download** column, select **Click Here**

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 Bureau Payroll.exe** then click **Yes** or **Run**
6. Select **Install** to start the installation
7. Click **Next** on the **Welcome** screen
8. Accept the terms of the licence agreement and click **Next**
9. From the **Setup Type** screen, choose **Complete**
10. Click **Next**
11. Choose where you want to install IRIS Bureau Payroll, for instance C:\IRIS Payroll and click **Next**
12. Click **Next** to start the installation

13. A message will be displayed when the installation is complete. Click **Finish** and restart your PC before using the software

Important Note: During your first installation the following screens may be displayed. Click **Install** to install the required components. This process can take several minutes



Important Note: if you have installed IRIS Bureau Payroll on a network, please read the section **Additional steps for networked installations of IRIS Bureau Payroll** [here](#)

Updating an existing copy of IRIS Bureau Payroll

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

To download the latest version:

1. Click www.iris.co.uk/update
2. Select the link under **Latest Version** link under IRIS Bureau Payroll
3. To download the very latest version, select **Click Here** under the **Download** column
The next two steps may not be necessary, depending on your pc, you may be able to go straight to step 6
4. After clicking on the link to download the file, choose **Save**
5. Once the download is complete, click **View downloads**
6. Select **IRIS Bureau Payroll.exe** then **run**
7. Select **Install**
8. Click **Next** on the welcome screen
9. Accept the licence agreement then click **Next**
10. From the **Setup Type** screen, choose **Complete** then **Next**
11. Click **Browse** if you need to change the **Destination Folder** then **Next**
12. Click **Next** to start the installation
13. A message will be displayed when the installation is complete. Click **Finish** and restart your PC before using the software

Important Note: if you want to run IRIS Bureau Payroll from more than one PC, you may wish to install to a network location. If you have installed to a network, please read the additional steps for network installations

Additional steps for networked installations of IRIS Bureau Payroll

From Download

These steps are only for networked installations of IRIS Bureau Payroll; if your copy of IRIS Bureau Payroll is only installed on one PC you can ignore this section.

Important Note: you must perform these additional steps on every workstation you want to run IRIS Bureau Payroll from. This is in addition to running a **Complete** installation to the network location; please ensure you have installed on the network first.

1. Open your **Downloads** folder and select **IRIS_Bureau_Payroll.exe**
2. Select **Install**
3. Click **Next** on the **Welcome** screen
4. Accept the licence agreement and click **Next**
5. From the **Setup Type** screen, choose **Complete** then **Next**
6. Click **Browse** if you need to change the **Destination Folder** then **Next**
7. Click **Next** to start the installation
8. A message will be displayed when the installation is complete. Click **Finish** and restart your PC before using the software
9. Ensure the **Destination Folder** shown is the network location and click **Next** or **Browse** if you need to choose a different location
10. Click **Next** to start the installation

A message will be displayed when the installation is complete. Please restart your PC before using the software.

Remember to repeat this process on all the PCs you want to run IRIS Bureau Payroll from.

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