



# IRIS Payroll Business

## Getting Started Guide

18/02/2014



## Dear Customer

Thank you for purchasing IRIS Payroll Business and welcome to your **Getting Started Guide**.

This guide is intended as a quick overview of IRIS Payroll Business. If you are using IRIS Payroll Business for the first time, the guide will help you set up a company, create pay elements, add employees, run a payroll and print some reports. It is divided into several sections; feel free to jump to each one as needed.

All topics (as well as other steps to the payroll process that this guide doesn't cover, for example, issuing a P45, calculating and paying Statutory Payments) are more comprehensively covered in the online **Manual**, as well as in the **How to Guides**. You can find these on the **Help** tab.

Click on the '**Getting Started**' tab, on the right of the IRIS Payroll Business screen, to access an animated tutorial, '**Getting to Know IRIS Payroll Business**'. You will also find various tutorials in PDF format for you to work through, covering similar topics to those in this guide.

Alternatively, if you need some more detailed help with a particular screen, click the '**Help**' button which you can find on most screens, or press the **F1** key on your keyboard, to open the **Manual** directly on the topic specific to the current screen.

If you encounter any difficulties, please visit [www.iris.co.uk/contactsupport](http://www.iris.co.uk/contactsupport)

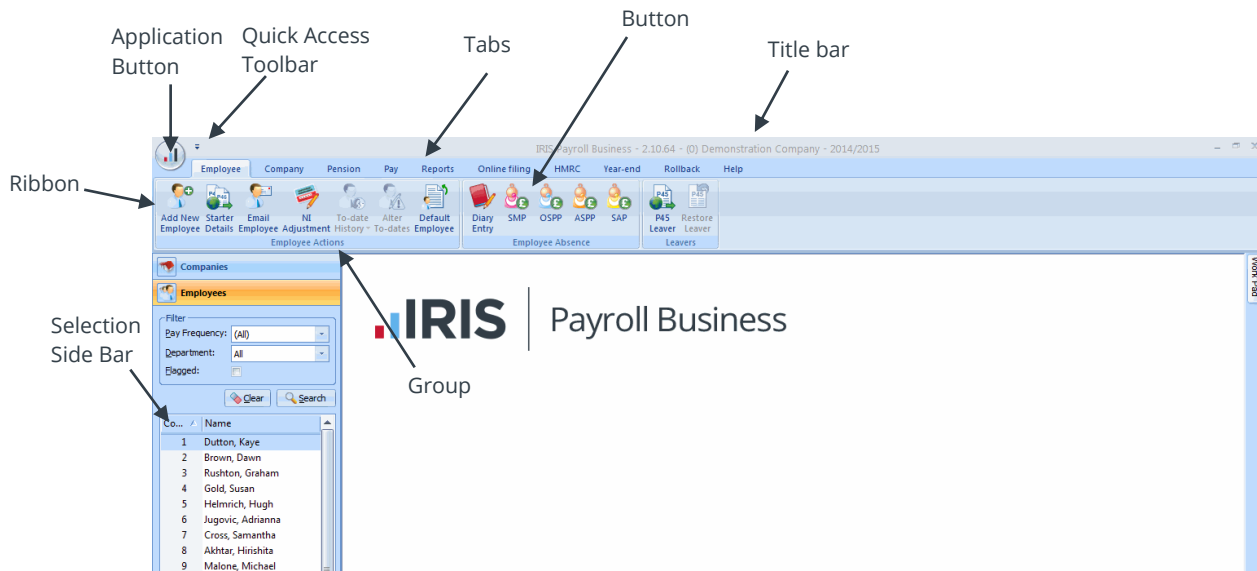
Yours sincerely,

A handwritten signature in black ink, appearing to read "T. Derbyshire".

Thomas Derbyshire  
Senior Support Manager  
**IRIS SME Solutions**

## Getting to know your IRIS Payroll Business

The interface used by IRIS Payroll Business is in the style of Microsoft Office 2007. Here is a brief illustration of each of the elements.

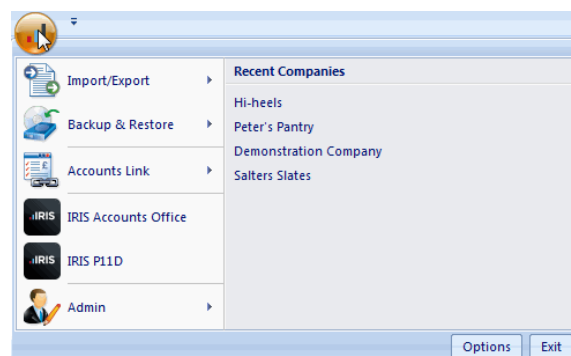


### Application Button

The **Application Button**, in the upper-left corner of the window, opens the **Application Menu**. It can be easy to forget but it does have an important function.

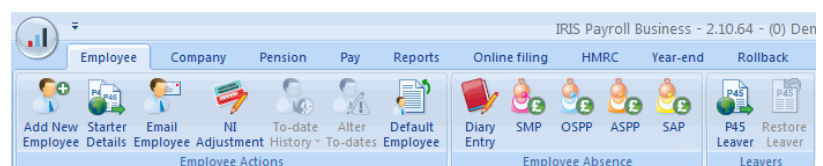
Click on it to display actions such as importing and exporting data; backing up and restoring data, plus quick links to other IRIS products.

The **Application Menu** also provides a list of recently accessed companies, similar to the list of recently used documents in Office 2007, plus access to **Admin** to change user settings and preferences, and an application **Exit** button.



### Ribbon

The **Ribbon** displays most of IRIS Payroll Business's functions, first sorted into **tabs** and then into relevant **groups**.



The **Employee** tab contains the functions you will probably use most often; adding employees, recording employee absence and creating leavers. The **Pay** tab is the other tab that you will be using a great deal; it contains all the functions concerning paying your employees, such as **Enter Variations** and **Calculate**, printing summaries and payslips, and viewing previous payroll information using **Pay History**.

The **Company** tab contains all the functions that are set up or managed at Company level such as **Company Details** and **Pay Elements**. **Online filing** contains the functions that allow you to send and receive data/notices from HMRC via the Internet.

The **HMRC** tab is mostly for information purposes. As well as allowing you to view the **Month end Summary** details of the Company you are currently in, you can use it to print information such as the Tax and NI rates and Attachment of Earnings Bands in use. It also contains links to various sources of information on important payroll topics such as Statutory Payments, Student loans and CSA payments.

The **Year-end** tab, as its name suggests, contains all the functions you will need at the end of the tax year and the **Rollback** tab allows you to correct a mistake that you made in a previous pay period.

The **Help** tab contains the **Manual, How to Guides** and links to other sources of useful information.

## Quick Access Toolbar

The **Quick Access Toolbar** can initially be found above the **tabs**, next to the **Application Button**. It provides shortcuts to the more commonly used actions within the payroll.



You can customise it with the features you use most often; just click on the drop-down arrow to the right of the bar and a list of the available commands will drop down:

Click next to any command to add or remove it from the Quick Access Toolbar

Click here to view more available commands

This option moves the **Quick Access Toolbar** below the **Ribbon**

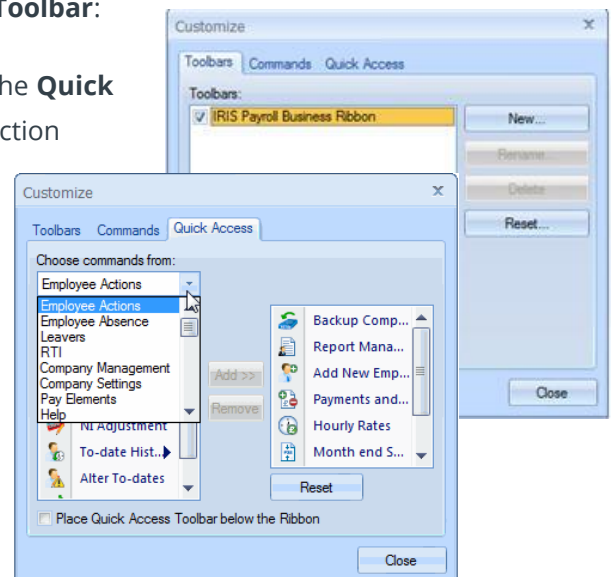
This option hides/un-hides the **Ribbon**. Clicking each tab makes the relevant section of the **Ribbon** reappear

## More Commands

To see more commands to add to the **Quick Access Toolbar**:

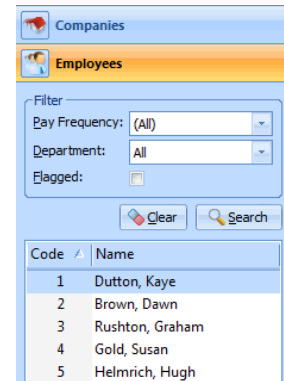
- Click on the drop-down arrow to the right of the **Quick Access Toolbar** as described earlier in this section
- Click on **More Commands...** to open the **Customize** screen
- Click on the **Quick Access** tab
- Browse the available commands by clicking on the drop down list under **Choose commands from**

For further help with this feature look in the **Manual** on the **Help** tab.



## Selection Side Bar

The **Selection Side Bar** on the left of the screen is to select the **Company** and then the **Employees** you want to work on. The **Filter** section offers you various ways of narrowing your list of employees. You can use basic filters such as **Pay Frequency**, **Department**, whether employees are current or leavers, or whether the employee has been **Flagged**. (Flagging is a useful tool accessed from within **Employee Details**. It adds a flag next to the employee's name in the **Selection Side Bar**, allowing you to see that you have flagged that employee for some kind of follow up. See the online **Manual** for more details)



## Work Pad

The **Work Pad** tab is to the right of the screen. Place your mouse pointer over it, or click it, and the **Work Pad** slides out.

The **Work Pad** presents useful payroll information in an accessible, dashboard style:

**Payroll Status**

Frequency	Pay Date	Period Last Calculated	Period Last Finalised
Weekly	08/06/2011	10	9
2-Weekly			
4-Weekly			
Monthly	25/06/2011	2	2

**Payroll Dates**

May 2011

M	T	W	T	F	S	S
		26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5						

**Payroll Anomalies**

Code	Employee
8	Hirishita Akhtar

**Month End**

Month	Total Due	Date Due	Date Paid
April	14,803.14	19/05/2011	19/05/2011
May	14,232.85	19/06/2011	19/06/2011
June	0.00	19/07/2011	
July	0.00	19/08/2011	
August	0.00	19/09/2011	
September	0.00	19/10/2011	

**Notes**

User	Title	Date
payroll	Update bank account details	31/05/2011

Remember to get new bank details for M Craig

At-a-glance status information on this company's payrolls

A calendar showing this month's payroll dates

Details of payments you have made to HMRC. Each month appears after you complete the month end processing

This section shows any notes you and other users have made about this company. Click the **Add** button to create a new one. A **Private** tick box allows notes to remain private to you, if you wish.

Un-tick this box if you want to stop payroll anomaly messages

Details of employees whose figures show anomalies

Click this link to print reports detailing the anomalies

Highlight an anomaly you want to view and click this link

This link opens the company's **Month end Summary (P32)**

Click this Help button for further information on the **Work Pad**

## Getting started with IRIS Payroll Business

To start using IRIS Payroll Business there are a number of things that you need to do first, some essential, some optional.

You will need to:

1. Create a **Company**
2. Configure the **Payroll Calendar** for that company
3. Create some **Employees**
4. Set up some **Pay Elements**
5. Set up the software for online filing
6. Pay your employees
7. Print **Payslips** and **Reports**
8. Send **RTI Submissions** – see **Help | RTI Guide** for further information

You can also optionally:

9. Create **Departments**
10. Configure **Holidays**

### 1. Creating a company

When you first run IRIS Payroll Business, you are required to create a Company with a few minimum details, which are highlighted in orange. (If you need to, you can cancel that process.)

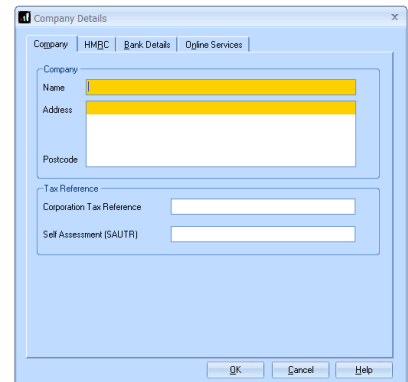
This section explains how to add further company details after that initial set up, as well as how to create a brand new company from scratch.

If you have just installed IRIS Payroll Business and are running it for the first time, you will see a blank company form on the screen, with some fields highlighted in orange.

These are the minimum details you need to enter to be able to save the Company. It is a good idea to enter in as much information as you have, but we will just concentrate on the minimum you need first.

The minimum details you need to enter when creating a Company are:

- Company tab – Company **Name**
- Company tab – First line of the **Address**
- HMRC tab – Tax **District No**
- HMRC tab - Tax **Ref No**



All you need to do is click on each tab in turn and enter as much information as you can. Use the on screen **Help** button or press **F1** if you need more detailed help.

**Remember:**

- To be able to pay by BACS you must complete the **Bank Details** tab
- To be able to do your returns online to HMRC you must complete the **Online Services** tab
- If you need to create a brand new company, click on the **Company** tab then click **Create New Company**

## Configuring your payroll calendar

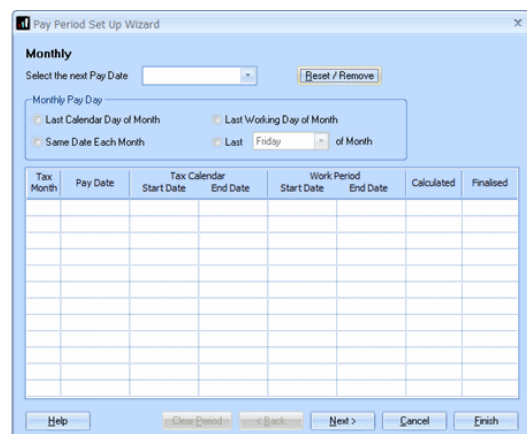
Before you can run a payroll or add employees, you need to set up your payroll dates. All of the pay frequencies you use need to be configured.

- Click on the **Company** tab and then the **Payroll Calendar** button

The first pay frequency to set up is **Monthly**. If you don't have any monthly paid employees in this company, click on the **Next** button at the bottom of the screen to move to **Weekly**.

To configure the **Monthly** pay periods:

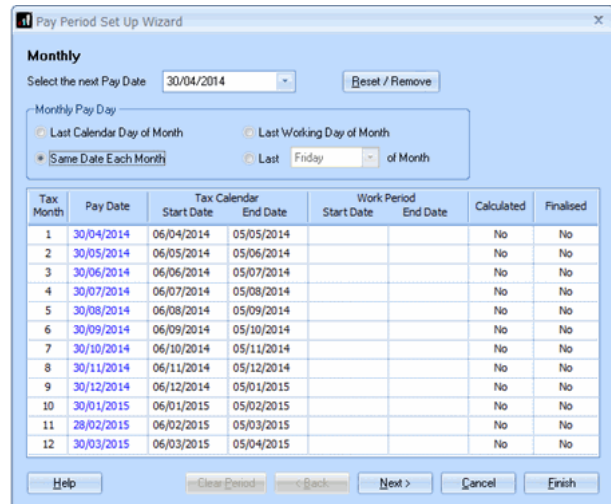
- Click on the drop down arrow next to **Select the next Pay Date** to open a calendar
- Click the required date
- The **Pay Date** column is automatically filled with all your pay dates for the tax year



Use the **Monthly Pay Day** section to select which day of the month you will usually be paying your employees on. The dates in the grid change accordingly.



Next, click in the **Work Period Start Date** column and select the date of the beginning of your first **Work Period**. (The **Work Period** for a **Pay Date** is the period of work your employee is being paid for on that **Pay Date** – for monthly paid employees the **Work Period** is usually the calendar month.) IRIS Payroll Business will complete the rest of the dates for you. You can amend the dates IRIS Payroll Business has selected but you need to make sure you do not have any overlapping periods or any gaps.



Tax Month	Pay Date	Tax Calendar Start Date	Tax Calendar End Date	Work Period Start Date	Work Period End Date	Calculated	Finalised
1	30/04/2014	06/04/2014	05/05/2014			No	No
2	30/05/2014	06/05/2014	05/06/2014			No	No
3	30/06/2014	06/06/2014	05/07/2014			No	No
4	30/07/2014	06/07/2014	05/08/2014			No	No
5	30/08/2014	06/08/2014	05/09/2014			No	No
6	30/09/2014	06/09/2014	05/10/2014			No	No
7	30/10/2014	06/10/2014	05/11/2014			No	No
8	30/11/2014	06/11/2014	05/12/2014			No	No
9	30/12/2014	06/12/2014	05/01/2015			No	No
10	30/01/2015	06/01/2015	05/02/2015			No	No
11	28/02/2015	06/02/2015	05/03/2015			No	No
12	30/03/2015	06/03/2015	05/04/2015			No	No

If you need to, you can click on a date to change it; for example you may choose to pay early for Christmas.

If this payroll is monthly only:

- Click on the **Finish** button

Otherwise:

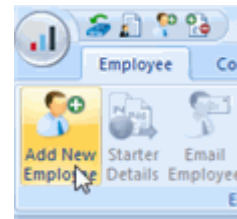
- Click **Next** to complete the **Weekly** dates
- Keep clicking **Next** to complete all the different pay frequencies if you need to
- Click **Finish** to close the wizard and save the changes you made

**Please note:** If you are starting to use IRIS Payroll Business in the middle of a tax year, enter your next payroll date and IRIS Payroll Business will automatically enter the previous payroll dates for you and mark them as **Calculated** and **Finalised**.

### 3. Creating an employee

To add an employee:

- Click on the **Employee** tab
- Click the **Add New Employee** button



Click this **Flag** and the employee will appear as flagged on the **Selection Side bar** reminding you that you have something to follow up for this employee

- Enter as much information as you have for your employee. You will be able to save the employee with a minimum of information, if you need to.

On the **Personal** tab you must enter (as a minimum):

- Surname
- Forename 1
- You will also need to enter the employee's **Address**, date of birth (**DOB**), **Marital Status** and **Date started** for HMRC reporting purposes
- There are certain fields that are mandatory and certain fields that are desirable for RTI purposes. They are not required for creating an employee record but will be essential before sending RTI Submissions. Please see **Help | RTI Guide** for further information

On the **Tax & NI** tab you must enter (as a minimum):

- **Tax Code** and **Week1/Month1?** If you leave the **Tax Code** field blank, when you complete the **Starter Details** for this employee, this field will be populated based on the response selected.
- **NI Rate** (a default rate of A will be used if nothing is specified here)
- You will also need to enter the employee's **NI Number** for HMRC reporting purposes
- If you have more than one **Pay Frequency** set up on your **Payroll Calendar**, you will first need to select a **Pay Frequency** and then the **Pay Period** will be set (according to the payroll date on your **Payroll Calendar**)

**Please note:** If you are setting up the payroll in the middle of a tax year and are adding existing employees, you will need to enter values on their **To-Dates** tab. For further details click the **Help** button on the bottom of the **To-Dates** screen.

When entering the **Starter Details** for an existing employee you may need to set up again, tick **'Existing Employee (this is not a new employee to the company)'**

- Clicking **Save** will save the information you have entered and allow you to keep adding more details on each tab without closing the employee screen
- Click **Close** when you have finished and a message will appear asking if you would like to add another employee

## Default Employee

To make creating your employees a bit simpler, you can set up a default employee record, so that every time you add an employee certain basic information is already included for you.

To create a default employee:

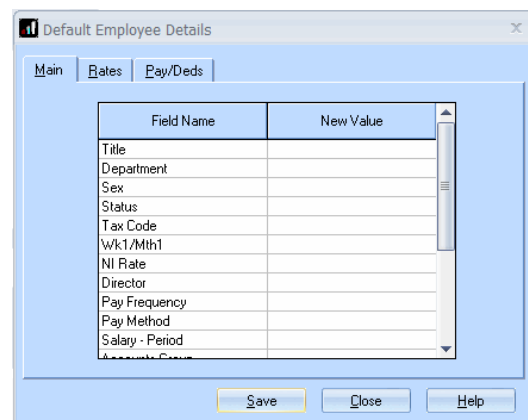
- Click on the **Employee** tab then click **Default Employee**

This screen contains all the elements which are available to be added to the default employee.

For example, perhaps most of your employees will start off on **Tax Code** 1000L, **NI Rate** A, **Pay Frequency** Monthly and **Pay Method** BACS.

- Enter the details into the **New Value** column
- Click **Save** and **Close**

When you next click **Add New Employee** as described previously, those details will already be completed. You can amend these in the new employee's details if you need to.



Field Name	New Value
Title	
Department	
Sex	
Status	
Tax Code	
Wk1/Mth1	
NI Rate	
Director	
Pay Frequency	
Pay Method	
Salary - Period	

You can also amend the **Default Employee** values at any time, simply by going to the **Employee** tab and clicking on the **Default Employee** button to open the screen again. You can then edit the details that are there, add more fields, or delete items you may have found you don't need.

## 4. Configuring pay elements

In IRIS Payroll Business, pay is made up of **Salary, Hourly Rates, Payments and Deductions, Attachment of Earnings Orders, Pensions** and **Loans**. These elements (except **Salary** and **Student Loans**) are all set up in a similar way but in different places.

### Salary

Salary is the only pay element that is not created at company level. It is set up in each individual employee's details. (You may want to revisit this section if you haven't created any employees yet.)

To set up an employee's salary:

- Double-click the employee's name in the **Selection Side Bar** to open their details
- Click on their **Pay Elements** tab

The first tab open for you is **Salary & Rates**, and **Salary** can be found across the top of it.

- Enter an amount in either the **Period** or the **Annual** box. (Whichever you choose, the software will calculate the other value for you)
- Click **Save** if you want to keep your changes or **Close** then **No** if you don't
- When you are finished, click the **Save** button, then **Close**, or use the arrows in the bottom left to move to the next employee

ID	Hourly Rates	£/Hour	Hours	Overtime Factors	To Pay	Hours To-date	£ To-date
4	Casher	6.6800	37.50	Basic	250.50	375.00	2505.00
4	Casher	6.6800	0.00	Time & Half	0.00	375.00	2505.00
<None>							

### Hourly Rates and Overtime Factors

**Hourly Rates** and **Overtime Factors** are set up in two stages. They need to be created at Company level first and then assigned to your employees, on their **Employee Details** screens. One rate, **Basic**, is automatically set up for you (for a lot of companies, this may be all you need).

To set **Hourly Rates** and **Overtime Factors** up at Company level:

- Click on the **Company** tab then click **Hourly Rates**
- Click the **Add New** button to add a new rate
- Tick the **Pensionable** box if you want this rate to be part of pensionable pay

You don't set up amounts per hour here - those are set up within each employee's details.

You may want to set up different rates for different job titles, or grades. The **Name** of the rate is what will be printed on the employee's payslip. You can assign several rates of pay to each individual employee.

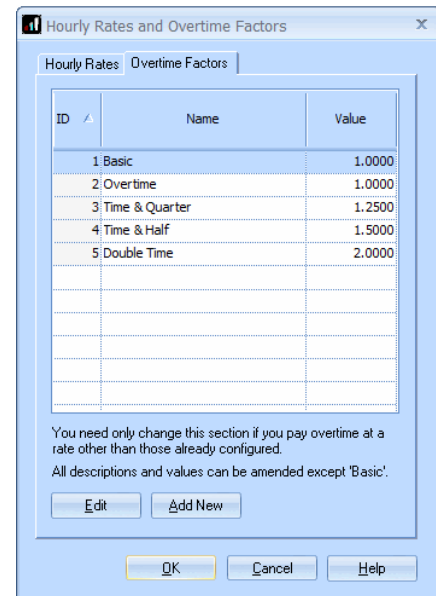
To pay overtime, you need to use **Overtime Factors**.

- Click on the **Overtime Factors** tab

Five **Overtime Factors** are set up for you (for many companies, this may be all that is needed). They are used within employees' details and when entering **Variations**, to multiply employees' rates by the appropriate amount.

For example:

- Employee Z works for 30 hours at basic rate
- Employee Z also does the same job on overtime, for 4 hours at time and a quarter
- To calculate the correct amount of pay, you would enter (in the **Enter Variations** screen) 4 hours **Basic Hourly Rate**, with the **Overtime Factor** set to **Time & Quarter**



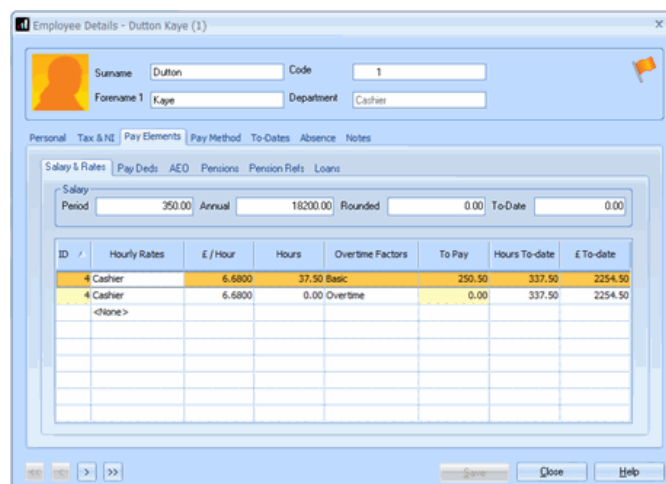
Once you have configured **Hourly Rates** and **Overtime Factors** at Company level, you need to allocate them to your employees. (To pay your employees normal pay, you need to use the **Basic Overtime Factor**)

- Double-click an employee name in the **Selection Side Bar** to open their details
- Click on their **Pay Elements** tab

The main grid on screen holds the **Hourly Rate** and **Overtime** details.

To add a rate:

Click on the word **<None>** in the grid, and then click on the arrow which appears



The drop down list shows all the **Hourly Rates** which you have created at company level.

- Select the required rate and the row in the grid will be completed for you
- Enter the rate amount into the **£ / Hour** box
- Enter the number of hours the employee normally works at that rate into the **Hours** box
- You can select an **Overtime Factor** from the drop down list at this point as well

**Hourly Rates** set up within **Employee Details** appear every time you open the **Enter Variations** screen for that employee.

You could select the **Hourly Rates** here but leave the amount fields blank, and enter amounts on the **Enter Variations** screen each time you pay the employee; useful if the employee always works different hours but at the same rate.

You may prefer to leave this section completely blank and enter all of the **Hourly Rate** details on the **Enter Variations** screen, every time you pay the employee. This is only useful if your employee works different hours at different rates every pay period.

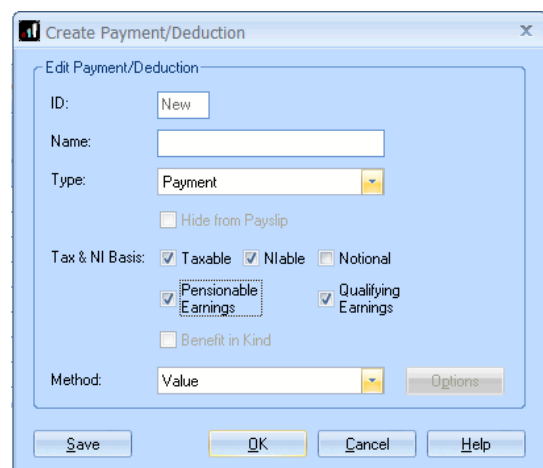
- When you are finished, click the **Save** button then click **OK**. You can also use the arrows in the bottom left to move to the next employee

## Payments and Deductions

Like **Hourly Rates**, **Payments and Deductions** are set up in two stages. They need to be created at Company level first and then assigned to your employees, on their **Employee Details** screens.

To set up a Payment or Deduction at Company level:

- Click on the **Company** tab
- Click the **Payments & Deductions** button
- Select **Configure Payments & Deductions**
- Click on the **Add New** button
- Enter the **Name** for your **Payment** or **Deduction**, which will appear on payslips and reports
- Click on the drop down arrow next to **Type** to specify whether it is a **Payment**, **Deduction**, **SSP Contra**, **Net to Gross**, **Loan**, or **Display Item – Payment** or **Display Item – Deduction**



The **Type** you select controls the other options that appear on screen. For example, if you select **Deduction**, any of the **Tax & NI Basis** options are available. These are all self-explanatory, except perhaps **Notional**. For more help with this, press F1 key on your keyboard or click on the **Help** tab and search the **Manual**.

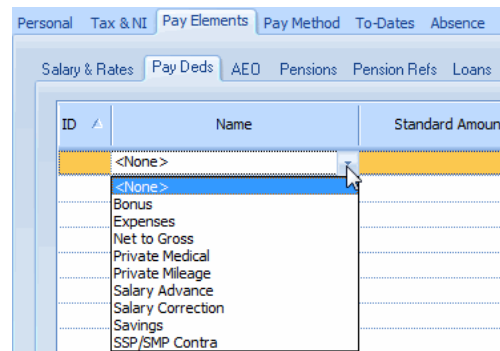
- Once you click **OK** the new payment or deduction will appear in the grid

To allocate a payment or deduction to an employee after it has been configured at Company level:

- Close the **Configure Payments/Deductions** screen
- Double-click an employee's name on the **Selection Side Bar**
- Click their **Pay Elements** tab and then the **Pay Deds** tab
- Click on the word **<None>** in the grid, and then click on the arrow which appears

The drop down list shows all the **Payments & Deductions** which you created at company level.

- Select the required Payment or Deduction and the rest of the row will be completed for you
- In the **Standard Amount** column, enter the amount you want to pay/deduct from the employee each pay period. (You may choose to leave the standard amount blank and enter the amount on the **Enter Variations** screen. This is useful if the amount to be paid/deducted differs every pay period.)
- When you are finished, click the **Save** button and then **Close**, or use the arrows in the bottom left to move to the next employee

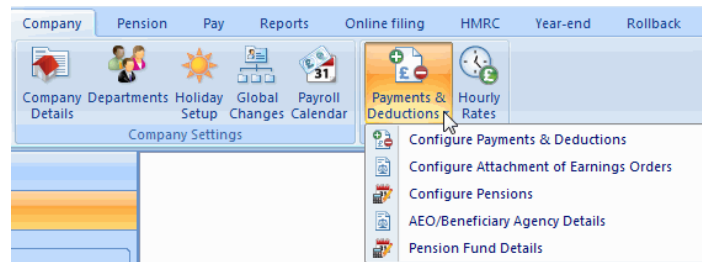


For more detailed help on setting up **Payments and Deductions** click the **Help** button or press **F1** on your keyboard.

## Attachment of Earnings Orders, Pensions and Loans

The other pay elements; that is, the **Attachment of Earnings Orders, Pensions** and **Loans**, are all set up in a similar way to **Payments and Deductions**. (A **Loan** is a type of **Payment and Deduction**, added to an employee on the **Loans** tab within their **Pay Elements** tab.)

- First set the pay element up at Company level by clicking on the **Company** tab then clicking the **Payments and Deductions** button



- Select the correct pay element type from the drop down
- Add the new pay element
- Allocate the pay element to the relevant employees, on their **Pay Elements** tab

**Please note: Student Loans**, like **Salary**, are set up at employee level only and can be found within **Employee Details**, on the **Loans** tab of the **Pay Elements** tab. All you need to do is enter a **Start Date** or tick **Continue Student Loan**, and the software will make all the correct calculations for you.

For more help with **Pay Elements**, please see the **Getting Started Tutorials** on the **Getting Started** side tab, or click on the **Help** button on the relevant screen.

## 5. Online filing

Much of the communication you need to do with HMRC is now done online. IRIS Payroll Business can send **Starter Details** and **RTI** via the Internet, and can also receive SL1, SL2, P6, P9 and RTI notifications from HMRC and update the details of the employees concerned.

This section gives a brief overview of how online filing works. It is controlled via the **Online Filing** tab.



The first thing to do is make sure you are registered with HMRC for online filing. If you aren't, there is a handy **Online Filing Registration** button on the **Online Filing** tab which will take you straight to the relevant section of the HMRC website.

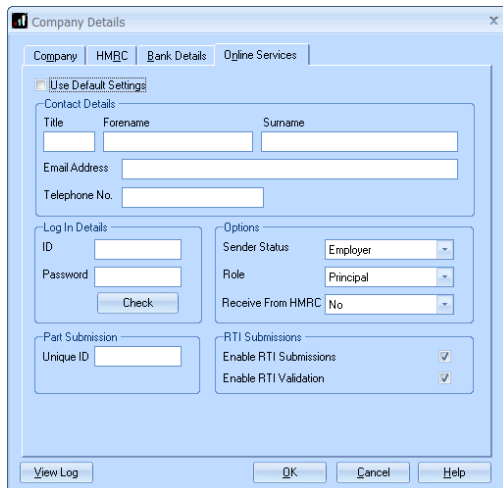
### Configure



The next task is to configure IRIS Payroll Business to send and receive messages from HMRC. Click the **Online Filing** tab, and then on the **Configure** button.



The **Company Details** screen will open on the **Online Services** tab.



As well as your **Contact Details**, you need to enter the **Log In Details** given to you when you registered on the HMRC website. Click the **Check** button to see if your login details work correctly with the Gateway.

Select how you want to **Receive from HMRC**. For details on what the options mean, click the **Help** button on the bottom right of the screen.

Tick '**Enable RTI Submissions**' to allow **RTI** to be sent to Government Gateway each pay period. See **Help | RTI Guide** for further information.

## Receive

Click the **Receive** button to retrieve details of SL1, SL2, P6, P9 and RTI notifications from HMRC and update the details of the employees concerned.

## Process Mail

Click **Process Mail** to process the information received from HMRC. If you have opted to receive automatically within **Configure** you do not need to do this.

For more details of how the **Online Filing** process works, see the online **Manual** on the **Help** tab or click the Help button on one of the **Online Filing** screens.

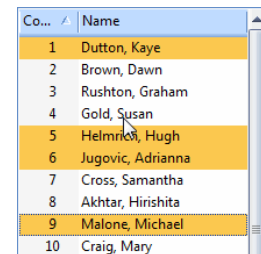
**Please note:** For information on the following; **Send Full Payment Submission, Send Employer Payment Summary, Send NINO Verification, Send Employer Alignment Submission** and **Send Earlier Year Update** please see **Help | RTI Guide**.

## 6. Paying your employees

Once you have everything set up, you are ready to run your first payroll.

The first step is to **Enter Variations**. However, you only need to **Enter Variations** for employees whose pay details this period are different from the standards set up in their **Employee Details**, otherwise you can go straight to **Calculate**.

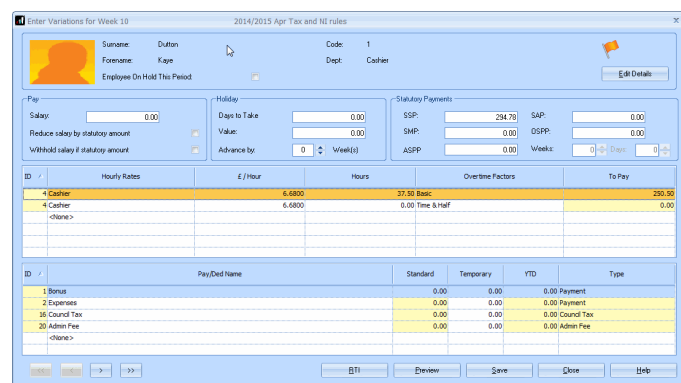
- If you have more than one **Pay Frequency**, select the required **Pay Frequency** on the **Selection Side Bar**
- If you only need to **Enter Variations** for a few employees this period, select those few by clicking their names on the **Selection Side Bar** while holding down the CTRL key on your keyboard. **Enter Variations** screens will then only open for the employees you have highlighted in this way



Co...	Name
1	Dutton, Kaye
2	Brown, Dawn
3	Rushton, Graham
4	Gold, Susan
5	Helmer, Hugh
6	Jugovic, Adrianna
7	Cross, Samantha
8	Akhtar, Hirishita
9	Malone, Michael
10	Craig, Mary

- Click the **Pay** tab and then the **Enter Variations** button

- This is a fairly straight forward screen to complete. Any amounts which you have set up in **Employee Details** will be there for you, but you can edit them here if you need to, as well as add more



ID	Hourly Rates	£ / Hour	Hours	Overtime Factors	To Pay
4	Cashier	6.6800	37.50 Basic		250.50
	<none>			0.00 Time & half	0.00

- Click the **Preview** button to open a screen showing the employee's net pay and how it will be calculated
- Click **Save** to move onto the next employee or **Close** to finish entering variations

When you have finished entering all of your variations for the current pay period, you need to **Calculate** the payroll:

- Click on the **Pay** tab and then the **Calculate** button
- The software will then calculate the pay for all employees except for those **On Hold**. (You can put an employee **On Hold** in **Employee Details** on their **Tax & NI** tab, if you know you aren't going to be paying them for a while.)

If you find you have made mistakes, or need to make changes, you can **Enter Variations** and then **Calculate** again

At this stage, print your payslips, create your BACS file, issue any P45s, print payroll summaries etc, (see the Reporting section of this guide) then send your **FPS** and if required **EPS** (see **Help | RTI Guide**).

- Then, click on the **Pay** tab and click **Finalise** to close the pay period

## 7. Reporting

IRIS Payroll Business provides all the statutory reports you need, as well as many reports you might need internally. The reports we consider to be the most important are set up for you ready to print:

### Payroll Summary

To print the **Payroll Summary** after calculating your payroll:

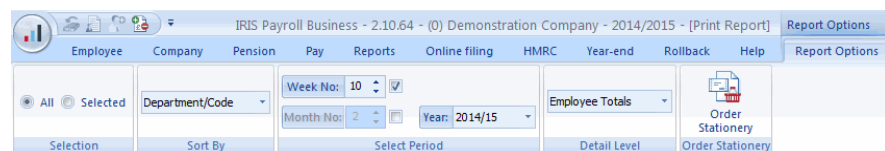
- Click on the **Reports** tab
- Select the **Pay Frequency** you want on the **Selection Side Bar** (if you have more than one **Pay Frequency** set up)
- Click the **Summary Reports** button and then select **Payroll Summary**

The report will be sent to your screen initially, and will be for the current period, i.e. the one you have most recently calculated.

To print a hard copy:

- Click the **Print** button in the bottom right of the window
- You can also change the printer in the bottom left of the window

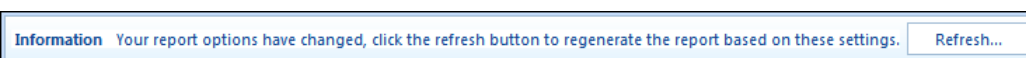
If you want to print for a different pay period, look at the top of the screen while the current preview is still open.



You will notice that the **Ribbon** is opened on a new **Report Options** tab, which only appears when you are printing reports. The online **Manual** on the **Help** tab will detail all of these options for you but the main features to notice are:

- The ability to select a different period (and print a historical report) in the **Select Period** group
- The option to choose a different **Detail Level**, to show Company, Department or Employee totals on the report

Any time you change one of these options, the following message appears under the **Ribbon**:

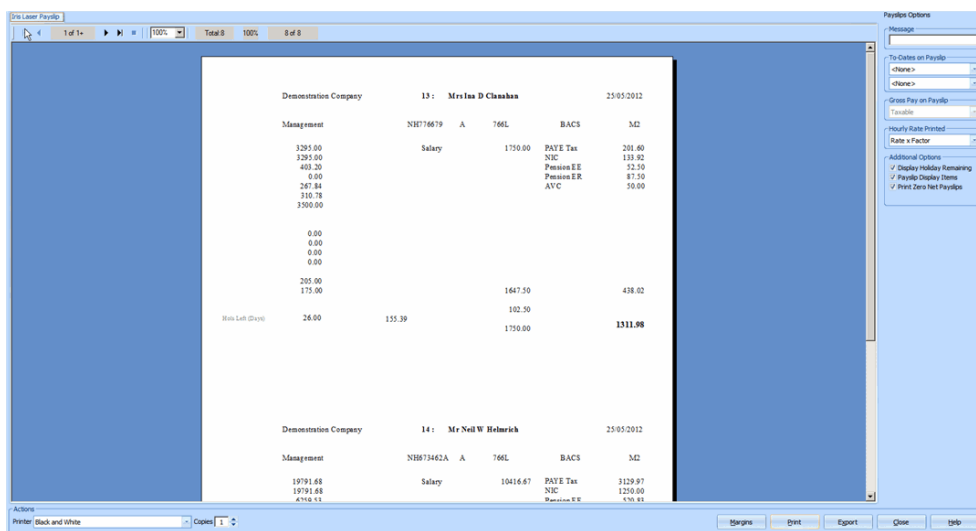


You will need to click **Refresh...** before you will be able to print again.

## Payslips

To print the **Payslips** after calculating your payroll:

- Click on the **Pay** tab
- Select the **Pay Frequency** you want on the **Selection Side Bar** (if you have more than one **Pay Frequency** set up)
- Click the **Print Payslips** button
- Select your payslip report (see the **Report Manager** section for details on selecting a different type of payslip)
- The report will be sent to your screen initially, and will be for the current period, i.e. the one you have most recently calculated

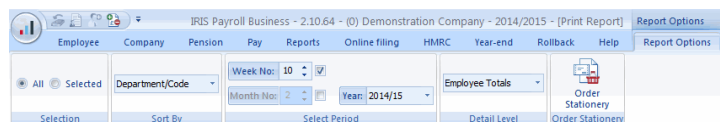


There are several options available on the top right of the window. These enable you to add or remove a Message, To-Date values (of Pensions, or AEOs, for example), Holiday Remaining and Display Items (such as Employers Pension).

To print hard copies:

- Change the printer in the bottom left of the window if you need to (it will be set to the Windows Default Printer)
- Click the **Print** button in the bottom right of the window

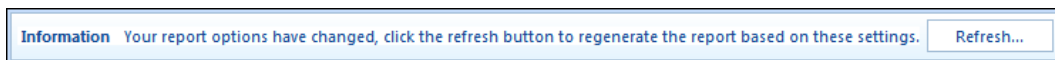
If you want to print for a different pay period, look at the top of the screen while the current preview is still open.



You will notice that the **Ribbon** is opened on a new **Report Options** tab, which only appears when you are printing reports. The online **Manual** on the **Help** tab will detail all of these options for you, but the main features to notice are:

- The ability to select a different period (and print a historical report) in the **Select Period** group
- The option to choose a different category to **Sort By**, sorting the payslips into Employee Code, Name, Department/Code or Department/Name order

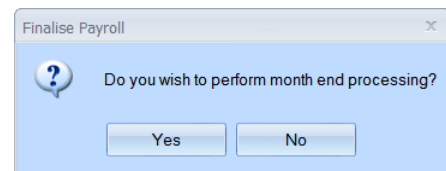
Any time you change one of these options, the following message appears under the **Ribbon**:



You will need to click **Refresh...** before you will be able to print again.

### Month end Summary

This report will be automatically generated for you at the appropriate time. Once you have finalised all of the pay periods within a tax month, you will see the message, 'Do you wish to perform the month end processing?'



If you are ready to do the month end:

- Click **Yes**

IRIS Payroll Business will then complete all of the month end calculations and show the **Month End Summary** figures on screen.

Period	Income Tax	Student Loan deductions	Net Income Tax	Gross National Insurance contributions (NICs)	Statutory Maternity Pay (SMP) recovered	NIC compensation on SMP	Ordinary Statutory Paternity Pay (OSPP) recovered	NIC compensation on OSPP	Additional Statutory Paternity Pay (ASPP) recovered	NIC compensation on ASPP	Statutory Adoption Pay (SAP) recovered	NIC compensation on SAP	Employment Allowance	Total deduction from NICs
Initial Figures	0.00	0.00	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 April to 5 May - Month 1	7459.02	76.00	7535.02	5358.05	276.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2000.00	2276.00
6 May to 5 June - Month 2	7893.84	95.00	7988.84	7845.83	414.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	414.00
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	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	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	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	0.00	0.00
<b>Total</b>	<b>15352.86</b>	<b>171.00</b>	<b>15523.86</b>	<b>13203.88</b>	<b>690.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2000.00</b>	<b>2690.00</b>

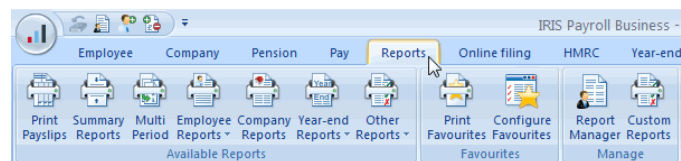
Total Statutory funding received from HMRC (22)     Incentive payment received (28)     Deductions made from Subcontractors (25)   
 Advance received from HMRC to refund Tax (7)     CIS Deductions Suffered (30)

- Click the **Print Month-end** button for a hard copy of the report
- Check the figures on the **P30** screen
- Click the **Print P30** button for a hard copy of the yearly report
- Click **Close** when you are finished

**Please note:** If you are starting to use IRIS Payroll Business mid tax year, you should enter your month end figures to date in the **Initial Figures** row located at the top of the screen. Click the **Help** button on the screen for more guidance.

## Reports tab

The **Reports** tab on the **Ribbon** contains the **Report Manager**, **Custom Reports**, **Configure Favourites**, **Print Favourites** and buttons for each category of report available to print.

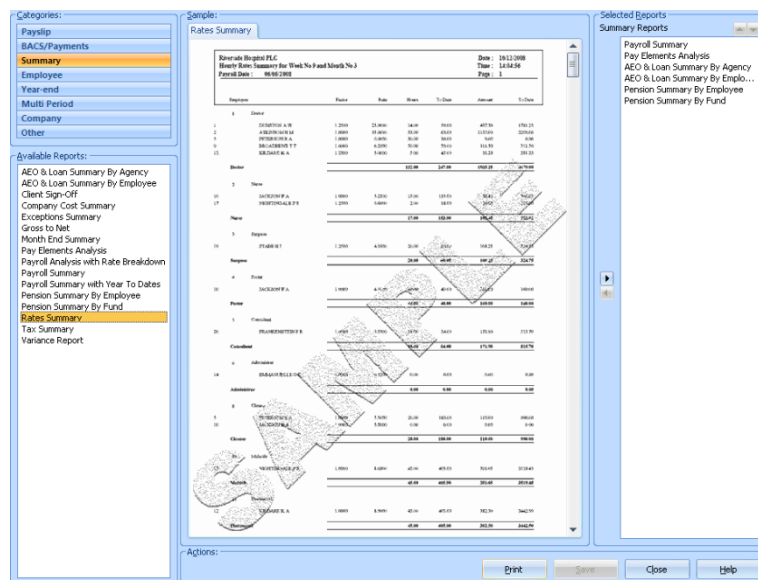


## Report Manager

IRIS Payroll Business has several reports set up for you by default. You can find these on the **Pay** tab, under **Favourite Reports** and **Print Payslips**, and also on the **Year-end** tab. The **Report Manager** is where you can find further, more detailed reports.

To open the **Report Manager**:

- Click on the **Reports** tab
- Click on the **Report Manager** button
- Reports you select here will be added to the buttons on the **Reports** tab



All you need to do is:

- Browse the **Categories** in the top left by clicking on each one – the reports will appear in the **Available Reports** window underneath
- Click on the report you are interested in and a sample of it will appear in the centre of the screen
- When you find a report you want to add, click on it and drag it across to the list of currently selected reports of that type on the right of the screen then **Save**
- The report will now appear on the appropriate **Button**, on the **Reports** tab of the **Ribbon**

To remove a report from a tab or button:

- Click on the report name on the right of the **Report Manager** screen
- Click on the left pointing arrow

## Report Buttons

Any reports selected in the **Report Manager** are added to the relevant **Button** on the **Reports** tab. Click a **Button** to see a drop down list of currently selected reports in that category. The report buttons are **Print Payslips, Summary Reports, Multi Period, Employee Reports, Company Reports, Year End Reports** and **Other Reports**.

## Favourite Reports & Custom Reports

In IRIS Payroll Business you can set up **Favourite Reports**; reports that you use on a regular basis. Once configured, these reports can be printed from the **Print Favourites** button on the **Reports** tab. Alternatively the reports can be printed from the **Favourite Reports** button on the **Pay** tab.

**Custom Reports** allows you to have your own reports added to IRIS Payroll Business that can be printed from the **Reports** tab. IRIS Payroll Business Support can create bespoke reports for you, to discuss your requirements contact our Support Team

For more information on **Favourite Reports** and **Custom Reports** please see the IRIS Payroll Business **Manual** which can be accessed from the **Help** tab.

## 8. Creating departments

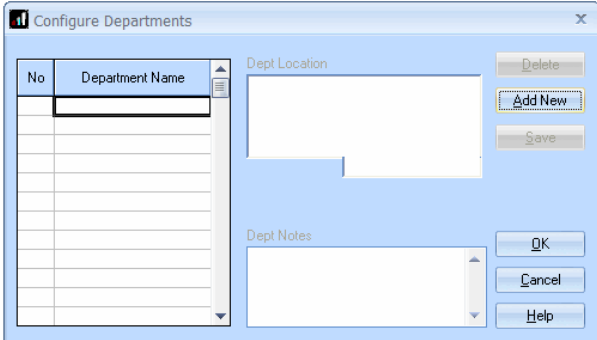
This section describes how to set up company **Departments** if needed, and how to allocate employees to a **Department**.

To set up your departments:

- Click on the **Company** tab
- Click the **Departments** button
- Click **Add New**
- Type the department name directly into the **Department Name** grid

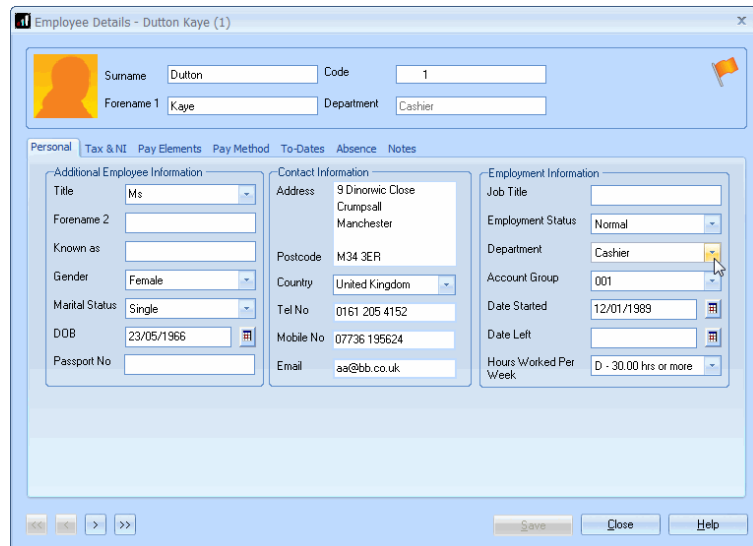
The **Dept Location** and **Dept Notes** boxes can be completed, but are purely for your own information.

- Click **Save** then **Add New** to add the next department
- When you're finished, click **OK**



To allocate an employee to a **Department**:

- Double-click the employee name on the **Selection Side Bar** to open their details. **Department** is on the **Personal** tab
- Use the drop down arrow to see the list of **Departments** you have set up, and click to select the one you want
- When you are finished, click the **Save** button, and then **Close**, or use the arrows in the bottom left to move to the next employee

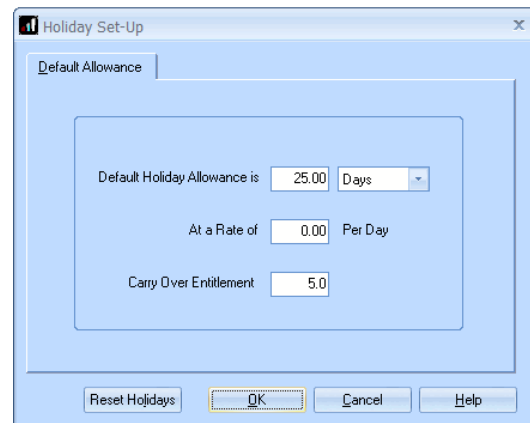


## 9. Configuring holidays

This section describes how to set up a default holiday allowance within your company, if needed, and how to allocate that allowance to employees.

To set up a default holiday allowance for your company:

- Click on the **Company** tab
- Click the **Holiday Setup** button
- Select the type of holiday allowance you want from the drop-down, which currently says **Days**. Choices are **Hours**, **Days**, **Weeks** and **Months**
- If you have a standard pay rate for Holidays enter it here, otherwise you can leave it at zero
- Enter a **Carry Over Entitlement**. This is the maximum amount of holiday your employees are allowed to carry over into the new holiday year. When you click **Reset Holidays** on this screen, IRIS Payroll Business will carry over any holiday left, but only up to this maximum amount
- Click **OK** to close the screen and save your changes

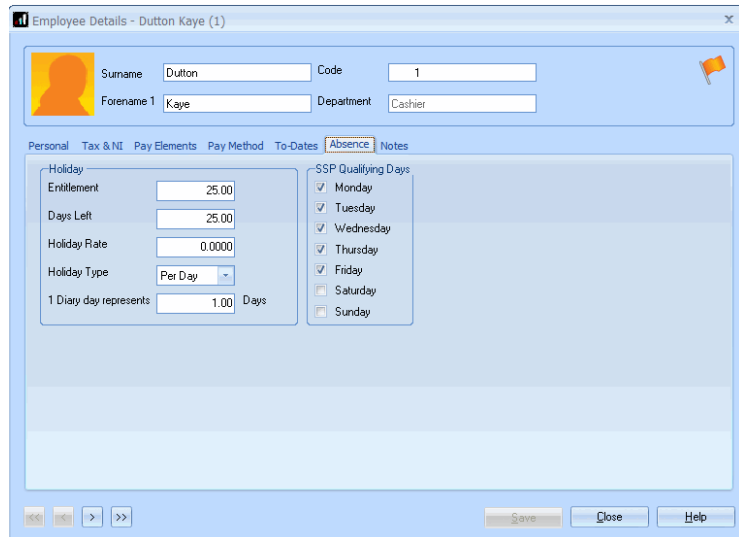


Holiday information entered here will be added by default to each new employee you create. It will not apply to any existing employees – you will need to update those manually by opening the individual's details.



To amend an existing employee's default holiday details:

- Double-click the employee name on the **Selection Side Bar** to open their details
- Click on their **Absence** tab
- Enter the correct details and click **Save** then **Close**



The screenshot shows the 'Employee Details - Dutton Kaye (1)' window. At the top, there are fields for Surname (Dutton), Code (1), Forename 1 (Kaye), and Department (Cashier). Below this is a navigation bar with tabs: Personal, Tax & NI, Pay Elements, Pay Method, To-Dates, Absence, and Notes. The 'Absence' tab is selected. The main area contains two sections: 'Holiday' and 'SSP Qualifying Days'. The 'Holiday' section has fields for Entitlement (25.00), Days Left (25.00), Holiday Rate (0.0000), Holiday Type (Per Day), and 1 Diary day represents (1.00) Days. The 'SSP Qualifying Days' section has checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday, all of which are checked. At the bottom right, there are buttons for Save, Close, and Help.

## The Payroll Cycle

We recommend you always think of payroll as a cycle, which consists of steps like those described in this guide.

This diagram provides you with a basic summary of the steps you need to complete in each cycle:



There may be slight differences in your further payrolls, for example:

- You may not have any new employees to add but you may need to edit the details of existing employees
- Before finalising, you may need to make changes to employees and recalculate the payroll. You would then need to reprint reports etc.
- If you have an accounts system, you will need to **Post Journal** before you finalise the period
- Once you have finalised all of the pay periods within a tax month, you will need to do the **Month end processing**

It is a good idea to create your own work flow chart, enabling you to tick off each step as you go.

There are other steps to the payroll process that this guide hasn't covered, for example, issuing a P45, calculating and paying Statutory Payments. These things are comprehensively covered in the online **Manual**, as well as in the **How to Guides**. You can find these on the **Help** tab.

Alternatively, if you need some help with a particular screen click the **Help** button which you can find on most screens, or press the **F1** key on your keyboard, to open the **Manual** directly on the correct topic.

If you encounter any difficulties please visit [www.iris.co.uk/contactsupport](http://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-efile.gov.uk](mailto:helpdesk@ir-efile.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 4)

Fax: 0844 815 5665

Email: [ipsupport@iris.co.uk](mailto:ipsupport@iris.co.uk)