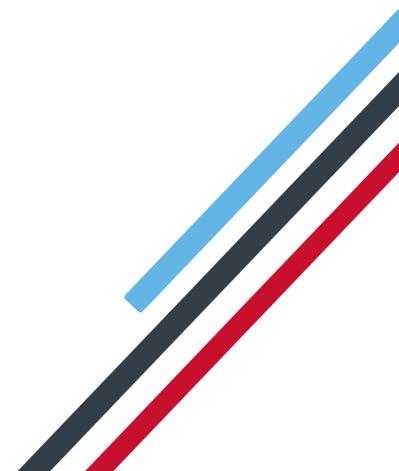




Configuring your Payroll Calendar

IRIS Payroll

April 2016



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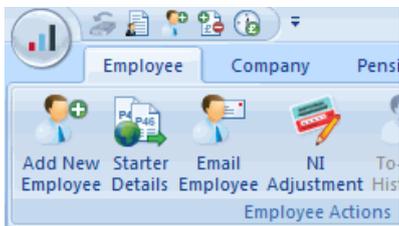
Configuring your Payroll Calendar Tutorial

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

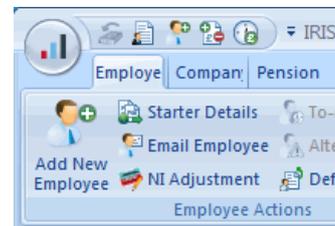
Remember there is a **Help** button on most screens, which will always give assistance specific to that task.

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



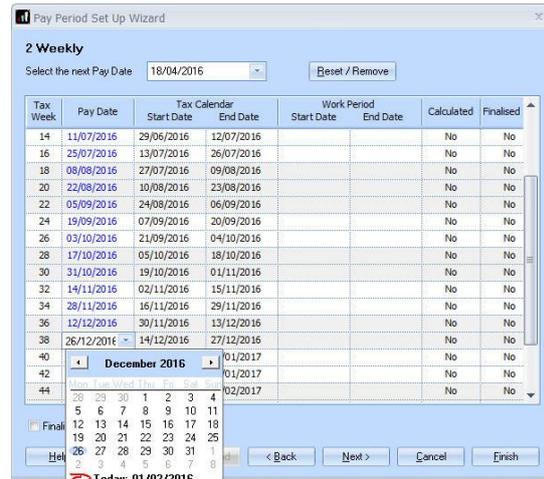
Use the Demonstration Company

You will be using the **Demonstration Company** for this tutorial. For details on how to access the Demonstration Company, click [here](#).

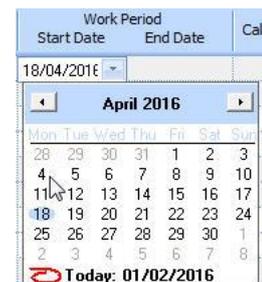
- Some pay dates may differ from the usual. You can click on a single date to change only that one

For example, you may always pay early for Christmas, so to change the Christmas **Pay Date**, click on the 26/12/2016 **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 4/04/2016 and Sunday 17/04/2016 are paid on Monday 18/04/2016
- Click in the **Work Period Start Date** column. A calendar opens next to the first **Start Date** field
- Select 04/04/2016 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.

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: 0844 815 5700 | Tel: 0844 815 5677 |
| Email: sales@iris.co.uk | Email: earniesales@iris.co.uk |

Contact support

| Your Product | Phone | E-mail |
|---------------------------|---------------|-------------------------|
| IRIS PAYE-Master | 0844 815 5661 | payroll@iris.co.uk |
| IRIS Payroll Business | 0844 815 5661 | ipsupport@iris.co.uk |
| IRIS Bureau Payroll | 0844 815 5661 | ipsupport@iris.co.uk |
| IRIS Payroll Professional | 0844 815 5671 | payrollpro@iris.co.uk |
| IRIS GP Payroll | 0844 815 5681 | support@gppayroll.co.uk |
| IRIS GP Accounts | 0844 815 5681 | gpaccsupport@iris.co.uk |
| Earnie or Earnie IQ | 0844 815 5671 | support@earnie.co.uk |