Remote Payroll Entry

Release Notes

April 2018

Welcome

Welcome to your software update for April 2018. This update of the software includes some new features and enhancements to the Remote Payroll Entry (RPE) app.

This document provides information on all the improvements to the software.

Contents

Changes for General Data Protection Regulation (GDPR)

From the 25th May 2018 General Data Protection Regulation (GDPR) will come into effect. This is an EU regulation which the European Parliament, European Council and European Commission intend to strengthen and unify data protection for living individuals. We have therefore made the following changes to the Remote Payroll Entry App (RPE).

Settings

The **Settings** tab in the Remote Payroll Entry App has been renamed **Options**.

Options

The following have been added to the **Remote Payroll Entry | Options** tab, allowing you to delete employees and historical data:

Delete Employee

This facility has been added, giving you the ability to delete individual employees. Tick the box for their entire details to be removed from RPE.

To delete one or more employees:

1. Ticking the **Delete** box for each individual

2. Once you have made your selection(s), click **Save** or **Save & Close**

3. A confirmation message will then be displayed, click **Yes** to delete the selected employee(s)

Deleting an employee from Remote Payroll Entry will create a **Payroll Instruction** for when you submit your timesheet to your Accountant/payroll administrator.

Delete History

This new function allows you to delete the history for all RPE information up to and including the previous tax year.

To delete history:

1. From the **Delete History** drop-down list, choose the tax year you want to delete records up to and including *****

2. Click **Save** or **Save & Close**

3. A confirmation message will then be displayed, click **Yes** to delete the history

* You can delete history up to and including the previous tax year

Home tab

To assist with reconciliation, the **Home** | **Payroll Entry** value will now be the total number of payroll entries rather than the number of employees affected.

Leavers

When you enter a **Leave Date** for an employee, the **Leavers | Pay Again** option will now be ticked by default. This is because most employers want to pay employees in the pay period that they leave.

Locked Period

If a pay period has been locked, a lock symbol will be displayed on every screen to make it easier to identify that the period is locked and you can no longer enter any data.