

An Introduction to General Data Protection Regulation

Who is this course for?

This course is suitable for anyone who employs individuals or offers services to citizens in the EU. The GDPR brings with it considerable change to the rules around personal data and its use. This course aims to highlight the key issues that might affect you as a business and to help you understand the next steps for your business. This may include seeking legal advice and getting more information for your managers across your business.

Duration

Two hours, online.

What will be covered?

These are some of the key areas that will be covered in the course:

- Data subjects and their rights
- Data Protection Impact Assessments (DPIA)
- The controller/processor relationship
- Key differences between GDPR and the Data Protection Act 1998
- Implications of GDPR
- Personal data - definition changes

Next Available Course Dates

Course Date	Time		Course Date	Time
24/07/2017	09:30-11:30		22/09/2017	09:30-11:30
31/07/2017	09:30-11:30		25/09/2017	14:30-16:30
21/08/2017	14:30-16:30		05/10/2017	09:30-11:30
29/08/2017	09:30-11:30		17/10/2017	14:30-16:30

What's next?

You can visit iris.co.uk/gdprintro or contact **0344 815 5656** for more information and to make your booking.

NB – Course content and dates may be subject to change

Using the AE Configuration Tool within IRIS Software

Benefits to you and your business

We will walk you through the AE Configuration Tool showing you how to configure the IRIS AE Suite™ within your IRIS payroll software. An IRIS payroll consultant will deliver a live demonstration and show you practical examples. The course will help you deliver this compulsory payroll obligation with confidence, making sure you are legally compliant and avoid hefty fines and penalties. In addition to this, a vast amount of time is saved because your software will be correctly configured.

Who is the course for?

This webinar is essential for anyone who uses IRIS payroll software and will be using the IRIS AE Suite™ for implementing auto enrolment.

How do you access the course?

The session will take place as part of a live, group webinar. This means that to attend you will need a computer/laptop, an internet connection and a phone connection.

What will you learn?

During this two hour session, we will cover:

- A brief introduction to auto enrolment
- The steps within the tool including;
 - Staging dates
 - Contact details
 - Approximate assessment of your workforce
 - Creating pension deductions
 - Qualifying and Pensionable earnings
 - Postponement periods
- Dealing with postponement and the uses of Postponement
- Changes to Employee details
- Dealing with opt outs requests
- Processing refunds
- Part payments
- Running your first payroll with AE
- Producing pension provider output files
- Summary
- Question and Answer session

IRIS GP Payroll		IRIS Payroll for Accountants and IRIS Payroll Business		IRIS Payroll Professional		IRIS PAYE-Master	
June	September	June	September	June	July	June	September
7th 9:30	18th 9:30	6th 9:30	11th 14:30	15th 14:30	7th 14:30	7th 14:30	11th 9:30
15th 9:30	October	13th 14:30	October		August	13th 9:30	October
July	9th 9:30	July	2nd 14:30		11th 14:30	July	2nd 9:30
7th 9:30		10th 9:30				3rd 14:30	
August		August				August	
8th 14:30		14th 9:30				7th 14:30	

Please contact 0844 815 5677 for more information and to make your booking

iris.co.uk/aeinsight

NB – Course content and dates may be subject to change | Note: IRIS Support will not provide IRIS AE Suite™ support for a period of 4 months without the purchase of recommended training or consultancy.

IRIS Understanding Automatic Enrolment Legislation Courses 2016/17

Who is this course for?

This seminar is essential for anyone who processes payroll and will be implementing the Workplace Pension Reform. It is suitable for all levels and abilities. By attending this seminar, you will be introduced to the legislation surrounding WPR and what possible impact these changes may have on your business. IRIS will walk you through the various stages of WPR, which are essential for you to keep your company compliant and avoid hefty penalties.

Duration

Two hours 30 minutes, plus time for a question and answer session.

What will you learn?

Background to WPR, introduction to automatic enrolment, pre-automatic enrolment responsibilities, post-staging duties and how IRIS can help your business throughout these changes.

The **Online** dates are quick, easy, online seminars that you can view from the comfort of your own desk. The sales staff will send you a link via email that you simply follow, and join. It's that simple!

Jul-17

Date	Venue	Starting Time
03-07-17	Online	9:30

Aug-17

Date	Venue	Starting Time
07-08-17	Online	9:30

Sep-17

Date	Venue	Starting Time
04-09-17	Online	9:30

Oct-17

Date	Venue	Starting Time
03-10-17	Online	9:30

"The seminar was very informative and it helped to clarify and confirm all of the key issues that we had before the event because of the opportunity to speak to a trainer and ask questions."

- James King, Operations Director at Robertson Sumner

"We found the overall experience went well. The questions that we asked were answered in detail and with informative explanations."

- Ellen Perry, Payroll Manager at Ace Wigan

What's next?

Please contact **0844 815 5677** for more information or visit iris.co.uk/aeinsight

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IRIS Payroll Legislation Training – Module 1

Who is this course for?

This classroom based course is essential for anyone new to the world of payroll or anyone wanting to ensure their legislation knowledge is up to date. It is suitable for all users of payroll software and will ensure you are fully conversant in payroll legislation. No prior knowledge of payroll is required. The course will take place in a classroom environment with a maximum of eight attendees.

Duration

Full day, 09:30 – 4pm

The course is split into three parts:

Part 1 - PAYE Legislation

Subjects covered in part one include a brief introduction to payroll, tax, National Insurance, statutory payments, reporting to HMRC and more.

Part 2 - Automatic Enrolment Legislation

Subjects covered in part two include brief introduction to Workplace Pension Reform, key organisations, key tasks, staging dates, the Declaration of Compliance and more.

Part 3 - Statutory Sick Pay and Statutory Maternity Pay

Subjects covered in part three include a brief introduction to Statutory Payments, Statutory Sick Pay, Statutory Maternity Pay, informing HMRC and more.

What's next?

Please contact **0844 815 5676** for more information and to make your booking.

Visit our training page to learn more about the IRIS Payroll Legislation Course – Module 1 at: iris.co.uk/module1

Course Title	Course Date	Starting Time	Location
July			
IRIS Payroll Legislation Training – Module 1	04/07/2017	09:30	Liverpool
	06/07/2017	09:30	Leeds
	11/07/2017	09:30	Cardiff
	12/07/2017	09:30	Reading
	13/07/2017	09:30	Maidstone
August			
IRIS Payroll Legislation Training – Module 1	08/08/2017	09:30	Brighton
	09/08/2017	09:30	Southampton
	10/08/2017	09:30	Bristol
	15/08/2017	09:30	London
	16/08/2017	09:30	London
September			
IRIS Payroll Legislation Training – Module 1	12/09/2017	09:30	Manchester
	19/09/2017	09:30	Edinburgh
	20/09/2017	09:30	Glasgow
	21/09/2017	09:30	Newcastle
	26/09/2017	09:30	Birmingham
October			
IRIS Payroll Legislation Training – Module 1	04/10/2017	09:30	Leeds
	05/10/2017	09:30	Liverpool
	10/10/2017	09:30	Cardiff
	11/10/2017	09:30	Swansea
	17/10/2017	09:30	London

NB – Course content and dates may be subject to change

IRIS Holiday Pay Group Webinars 2016/17

Who is this course for?

This course is perfect for you if you're looking to get a head-start for your business on the upcoming changes to holiday pay. The way companies in the UK calculate holiday pay for their employees is changing, and this is great time to get your business prepared early. This course also provides a product demonstration of the IRIS Holiday Pay Module to show how the software calculates correctly holiday pay amounts for your employees. If you've purchased the IRIS Holiday Pay Module, the course is essential to attend, but even if you have not purchased the Module and would simply like to learn more about holiday pay, the basics to the legislation are covered and this is the course for you.

Duration

Two hours plus time for a question and answer session.

What will you learn?

Course Title	Course Date	Starting Time
June		
Holiday Pay Module	19/06/2017	09:30
July		
Holiday Pay Module	24/07/2017	09:30
August		
Holiday Pay Module	21/08/2017	09:30
September		
Holiday Pay Module	25/09/2017	09:30
October		
Holiday Pay Module	23/10/2017	09:30

A background and introduction to holiday pay, and an introduction to the two court cases which are changing the way UK businesses calculate holiday for their employees, Lock vs. British Gas, and Fulton vs. Bear Scotland. You'll also learn how IRIS have developed the IRIS Holiday Pay Module for businesses who would like to get ahead of the legislation and also what the module can do for your business. The Q&A session afterwards also gives you a great chance to ask any questions you may have about holiday pay and the IRIS Holiday Pay Module.

New course dates for the IRIS Holiday Pay Group Webinar sessions will be added in due course.

What's next?

Please contact **0844 815 5677** for more information and to make your booking.

Visit our Calculating Holiday Pay insight page to learn more about holiday pay at www.iris.co.uk/holidaypay

NB – Course content and dates may be subject to change