

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

Webinar dates by software

IRIS GP Payroll	IRIS Payroll for Accountants and IRIS Payroll Business		IRIS Payroll Professional	IRIS PAYE-Master	
October	October	February	October	October	January
7th 14:30	8th 11:30	1st 09:30	9th 11:30	8th 14:30	6th 09:30
14th 11:30	9th 14:30	5th 09:30	13th 11:30	12th 11:30	7th 09:30
22nd 14:30	12th 14:30	5th 14:30	21st 14:30	22nd 11:30	7th 14:30
26th 14:30	13th 14:30	8th 09:30	26th 11:30	28th 11:30	8th 14:30
November	19th 11:30	10th 14:30	November	November	8th 09:30
4th 11:30	21st 11:30	16th 09:30	5th 14:30	5th 11:30	11th 09:30
10th 14:30	27th 11:30	March	10th 11:30	6th 14:30	15th 14:30
19th 14:30	27th 14:30	1st 14:30	19th 11:30	9th 14:30	February
24th 14:30	November	2nd 09:30	23rd 14:30	10th 14:30	1st 09:30
December	2nd 11:30	7th 09:30	December	16th 11:30	5th 09:30
3rd 14:30	4th 14:30	7th 14:30	7th 11:30	20th 14:30	5th 14:30
14th 14:30	9th 11:30	18th 09:30	11th 14:30	23rd 11:30	8th 09:30
January	10th 11:30	24th 14:30	January	23rd 14:30	10th 09:30
6th 14:30	20th 11:30		6th 09:30	24th 14:30	12th 14:30
15th 09:30	24th 11:30		7th 14:30	December	19th 14:30
February	December		12th 14:30	3rd 11:30	March
1st 14:30	4th 11:30		14th 09:30	4th 14:30	1st 09:30
11th 09:30	7th 14:30		February	9th 11:30	1st 14:30
March	14th 14:30		1st 14:30	11th 11:30	2nd 14:30
2nd 09:30	17th 14:30		11th 14:30	14th 11:30	7th 09:30
7th 14:30	January		12th 09:30	18th 11:30	18th 09:30
	6th 14:30		March		18th 14:30
	7th 09:30		1st 09:30		24th 09:30
	8th 09:30		18th 14:30		
	8th 14:30		24th 09:30		
	12th 09:30				
	14th 14:30				

Please contact 0843 357 1835 for more information and to make your booking

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.