



IRIS GP Payroll

COVID-19 and Furloughed Employee
Payroll Processing Changes

April 29th, 2020

IRIS. Look forward

Contents

Furlough Payments	3
Step 1: Make Furlough Payments	5
User-defined Additions	5
Original Payslip	7
Furloughed Payslip	8
Step 2: Enter required fields	8
Step 3: Select the Period and Employees that the claim relates to	9
Step 4: Select the User-defined Additions used to pay Furlough	10
Step 5: View/Amend Furlough Values	10
How Furlough Reclaim is calculated	12
Step 6: Print the Furlough Reclaim report	14
Step 7: Create the Furlough Reclaim file for upload to HMRC	15
Other important information	16
Employment Allowance	16
Direct Earnings Attachments (DEA)	16
To do this in IRIS GP Payroll	16
Furlough Pay Calculation	17
Making the Furlough Claim	17

Furlough Payments

This document aims to give you guidance on processing Furlough payments in GP Payroll and will walk you through our new Furlough reporting tool. The new tool calculates reclaim values, making it easier for you to submit your claim to the government, via the Coronavirus Job Retention Scheme. The information contained herein, was correct at the time of publishing but is subject to change as HMRC define the furlough legislation.

Further information can be found [here](#).

NOTE: NHS employees will not be furloughed, so this guidance should only be followed if you have any non-NHS employees on payroll that have been furloughed, and if you are advised to do so by your NHS organisation.

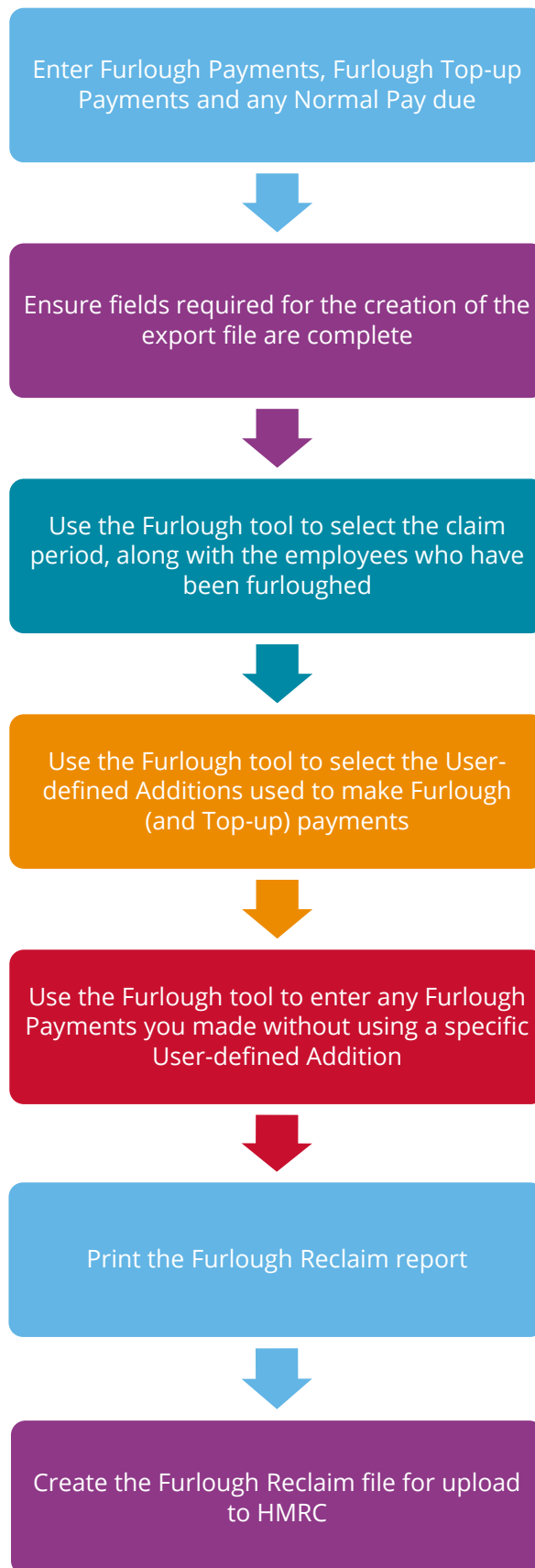
The guide will take you through a series of steps required to pay furlough, create a report to show furlough reclaim values, and create a file that can be uploaded to HMRC.

Summary of software changes

The changes implemented in IRIS GP Payroll to cater for Furlough Payments and Reclaim will allow you to:

1. Identify the pay element(s) you have used to make furlough payments
2. Identify the pay element(s) you have used to make top-up payments
3. Enter furlough dates for employees
4. Print the new furloughed employees report for the claim period. The report shows all employees' furlough pay, including their employer's NI and employer's pension reclaim values. The report will calculate the practice's claim values for entry into the HMRC Job Retentions Scheme Portal
5. Create an output file that is suitable for upload to the Job Retention Scheme Portal. Like the report, the output file will include all your furloughed employees with their associated claim values

NOTE: It is important that you identify the pay element(s) you have used to make furlough payments and you enter your employees' furlough dates so that we can calculate your JRS claim accurately. If you made top-up payments, you must also identify the pay element(s) you used for this. If you do not wish to identify separate pay elements for furlough pay, we can still help you to create an output file. To do this you must enter your employees' furlough dates. We cannot guarantee the reclaim values produced on the report or in the output file where you have not identified the furlough payments separately.



Step 1: Make Furlough Payments

The first step in the process is to calculate pay for the periods where the employees were furloughed. The recommended way to make furlough payments is by creating a User-defined Addition for the 80% Furlough Payment. If you want the employee to be paid at their normal full salary, we also recommend you create another User-defined Addition for the remaining 20% of pay.

Don't worry if you have already calculated payroll for furloughed employees and didn't create specific User-defined Additions for the furlough payments, as you will still be able to calculate the reclaim values – you might just need to add a few more details in the Furlough reporting tool. For future periods, we would suggest you follow the advice listed below to make the reclaim process much easier moving forward.

User-defined Additions

For furloughed employees, create a new User-defined Addition with a name that is easily identifiable e.g. Furlough Payment.

To set this up as an ongoing payment, i.e. it will be included in pay every month until you remove it:

1. Go to **Employee | Pay Details**
2. Select **User Defined Additions**
3. Click **Add** to create the payment

Screen to define an Additional Payment

This is a field for a regular additional payment. All of the details can also be adjusted each month at the temporary adjustment screen.

The amount will be added to the payment to the employee in a month. The check boxes allow the payment to be included before tax is calculated, or before NIC is calculated, or before pension is calculated.

Flexibly Accessing Pension Rights and Pension Death Benefit additional payments allow you to make pension payments to an employee and reports the information in RTI submission. Contact HMRC if you are unsure about making these types of payments.

Note: This additional payments field is designed for special payments where the ability to vary tax/NIC/pension is important. The payment will NOT be included in BUDGET calculations. If payments need to be included in budget calculations it is better to use a "Cash Adjustment" or the employment category with multiple payments. (see HELP screen).

[What are Qualifying Earnings and Pensionable Earnings?](#)

Text that will appear on a payslip to describe the extra payment:

Amount of additional payment £

Highlight this box if the addition is to be included in **TAX** calculations ☒

Highlight this box if the addition is to be included in **NIC** calculations ☒

Highlight this box if the addition is to be included in **Pension** calculations ☒

Highlight this box if the addition is to be included as **Qualifying Earnings** ☒

Highlight if this additional payment is for:

Flexibly Accessing Pension Rights ☐ or Pension Death Benefit ☐

Highlight if this additional payment is a:

Serious Ill Health Lump Sum ☐

OK ☒

Cancel ☐

Help ☐

4. Ensure you tick the boxes to include in:
 - **Tax calculations**
 - **NIC calculations**
 - **Pension calculations**
 - **Qualifying Earnings**
5. In the **Amount of additional payment** field, enter the **Furlough Amount** value to pay each month. You must calculate this value yourself as the system cannot do it for you; it should be the value that is 80% of their normal monthly salary
6. Click **OK**

Alternatively, to pay Furlough on an ad-hoc basis, you can make the payment directly in the **Temporary Adjustments** screen when you are processing payroll.

To do this:

1. In **Payroll Calculations**, click into the **Extra Payments** field for the employee

2. Ensure you tick the boxes to include in:
 - **Tax calculations**
 - **NIC calculations**
 - **Pension calculations**
 - **Qualifying Earnings**
3. In the **Amount of additional payment** field, enter the Furlough amount to pay. You must calculate this value yourself as the system cannot do it for you; it should be the value that is 80% of their normal monthly salary

If you intend on paying the employee their normal salary whilst furloughed, you should set up another User-defined addition following the instructions above. Again, give it a name that is easily recognisable, e.g. Furlough Payment Top-Up. Calculate 20% of normal pay and enter the value.

Things to consider

- You will have to alter the normal payment (e.g. salary) each time you process payroll, or you could temporarily set the salary to zero in the employee's record
- If the employee was only furloughed for part of the period and should receive normal pay for the other part, you will need to calculate these values as the software cannot do this for you. A suggested way of doing this would be to work out the employee's daily rate. You can then multiply this by the number of days in the month they worked to establish the pay value for the part of the month they worked. Then calculate the daily rate @ 80% multiplied by the number of days in the month they were furloughed. If the employee's furlough pay is being topped up, calculate the daily rate @20% multiplied by the number of days in the month they were furloughed

Tip: Reclaim calculations are based on calendar days in the month, not working days.

We would recommend you apply the same method when calculating the daily rate.

For example, if the employee pay period is April and the employee was furloughed on 15th April, you would multiply the daily rate by 15 (1st-15th) for their normal salary, then by 15 days (16th-30th) for the Furlough Pay/Top-Up

- You cannot set up an extra payment in **Employee Details | Pay Details** for Relief Staff, although you can still make the payment via **Temporary Adjustments**
- You cannot set up an extra payment for Partners

Original Payslip

Employee Payslip

Payslip from - Iris Software Ltd

April

Jane Smith

No	Name	NI Number	Tax Period	Date	NI Code	Tax Code
1	Jane Smith	HA123456A	1	30/04/2020	A	BR

Additions	£
Salary	1000.00

Deductions	£
Employee NIC	24.96
Income Tax	200.00

Year to Date figures	£
Gross pay to date (TD)	1000.00
Pay for NIC TD	1000.00
NIC to date (Code A)	24.96
Taxable pay TD	1000.00
Free Pay	0.00
Tax to date	200.00

Extra figures this month	£
Pay for NIC this month	1000.00
Pay for tax this month	1000.00
Employer NIC this month	36.98

Total Additions	Total Deductions
1000.00	224.96

Net Pay
775.04

Previous Employee

Next Employee

Cancel X

Help ?

Furloughed Payslip

Employee Payslip

Payslip from - Iris Software Ltd

April

Jane Smith

No	Name	NI Number	Tax Period	Date	NI Code	Tax Code
1	Jane Smith	HA123456A	1	30/04/2020	A	BR

Additions	£
Salary	0.00
Furlough Pay 80%	800.00
Furlough Pay 20%	200.00
Total Additions	1000.00

Deductions	£
Employee NIC	24.96
Income Tax	200.00
Total Deductions	224.96

Year to Date figures	
Gross pay to date (TD)	1000.00
Pay for NIC TD	1000.00
NIC to date (Code A)	24.96
Taxable pay TD	1000.00
Free Pay	0.00
Tax to date	200.00
Extra figures this month	£
Pay for NIC this month	1000.00
Pay for tax this month	1000.00
Employer NIC this month	36.98

Net Pay	
	775.04

Previous Employee Next Employee

Cancel X Help ?

Step 2: Enter required fields

In order to submit your claim, HMRC require some information so they can identify where the claim is coming from and where the claim payment will be made. It is most likely that you will have already entered these details as they are used for other functions in payroll, but it is worth checking before starting to create the claim file/report.

1. In **Setup/ Options | 3 - Practice PAYE Details**, ensure the following fields are completed

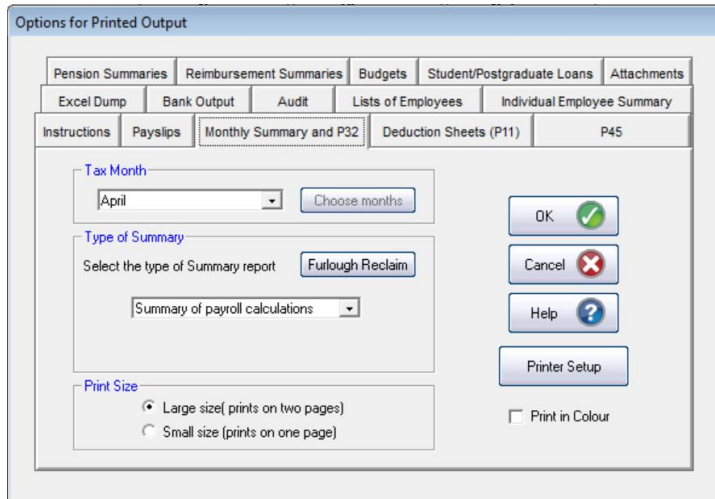
- Practice Name
- Practice Address
- Tax Office Number and Reference
- One of the following fields:
 - Corporation Tax Reference, or
 - Self Assessment (SAUTR), or
 - Company Registration Number

You should also ensure that the practice bank details are entered in **Setup/ Options | 7 - Direct Banking**, as this is where the reclaim payment will be sent.

Step 3: Select the Period and Employees that the claim relates to

Once you have calculated pay and entered the required fields, you can begin to create the Furlough Reclaim report or file for upload.

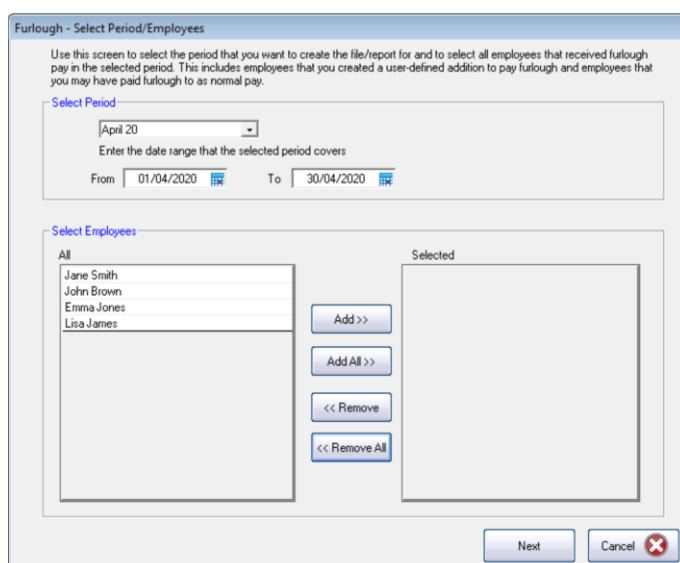
1. From **Print Output | Monthly Summary and P32** click the **Furlough Reclaim** button:



The 'Options for Printed Output' dialog box features a tabbed interface. The 'Monthly Summary and P32' tab is active. Within this tab, the 'Tax Month' is set to 'April'. The 'Type of Summary' section has 'Furlough Reclaim' selected. The 'Print Size' section has 'Large size (prints on two pages)' selected. On the right side, there are buttons for 'OK', 'Cancel', 'Help', and 'Printer Setup', along with a 'Print in Colour' checkbox.

In this screen, select the period that you are making the furlough claim for. HMRC require the dates of the claim, so enter the date range that the selected period covers, for example if your April pay date covers the period 1st to 30th April select April 20 from the drop down and the From/To dates as 01/04/2020 and 30/04/2020

2. Using the **Add** or **Add All** buttons, select the employees that received furlough pay in the period selected. Select all employees that received furlough pay in the period selected, even if you didn't pay furlough as a specific **User-defined Addition** (for example, you might have included the furlough payment as part of the normal salary value)



The 'Furlough - Select Period/Employees' dialog box provides instructions for selecting the period and employees. The 'Select Period' section shows 'April 20' selected in the dropdown, with 'From' and 'To' dates set to '01/04/2020' and '30/04/2020' respectively. The 'Select Employees' section contains two lists: 'All' (listing Jane Smith, John Brown, Emma Jones, and Lisa James) and 'Selected' (currently empty). Between these lists are buttons for 'Add >>', 'Add All >>', '<< Remove', and '<< Remove All'. At the bottom right, there are 'Next' and 'Cancel' buttons.

3. Click **Next**

Step 4: Select the User-defined Additions used to pay Furlough

1. In this screen, firstly enter a contact **Name** and **Number**. This should be the name of the person processing the claim, so if this is you, enter your name and a contact number.

The left part of the screen lists any payments that the system has identified as being for furlough or furlough top-up payments. Use the **Add** or **Add All** buttons to select the User-defined Additions you used for Furlough and Furlough Top Up Payments. Using the tick boxes, select any payments in the list that you used to make a Top-Up payment only

Furlough - Select User-defined Additions

Use this screen to select the User-defined Additions that you used to make Furlough Payments

Contact Details

Name: David Green

Number: 01234 567890

Select User-defined Addition(s)

All

Selected

Top up

Jane Smith - FURLOUGH PAY

Jane Smith - FURLOUGH PAY TOP UP

John Brown - FURLOUGH PAY

John Brown - FURLOUGH PAY TOP UP

Emma Jones - FURLOUGH PAY

Add >>

Add All >>

<< Remove

<< Remove All

Prev Next Cancel

2. Click **Next**.

Step 5: View/Amend Furlough Values

This screen is where the Furlough Reclaim calculations are made. In this screen you can view and edit the values used in the furlough reclaim calculation and the software will automatically calculate the reclaim amounts.

View/Amend Furlough Values

Employee Name	Period	Tax Year	Gross NIable	Topup Pay	Furlough Start	Furlough End	Furlough Pay	ER NI	ER Pen
Jane Smith	1	20	2000.00	200.00	16/04/2020	30/04/2020	800.00	69.99	16.32
John Brown	1	20	1000.00	200.00	01/04/2020	30/04/2020	800.00	9.38	8.64
Emma Jones	1	20	1400.00	0.00	16/04/2020	30/04/2020	400.00	46.09	4.32
Lisa James	1	20	3200.00	0.00	01/04/2020	30/04/2020	700.00	0.00	0.00
Totals							2700.00	125.46	29.28

Save Altered Furlough Dates Save All Furlough Dates Clear Saved Furlough Dates Back Print Report Create CSV File Cancel

Here are details of the grid columns:

- **Employee Name:** This column will list all employees that you selected as being furloughed within the claim period selected
- **Period:** The month you selected for the claim
- **Tax Year:** The tax year that the claim relates to
- **Furlough Start:** This is the date the furlough period began for the employee. The system will automatically populate this field with the 'From' date you entered in Step 3. If the employee's furlough period began on a different date, you can change it here
- **Furlough End:** This is the date the furlough period ended for the employee. The system will automatically populate this field with the 'To' date you entered in Step 3. If the employee's furlough period ended on a different date, you can change it in here. Alternatively, if the furlough period is ongoing, or you do not know when it will end, you can delete the date and leave the field blank
- **Gross NIable:** This is the total of all NIable Pay the employee received in the selected period. This will be the total of furlough pay, top-up pay, and any other payments made to the employee in the period. This field is for your reference only and cannot be edited
- **Top-up Pay:** This is the value of any User-defined Addition that you created and indicated as being for Furlough Top-up. If you did not create a User-defined Addition for Top-up pay, but you did pay it as part of their Gross NI-able Pay for the period, you can enter the value here
- **Furlough Pay:** This is the value of any User-defined Addition that you created and selected as being for Furlough Pay. If you did not create a User-defined Addition for Furlough Pay, but you did pay it as part of their Gross NI-able Pay, the system will make the assumption that the Gross NIable Pay value was all Furlough Pay; if this is not correct then you can enter the correct value here. This value forms part of the total you can reclaim as part of the Job Retention Scheme
- **ER NI:** This is the Employer's NI reclaim value that the system has calculated based on the Furlough Pay amount. This value forms part of the total you can reclaim as part of the Job Retention Scheme
- **ER Pen:** This is the Employer's Pension reclaim value that the system has calculated based on the Furlough Pay amount. This value forms part of the total you can reclaim as part of the Job Retention Scheme

You might notice if you have edited the Furlough Pay or Top Up Pay values in the grid, the values change in the ER NI and ER Pen fields: this is the system re-adjusting the reclaim values based on the changes you have made.

The screen displays totals for the latter three columns; the sum of these three values is the total amount that can be reclaimed.

TIP: When you create the claim file each period, the **Furlough Start** and **End Date** will be automatically populated with the From and To dates that you entered in the Furlough Reporting tool. If you want to retain the dates entered in previous claims, click the **Save Altered Furlough Date** button (to save only the dates you have altered) or **Save All Furlough Dates** (to save all of the dates in the grid).

How Furlough Reclaim is calculated

If eligible, you will receive a grant from HMRC to cover the lower of 80% of an employee's regular wage or £2,500 per month (whichever is lower), plus the associated Employer National Insurance contributions and minimum automatic enrolment employer pension contributions on that subsidised wage.

Your furlough pay reclaim value is therefore the sum of three values:

- Furlough Pay
- Employer's NIC
- Employer's Pension

Furlough Pay

The furlough payment you make to employees, that is 80% of the employee's normal pay or £2500 – whichever is lower – is reclaimed.

Employer's NIC

The Employer's National Insurance contributions calculated on the furlough pay amount.

If the employee is only furloughed for part of the month the system will pro-rata the calculation to apply to the number of days the employee is furloughed, based on the dates you entered.

If the employee has received furlough pay only in the selected period, then the Employer's NI reclaim is:

Furlough Reclaim less the current Secondary Threshold (ST) multiplied by the Employer NIC rate (13.8%)

The calculation becomes more complex if the employee was not furloughed for the whole period:

1. *Nliable Pay less ST multiplied by 13.8% = Employer's NI*
2. *Divide the Employer's NI by the number of days in the pay period (e.g. for April this would be 30 days)*
3. *Multiply the value at step 3 by the number of days the employee was furloughed for in the period*

If the employee was not furloughed for the whole period AND received top-up pay, the above steps are followed plus a further step:

4. *Multiply the value at step 3 by Furlough Pay divided by Furlough Pay plus top-up pay*

For example: Employee was furloughed on 15th April. Their normal salary is £2,400. The employer has agreed to top up the furlough pay so that they receive 100% of salary whilst furloughed. Their pay consists of the following elements:

- Basic Pay £1,200 (£2,400/30 days x 15 days)
- Furlough Pay £960 (£2,400/30 days x 80% x 15 days)
- Top-up Pay £240 (£2,400/30 days x 20% x 15 days)

Employer's NI Reclaim:

1. $£2,400 - ST £732 = £1,668 \times 13.8\% = £230.184$
2. $£230.184/30 \text{ days} = £7.6728$
3. $£7.6728 \times 15 \text{ days} = £115.092$
4. $£115.092 \times £960/£1,200 = \underline{£92.07}$: This is the Employers NIC reclaimable value

NOTE: The system can only make this calculation where user-defined additions have been created for the Furlough and Top-up Payments. If you did not create these, then the system will perform the calculation using the Furlough Pay entered on the basis that the employee was furloughed for the whole month. You can use the steps above to perform a manual calculation and enter the values yourself if you need to.

Employer's Pension

The employer's pension reclaim amount is calculated on the Furlough Pay amount less the current Automatic Enrolment Qualifying Earnings threshold at a rate of 3%. This calculation is used regardless of the type of pension scheme you use and the rate of employer's pension you contribute. For example, your pension scheme might be based on pensionable earnings and not use the qualifying earnings threshold, or you might contribute more than 3% - the method used will still be based on the qualifying earnings and at 3%.

If the Furlough Pay is less than the Qualifying Earnings Lower threshold (for 2020/2021 this is £520) then you cannot reclaim any employer's pension.

If the employee has received furlough pay only in the selected period, and the furlough pay exceeds the current Qualifying Earnings Lower threshold then the Employer's Pension reclaim is:

Furlough Reclaim less the current Qualifying Earnings Lower threshold multiplied by 3%

The calculation becomes more complex if the employee was not furloughed for the whole period:

1. *Divide the Qualifying Earnings Lower Threshold by the number of days in the period*
2. *Multiply the value at step 1 by the number of days the employee was furloughed for in the period*
3. *Furlough Pay less the value at step 2 multiplied by 3% = Employer's Pension reclaim*

For example: Employee was furloughed on 15th April. Their normal salary is £2,400. The employer has agreed to top up the furlough pay so that they receive 100% of salary whilst furloughed. Tax Year is 2020/2021, so the qualifying earnings lower threshold is £520. Their pay consists of the following elements:

- Basic Pay £1,200 ($£2,400/30 \text{ days} \times 15 \text{ days}$)
- Furlough Pay £960 ($£2,400/30 \text{ days} \times 80\% \times 15 \text{ days}$)
- Top-up Pay £240 ($£2,400/30 \text{ days} \times 20\% \times 15 \text{ days}$)

Employer's Pension Reclaim:

- $£520/30 \text{ days} = £17.333333$
- $£17.333333 \times 15 \text{ days} = £260$
- $£960 - £260 \times 3\% = £21.00$: This is the Employer's Pension reclaimable amount

NOTE: The system can only make this calculation where user-defined additions have been created for the Furlough Payments. If you did not create these, the system will perform the calculation using the Furlough Pay entered on the basis that the employee was furloughed for the whole month. You can use the steps above to perform a manual calculation and enter the values yourself if you need to.

Step 6: Print the Furlough Reclaim report

Once you have checked the values in the **View/Amend Furlough Values** screen, click **Print Report** for a copy of the report for your records. This report contains all the values from the **View/Amend Furlough Values** screen.

It is important that you print this report, even though it is only for your own records and not submitted to HMRC, as the values in the **View/Amend Furlough Values** screen are not saved elsewhere within the software. The report can also be used as an aide to assist you if you are not uploading a file to HMRC for the Furlough Reclaim and are inputting the values manually on HMRC's portal instead.

Step 7: Create the Furlough Reclaim file for upload to HMRC

Once you have checked the values in the **View/Amend Furlough Values** screen, click **Create CSV File**. You will be asked to select a location for saving the file; make a note of the location as you will need to browse to it when you upload the file to HMRC.

The file created matches the format expected by HMRC.

NOTE: Current HMRC guidance stipulates that you should only upload a file to them for furlough reclaim where there are 100 or more employees to submit; if you have fewer than 100 employees, you do not upload a file and instead manually enter the details on their portal. It is your responsibility as an employer to establish which method you need to follow.

Other important information

Employment Allowance

If you are claiming Employment Allowance, you must not claim Employer's NIC until you have met your threshold. For instance, if you are claiming £4,000 Employment Allowance and the Employer's NIC due is less than £4,000 your Employer's NIC claim will be nil.

Direct Earnings Attachments (DEA)

The Department of Work and Pensions (DWP) is writing to employers to ask them to temporarily stop benefit debt repayments. You should not make any DEA deductions from your employees' pay in April, May or June 2020. You will be told if this will be extended.

To do this in IRIS GP Payroll

For any employee with a DEA attachment:

1. Go to **Employee | Pay Details** and click **Attachment Orders**

Edit an attachment entry

Attachment of Earnings
Select the type of earnings attachment from the drop-down menu. The other fields will then be adjusted, depending on the data required for that type of attachment. See the Help screen for more details

Type of Order: Direct Earnings Attachment (DEA) - Lower Rate

Method of Calculation: DEA tables set the percentage deduction each month

Employee Reference Number:

Tick if you need to enter a total amount owing on the attachment: ☒

Original Amount Owed £ 999.00

Remaining Amount Owed £ 999.00

Amount to be deducted each month: Amount is set by tables

Protected Earnings: 60% of deductible earnings

Tick if the practice wishes to claim the £1 administration fee from the employee: ☒

OK Cancel Help

2. Select the DEA attachment and click **Edit**
3. Take note of the **Remaining Amount Owed**. You will need to re-enter this value when advised to start taking the deductions again, currently planned for July 2020
4. Set the value to zero
5. Click **OK** to save your changes

For more information see: <https://www.gov.uk/government/publications/direct-earnings-attachments-an-employers-guide>

Furlough Pay Calculation

As advised in this document, you need to calculate the amount you are claiming. HMRC will retain the right to retrospectively audit all aspects of your claim.

Making the Furlough Claim

If you use an agent who is authorised to act for you for PAYE purposes, they will be able to make a claim on your behalf. If you use a file only agent (who files your RTI return but doesn't act for you on any other matters) they won't be authorised to make a claim for you and you will need to make the claim yourself. Your file only agent can assist you in obtaining the information you need to claim (which is listed above). HMRC are endeavouring to make the claim process as straightforward as possible, for further information see:

- **Guidance to claim for wage costs through the CJRS**
- **Guidance to work out 80% of your wages to claim through CJRS**

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 Fax: 0844 366 7828 Email: helpdesk@ir-efile.gov.uk	Tel: 0300 200 3200 Tel: 0300 200 3211 (new business)

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0344 815 5656 Email: sales@iris.co.uk	Tel: 0344 815 5676 Email: earniesales@iris.co.uk

Contact Support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5661	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5671	earniesupport@iris.co.uk