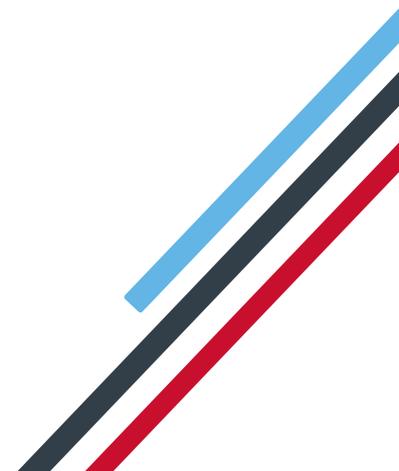




Remote Payroll Entry Guide

IRIS Payroll

April 2017



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IRIS Remote Payroll Entry (RPE)

This guide will give you an overview of what Remote Payroll Entry (RPE) module is and how to set it up within the payroll software. You can read it straight through or just jump to the section you are interested in using the links in the [Contents](#) page. There is a [Glossary of Terms](#) towards the back of this guide along with a [Frequently Asked Questions](#) section.

If text within the guide looks like [this](#), it is a link which will take you to more information on that topic.

Introduction

IRIS Remote Payroll Entry (RPE) is a revolutionary module which streamlines the data collection process for Bureaus and Accountants.

With the IRIS RPE portal, the onus of manually entering payroll information is put back on your client, removing the need for you to complete this task. This efficient process enables you to spend time on more profitable functions.

In your payroll, IRIS RPE enables you to quickly define the:

- Clients who will have access to the RPE portal
- Pay frequencies your clients can send payroll information for
- Timesheet templates for your clients to use to enter variable payroll information

Once this configuration is complete, you are ready to send timesheet information to your clients by clicking a button in payroll.

Security

All documents are stored on the Microsoft Windows Azure platform in their EU zone and this is therefore fully compliant with UK data protection guidelines.

Remote Payroll Entry App

Your clients

Via the new IRIS RPE app, your clients will be able to:

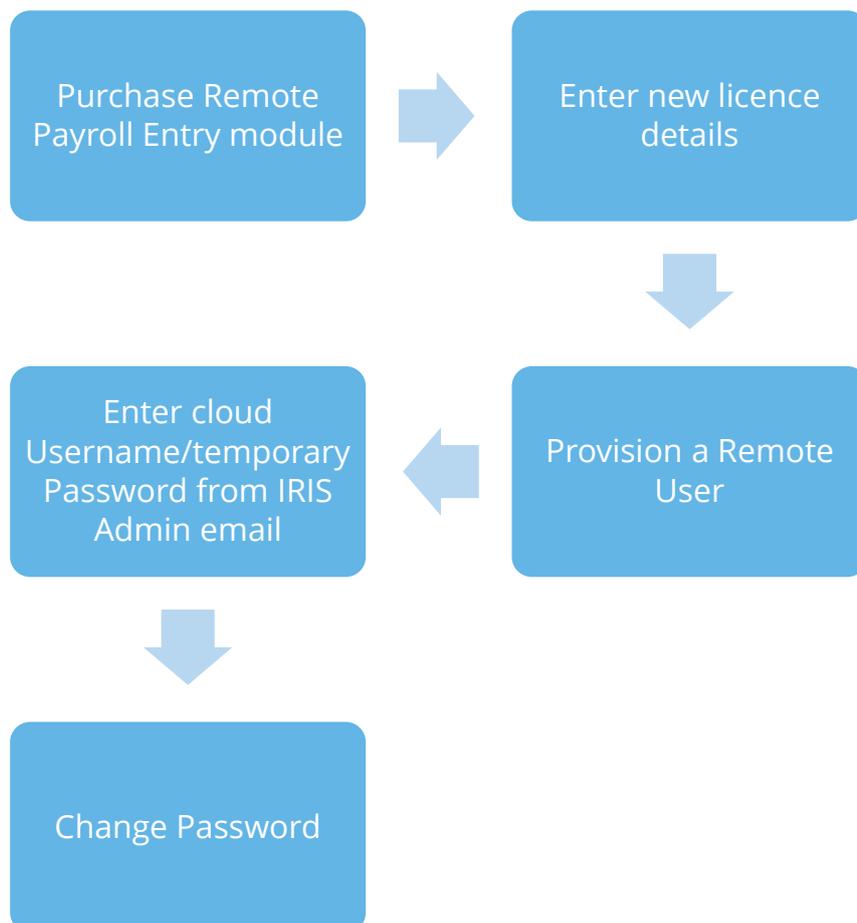
- Create new starters and enter their personal information
- Make an employee a leaver and indicate if that employee is due to receive a further payment prior to leaving
- Enter changes to static employee information, such as salary or bank details
- Enter variable pay period information, such as number of hours worked

Your clients can then submit their payroll information to you at a touch of a button.

Getting Started with Remote Payroll Entry

Once you have purchased the **Remote Payroll Entry** module you will receive email notifications from IRIS. These will contain your licence number and the details you need to log into Azure, the cloud platform used with **Remote Payroll Entry**. It is essential to keep these emails to hand as you will need them when setting up the **Remote Payroll Entry** module.

Please Note: We would advise you obtain the email addresses of any remote users as these are required during the configuration process.



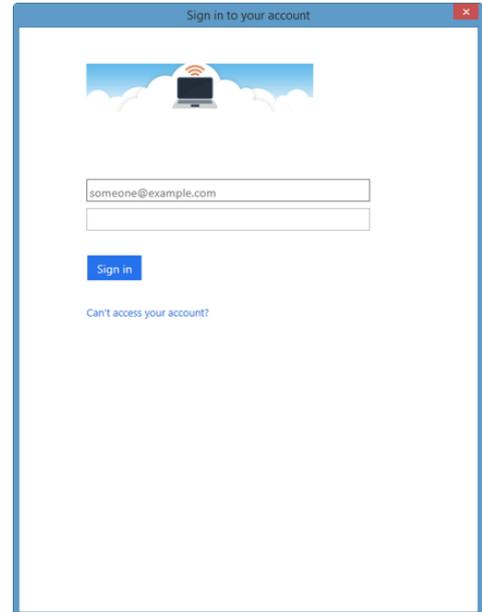
1. Purchase **Remote Payroll Entry** module
2. Log into **IRIS Bureau Payroll Admin** then select **Licence** and enter the new details
3. Go to **File | Use IRIS Bureau Payroll** and enter normal log-in details
4. Choose **Company | Provision User**

- From the **Provision User** screen, next to the relevant **Pay Frequency** enter the email address of the Remote User



Pay Frequency	Email Address	Status
Monthly	aa.bb@cc.co.uk	Not Linked
Weekly		Not Available
Two Weekly		Not Available
Four Weekly		Not Available

- Click **Link**
- A **User ID** and **Password** screen will be displayed – enter the details from the email received from IRIS (you may not need to enter your username and password if you have already logged into Azure, the Cloud platform, as these will be already stored)
- Click **Sign in**
- When prompted, change your password
- On the **Provision a Remote User** screen click **Close**



Managing Remote Users

When using the Remote Payroll Entry facility in the software, before you can communicate via the cloud, you must configure a Remote User and link it to a company and pay frequency.

Please Note: A Remote User can be linked to several companies and pay frequencies however a company and pay frequency can only be linked to a single Remote User

To create a new Remote Payroll Entry user or assign a new pay frequency to an existing user:

- Ensure the **Company | Payroll Calendar** has been configured for the pay frequency
- Go to **Company | Provision User**
- Enter the email address next to the relevant **Pay Frequency**
- Click **Link** then **Close**

If the email address for the Remote User does not already exist in the cloud, a welcome email will be sent to them advising:

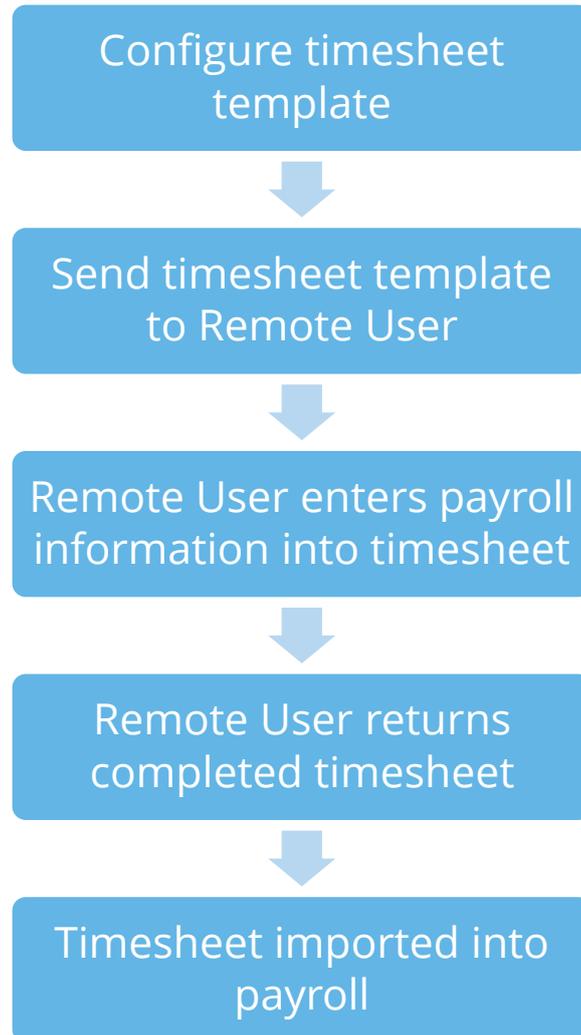
- How to download the Remote Payroll Entry app
- Their cloud Username and temporary Password
(The application will prompt the Remote User to change their password on first log in)

A further email will be sent to the Remote User containing their **Username**, plus details of the **Company Name** and **Pay Frequency** for which they will be entering data.

The Remote User may receive further emails if you allocate more companies or payroll frequencies to them. If you are linking a new pay frequency to a Remote User account that already exists, an email will be sent advising them of the new pay frequency that has been created. If the remote user has access to more than one company, the linking procedure will need to be repeated in each company.

Please Note: **Company | Payroll Calendar** needs to be configured for the respective pay frequency, otherwise the **Email Address** field will be disabled and the **Pay Frequency** and **Status** greyed out

Overview of Timesheet Process



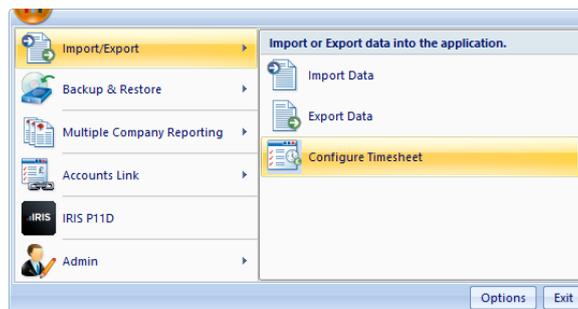
Configure Timesheet is used to define the default timesheet layout that you send to your Remote User for them to enter the variable data changes.

You can configure one timesheet per pay frequency per company.

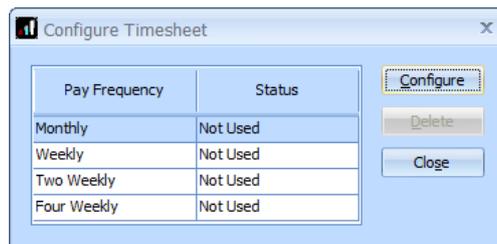
Timesheets

How to Configure a Timesheet:

1. From the **Application** menu select **Import/Export**
2. Choose **Configure Timesheet**

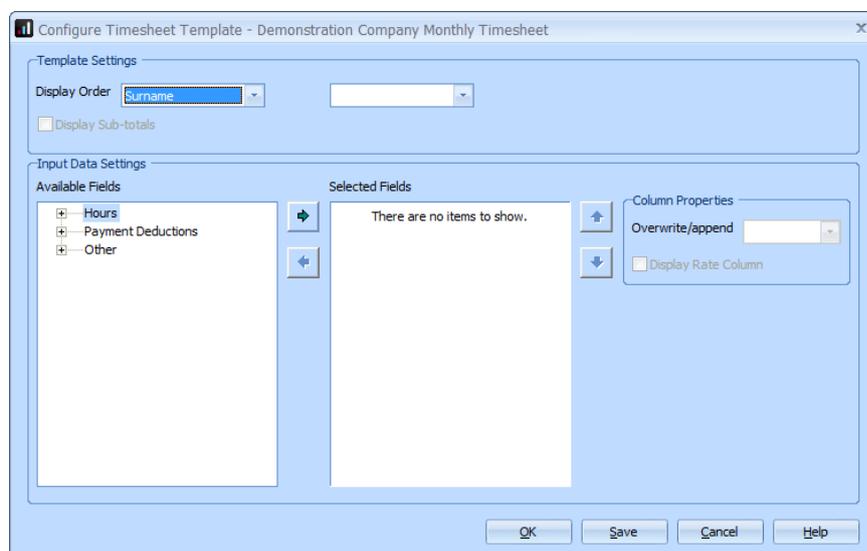


3. The **Configure Timesheet** screen will be displayed, select the required **Pay Frequency** and click **Configure**

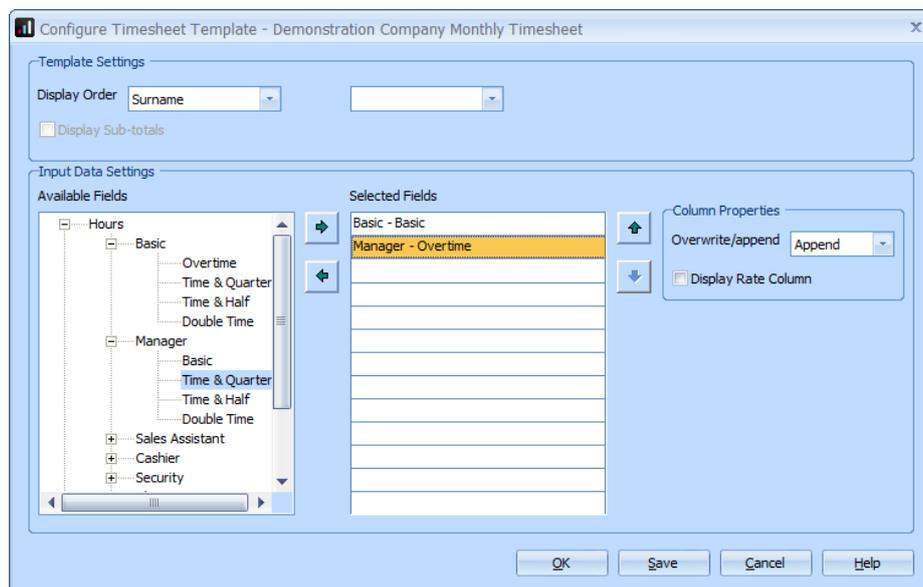


Once you have configured a timesheet the **Status** column data will change from **Not Used** to **Configured**

4. This will open the **Configure Timesheet Template** screen for you to add your template



5. Under **Template Settings | Display Order** choose from:
 - **Surname** or **Code** and
 - **Department** or **Account Group**
6. If required, tick **Display Sub-totals** (this field will be disabled if **Department** or **Account Group** is not selected). This will show the sub total fields in the timesheet
7. From the **Available Fields** section, select the required rate(s) together with the required factor(s) from the expandable list and click  to move the item to **Selected Fields**; alternatively drag and drop or double click on the required field



8. Also from the **Available Fields** section, select any required **Payment/Deductions** or items under **Other** such as **Salary Annual** or **SMP**

Note: you can move the selected fields up and down the list by highlighting a field and using the up/down arrows on screen

In the **Selected Fields** column you can double click on an item and rename it if required

9. Highlight a **Selected Field** then, under **Column Properties**, choose if you want it to **Overwrite** or **Append**. For examples of Overwrite/Append click [here](#)
10. For **Hours** only you can choose **Display Rate Column**, if required
11. Click **OK** then **Close**

Note: Attachment or Earnings Orders are not available to configure on the Timesheet including Council Tax, DEO (CSA), Priority Orders

Examples of Append and Overwrite

Example 1 – Hours with setting as append

An employee has standard hours of 28 a week, part-time at Rate 1 and Factor 1 (basic). The employee works an additional 10 hours, also at the standard rate of pay.

	Rate	Factor	Hourly Rate	Hours	Pay
Employee Details Standard Value	1	1	10.00	28.00	280.00
Import Row 1	1	1		10.00	100.00
Payroll Run Value	1	1	10.00	38.00	380.00

Example 2 – Hours/Rates set to append

An employee has a standard hourly rate of £4.50 with standard hours of zero. The employee is receiving:

- 40 hours at rate 1, factor 1
- an additional 20 hours at rate 1 factor 1

	Rate	Factor	Hourly Rate	Hours	Pay
Employee Details Standard Value	1	1	4.50	0.00	0.00
Import Row 1	1	1		40.00	180.00
Import Row 2	1	1		20.00	90.00
Payroll Run Display	1	1	4.50	60.00	270.00

Example 3 – Hours/Rates with setting as overwrite

An employee has standard hours of 28 a week part-time. The employee only works 20 hours and needs his standard hours reduced accordingly.

	Rate	Factor	Hourly Rate	Hours	Pay
Employee Details Standard Value	1	1	4.50	28.00	126.00
Import Row 1	1	1		20.00	
Payroll Run Display	1	1	4.50	20.00	90.00

Example 4 – Bonus set to append

An employee receives a standard bonus of £10 for attendance of 98% or more. The employee gets 100% attendance and therefore receives an additional £10 bonus.

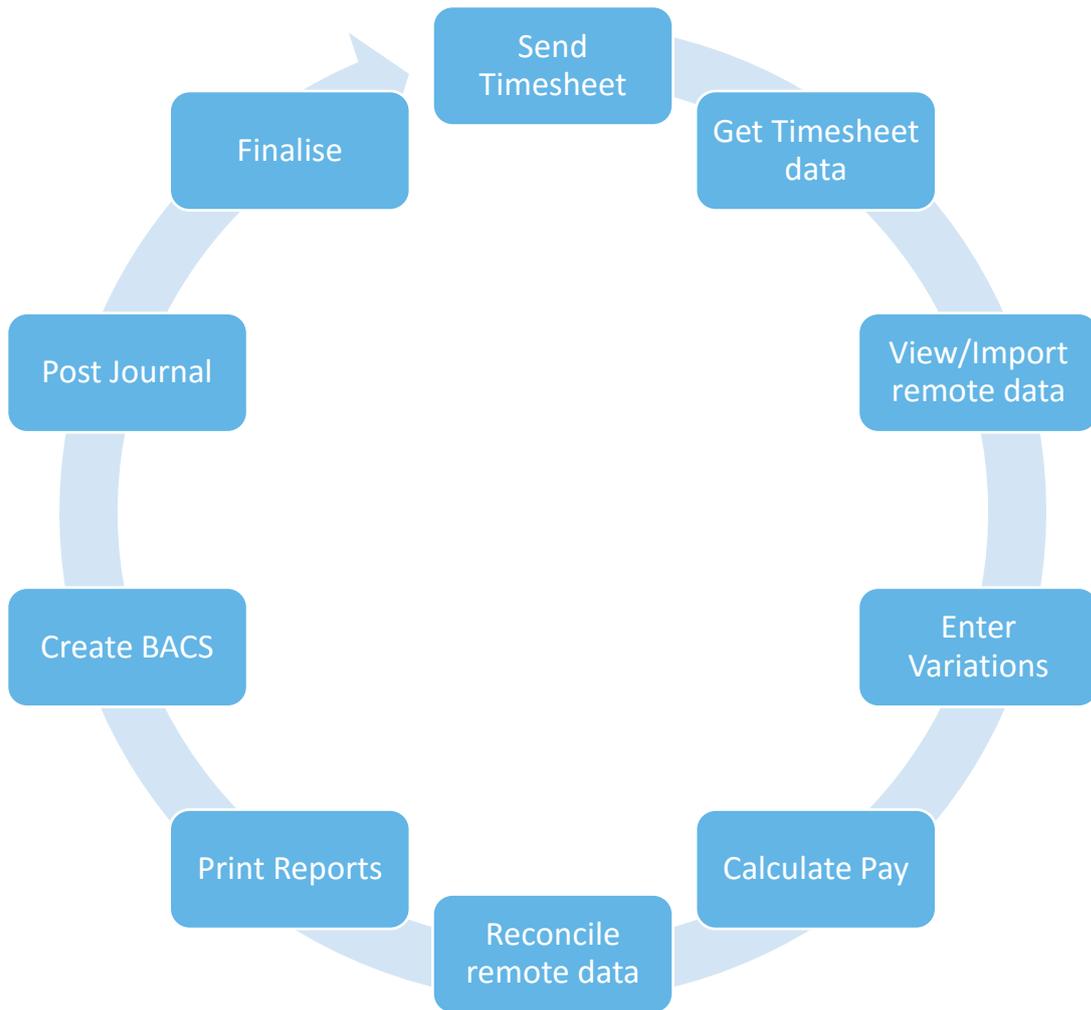
	Bonus	Pay
Employee Details Standard Value	10.00	10.00
Import Row 1	10.00	10.00
Payroll Run Display	20.00	20.00

Example 5 – Bonus set to overwrite

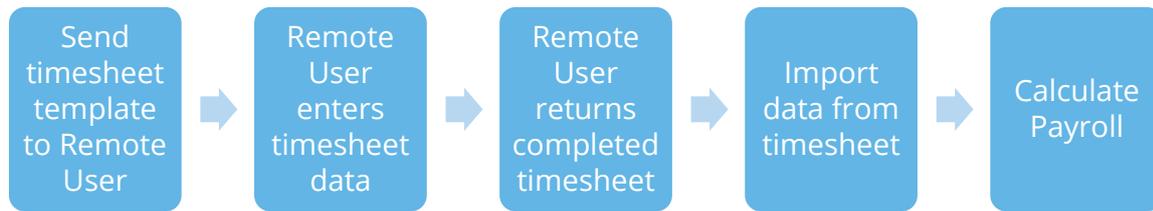
An employee receives a standard bonus of £10 for attendance of 98%. The employee only has 85% attendance and the bonus is therefore reduced to £5.

	Bonus	Pay
Employee Details Standard Value	10.00	10.00
Import Row 1	5.00	5.00
Payroll Run Display	5.00	5.00

Payroll Cycle Overview with Remote Payroll Entry

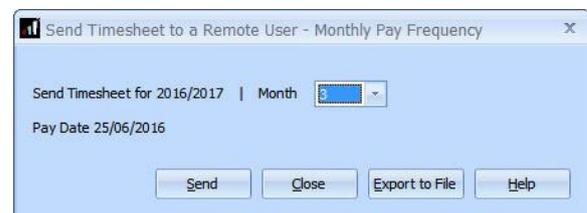


How to send a Timesheet to a Remote User



To send timesheet:

1. If you have multiple pay frequencies, choose the **Pay Frequency** from the side bar
2. Select **Pay | Send Timesheet**
3. On the **Send Timesheet to a Remote User** screen, check the **Send Timesheet for...** shows the correct period (this will default to the current pay period unless payroll has been calculated for the pay period; this will then default to the next pay period)
4. Click **Send**



If successful, a message will be displayed confirming the timesheet has been sent and is ready for download by the remote user

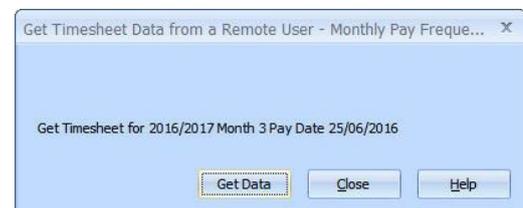
How to get the Timesheet from Remote User

Once the pay period timesheet has been completed by the Remote User and returned, you will need to download the information from the cloud.

To download the Timesheet data:

1. From the side bar choose the **Pay Frequency**
2. Select **Pay | Get Timesheet**
3. Click **Get Data**

The period to **Get Timesheet Data for** will be the current pay period



4. A progress bar will be displayed confirming downloading and a successful download message will be displayed when complete

Note: Some Timesheet information will be in the **Employee Notes** section, it is important to check these as they could include **SSP From** and **SSP To** dates, notice to start a Council Tax AEO, SMP starting information etc

View/Import Remote Data

From this screen you can **View** or **Import** Remote Data. This screen also displays the **Pay Frequency** and the **Status**, for instance:

- Waiting for data
- Not Imported
- Imported

To view and import the timesheet information that has been received for the pay period:

1. Choose Pay | View & Import Timesheet

Date Downloaded	Pay Frequency	Period	New Employees	Leavers	Status	Import Date
	4 Weekly	8			Waiting for data	
	Monthly	1			Waiting for data	
	Weekly	2			Waiting for data	
	Weekly	1			Waiting for data	
08/08/2016	2 Weekly	2	0	0	Not Imported	
02/08/2016	4 Weekly	4	1	2	Imported	02/08/2016

Code	Name	Department	Deduction 1	Deduction 2	Deduction 3	Deduction 4	Display Deduction...	Display Deduction...	ERS NO Saving	Friends Life EEs	Next EEs	Net to
147	Domes Josephine	Finance	875,421.00	5,421.00	22,523.00	4.00	1.00	54,233.00				
154	Dome Zpparah	Finance	4,546.00	7,879.00	87.00	88.00	87.00		23.00	7.00		7,987.00
161	Domnick Christa...	Finance	5,421.00	32.00	9.00	354.00	35.00	7,487.00	7.00	8.00		4,239.00
168	Domna Emerson	Finance										
175	Domingos Maxim...	Finance	5,445.00	2,121.00	544.00	5,421.00	546.00		21.00	5,487.00	788.00	8,787.00
182	Domnic Aramata	Finance	56,421.00									
189	Dominique Domi...	Finance										
196	Domini Isarthe	Finance										
203	Dommer Violetta	Finance		89.00	5,841,678.00	1.00	6,748.00	71.00		54.00	71.00	84.00
210	Donache Benjamin	Finance										
Period Totals:			947,258.00	15,529.00	5,844,447.00	6,942.00	7,438.00	70,766.00	5,578.00	8,815.00	21,732.00	

Note: When viewing the timesheet, prior to importing, you can amend the information. Amended items will appear in bold.

Calculate Payroll

1. From the **Pay** menu, follow your usual payroll procedures to calculate
2. **Reconcile** the remote payroll data
3. Print Reports
4. Create BACS
5. Post Journal (if required)
6. Finalise payroll

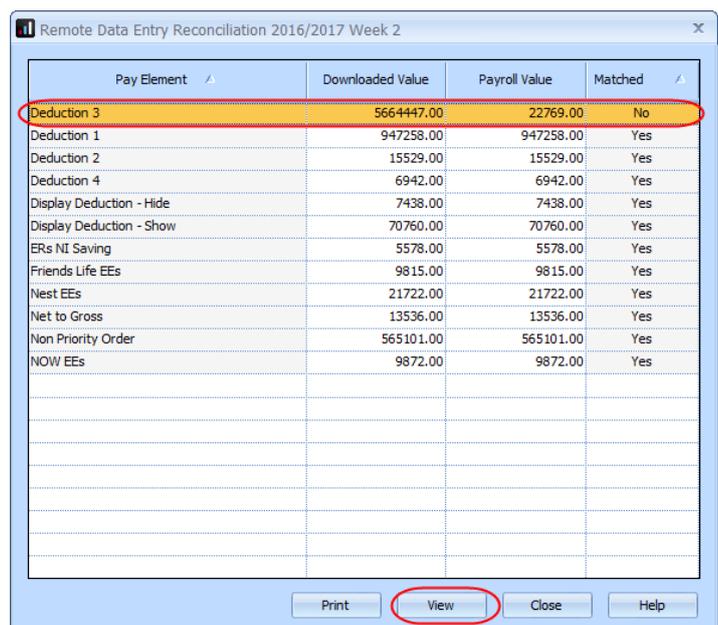
Please Note: If the payroll has already been calculated before importing, you must calculate again. If you have permanent changes to values in the import file you will need to undo the payroll and calculate again for them to be included.

Reconciliation

IRIS RPE automatically reconciles the information received from your client with that calculated in payroll. After calculating payroll, you can reconcile the values received from the Remote User, via the Remote Payroll Entry App, to the values paid via payroll. Any differences will be highlighted with a 'No' in the **Matched** column.

To reconcile the imported figures against payroll

1. Select the **Pay Frequency** from the side bar
2. Choose **Pay | Remote Data Reconciliation**. This compares the imported Remote Payroll Entry values to the values actually paid
3. To view differences, highlight the row and click **View**



Pay Element	Downloaded Value	Payroll Value	Matched
Deduction 3	566447.00	22769.00	No
Deduction 1	947258.00	947258.00	Yes
Deduction 2	15529.00	15529.00	Yes
Deduction 4	6942.00	6942.00	Yes
Display Deduction - Hide	7438.00	7438.00	Yes
Display Deduction - Show	70760.00	70760.00	Yes
ERs NI Saving	5578.00	5578.00	Yes
Friends Life EEs	9815.00	9815.00	Yes
Neet EEs	21722.00	21722.00	Yes
Net to Gross	13536.00	13536.00	Yes
Non Priority Order	565101.00	565101.00	Yes
NOW EEs	9872.00	9872.00	Yes

Examples of data imported via Remote Payroll Entry

Example 1			Example 2		
Employee Standard Salary	£1,000		Employee Standard Salary	£1,000	
Payroll run	Salary amended to £750	£750	Payroll run	Standard salary £1,000	£1,000
Timesheet downloaded	Has 10 hours overtime (7.50 p/h)	£75	Timesheet downloaded	Has temporary salary (with overwrite option set) of £750	£750
Payroll Calculated			Payroll Calculated		
Employee paid	Amended salary and overtime	£825	Employee paid	Temporary salary	£750

Frequently Asked Questions

How do I remove a Remote User?

Where a Remote User has already been linked,

1. Go to **Company | Provision User**
2. Next to the relevant user, click **Remove** to delete the association

How do I resend a Remote User Password?

This link will only be enabled if the **Status** is **Linked**.

1. Go to **Company | Provision User**
2. Next to the relevant user, click **Resend Password**

Can I import the data again once payroll has been calculated?

Yes, however only if the payroll is undone and the previously imported data deleted.

Can I import Attachment or Earnings Orders via Remote Payroll Entry?

Attachment of Earnings Orders are not available to configure on the Timesheet. This includes Council Tax, DEO (CSA) and Priority Orders.

How can new employee details be imported?

For new employees, the Remote User sets up the following information from the Remote Payroll Entry App and these do not need configuring on the Timesheet.

- General
- Employment
- Bank
- Pay Elements

Any Salary, Hours/Rates and Payments/Deductions will be imported as per the Timesheet.

I have imported remote data and the wrong employee was marked for leaving

If the wrong employee has been marked as a leaver, from the payroll software you can unset the **Pay Again** indicator. This is done via **Help | Employee Debug**. Select the employee and on the **General** tab in the **New Value** column for **Pay Again** enter **N**. You may also want to do this if the employee has decided not to leave after the remote data was imported. The leave date would need to be removed manually from the Employee Record.

How do I unlock a Timesheet?

The **Get Timesheet** process locks the pay period preventing the Remote User amending the data. Once unlocked, the Remote User can amend data and resubmit the timesheet.

To unlock the Timesheet:

1. Choose the relevant **Pay Frequency** from the side bar
2. Select **Help | Unlock Timesheet**
3. Click **Unlock** (the default period to unlock will be the current pay period)

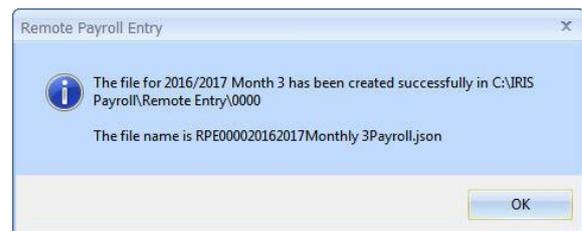
When unlocked, a message will be displayed confirming the timesheet has been successfully sent and is ready for the Remote User to download

How can I send the timesheet if the remote user cannot access the cloud?

Export to File

To create the timesheet and save it without it being sent to the cloud, click **Export to File**.

A confirmation message will be displayed, click **Yes**. A message will then be displayed advising of the name and location of the file.



You can then browse to this location and attach the file to an email (instead of submitting it via the cloud).

Glossary of Terms

Azure	<ul style="list-style-type: none">• Cloud platform used for Remote Payroll Entry
Configure Timesheet	<ul style="list-style-type: none">• Where you define the default timesheet layout for remote user for entering variable data changes
Payroll User	<ul style="list-style-type: none">• Payroll User is the payroll administrator for instance a payroll bureau or accountant
Remote User	<ul style="list-style-type: none">• Remote User is the person using the Remote Payroll Entry app
Provision a User	<ul style="list-style-type: none">• Create a remote user to enable them to send payroll data via a timesheet
Overwrite	<ul style="list-style-type: none">• Replaces current payroll data with new payroll data
Append	<ul style="list-style-type: none">• Adds to existing payroll data

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	gpsupport@iris.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	earniesupport@iris.co.uk