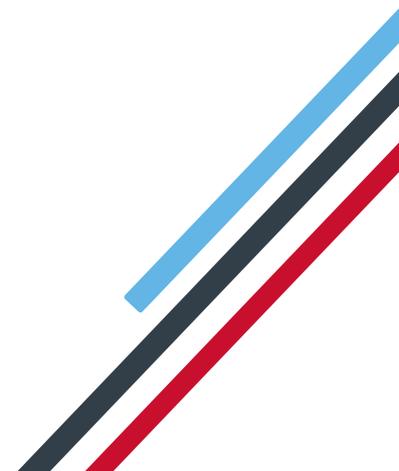




# **Remote Payroll Entry**

## **Payroll User's Guide**

April 2018



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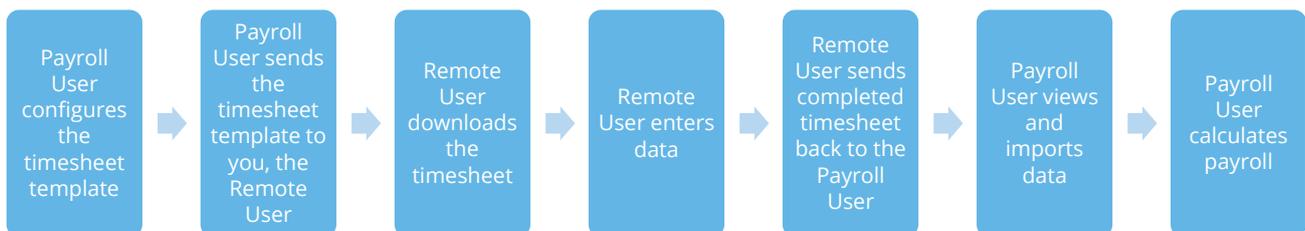
## What is Remote Payroll Entry?

The Remote Payroll Entry (RPE) app is a cloud-based tool, which enables users to safely and easily send payroll information to their third-party payroll administrator, such as a Bureau or Accountant, without having to complete complex spreadsheets.

As a payroll user you will be able to view the app from within your payroll software, and make any necessary amendments to the information that the remote user has sent to you, before importing the payroll data.

## Using RPE

This is the basic process for using Remote Payroll Entry. The Payroll User is the payroll administrator at your payroll bureau, or accountant, for example. The Remote User is the person using the Remote Payroll Entry app.



### Once your remote user has sent the completed timesheet back to payroll:

1. Click the **Pay** tab and select **Get Timesheet**
2. Once that is complete, click **View & Import Timesheet**
3. Highlight the period in the grid that you wish to view, then select **View**

The RPE app will open on the **Payroll Entry** screen. You will see a number of other tab headings and some icons across the bottom. The icons will change according to which tab you have selected, and some will be faded if that function is currently unavailable. For example, **Save** may be faded out if no changes have been made

4. Click on each of the headings to view and edit the information the remote user has entered and sent to you

You are able to amend and save the data here, before you import it. You will not be able to edit it once the timesheet is imported into payroll.

## When you are ready to import the information:

1. Click the **Close** button in the bottom right corner of the app. This will return you to the payroll and the **View/Import Remote Data** screen
2. Select the timesheet you are ready to import
3. Click **Import** to import the data you have viewed, and possibly edited, into the payroll software

## Viewing and editing the timesheet

This is a more detailed explanation of how to edit the information on each of the different RPE screens which you can see.

### Payroll Entry

This screen holds the payroll variations entered by the remote user. The app will open by default on this screen every time you **View** a timesheet.

#### To edit the payroll variations:

1. Click the **Payroll Entry** tab (if you aren't already there)
2. Enter the new values directly into the grid
3. Click **Save**

### New Employees

When you click on the **New Employees** tab, the screen will change to show you the new employees that have been added to the timesheet. You can edit these and also add further new employees if you need to.

#### To edit a new employee:

1. Double click on the card displaying the employee you wish to edit
2. The screen will change to show a more detailed form for that employee. Enter changes into this form
3. Click **Save & Close** to save and close the employee form

### To add a new employee:

1. Click **New Employees** tab
2. Click on either the **Add New Employee** card or the **Add** icon, to open a blank employee form
3. Click into the relevant fields and type directly into the form
4. Click **Save & Close** to save and close the employee form



## Bulk Employee Amendments

The information entered here will change the standard amounts, such as salary, that appear each payroll for an employee. The grid view enables you to enter information for a number of employees at once.

### To edit the Bulk Employee Amendments:

1. Click on the **Bulk Employee Amendments** tab
2. Enter/overwrite the values in the grid
3. Click **Save** to save the data

## Amend Existing Employee

This screen displays a card for each employee on the payroll, containing his or her **Name**, **Code** and **Department**:



### To view or edit the information for an existing employee:

1. Double-click or click on the relevant employee then click the **Edit** button
2. The screen will change to show a more detailed form for that employee. Enter your changes directly into the form. You only need to enter the information that has changed, you can leave the rest of the form blank
3. Click **Save & Close** to save the employee

## Leavers

This screen shows the employees that the remote user has turned into leavers. Displayed are the cards of every employee on the payroll, including any new employees you have added.

### Leavers (1)

Jeffries Winston		Cooper Alice	
Code	Leave Date	Code	Leave Date
7	30/06/2017	2	
Department	Pay Again	Department	Pay Again
	<input checked="" type="checkbox"/>		<input type="checkbox"/>

### To edit/create Leavers:

1. Click on the **Leavers** tab
2. The screen will display all current employees. New employee cards will be green, leavers red
3. To create a leaver, enter a **Leave Date** for the relevant employee.
4. Remove/change the **Leave Date** or **Pay Again** tick if these are incorrect. The **Pay Again** box will be ticked by default – this should be ticked if the employee needs to be paid again
5. Click **Save** when you are done

**Pay Again: if you want to pay the employee in this pay period, tick this box.**

## Payroll Instructions

Remote users enter any notes or information they need to pass on to you, regarding a particular employee, on this screen. These are for your information only and will not be imported. Click **Print** for a hard copy of the information, this will be disabled if there are no **Payroll Instructions**.

## 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: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	

### Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0344 815 5700	Tel: 0344 815 5677
Email: <a href="mailto:sales@iris.co.uk">sales@iris.co.uk</a>	Email: <a href="mailto:earniesales@iris.co.uk">earniesales@iris.co.uk</a>

### Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	<a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a>
IRIS Payroll Business	0344 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Bureau Payroll	0344 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Payroll Professional	0344 815 5671	<a href="mailto:payrollpro@iris.co.uk">payrollpro@iris.co.uk</a>
IRIS GP Payroll	0344 815 5681	<a href="mailto:gpsupport@iris.co.uk">gpsupport@iris.co.uk</a>
IRIS GP Accounts	0344 815 5681	<a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a>
Earnie or Earnie IQ	0344 815 5671	<a href="mailto:earniesupport@iris.co.uk">earniesupport@iris.co.uk</a>