Release Notes

Earnie™

April 2019, Summer 2019 and Patches

Contents

Earnie^{TM} Summer 2019 Patch Release – Version 1.33.112

Payroll Summary

The Gross Taxable data on Page one of the Payroll Summary Excel Export is no longer out of alignment.

Import

The issue when creating import structures with ID's set to text has been resolved.

Full Payment Submission

When creating employees with split NI, the FPS now correctly apportions the NI to the correct rate.

Earnie™ Summer 2019 Release – Version 1.33.110

Release Notes

Welcome to your software update for Summer 2019. This update of the software includes some new features and enhancements, together with any necessary legislative changes. These notes provide information on all the improvements to the software. For detailed information on legislative changes, click here. If you encounter any difficulties, please visit: www.iris.co.uk/contactus

Bureau Efficiency Improvements

Bureau Efficiency Report Packs

When printing Bureau Efficiency Report Packs, the system will check the **Reports | Report Options | Miscellaneous | Payroll Summary** section setting (**Mark Leavers With '*'**; **Include Leavers** or **Exclude Leavers**) and this will be applied to the following reports:

- History Summary
- Payroll Summary
- Year to Date Summary

Report Pack Settings

In **Bureau Dashboard | Report Packs| Report Pack Settings** and **Client Config | Edit Report Pack | Report Pack Settings**, a **Use default subfolders** tick box has been added. Tick this option if you are changing the **Save** location of your report packs and you want to retain the default sub folders, for instance:

F:\Payroll will change to **F:\Payroll\<Client Name>\<Year YY-YY+1>\<Frequency>\<Period>**

(where the sub folders are \<Client Name\<Year YY-YY+1>\<Frequency>\<Period>)

Bureau Dashboard - Automate RPE Get Timesheet

Please note: the new Remote Payroll Entry (RPE) options in the Bureau Efficiency module are only available if you have also purchased the RPE module.

We have made changes to the software to enable further tasks to be performed during batch processing. In **Bureau Dashboard | Configure | Checklist** and **Bureau Dashboard | Configure | Client Config | Edit Checklist**, the **Task Type** for the following items will now show as **Automated** once selected:

- Get Timesheet (Remote Payroll Entry)
- Send Timesheet (Remote Payroll Entry)
- Import Timesheet (Remote Payroll Entry)
- Employer Payment Summary
- Month End Processing

Get Timesheet

During batch processing for a client, if you have **Get Timesheet (Remote Payroll Entry)** included in the batch process (and the system date is on or after the **Client Checklist | Due by** date) the timesheets will be retrieved automatically on the specified date.

Send Timesheet

During batch processing for a client, if you have **Send Timesheet (Remote Payroll Entry)** included in the batch process, timesheets will be sent automatically on the specified date.

Once uploaded, the client checklist will be updated with the status of sending the timesheet, the date the action was processed and the user that triggered the action.

Import Timesheet

During batch processing for a client, if you have **Import Timesheet (Remote Payroll Entry)** included in the batch process, timesheets will be imported automatically on the specified date (for instance, the system date is on or after the **Due Date**).

Please note, you need to have sent and retrieved the Timesheet before you can import it.

Employer Payment Summary

During batch processing for a client, if you have **Send Employer Payment Summary** included in the batch process (and an EPS is due) the submission will be attempted. The **Bureau Audit Report** will detail if this process has been successful/failed or is pending. If the submission is successful, the Checklist will be updated and the EPS Submission Summary (Page 1 and Page 2) and the EPS Submission Confirmation reports will be saved into the xml folder for the associated company, for instance C:\EARNIE\xml\0001\EPS (where C:\EARNIE is the installation location and 0001 is the Company number). These reports will also be saved in pdf format.

The EPS will only be included in the automated process for the last pay period in the tax month, once a month, after month end processing has been performed. If the pay frequency in use is weekly, 2 weekly or 4 weekly a check will be made against the Payroll Calendar that the pay period is the last in the tax month.

An automated EPS <u>cannot</u> be sent to:

- inform HMRC that **No Employees Paid In Current Month** or **No Employees Will Be Paid In Future Months**
- Submit **CIS Deductions Suffered**

Please Note: the automated EPS cannot be used for split schemes

Year-end Restart

During the **Year-end Restart** process, historical reports will be cleared (from, for instance, C:\EARNIE\xml\0001\EPS) retaining only reports for the current tax year and current tax year –1.

Month End Processing

During batch processing for a client, if you have **Month End Processing** included in the batch process this will be performed automatically. If the pay frequency in use in the company configured is weekly, 2 weekly or 4 weekly a check will be made against the **Payroll Calendar** that the pay period is the last in the tax month. Once the month end processing is complete, the **Client Checklist** will be updated. The Bureau Audit will also record the process as complete.

Month end processing will always be processed using the **Based on Tax Calendar** option.

If another payroll operator attempts to open a company that is configured in the Group, whilst the process is running, it will be locked.

> **Please note:** During the process you can click **Cancel**, however this will cancel the full automated process, not just the Month End Processing.

Audit Log (Bureau Audit)

If you get or send timesheets via Bureau Efficiency, the audit log will be updated with the details of the task. The Audit Log will also detail if an automated EPS is a successful, pending or failed submission. If a pending EPS is detected for the company, the automated process will attempt to complete it and report the result of the submission in the Bureau Audit.

Bureau Dashboard Audit

We have added new functionality to the **Audit** menu in the **Bureau Efficiency Dashboard**. There are two new menus, **Config Audit** and **Client Audit**.

Config Audit

Config Audit will show any changes made to any of the configuration sections in the Bureau Efficiency Module.

All is the default, but from the **View** drop down you can select from the **Standard Views**:

- **All** – displays all changes to configurations for the selected date range
- **Groups** – displays all changes to the Group Configurations for the selected date range
- **Batch Process** – displays all changes to the Batch Process configurations for the selected date range
- **Checklist** – displays all changes to the Checklist Template Configurations for the selected date range
- **Variance** – displays all changes to the Variance Template Configurations for the selected date range
- **Report Packs** – displays all changes to the Report Pack Template Configurations for the selected date range

Config Audit Grid

Above the **Config Audit Grid** there is a **Start Date** field and **End Date** field. Here you can enter the dates you want to view audit information for and click the **Refresh** button – this updates the table to display all audit entries within the selected date range.

The **Config Audit** screen displays the following columns:

- Date & Time
- User
- Section
- Name
- Change Made

If you require a copy of the information displayed, click **Export**. This will export the report in Excel format.

Client Audit

Client Audit shows any changes made to the client level configurations, displaying the client, user, date & time, area changed, and the changes made.

The **Views** drop down contains the following **Standard Views** list:-

- **All** – displays all changes to configurations for the selected date range
- **Checklist** - displays all changes to the Checklist for individual clients for the selected date range
- **Variance** – displays all changes to the Variance for individual clients for the selected date range
- **Report Packs** – display all changes to the Report Pack for individual clients for the selected date range

User Defined Views

For both **Config Audit** and **Client Audit**, you can create your own user-defined view. You can copy the **Standard Views** and then you can click **Edit** to amend it as required. When a user-defined view is selected you can choose from the options **Add**, **Delete**, **Edit** and **Copy**.

The **Client Audit** screen displays the following columns:

- Date & Time
- User
- Client Number
- Client Name
- Section
- Change Made

If you require a copy of the information displayed, click **Export**. This will export the report in Excel format.

User Permissions

As with other menu items, the user needs permission to see these screens. In Admin, go to **Operators/Groups | Alter Operators/Groups** and select **Add Group** or **Edit** an existing group. On the **Rights** tab card, scroll down to the **Bureau Dashboard** group and you will see the two new menu items are selected by default.

Bureau Efficiency Report Packs

On the Bureau Dashboard under **Configure | Report Packs | Miscellaneous**, we have added the following reports, which you can select to be included in your Report Packs:

- EPS Confirmation
- EPS Summary
- FPS Details
- FPS Summary

Please Note: the EPS and FPS will not appear in the Report Packs if they have not been processed in payroll.

Audit Log – Bureau Efficiency Automated Tasks

Following the installation of this update, the **Audit | Task Log** will no longer show a **Status** of **Complete** for automated tasks that have been processed but failed.

HR Integration

The following changes only apply if you have the HR Integration module.

Payroll Calendar – HR Integration

Under the **HR Integration** menu, there is a new **Send Calendar to HR** option; this sends the following data to HR:

- Company ID
- Tax Year
- Frequency – Weekly, 2-Weekly, 4-Weekly, Monthly, Quarterly
- Period Number
- Pay Date
- Work Period Start Date for the period
- Work Period End Date for the period

HR Integration – Unlock Period

A new item has been added to the **HR Integration** menu called **Unlock Period**. This feature allows you to unlock the last pay period closed in the HR software. Selecting **HR Integration | Unlock Period** opens the new **Unlock HR Period** screen.

To unlock a period in HR:

1. From the **Select Frequency to unlock** drop-down, choose from **Weekly**, **2-weekly**, **4-weekly**, **Monthly** or **Quarterly** *
2. Once you have selected the relevant period, click **Unlock**
3. A message will be displayed, click **Yes** to confirm the unlock of the date range or **No** to cancel the process

* Only frequencies configured in **Company | Payroll Calendar** will show in the drop-down list.

HR Integration – Field Selection

On the **HR Integration | Configure | HR Integration Configuration** screen a new **Fields** button is now available.

Click the **Fields** button to open the **HR Integration Settings** screen. Here you can select the details to send from HR to payroll, the current options are **Tax Code** and **Student Loan Details**. These two fields will be unticked by default, preventing old information being transferred from HR to payroll, after HMRC notifications (such as P9s/student loan start/stop notices) have been processed in payroll. * With these fields ticked, the Import process will bring through the Tax Codes and Student Loan Details for employees from IRIS HR to payroll.

* If the Tax Code field and Student Loan details are blank in payroll, for instance it is a new employee, the fields (if applicable) will be imported into Employee details.

Pay Rates and Factors

Amendments have been made to HR Integration to allow multiplication factors to be sent between IRIS HR and payroll.

Send to HR

When you send pay rates to IRIS HR, this will now include the factors. For instance, if a payroll has a rate of Basic and factors of Basic, Time & Half and Double time configured, sending to HR will include:

- Basic – Basic
- Basic – Time & Half
- Basic – Double Time

The factor will populate the **System Tools | Lookup Tables | Payments | Premium** field for the associated rate.

Employee Details

Employee | Alter Current Employee | Employee details | Rates in payroll will be sent to IRIS HR. Each rate with a different factor assigned will be treated as a separate pay rate in IRIS HR.

Payroll Details

If an employee has pay rates assigned for the period data being sent to IRIS HR, the assigned pay rates with factors will be set as separate pay elements in HR.

Get from HR

During the **Get from HR** process, the factors assigned to pay rates for employees will be imported.

If there are unlinked pay elements, these will be ignored. If a factor multiplier in payroll does not match the Premium multiplier in IRIS HR, a warning message will be displayed and the factor in payroll will not be changed.

If the **System Tools | Lookup Tables | Payments | Premium** field is **0** or **<Blank>**, payroll will assume factor 1.

Pensions

Teachers' Pension Career Average Calculation

If you use the Teachers' Pension Career Average calculation and do not have the Automatic Enrolment module, previously this used all hourly pay in the pension calculation.   Following installation of this update, you can set up pensionable pay fields for rates to be included in the calculation.

Company Details | Pay Rates

If your payroll is not enabled for Automatic Enrolment and you have a payment/deduction configured with a **Category** of **Teachers' Pension**, under **Company | Alter Company Details | Pay Rates**, we have added a new **Pensionable** column. From here you can select individual pay rates as pensionable to be included in the Career Average calculation for Teachers' Pension, if an employee has **Employee details | Pay/Deds | Teachers' Pension Career Average** ticked.

Quick Report Writer – Pension Report Groups

When generating reports in the Quick Report Writer, the Employers' Pension values will now show as the correct positive or negative figure.

Monthly Data Collection reporting

The part time and overtime fields reported for Monthly Data Collection have been updated as per their guidelines.

Teachers' Pension Rate Increase

From the 1st September 2019 Teachers' Pension Employers' Contributions will increase from 16.48% to 23.68%. You will therefore need to update your Employer's Pension Contribution deduction accordingly.

To make this change globally (we recommend you take a backup first)

1. Go to **Tools | Global Changes**
2. From the **Select Employees** screen select **All** (or **Select Now** and choose the individuals you want to increase)
3. Click **OK**
4. On the **Pay/Deds** tab, find your Teachers' Pension Employers' Contribution (Std)
5. In the **Action** column select **Overwrite**
6. In the **Value** column enter 23.68
7. In the **From** column enter 16.48

Other Improvements

Export File for DEA Attachments

We have added a new function to the software, which allows you to create an export file (Excel 2010 or above) containing DEA data to send to the DWP. The file structure is based on a template provided by the DWP. Although you can create the new DEA E-Schedule as frequently as you wish, payments are still due to the DWP by the 19th of the month. The DEA file cannot be produced retrospectively, it will only generate for payrolls that have been calculated after installing this update.

DEA Schedule

The new **DEA E-Schedule** has been added to **Reports Library**. To select this new report:

1. From the **Reports** menu, select **Library Selection | Summaries**
2. Choose **DEA E-Schedule** and click **Select**

Once you have selected the report from the library, you will be able to access it from **Reports | Print Summaries** to create the **DEA E-Schedule**.

Create DEA E-Schedule

When you select **Reports | Print Summaries | DEA E-Schedule**, this will open the **Create DEA E-Schedule** screen.

To Create the DEA E-Schedule

1. Under the **Create DEA E-Schedule | Pay Period** section, choose the **Pay Frequency** from the options:
   - None
   - Weekly
   - 2 Weekly
   - 4 Weekly
   - Monthly
   - All

   Initially the field will default to **<None>** but after the first instance it will default to the last option selected
2. The **Start Period** and **End Period** will default to the latest pay period calculated for the associated pay frequency, this can be amended if required
3. **Date Range** – here you can choose a date range, if required
4. In the **Payment Date** section, enter the date that the payment will be made to the DWP

> An employee is classed as having an active DEA if:
>
> A) **In Employee details | Pay/Deds** there is a **DEA**
> B) The **Outstanding Balance** of the DEA is greater than 0.00

5. Click **Next**

6. If any employees with active DEAs have 0.00 deductions, the **Create DEA E-Schedule – Reason for Nil Deduction** will be displayed, select the **Reason for Nil Deductions** from the following options:

   - 1 – Employment Ceased
   - 2 – Sick Leave
   - 3 – Maternity Leave
   - 4 – Insufficient Earnings
   - 5 – Other Reason for Nil Deduction

   Where possible, the **Reason for Nil Deduction** will be automatically populated – you can change the option selected, if necessary

7. Click **Save** then **Next**

8. The **Create DEA E-Schedule – Confirmation** screen shows a summary of the file contents, including:

   - **Total DEA deductions** – the total number of DEA deductions for all employees included in the file
   - **Number of employees with deductions** –the number of employees included in the file with DEA deductions greater than zero
   - **Number of employees with nil deductions** – the number of employees included in the file without DEA deductions, i.e. a DEA deduction of 0.00
   - **Total number of employees included in the file**

9. Click **Print**, this will preview the **DEA E-Schedule** report to screen where you can print it, if required. This report will display the following information:

   - Employee
   - NI Number
   - DEA Deductions
   - Reason for Nil Deduction

10. Then select **Create File**. This will create the DEA E-Schedule which will be saved in the program location, in a sub folder DEA, for instance C:\Program Files\Earnie\DEA\0001 (where 0001 is the company number). The DEA E-Schedule will be in Excel format and can be edited, if required

11. If there is missing data, a message will be displayed confirming this. Here you can click **Print** to view the **DEA E-Schedule Missing Data report** or you can click **Yes** to continue and create the file without making amendments. This report details:

    - Code
    - Name
    - NI Number
    - Missing Data

Employee Details

Information held in the field **Employee details | e-mail** field will now be displayed on the Employee Record Card report as E-MAIL ADDRESS.

OpenSpace

To simplify the e-approval process when using IRIS OpenSpace, on the **IRIS OpenSpace – Request e-Approval screen | Approvals required by** section, we have added a new tick box, **Tick if all client users who receive the e-Approval request are required to approve the document**. This allows you to set whether one or all client users are required to approve the document, before it is approved in IRIS OpenSpace as follows:

- Unticked – only one of the client users selected to receive the e-Approval request is required to approve the document
- Ticked – all client users selected to receive the e-Approval request are required to approve the document

Additional BACS functionality

We have added the ability to pay organisations by BACS.

You can now create the following BACS files and reports in the payroll software:

- **HMRC** – a single payment to HMRC for the monthly PAYE liability
- **Pensions** – to pay a pension provider, a single payment per pension fund
- **AEOs** – to pay AEO agencies, a single payment per employee per AEO
- **Other** - to pay other deductions such as GAYE or Union Fees, a single payment per agency
- **Multiple** – a file that can contain multiple entries e.g. GAYE plus AEO

To create the new BACS layouts, you must have access to all employees in the company

For further information on how to create the new BACS files, please see the Pay HMRC (and others) by BACS Guide.

CIS Reverse Charge

Please note, this applies to CIS companies only, PAYE companies will not be affected.

A statutory instrument comes into effect on the 1st October 2019 and will apply to supplies of specified services from that date. This includes the goods supplied with those services. This statutory instrument will introduce a VAT reverse charge on certain building and construction services.

The type of construction services covered by the reverse charge are defined in the statutory instrument. These are based on the definition of 'construction operations' used in CIS under section 74 of the Finance Act 2004 but will only apply to supplies where payments are required to be reported for CIS purposes, under regulation 4 of the Income Tax (Construction Industry Scheme) Regulations 2005.

Further information on the VAT reverse charge regulations can be found here.

To cater for this, the following changes have been implemented in the software:

Employee Details

CIS tab

On the **Employee | CIS** tab, a new tick box **Reverse Charge** is now available. This field will only displayed if the **VAT No** field is complete.

To-Date tab

On the **Employee | To-Date tab | VAT Charged | History** section, there is a new **Reverse Charge** column. This column indicates if the VAT is a **Reverse Charge** with either **Yes** or **No**.

Payroll Preview

If you have the **Reverse Charge** indicator set for a period, the text **Reverse Charge for VAT** will show when previewing the Payroll.

Reports

If the **Reverse Charge** Indicator has been set the following reports have been amended:

- **Invoice (CIS Only)** – VAT text changes to VAT Reverse Charge
- **Plain Paper Payslips (CIS Only)** – VAT text changes to VAT Reverse Charge
- **Payroll Summary (CIS Only)** – an R will display next to the VAT value
- **Month-end Summary (CIS Only)** – If Reverse Charge VAT is greater than 0.00 Reverse Charge VAT will display below Company Totals
- **Year To-date Summary (CIS Only)** - If Reverse Charge VAT is greater than 0.00 Reverse Charge VAT will display below Company Totals
- **Monthly CIS Remittance** - If Reverse Charge VAT is greater than 0.00 Reverse Charge VAT will display
- **Multi Period CIS Remittance** – VAT (if VAT Registered) changes to VAT Reverse Charge

Accounts Link

Under **Company | Accounts Link | Configure Accounts Link** there is a new **Heading** for **Reverse Charge VAT**. This allows you to enter a nominal code for **Reverse Charge VAT**. **Reverse Charge VAT** will be a credit to offset the normal VAT debit.

Global Changes & Employee Debug

Under **Tools | Global Changes** and **Tools | Employee Debug**, on the **General** tab there is a new **Field Description** of **VAT reverse Charge**. This allows you to set or unset the indicator for a selection of employees/sub-contractors.

Select Employee Configuration

From the **Employee | Select Employee | Configure | Employee Selection Options** screen, on the **Fields to Display** tab you can select **VAT Reverse Charge**. This allows you to see, at a glance, who is set to **VAT Reverse Charge.** With **VAT Reverse Charge** selected, the heading changes to **Reverse Charge** and the content against each sub-contractor is either **Yes** or **No**.

Student Loan Refunds and Postgraduate Loan Refunds

If you process a Student Loan or Postgraduate Loan refund, the current period's values in the **Employee details |To-Date** screen and **History** will now be updated.

Multi Period Student Loan Summary

Once re-selected from the **Reports | Library Selection | Multi Period Reports**, the **Multi Period Student Loan Summary** will include Student Loan and Postgraduate Loan refunds.

Full Payment Summary

The **Print Summary** section of the Full Payment Summary (FPS) will now show Student Loan and Postgraduate loan figures separately for **This period values** and **To-date values.**

RTI BACS

A new RTI BACS layout has been added to the software, **RTI BACS with SUN**. To use this report from **Reports | Library Selection | Bank Reports/BACS** select **RTI BACS with SUN**. Once selected this can be printed from **Reports | Print BACS**.

The format of this new **RTI BACS with SUN** file matches **RTI BACS**, with the inclusion of Service User Number added at the end of each row (field 12), where the **Company | Alter Company Details | Bank Details | BACS No** has been entered as **SUN**.

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Audit Log

In the Admin side of the software, following the introduction of GDPR, the option **Log | Log Enabled** has been removed. The log will now be permanently enabled.

OpenSpace Login

Audit

The audit process will now include any changes made to the OpenSpace login details.

Client ID Link

When changing an OpenSpace login, the system will no longer retain the initial client ID link.

Month End Summary

When exporting the Month End Summary to Excel/CSV, this export will now include the Company totals section.

Payroll Run

An issue where the payroll process hangs for some companies on the last employee has been resolved.

Employers Pension Report Group

The Company Totals Pension (Ers) field now includes amounts in the LGPS and TP Ers Report Groups.

Declaration of Compliance Report

The issue with re-enrolled employees not being included on the Declaration of Compliance Report has been resolved.

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IRIS HR Integration

This update includes various improvements to the IRIS HR Integration module.

Reports

P30 Summary

We have updated the P30 Summary to correctly show NI Adjustments.

Payroll Summary with YTDs

We have updated the Payroll Summary with YTDs report to show the Actual Paid column, to two decimal places in all instances.

Anomaly Report

We have resolved an issue where operator groups/operators were being ignored when generating the Anomaly report.

Bureau Dashboard

We have rectified an application dll error that occurred when trying to run a batch process in the Bureau Dashboard.

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Teachers' Pension

We have updated the system with the new salary bands and contributions rates with effect from 1st April 2019.

Annual Salary Rate for the Eligible Employment from 1 April 2019	Member Contribution Rate
Up to £27,697.99	7.4%
£27,698 to £37,284.99	8.6%
£37,285 to £44,208.99	9.6%
£44,209 to £58,590.99	10.2%
£58,591 to £79,895.99	11.3%
£79,896 and above	11.7%

Monthly Data Collection (MDC) Part-Time Salary/ Overtime

We have made improvements in the way the system deals with part-time salary and overtime in the Monthly Data Collection export for Teachers' Pension.

Directors NI - Issues after Tax/NI Override

We have resolved a National Insurance issue occurring when **Tax/NI Override** was used with a **Director's NI** flagged as **Normal**.

Create Pension File - Now Pension

We have improved the performance of the **Create Pension File** function when creating a **NOW Pension** file, which was previously causing the application to hang in some environments.

Update - Database Upgrade

We have resolved an issue with the update that was causing the application to hang in some instances.

Quick Report Writer

- We have resolved an issue with the **Quick Report Writer** that was causing an error if a field used in the report was not used in the **Company** the report was being printed in.
- We have rectified an error 5 that was occurring when printing a Quick Report with the Multi-Period option set.

Print log within SYSTEM produces Error 91

We have rectified an error 91 that occurred in System Admin when trying to print the **Log**.

Student Loan Being Taken alongside a Scottish EAO

We have resolved an issue where in certain circumstances a Student Loan was being deducted alongside a Scottish Earnings Arrestment.

Export Journal file to CSV

We have resolved an issue with some data exporting into a CSV file as zeros if a journal file had over 250 lines.

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P30 Summary

The **Net Tax** column on the **P30 Summary** now takes into account **Student Loan**.

We have resolved a display issue with **Student Loan** showing zero in some months on the **P30 Summary** but with totals being correct.

Month End Summary

We have rectified an issue with **Month End Stat Payment Recovery** when exporting the Month End Summary.

Accounts Link

We have resolved an error with the **Run Company | Accounts Link | Create Journal File | Select Period | View | Export to CSV** option which sometimes occurred with large databases.

Directors' NI

We have resolved an issue with **Directors' NI** when a Director started mid-year with the **Normal NI** box ticked.

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Release Notes

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PAYE Legislation Changes

- The rates and bands in the software for tax, National Insurance, Statutory Payments, Student Loans, Minimum Wage etc., have been updated for 2019/2020

- During the **Year-end Restart**, the software will uplift tax codes as follows:

Prefix	Uplift
L	65
M	71
N	59

- P60 forms have been updated to report for year end 2018/2019

- New bands for Earnings Arrestment Scotland have been added

Welsh Tax Codes

From April 2019, the Welsh Government will be able to vary the rates of income tax payable by Welsh taxpayers. Responsibility for many aspects of income tax will remain with the UK, and HMRC will continue to collect the tax.

A Welsh taxpayer will have a 'C' prefix to their tax code e.g. 1250L will be C1250L.

For further information on Welsh Tax Codes, click here.

Postgraduate Loans

From April 2019, Postgraduate Loans (PGL) are due for repayment via PAYE. The repayment threshold is set at £21,000 with repayments at a rate of 6%. Similar to the current Student Loan start (SL1) and stop (SL2) notices, Postgraduate Loan start (PGL1) and stop (PGL2) notices will be downloaded with other HMRC Messages.

A borrower could be liable to repay a Student Loan and Postgraduate Loan concurrently, as they are separate loan products. This means that, where applicable, employers must deduct both.

Company Payment/Deductions

We have added a new Payment/Deduction **Category** of **Postgraduate Student Loan Refund** to the payroll software.

To use this new **Category**:

12. Go to **Company | Alter Payments/Deductions**
13. Click **Add** to create a new entry
14. From the **Category** drop down, select **Postgraduate Student Loan Refund**
15. The rest of the form will be completed for you

Employee Details

To-Date Tab

We have added new **Student**, **Postgraduate**, and **Total Student Loans** fields to **Employee details | To-Date**.

Student Loan Screen

We have added the following new fields to a new **Postgraduate Student Loan** frame on **Employee details | Tax/NI | Student Loan**:

- **Start Date**
- **End Date**
- **Continue Postgraduate Student Loan**

Starter Details

We have added the new tick box **Postgraduate Loan** to **Employee details | Tax/NI | Starter Details**.

Messages from HMRC

The payroll software will be able to download the new Postgraduate Loan forms:

- **PGL1 – Postgraduate Student Loan Start Notice**
- **PGL2 - Postgraduate Student Loan Stop Notice**

Import/Export

We have added the relevant new fields for Postgraduate Loans to the **Import** and **Export** functions.

Employee Debug

We have added the relevant new fields for Postgraduate Loans to the **Employee Debug** function.

Quick Report Writer

We have added the relevant new fields for Postgraduate Loans to the **Quick Report Writer**.

Reports

Postgraduate Loans and Student Loans display separately on payslips. If you use a standard payslip from the library, you will need to reselect it in order to have the newest version. To do this, go to **Reports | Library Selection | Payslips** and select your payslip again.

RTI

Earlier Year Update and Full Payment Submissions

- For amendments to data for the 2018/2019 tax year onwards, HMRC have removed the restriction of the 19th April, allowing you to submit an FPS to update their records
- For the tax year 2018/2019 you can submit either an EYU or an FPS to report amended data, however, you must choose only one method for reporting amendments for the whole of the tax year
- An EYU will still be required if you are amending data for any tax year prior to 2018/2019

Tax Year	Send EYU	Send FPS
2017/2018	Yes	No
2018/2019	Yes	Yes
2019/2020 onwards	No	Yes

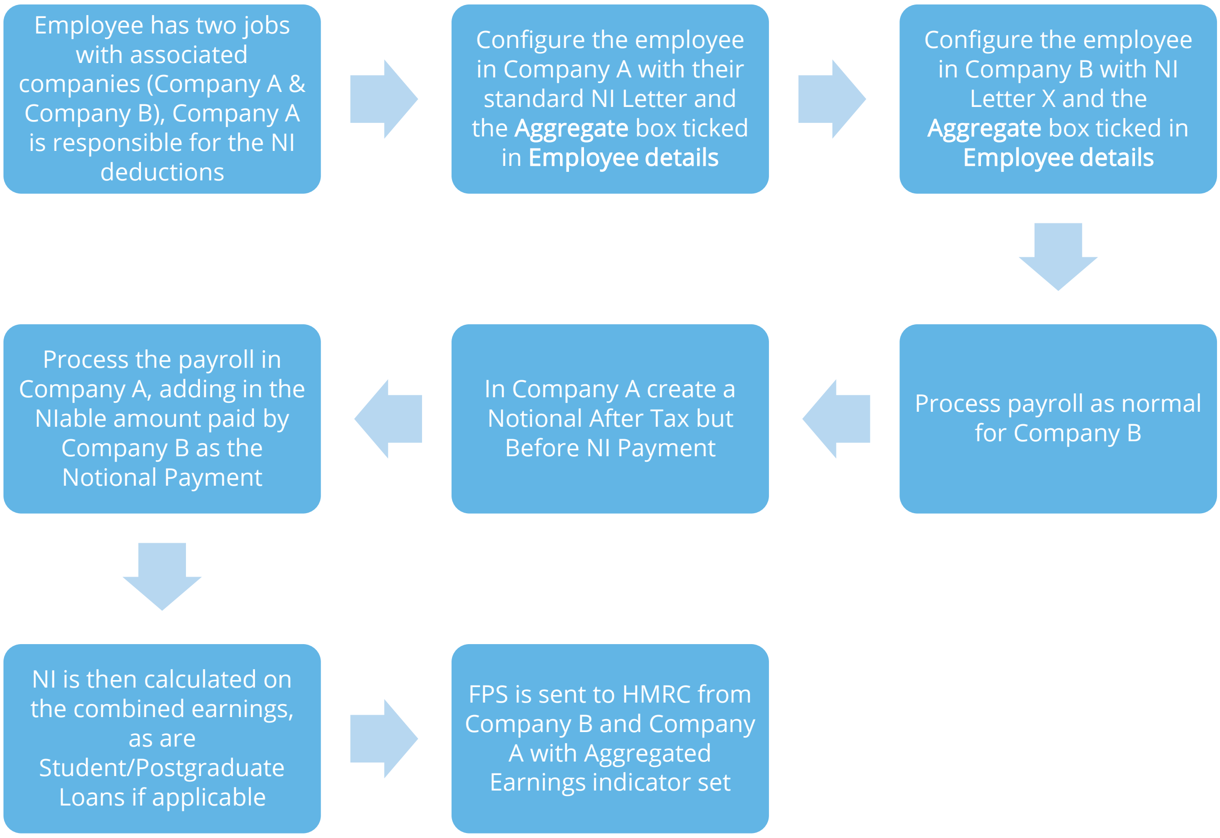
Please Note: starting with tax year 2019/2020, you will no longer be able to use Earlier Year Update (EYU) to amend data. All changes will be via FPS.

Aggregated Earnings indicator for FPS

If an employee has more than one job with you - or with another employer that you 'carry out business in association' with, you may have to calculate National Insurance based on the earnings of both of their jobs. (For more information about what this means, click here to view HMRC advice.)

To cater for this, on the **Employee details | Period** tab there is now an **Aggregate** tick box. When you run payroll with this box ticked, the pay period is logged as having aggregate earnings and this will be reported via the FPS.

How the **Aggregate** tick box works:



Year to Date Figures in FPS Summary/Details

Any employees that are included in the FPS, but not paid in the period, are now included in the YTD values on:

- FPS Confirmation Screen
- FPS Print Summary
- FPS Print Details

FPS Confirmation

Employees that are included in the FPS, but not paid in the period, are also included in the **Totals** at the bottom of the **FPS Confirmation** screen.

FPS Print Summary

Employees that are included in the FPS, but not paid in the period, are also included in the **Totals** in the **Year To Dates Totals** frame on the **FPS Print Summary** report.

FPS Print Details

Employees included in the FPS, but not paid in the period, are also included in all **YTD** values in the **FPS Print Details** report.

New Starter Details

We have removed references to P46 from the software.

Starter Details

On the **Employee | Select Employee | Tax/NI | Starter Details** screen, we have renamed **P46 Not Complete** to **Employee Statement not completed.**

Log & Log report

We have renamed the following Data Items on the Log/Report:

- **P45** or **P46** to **P45** or **Employee Statement**
- **P46 Statement A-C** to **Employee Statement A-C**

New Starter Checklist Reports

To the **Reports | Library Selection | Miscellaneous Reports** section, we have added

- Starter Checklist
- Starter Checklist Expat
- Starter Checklist (Blank)
- Starter Checklist Expat (Blank)

Select these reports from the library and use them instead of the P46 reports, which are now out of date. P46 reports are still currently available in the software, however.

EYU - Changes for 2018/2019

- The EYU schema has been updated for tax year 2018/2019

FPS - Changes for 2019/2020

- The FPS schema has been updated for tax year 2019/2020

EPS - Changes for 2019/2020

- The EPS schema has been updated for tax year 2019/2020

Pensions

- AE Thresholds have been updated for 2019/2020
- Teacher's Pension Tiers have been updated for 2019/2020
- LGPS Bands for England/Wales and Scotland have been updated for 2019/2020
- Schema for NEST integration has been updated

Option to determine which tax year's Automatic Enrolment thresholds are in use

Currently, the payroll software determines which auto enrolment thresholds to apply using the Pay Reference Period Start Date, Automatic Enrolment Date or 22nd birthday date. At most points in the year this is the same as using the current tax year thresholds.

However, at the beginning of a new tax year, the parameters in use could be from different tax years for different employees in the same pay period. For example:

Monthly paid employees	Auto enrolled	Tax Parameters used
Employee 1	1st April 2018	2017/2018
Employee 2	7th April 2018	2018/2019

We have added the option for you to select which method the system should use in these circumstances.

Configure Auto Enrolment screen

We have added a new dropdown box named **AE Thresholds**, to select the method used to determine the auto enrolment thresholds in use.

The **AE Thresholds** field can be set to:

- Use Pay Reference Period
- Use Tax Year

If you set **AE Thresholds** to **Use Pay Reference Period** the assessment will use the first day of PRP, AE Date or 22nd birthday date to determine the thresholds in use, as it does now. If you set **AE Thresholds** to **Use Tax Year**, the assessment will use the current tax year thresholds.

AE Configuration Tool

We have updated the hyperlink for Friends Life on Step 5 of the AE Configuration tool to the following:-

https://www.avivamicrosite.co.uk/ae/index.jsp

Standard Life

Headers in the Standard Life WPH Joiners file have been updated.

Reports

Option in Quick Report Writer for Surname only

In **Reports | Quick Report Writer | Edit**, we have added an option to print **Surname Only** on reports, instead of both Surname and Initials. **Surname Only** is a tick box, unticked by default.

Formulas in Quick Report Writer

It is now possible to use formulas in the Quick Report Writer when grouping by **Account Group.**

When you select **Quick Report Writer | Options | Grouping | Account Group**, the **Quick Report Writer | Fields | Formulas** option becomes expandable with a list of all formulas currently configured, allowing you to add these to your report.

Valid fields for Quick Report Writer Accounts Group formulas:

- Salary (Account Group)
- SSP (Account Group)
- SMP & Stat Pmts (Account Group)
- Tax Paid (Account Group)
- NI Employee (Account Group)
- NI Employer (Account Group)
- Actual (Account Group)
- NetPay (Account Group)
- Gross Taxable (Account Group)
- After Tax Payments (Account Group)
- Before Tax Payments (Accounts Group)
- Any field from Pay/Deds | This Period
- Any field from Factors | This Period

IRIS OpenPayslips

Print option added to IRIS OpenPayslips Audit screen

We have added a **Print** button to the **Company | OpenPayslips Audit** screen.

To print the **OpenPayslips Audit** Summary:

1. Go to **Company | OpenPayslips Audit**
2. Click **Print** and the **Print Summary** window displays. You can Print or Preview etc. as normal
3. The report is generated for the Period(s) selected on the **OpenPayslips Audit** screen

HR Integration

Data not imported warning

With HR Integration configured, if you select **Payroll | Do/Redo Payroll** for a period where the HR data has not been retrieved, when you click **OK** you will see the following message:

You have not got the data from HR for <Frequency> <Period number>. Do you want to get the data now?

Click **Yes** to go to the **HR Integration | Get Data** screen or click **No** to continue.

Copy Company

If you use the **Copy Company** option in Admin to create a copy of a company linked to HR, you will need to recreate the HR link in the copy, as it will now have a different company ID number.

Reconciliation

We have introduced a reconciliation process to identify the differences between values downloaded from HR and the values actually paid.

In the **HR Integration** menu there is now an item called **Reconcile HR Data**. Click this to open the new **HR Reconciliation** screen.

The **HR Reconciliation** screen displays the date, tax year and pay period of the last time HR data was downloaded successfully into payroll. The screen also has the following drop-down fields:

- **Reconcile for Pay Frequency -** the options of Monthly, Weekly, 2-Weekly, 4-Weekly and Quarterly
- **Year**
- **Month/Week**

When you select the relevant fields and click **OK**, the system displays a grid with the following columns:

- **Pay Element** - the pay element names, ordered alphabetically
- **Downloaded Value** - the total value for the pay element from the downloaded file
- **Payroll Value** - the total value of the equivalent pay element from payroll
- **Matched** - **Yes** if the **Downloaded Value** and **Payroll Value** are the same and **No** if they are different

Click **View** to show a more detailed view of the selected **Pay Element**; click **Print** for a report containing the information on the grid.

Bureau Efficiency

Client contact email for report packs

It is now possible for you to use the **Email Address** found in **Company | Alter Company Details | Contact Details** for a client as standard when you configure a Report Pack.

Use Client Email Address

On **Configure Report Packs | Email Settings**, there is now a **Use Client Email Address** tick box.

Tick **Use Client Email Address** to populate **Report Pack | Email Settings | Email Address** with the email address held in **Company | Alter Company Details | Contact Details | Email Address** for the client for the report.

Current employees only option in Report Packs

To assist you in selecting which employees to add to reports, we have added a new **Include** field to **Bureau Dashboard | Configure | Report Packs | Report Settings** and **Client Config | Edit Report Pack | Report Settings**.

Include is a drop-down selection box with options of **All Employees**, **Current Employees**, **Current and Leavers in Period** and **Leavers**.

Select/deselect all when assigning clients

In the Bureau Efficiency module, we have added a tick box to the heading of each of the following grids:

- Dashboard | Task List | Select
- Clients | Client List | Select
- Clients | Batch Processing | Excluded
- Configure | Bureau Structure | Allow Re-assign
- Configure | Checklist | Apply to Clients | Apply
- Configure | Variance | Select
- Configure | Variance | Apply to Clients | Apply
- Configure | Report Packs | Apply to Clients | Apply
- Configure | Client Config | Edit Variance | Select

Tick the box next to the column title to select all the items in the list. If the box is already ticked, then unticked, all items in the column will be deselected.

Remote Payroll Entry

Returned Timesheet notification

The company name and number are now included in the email notifying the Bureau that a client has submitted a timesheet.

Other Improvements

Bank Holidays

We have added bank holidays for England/Wales, Scotland and Northern Ireland for 2020 onwards to the software.

New Journal Export for Accounts IQ

We have added an option for **AccountsIQ** to **Company | Accounts Link | Configure Accounts Link | Accounts Package**.

View & Create Journal file – Export to CSV

We have added an **Export to CSV** button to the **View Journal File** and **Create Journal File** screens to allow you to export your journal file as a CSV.

When you select **Export to CSV**, the payroll software will save the CSV to the application folder. The filename will be **View Accounts <Company Number>.CSV** e.g. **View Accounts 0001.CSV**

The contents of the file will be the same as the grid on screen.

IRIS OpenSpace filenames

When you choose to upload reports directly to IRIS OpenSpace from within the payroll software, the filenames will now include both the Company ID number and the Company Name, e.g. '0001 – Riverside Hospital – Report Name.'

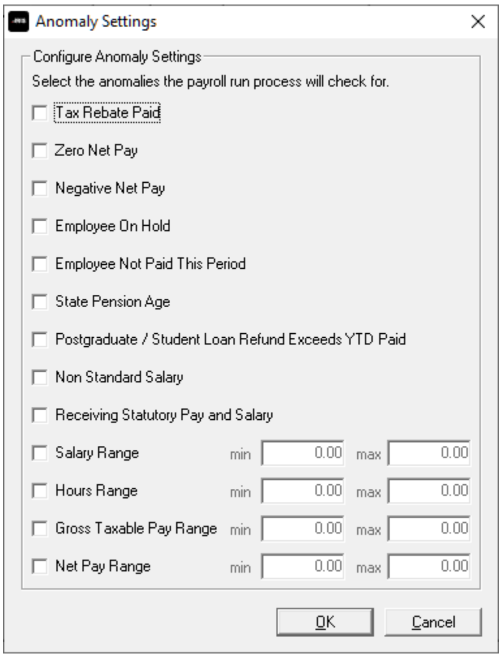
Anomaly Process

We have introduced a new, simple and flexible anomaly process to the software. You can configure your own anomaly settings and apply them to the current company.

A new **Anomaly Settings** button on the **Company | Alter Company Options | Payroll** tab opens the **Anomaly Settings** screen.

This screen details all the anomalies that the software can detect and report for you. Tick the box next to each one you require.

The payroll software will make the anomaly check as part of **Do/Redo Payroll**; if anomalies are found, a message appears at the end of the process, giving you the opportunity to view and print the anomalies.



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 5700 Email: sales@iris.co.uk	Tel: 0344 815 5677 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

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