Release Notes

IRIS Payroll

April 2019, Patches & Summer 2019

Contents

Summer 2019 Patch Release – Version 2.22.45

This release contains various enhancements and fixes to the Summer release. In particular:

IRIS HR Integration security update

Security regarding usernames and passwords has been strengthened.

Error 3019

The error 3019 that occasionally occurred when logging into the system has been resolved.

Changes to Standard Life WPH Payments file

The Standard Life WPH Payments file has been amended and updated to the most current version.

Standard Life Payments file

On the Standard Life Payments file, when an employee is marked as a leaver, the salary sacrifice field is blank.

Summer 2019 Release Version 2.22.39

Export File for DEA Attachments

New functionality has been added to the software, allowing you to create an export file for the Department for Work & Pensions (DWP) containing information relating to DEA deductions, based on their template. Once created, you will be able to send the file/information to the DWP. Although the new DEA E-Schedule can be created as frequently as you wish, payments are still due to the DWP by the 19th of the month.

Create DEA File

On the **Pay | Payroll Cycle** section, we have added a new icon, **Create DEA File**. When you click **Create DEA File**, this will open the **Create DEA E-Schedule**.

Create DEA E-Schedule

The **Create DEA E-Schedule** screen contains the following sections:

Pay Period

Choose the **Pay Frequency** here; initially the field will be set to **<None>** but after the first instance it will default to the last option selected.

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.

Date Range

Here you can enter a **From** and **To** date, if required.

Payment Date

In this section, enter the date that the payment will be made to the Department for Work & Pensions.

Payment Method

Choose from **BACS** or **Cheque**. BACS is the default setting.

Create DEA E-Schedule – Reason for Nil Deduction

When creating a DEA E-Schedule, if you have any employees who have 0.00 deductions, this screen will be displayed. Here they can 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

Create DEA E-Schedule – Confirmation

This screen summarises the information included in the file, 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**

Print

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

- Code
- Name
- NI Number
- DEA Deductions
- Reason for Nil Deduction

Create File

To generate the **DEA E-Schedule**, click **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\IRIS Payroll\DEA\0001 (where 0001 is the company number). The DEA E-Schedule will be in Excel format and can be edited, if required.

DEA E-Schedule Missing Data Report

When creating the DEA E-Schedule, 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. The report details:

- Code
- Name
- NI Number
- Missing Data

To Create the DEA E-Schedule

1. Go to **Pay | Create DEA File**
2. On the **Create DEA E-Schedule | Pay Period** section, choose the **Pay Frequency**
3. Enter the **Start Period** and **End Period** (this will default to the latest pay period calculated for the associated pay frequency, this can be amended if required)
4. Enter the **Payment Date**
5. Click **Next**
6. If the **Create DEA File – Reason for Nil Deduction** is displayed – select the reason(s) and click **Next** (where possible, the **Reason for Nil Deduction** will be populated automatically)
7. Click **Print**, if required, to preview the **DEA E-Schedule** to screen (once selected from the **Reports | Report Manager | Summary** section, this report can also be printed from **Reports | Summary Reports**)
8. To generate the **DEA E-Schedule**, click **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\IRIS Payroll\DEA\0001 (where 0001 is the company number). The DEA E-Schedule will be in Excel format and can be edited, if required)

> An employee is classed as having an active DEA if:
>
> A) **Employee Details | Pay Elements | AEO | Type** is set to **Direct Earnings Attachment – Percentage** or **Direct Earnings Attachment – Value (£)** and
> B) The **Outstanding Balance** for the DEA is greater than 0.00 and/or
> C) There is no **Stop Date**

HR Integration

Field Selection

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

Click the **Fields** button to open the new **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**.

Unlock Period

A new item has been added to the **Company | HR Integration** section called **Unlock HR Period**. This feature allows you to unlock the last pay period that has been closed in the HR software.

To unlock a period in HR:

1. From the side bar choose the **Pay Frequency** to unlock from the drop-down, choose from **Weekly**, **2-weekly**, **4-weekly**, **Monthly** or **Quarterly** *
2. Go to **Company | Unlock HR Period**
3. A message will be displayed, click **Yes** to confirm the unlock of the date range (Work Period) or **No** to cancel the process

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

Send to HR

Under **Company | Send to HR**, a new **HR Integration** screen has been added to the software. From here you can select to send either **Payroll Information** or **Calendar Information**.

HR Integration - Pensions

The ability to transfer pension standard and period variances from payroll to IRIS HR has been added to the software for this release. For now, this is only from payroll to IRIS HR; further work is planned in this regard in a later release of the software.

When you select **Company | Send to HR**, this will now include pay elements that are listed in **Company | Payments & Deductions | Configure Pensions**. If an employee has a pension assigned, the standard value will also be sent from payroll to IRIS HR.

Please Note: if pension deductions are not assigned to a Pension Fund, these will not be sent to IRIS HR.

If multiple employees' or employers' deductions are linked to a Pension Fund, these will need to be checked in IRIS HR to ensure the correct elements are linked for employees.

If you have a salary sacrifice pension you will need to set the Salary Sacrifice flag in IRIS HR manually. To do this:

1. Log into IRIS HR
2. From **Directories** select the employee
3. On the **Benefits** tab select the relevant pension and tick the **Salary Sacrifice** box
4. Click **Save**

Other Improvements

P30 Summary

The **Amount Paid** column has been re-added to the P30 Summary. This was originally removed due to space limitations on the report, when Apprenticeship Levy was added.

OpenSpace Filename

The OpenSpace report filenames now displays the tax year as 1819 rather than 2018. This is to avoid confusion when reports are generated from January onwards in a tax year, for instance a report in January 2020 will show as 1920.

State Pension Age Report

The **HMRC | State Pension | Womens State Pension Age Report** has been renamed **State Pension Age Report**.

April 2019 Patch Release Version 2.21.146

OpenSpace

Any changes to **Company | Company Details | Open IDs | OpenSpace Client** will now be included in the audit.

Conversion

The error '**reason for error in conversion status add salary and add rates failed**' returned during the conversion process, has been resolved.

April 2019 Patch Release Version 2.21.128

State Pension Age

The State Pension Age timetable for male employees has been updated in the system database.

Earlier Year Update

The issue with the incorrect tax year showing on an EYU has been resolved.

Payroll History

When using the View Payroll History option, the correct values will now be displayed.

Peoples Pension Filename

Issues experienced when uploading the Peoples Pension V8.1 have been resolved.

April 2019 Patch Release Version 2.21.98

Directors' NI

We have resolved an issue with **Directors' NI** when doing a re-run with the **Normal NI** box ticked.

April 2019 Release Version 2.21.92

Legislation

Welsh Tax Codes

From April 2019, the National Assembly for Wales can vary the rates of income tax paid by Welsh taxpayers. The new Welsh Rate of Income Tax has been implemented within the software.

The prefix for a Welsh Tax Code is C.

Tax/NI/Pension Rates

With effect from the 2019/2020 tax year, the **HMRC | Tax/NI/Pension Rates** will include the Welsh Rate of Income Tax and bands.

Import/Export

When importing or exporting, the field **Tax Code without Regime** will be for tax codes without S (Scotland) and C (Wales).

Tax Regime will be one of the following options:

- **Blank**
- **S** (for Scotland)
- **C** (for Wales)

If the data you are importing contains tax codes in the format S1060L for Scottish residents or C1060L for Welsh residents, you must use the **Tax Code** field. If your data holds the **Tax Regime** (S or C) and **Tax Code** (e.g. 1060L) separately, you must use both the **Tax Regime** and **Tax Code without Regime** fields.

Budget Amendments

In the Admin section of the software, under **File | Companies | Budget Amendments**, a new option **Welsh Only** has been added to the **Include** dropdown. With **Welsh Only** selected, only tax codes with the C prefix will be amended.

Postgraduate Student Loan

From April 2019, Postgraduate Loans (PGL) are due to be repaid through PAYE. The repayment threshold has been set at £21,000 and loans will be repaid at a rate of 6%. Similar to current Student Loan start (SL1) and stop (SL2) notices, Postgraduate Loan start (PGL1) and stop (PGL2) notices will be downloaded with other HMRC Messages. Postgraduate Loan start and stop notices will be included in the same count as Student Loans.

From April 2019 an employee may be liable to repay a Student Loan and a Postgraduate Loan concurrently as these are separate loan products.

To cater for the new Postgraduate Loans (PGL) we have made the following additions/amendments to the software:

System Parameters

The new **Rate and Threshold for Postgraduate Student Loans** has been added to the **System Parameters**.

For 2019/2020 they are as follows:

- Rate – 6%
- Threshold - £21,000

Postgraduate Student Loan Refund

Under **Company | Payments & Deductions | Configure Payments & Deductions | Edit** or **Add New**, we have added a new **Type**, **Postgraduate Student Loan Refund**. Here you can enter the amount to be refunded and select if the refund is to be included in Pension calculations and/or Qualifying Earnings.

Employee Details

To-Dates

On the **Employee Details | To-Dates** tab, under the **Student Loan** section, we have added two new fields:

- **Postgraduate Student Loan**
- **Total Student Loans** – this field is the combined sum of Student Loan and Postgraduate Student Loan

Loans

On the **Employee Details | Pay Elements | Loans** tab, a new section has been added for **Postgraduate Student Loan** which includes the following fields:

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

Starter Details

On the **Employee | Starter Details** screen, a new tick box has been added to the **Student Loan** section, **Postgraduate Loan deduction**.

Import/Export

The **Post Code** field on the **Import/Export** has been renamed **Postcode**.

The following fields have been added to the **Import/Export** facility:

- **Postgraduate SL Start Date**
- **Postgraduate SL End Date**
- **Postgraduate SL Set**
- **Postgraduate SL To-date**
- **Total Student Loans To-date**
- **Total Student Loans This Period** (Export only)

Employee Debug

The following changes have been made to the **Help | Employee Debug** section:

- **Post Code** has been renamed **Postcode**
- **Initial Total Student Loans YTD** has been added
- **Initial Postgraduate SL YTD** has been added

Payslips

The following payslips have been amended and will show Student Loan and Postgraduate Student Loan separately:

- **INT105LS – Laser Datamailer Payslip**
- **INT106LZ – Plain Paper Laser Z-Fold Payslip**
- **IRIS Payslip – Dot Matrix**
- **IRIS Payslip – Laser**
- **IRIS Payslip – Laser with Address**
- **Multi Period Laser Payslip**

Reports

Various reports have been amended to include Postgraduate Student Loans and Postgraduate Student Loan Refunds, including:

- **P11 Working Sheet Page 2**
- **P30 Summary**
- **Company Pay/Deds Report**

P45

The **Student Loan deductions to continue** indicator will be set on the P45 if an employee has a **Postgraduate Student Loan**.

Tax/NI/Pension Rates

The **HMRC | Tax/NI/Pension Rates** report has been updated to include the Postgraduate Student Loan Rate and Threshold from 2019/2020.

Log

In the Admin side of the software, under **Log | View/Print**, the following fields have been added to the audit process: **Postgraduate Start Date**, **Postgraduate End Date** and **Student Loan indicator**. They fields will appear on the screen view and the report with the following descriptions:

- **Postgraduate SL – Start Date**
- **Postgraduate SL – End Date**
- **Postgraduate SL – Set**

Full Payment Submission

The **Full Payment Submission Final Confirmation** screen will show **Postgraduate Student Loan** under the **Totals** column. This is the 'this period' value and is for display purposes only.

The **Full Payment Submission Details Report** will now show the period totals for **Student Loan** and **Postgraduate Student Loan** in the **Student Loan** column.

The **Full Payment Submissions Summary** report will display the total value of Postgraduate Student Loans for the selected period.

Tax, NI, SSP, SMP, SAP, SPP & ShPP

The rates for tax, NI and statutory payments have been updated for 2019/2020.

Tax Code Changes

In line with legislative changes, moving into the new tax year (2019/2020) will automatically uplift tax codes as required.

Student Loan Thresholds

The annual thresholds have been updated in line with legislation for 2019/2020.

Minimum Wage

Minimum wages rates have been updated in line with legislation for 2019/2020.

AE Parameters

The AE Parameters have been updated in line with legislation for 2019/2020.

Earnings Arrestment Scotland

In line with legislation changes, the Earnings Arrestment Scotland parameters have been updated.

RTI

Earlier Year Update and Full Payment Submissions

For amendments to data for 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 tax year 2018/2019 you can submit an EYU or an FPS to report amended data, however, you need to choose one method for reporting amendments for the whole tax year. An EYU will still be required if you are amending data for tax years 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 for 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.

Full Payment Submission (FPS)

We have updated the FPS schema for submissions relating to tax year 2019/2020.

Employer Payment Submission (EPS)

We have updated the EPS schema for submissions relating to tax year 2019/2020.

Earlier Year Update (EYU)

We have updated the EYU schema for submissions relating to tax year 2018/2019.

Pensions

Pension Output Files

The **Peoples Pension** and **Scottish Widows Output Files** have been removed from the software as they are now obsolete. **Peoples Pension v8.1**, **Scottish Widows Contributions** and **Scottish Widows V3** output files will remain.

AE Thresholds

A new drop-down menu has been added to the **Pension | Configure Auto Enrolment** screen called **AE Thresholds**. From the drop-down menu, you can choose to set the **AE Threshold** to:

- **Use Pay Reference Period** or
- **Use Tax Year**

By default, this field will be set to **Use Pay Reference Period**.

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

With the field set to **Use Pay Reference Period**, the assessment will use the first date of the Pay Reference Period, AE Date or 22nd birthday date to determine the parameters to use. This could result in the AE thresholds used being from more than one year, in the same pay period, for different employees.

If the field is set to **Use Tax Year**, the assessment will use the current tax year thresholds.

Example – Use Pay Reference Period

Employees paid monthly (1st of the month to the end) with a pay date of 25th of the month

Month 1	AE Threshold
Employee meets Auto Enrolment criteria on 1st April 2019	2018/2019
Employee is 22 on 5th April 2019	2018/2019
Employee is 22 on 6th April 2019	2019/2020

Example – Use Tax Year

Employees paid monthly (1st of the month to the end) with a pay date of 25th of the month

Month 1	AE Threshold
Employee meets Auto Enrolment criteria on 1st April 2019	2019/2020
Employee is 22 on 5th April 2019	2019/2020
Employee is 22 on 6th April 2019	2019/2020

Conversion

If you convert from IRIS PAYE-Master to IRIS Payroll, the **AE Threshold** will be set to **Use Tax Year**. This can be amended if required.

Standard Life WPH Joiners

The Standard Life WPH Joiners file has been updated in line with the Standard Life specification.

Reports

Employee Email Addresses Report

A new report has been added to the **Reports | Report Manager | Employee** category in the software, **Employee Email Addresses Report**. This report will display the following columns:

- Employee's Code
- Name
- Email Address

Employees will be grouped on the report, where applicable, by **Department**.

Once selected from the **Report Manager**, this report can be printed from **Reports | Employee Reports**.

P60s

The P60 reports have been updated for the year-end 2018/2019.

P30 Report

We have added a new **Actual Paid** column to the **P30 Summary Report**.

Other

Car Benefit Screens

To assist when accessing the associated Help Files, a **Help** button has been added to the following screens:

- **Company | Configure Company Car Details**
- **Company | Configure Company Car Details | Add or Edit**
- **Company | Configure Company Car Details | Allocation**
- **Company | Configure Company Car Details | Car History**
- **Company | Configure Company Car Details | Car History | Payments**
- **Company | Configure Company Car Details | Emp History**
- **Company | Configure Company Car Details | Emp History | Payments**

The Help Files can also be accessed by pressing F1 from the relevant screen.

Include Employee on Timesheet (Remote Payroll Entry (RPE) only)

Employee Details

A new section has been added to the **Employee Details | Tax & NI** tab, **Remote Payroll Entry**. This section includes a tick box **Include Employee on Timesheet**.

This section will only be visible if you have a licence that includes Remote Payroll Entry and that a timesheet has been configured for the selected **Pay Frequency**. This field will be set by default.

Configure Timesheet

On the **Application menu | Import/Export | Configure Timesheet | Configure | Configure Timesheet Template** screen a new button has been added **Who to Include**. Clicking this button will open the new **Include Employee on Timesheet** screen. This screen shows all current employees, you can tick/untick **Include** for individuals without having to go into each employee record.

Send Timesheet

When sending a timesheet using Remote Payroll Entry only employees where the pay frequency matches, and who have **Include employee on Timesheet** set will be included in the file.

View/Import Data

It is now possible to delete previous periods' RPE data from the **View/Import Data** screen if the **Status** is **Waiting for data** or **Not Imported**. Prior to deletion, a confirmation message will be displayed, choose **Yes** to delete the data then **OK** to close the data deleted message.

IRIS OpenPayslips and P45s

If you have the module for IRIS OpenPayslips, we have added the facility to publish P45s.

You need to select the new P45 report. To install the new P45 report type:

- From **Reports | Report Manager | Employee** select **P45 (OpenPayslips)**

Once this report is selected from the **Reports | Report Manager**, when you issue a P45 and click **Print**, on the report print/preview screen you will see the option **OpenPayslips Publish**. Click the button to publish the P45 to IRIS OpenPayslips.

Search

The **Search** field available from the **Employees** sidebar can now also be used if you have fewer than 10 employees.

Starter Details

Text has been updated on the **Employee | Starter Details** screen as follows:

- **P46 not completed** is now **Employee Statement not completed**

Reports

We have removed the following P46 reports from the software:

- **P46 (Short) report**
- **Plain Paper P46**
- **Plain Paper P46 (Expat)**

Under the **Reports | Report Manager | Employee** section, the following new Starter Checklist Reports have been added:

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

Log & Log Report

The following items have been renamed on the **Log** and the **Log Report**:

- **P45 or P46** has been renamed **P45 or Employee Statement**
- **P46 Statement A-C** has been renamed **Employee Statement A-C**
- **Present Circumstances P46ExPat** has been renamed **Employee Statement ExPat**

HR Integration

Remote Data Reconciliation

If you have the HR Integration module, we have introduced a reconciliation process to identify any differences between values downloaded from HR and values actually paid. After calculating payroll, you can reconcile the values received from HR, via HR Integration, to the values paid via payroll. Any differences will be highlighted with a '**No**' in the **Matched** column. The **Remote Data Reconciliation** button will be enabled if the company is linked in HR Integration.

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 HR values to the values actually paid
3. To view differences, highlight the row and click **View**

Copy Company

When using the **Admin | Copy Company** function, if the company is linked using HR Integration, the new company will have the HR link removed. You will need to recreate the HR link in the copy, as it will now have a different company ID number.

If you renumber a company, you will need to reset the HR Integration link

Data not imported warning

With HR Integration configured, if you select **Pay | Calculate** for a period where the HR data has not been retrieved, you will see the following message:

You have not got the data from HR for the selected period. Do you want to get the data now?

Click **Yes** to go to the **HR Integration | Get from HR** screen or click **No** to continue with the payroll calculation.

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