

IRIS GP Payroll

How to import standard
employee data from IRIS HR

April 2020

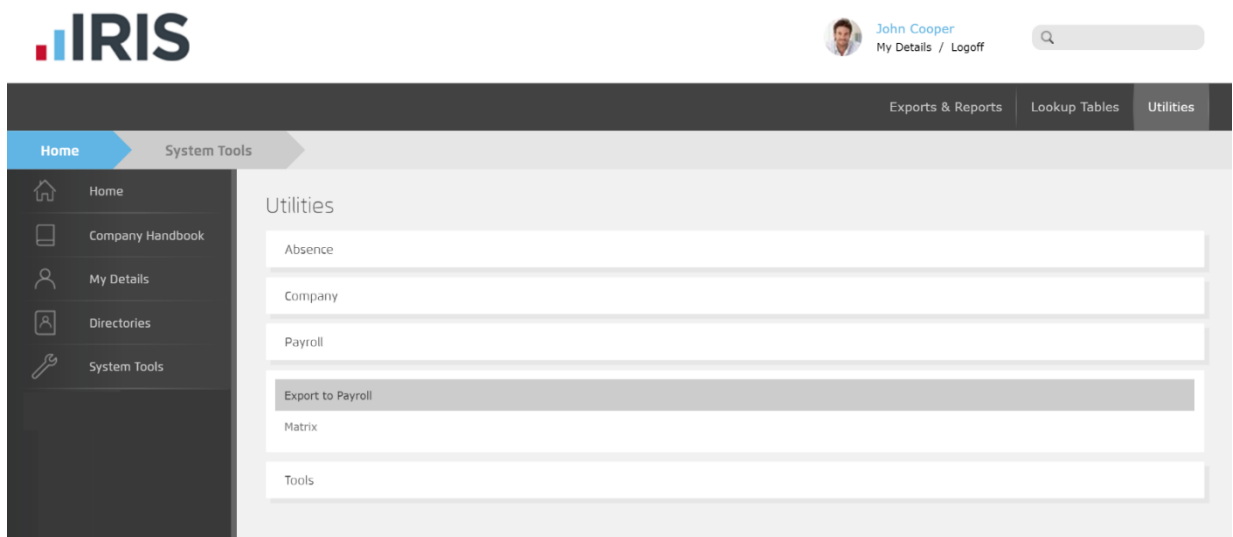
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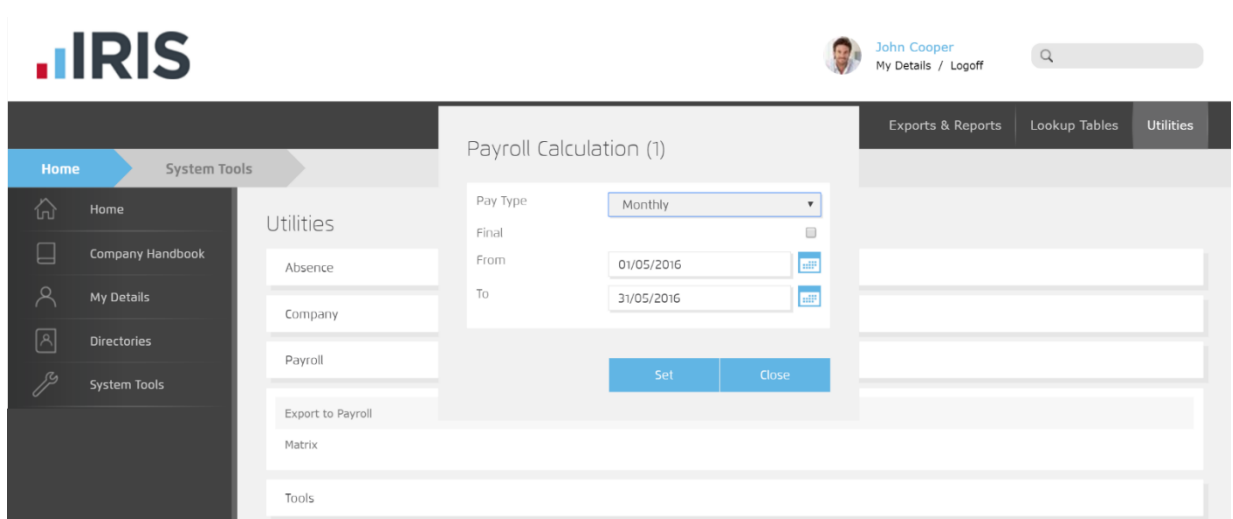
How to Import from IRIS HR to IRIS GP Payroll

From your IRIS HR software

1. Log into IRIS HR
2. Go to **System Tools | Utilities | Payroll | Export to Payroll**



3. Choose the **Pay Type**



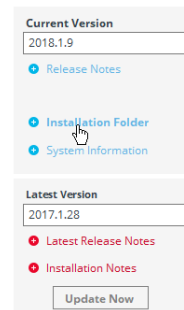
4. Enter the payroll **From** and **To** dates
5. Click **Set**, this will create a zip file containing employee records called **IRIS HR Employee.csv**
6. Using an unzipping utility, unzip **IRIS HR Employee.csv** and save to a location on your computer

From your IRIS GP Payroll Software

Before importing into IRIS GP Payroll software, ensure that the IRIS HR import definition IMP file is saved within the IRIS GP Payroll program location. To check the program location:

1. Choose **Support** from the main screen
2. Click on **Installation Folder**

This will open the program location

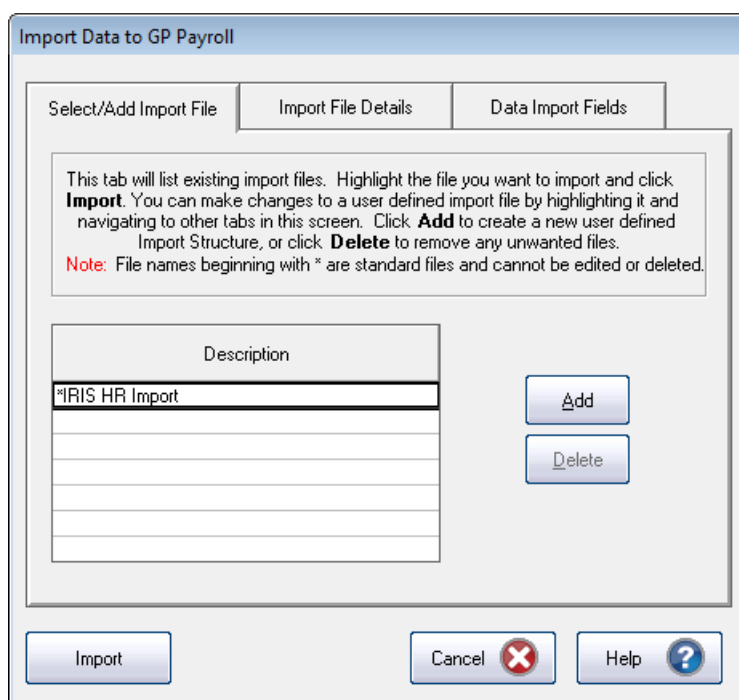


To import:

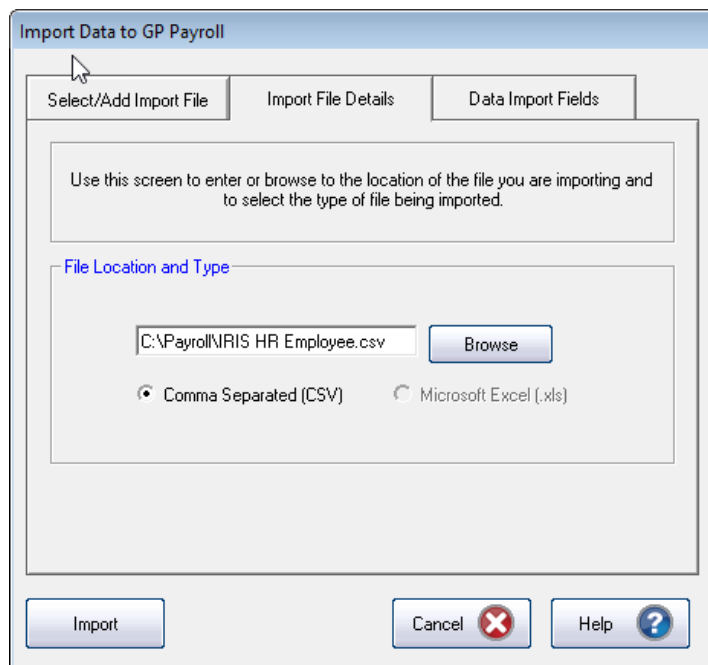
1. Log into IRIS GP Payroll
2. From the main screen, select **Import/Export Data**
3. Choose **IMPORT Data** and click **OK**



4. On the **Select/Add Import File** tab choose **IRIS HR Import**



5. On the **Import File Details** tab, ensure the location under **Import File** is correct
6. Ensure **File Type** is set as **Comma Separated (CSV)**



7. Click **Import**

Please Note: After you have imported data into a new IRIS GP Payroll company, prior to running your first payroll you need to ensure the following:

- For new starters, under **Employee Details | Starter Details**, select **New Starter (P45/P46 details)** then click **Next** and choose the **Starting Declaration** from **A, B, C** or **P46 not completed**
- If an individual is not a new employee to the practice, set the **Employee Details | Employee status** to **Not a new employee**
- Under **Employee Details**, from the **Student loan** dropdown choose **Yes** (if applicable) and set the **Type**
- After your first import, in **Employee Details | Cumulative Figures** to ensure the **Pay in Previous Employment** and **Tax in Previous Employment** values are entered

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 | For IRIS Payroll Professional |
|-------------------------|-------------------------------|--------------------------------|
| Tel: 0344 815 5656 | Tel: 0344 815 5676 | Tel: 0345 057 3708 |
| Email: sales@iris.co.uk | Email: earniesales@iris.co.uk | Email: payrollsales@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 |
| IRIS Payroll Professional (formerly Star) | 01273 715300 | payroll-support@iris.co.uk |

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