



IRIS Payroll

Release Notes v21.80

Tax Year: 2021/2022

IRIS. Look forward

Contents

IRIS Payroll Release Version 21.80	4
myePayWindow Indicator	4
IRIS Payroll Release Version 21.60	4
Report Manager	4
BACS Standard 18 – Modulr.....	4
myePayWindow	4
P45s.....	4
Holiday Balance.....	4
Publish Documents to EPW.....	4
Report Options.....	4
Options to Publish to Employees or Publish to Company	5
Payslip Messages.....	5
Publish Preview	5
IRIS Payroll Release Version v21.40	6
Email and Phone No Fields	6
myePayWindow	6
Copy Company.....	6
Copy Company for Receivership	6
Exact Copy.....	6
Company Details Only	6
Publish Date	6
Release Version Numbers	6
Example.....	7
NOW Pensions v1.3 Output File	7
Previous Employee Code Field Validation	7
April 2021 Patch Release version 2.25.*	8
myePayWindow	8
Extension to date to move to myePayWindow.....	8

Furlough Extension	8
Default Student Loan	8
Payroll Summary inc Tax Code	8
April 2021 Release Version 2.25.50	8
PAYE Legislation	8
Student Loan Thresholds	8
Tax Code Changes	9
Tax, NI, SSP, SMP, SAP, SPP & ShPP	9
Minimum Wage	9
AE Parameters	9
Cater for Diesel Meets RDE2 Regulation from the Car Database	9
Updates to Car Benefit Percentages and Car Fuel Allowance.....	9
P60s	9
Updates to NMW/NLW for 2021/22	9
System Parameters.....	9
Reports	10
Starter Checklist	10
Starter Details	10
RTI	12
Earlier Year FPS	12
Earlier Year FPS Menu Item.....	12
Earlier Year Update	13
Earlier Year FPS - Employee Selection	13
Sending an Earlier Year FPS for an Unlisted Employee	13
Sending an Earlier Year FPS for an Existing Employee	15
Pending.....	16
FPS 2021/2022	16
EPS 2021/2022.....	16

IRIS Payroll Release Version 21.80

myePayWindow Indicator

On **Company | Company Details | Open IDs**, the **Use myePayWindow** indicator no longer selects as default for new companies; the setting of this field is now dependent on whether there are online login details saved in Admin.

IRIS Payroll Release Version 21.60

Report Manager

BACS Standard 18 – Modulr

Under **Reports | Report Manager | BACS/Payments**, we have added a new **BACS Standard 18 – Modulr** option

myePayWindow

P45s

It is now possible to print P45s for employees who do not have an email address saved in **Employee Details**. To do this, from the **P45 Report Options** screen, within the **Actions** frame, select the new **Only Employees Without Email** indicator.

Holiday Balance

myePayWindow now caters for the publishing of holiday units in hours, days, weeks, and months.

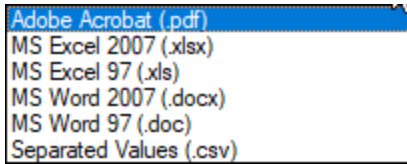
Publish Documents to EPW

Report Options

When previewing a report to screen, within **Report Options** section, there is a new **myePayWindow** group. This new group contains the following options:

- **Publish**
 - **Publish to Employees**
 - **Publish to Company**
- **Publish Date**

From this section, you can send any reports to an employer. For Employer only reports, such as Summary Reports and Company Reports, clicking the **Publish** button opens a new **Select Format** pop-up, where you can choose your required format for the report from the drop-down list:



Note: Within **Company Details**, ensure to tick the **myePayWindow** indicator to display the group.

Options to Publish to Employees or Publish to Company

When previewing P60, P45 or payslip reports, the **Publish** button now displays a new sub menu with two options, **Publish to Employees** and **Publish to Company**. Choose either option to publish information to employees and/or employers using the myePayWindow platform.

Publish to Employees

When clicking **Publish to Employees**, the data is sent to myePayWindow using the existing process. A **Confirm Publish** message will display detailing the reports you are about to publish, click **Yes** to proceed.

Publish to Company

This process publishes to Employer user(s). Selecting **Publish to Company** opens the **Select Format** screen. Here you can choose the required format from the available drop-down list and click **OK**. The **myePayWindow Select Users** screen displays a list of users, allowing you to select the employer user(s) you want to send the documents to. Clicking **OK** creates the report, and the myePayWindow publishing process begins.

Payslip Messages

When publishing payslips and adding information to the **Payslip | Payslip Options | Message** field, the data added now sends to myePayWindow. The **Message** text will be displayed in the **Note** field in myePayWindow and has a 2000-character limit.

Publish Preview

As part of the publishing process, when selecting any report, a **Publish Preview** screen displays showing a summary of the information before it is published to myePayWindow.

IRIS Payroll Release Version v21.40

Email and Phone No Fields

The **Company | Company Details | Client Contact Details** tab will now be visible for all licenced versions of the payroll software. If blank in the **Client Contact Details** tab, the **Email Address** and **Telephone Number** fields will be populated from the **Online Services** tab.

When sending data to myePayWindow, the **Telephone Number** and **Email Address** will be used from the data held on the **Company | Company Details | Client Contact Details** tab.

myePayWindow

Copy Company

When using the **Copy Company** feature in Admin, for companies using myePayWindow the following will happen during the copy process:

Copy Company for Receivership

This copy option will remove all myePayWindow linking IDs, such as Employer, Department and Employee.

Exact Copy

This copy option will retain all myePayWindow linking IDs.

Company Details Only

This copy option will remove all myePayWindow linking IDs, such as Employer, Department and Employee.

Publish Date

To allow you to send a Publish Date to myePayWindow, when previewing a report to screen, under **Report Options**, we have added a new **Publish Date** field. Here you can enter the date you require the payslips to be available for employees to view in myePayWindow. If this date is left blank, the system will use the current date.

Release Version Numbers

To standardise and align our products to make it clearer for support and users alike, we have changed the way we issue the release numbers for our desktop payroll products.

For example:

21.60 (21 = tax year, 6 = Tax month, 0 = patch)

21.61 (21 = tax year, 6 = Tax month, 1 = patch)

21.111 (21 = tax year, 11 = Tax month, 1 = patch)

Example

Planned Release	Tax Calendar Month	Patch 1	Patch 2
September 2021	21.60	21.61	21.62
October 2021	21.70	21.71	21.72
November 2021	21.80	21.81	21.82
December 2021	21.90	21.91	21.92
January 2022	21.100	21.101	21.102
February 2022	21.110	21.111	21.112
March 2022	21.120	21.121	21.122
April 2022	22.10	22.11	22.12
May 2022	22.20	22.21	22.22
June 2022	22.30	22.31	22.32
July 2022	22.40	22.41	22.42
August 2022	22.50	22.51	22.52

NOW Pensions v1.3 Output File

If an employee has been opted into the NOW Pension Scheme, when creating the Now Pensions v1.3 output file, the following additional columns will now be populated with the employee's Opt-in Date:

- ENROL DATE (Column M)
- OPTIN (Column AA)

Previous Employee Code Field Validation

The validation on the **Previous Employee Code** field has been increased to match the field length of 35 characters.

April 2021 Patch Release version 2.25.*

myePayWindow

Extension to date to move to myePayWindow

To assist our clients, we have extended the date for users of IRIS OpenPayslips/OpenEnrol to switch to myePayWindow, giving them until 31st August 2021. After this date they will be unable to publish to IRIS OpenPayslips/OpenEnrol.

Furlough Extension

The software/spreadsheet has been updated to incorporate the extension of the CJRS until 30th September 2021.

Please see the **COVID-19 – Furlough Job Retention Scheme Changes and Important Dates Guide** for further information.

Default Student Loan

Previously, when a new employee had more than one student loan selected in the Starter Checklist, the software assigned the lowest number by plan type. We have updated the software and it will now assign the number based on the lowest annual threshold of the selected loans.

Payroll Summary inc Tax Code

An issue occurring when an individual had salary and a taxable payment/deduction, where the Payroll Summary inc Tax Code Report was not giving the expected company total, has been resolved.

April 2021 Release Version 2.25.50

PAYE Legislation

Student Loan Thresholds

The annual thresholds have been updated in line with legislation for 2021/2022.

- Plan Type 1 increased from £19,390 to £19,895
- Plan Type 2 increased from £26,575 to £27,295
- Plan Type 4 is new for April 2021 and has a threshold of £25,000
- Postgraduate Student Loans remains at £21,000

Tax Code Changes

In line with legislative changes, moving into the new tax year (2021/2022) will automatically uplift tax codes if required.

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

The rates for tax, NI and statutory payments have been updated for 2021/2022.

Minimum Wage

Minimum wages rates have been updated in line with legislation for 2021/2022.

AE Parameters

The AE Parameters have been updated in line with legislation for 2021/2022.

Cater for Diesel Meets RDE2 Regulation from the Car Database

To ensure the Cash Equivalent employee car values are calculated against the correct table value/percentages when creating/amending a company car, we have set the **Euro Standard** field to **6d (temp)** or **'6d' entries** to Fuel Type = Diesel Meets RDE2 Regulation in the software.

Updates to Car Benefit Percentages and Car Fuel Allowance

We have updated information relating to car benefit and fuel allowance for tax year 2021/2022.

P60s

We have updated the P60s for year-end 2020/2021 and to include **Statutory Parental Bereavement Pay** (SPBP).

From 2021/2022, P60s will also include **Student Loan Plan Type 04** contributions in the **Student Loan Deduction** field.

Updates to NMW/NLW for 2021/22

System Parameters

HMRC have revised the **National Minimum Wage (NMW)** and the **National Living Wage (NLW)** age brackets and rates for the tax year 2021/2022. Following these changes, we have updated the software to perform checks using the new parameters. The table below details the NMW/NLW ages and rates for April 2020, and the amended figures for April 2021.

National Minimum & Living Wage – Age	Rate from April 20	National Minimum & Living Wage – Age	Rate from April 21
25 and over	£8.72	23 and over	£8.91
21–24	£8.20	21–22	£8.36
18–20	£6.45	18–20	£6.56
16–17	£4.55	16–17	£4.62
Apprentice Rate	£4.15	Apprentice Rate	£4.30

Note: The system does not make automatic rate changes for employees. It only checks the rates and ages are the correct parameters for the tax year. It is your responsibility to change them. Before updating the software, if you have entered your own rates on the **Admin | File | Companies | Minimum/Living Wages Rates** screen with a date later than 1 April 2021, the system will not overwrite these figures, you will need to change them manually.

Reports

We have updated all reports in line with the new NMW and NLW parameters.

Starter Checklist

Starter Details

In light of changes made by HMRC to the Starter Checklist, on **Starter Details** we have replaced the **Student Loan** field with a **Student Loan and Postgraduate Loan** section, including **Plan 1**, **Plan 2**, **Plan 4** and **Postgraduate Loan** tick boxes. This allows you to select one or multiple Plans for new employees. Following this, when inputting Student Loan information from an employee's Starter Checklist into **Employee Details | Pay Elements | Loans | Student Loan**, the system will save the Plan with the lowest numerical figure if selecting more than one tick box option.

Note: in **Starter Details | Expat**, we have replaced the current **Student Loan** frame with a new **Student Loan & Postgraduate Loan** section.

On the **Starter Details** screen, statements **A**, **B** and **C** have been updated in line with HMRC requirements. The new statements are:

- **Statement A:** "Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. This is my first job since 6 April and since the 6 April I've not received payments from any of the following:
 - Jobseeker's Allowance
 - Employment and Support Allowance
 - Incapacity Benefit"

- **Statement B:** “Do not choose this statement if you’re in receipt of a State, Works or Private Pension. Choose this statement if the following applies. Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:
 - Jobseeker’s Allowance
 - Employment and Support Allowance
 - Incapacity Benefit”
- **Statement C:** “Choose this statement if:
 - you have another job and/or
 - you’re in receipt of a State, Works or Private Pension”

Starter Status

Following HMRC’s updates to the Starter Checklist, we have renamed the following fields in **Starter Details | Starter Status:**

- **Existing Employee (this is not a new employee to the company)** is now **This employee is not a new starter to the PAYE scheme**
- **Previous Employee Code** is now **Previous Employee Code/RTI Pay ID**

Starter Checklist Reports

We have updated the **New Starter Reports** to match the layout provided by HMRC.

Changes to Employee Details

Changes made in **Employee Details | Pay Elements | Loans** will not affect information saved in **Starter Details.**

HR Integration

Student Loan Plan Type 04 will process through **HR Integration.**

Student Loan Plan Type 04 Scotland

Employee Details Student Loan Plan Type

Following the introduction of **Student Loan Plan Type 04 Scotland**, which has a threshold of £25,000 and a 9% deduction rate for tax year 2021/2022 onwards, on the **Employee | Employee Details | Pay Elements | Loans** tab, we have added **04** to the **Plan Type** drop-down menu.

DPS Student Loan Start Notice

HMRC determines who should be on **Plan Type 04**, and they will issue instructions in the usual way through the DPS.

Import/Export

We have updated the **Import/Export** fields to include **Student Loan Plan Type 04.**

Student Loan Audit

We have added **Student Loan Plan Type 04** to the **Audit**.

Print Tax/NI/Pension Rates

On **HMRC | Tax/NI/Pension Rates**, we have added the new threshold for **Student Loan Plan Type 04**.

Payroll Calculations

Although the threshold differs when calculating **Student Loan Plan Type 4**, there is no change to the rate or method when calculating student loan deduction.

Example

Plan Type 4 (using 2021/2022 monthly thresholds)

Student Loan Plan Type	4
Nlable Pay	2,500
Annual Threshold	25,000
Monthly Threshold	2083.33
Deduction Rate	9%
Student Loan Deduction	$2,500 - 2,083.33 * 9\% = \text{£}37$ (rounded down to nearest £)

RTI

RTI submissions have been updated to include all **Student Loan Plan** types. The **FPS Student Loan Year to-date** value will be a combination of **Plan Type 01, 02** and **04** deductions where all, or either, have existed in the current year.

RTI

Earlier Year FPS

Earlier Year FPS Menu Item

It is now possible to send a Full Payment Submission (FPS) for a previous tax year, and after 19th April in the current year. From 2020/2021 onwards, you can no longer send an Earlier Year Update (EYU) to correct any mistakes made in the previous tax year. To enable you to submit an Earlier Year FPS, on the **Online Filing** tab, we have replaced the **Send Earlier Year Update** option with a **Send Earlier Year FPS** menu item.

Note: The **Send Earlier Year FPS** menu item will only be visible in the software from the 2020/2021 tax year and can only be used from 2021/2022 and subsequent tax years to correct data from the previous year.

Earlier Year Update

We have removed the EYU menu item from the tax year 2020/2021 onwards. You can only send an EYU for submissions up to Tax Year 2019/2020.

Earlier Year FPS - Employee Selection

When navigating to **Online Filing | Send Earlier Year FPS**, a new **Employee Selection** screen will display, prompting you to either send the Earlier Year FPS for the selected employee or an unlisted employee. The purpose of this screen is to allow you to send an Earlier Year FPS where a company is new to IRIS Payroll and has no knowledge of employees who left whilst on another payroll.

Sending an Earlier Year FPS for an Unlisted Employee

1. Go to **Online Filing | Send Earlier Year FPS | Earlier Year FPS – Employee Selection**
2. Select **Unlisted**
3. An **Unlisted Employee** screen will display
4. Click **Add New**
5. The **Earlier Year FPS – Year Selection** screen will open, choose the relevant **Tax Year** from the drop-down

Note: The default tax year will be your company's current tax year minus one, so if the tax year is 2023/2024, the default tax year will display as 2022/2023. However, you can still select tax years 2020/2021, 2021/2022 and 2022/2023.

6. An **Earlier Year FPS – Employee Details** screen will appear. The screen includes a **Personal** frame with the following fields:
 - **FPS Pay ID** – you must enter the Pay ID used previously for this employee, if it is not known, enter a new, exclusive one and tick the **Pay ID Changed** box
 - **Pay ID Changed**
 - **Surname**
 - **Forename 1**
 - **Forename 2**
 - **NI Number**
 - **Birth Date**
 - **Date Left**
 - **Gender**

The **Address** frame includes:

- **Postcode**
 - **Country**
7. Select **Next** to open the **Earlier Year FPS – Data Entry** screen. Enter and amend the data fields required for inclusion in the Earlier Year FPS
 8. The screen contains several frames and fields, including a **Submission** frame with a **Submission Type** drop-down
 9. Other features include a **Tax** frame with the following fields:
 - **Tax Code**
 - **Week1/Month1**
 - **Taxable Gross**
 - **Tax Paid**
 - **Student Loan**
 - **Postgraduate Loan**

The **Sundry** frame includes:

- **Gross Pension Deductions**
- **Net Pension Deductions**
- **Benefits Taxed in Payroll**
- **Annual Pension**

The **National Insurance** frame contains:

- **NI Rate**
- **Niable Gross**
- **Employee's**
- **Employer's**
- **At LEL**
- **LEL to PT**
- **PT to UEL**

The **Statutory Payments** frame has the following fields:

- **Statutory Maternity Pay**
- **Statutory Adoption Pay**
- **Statutory Paternity Pay**
- **Shared Parental Pay**
- **Statutory Bereavement Pay**

Note: The **Statutory Parental Bereavement Pay** field will not be visible unless the Earlier Year FPS is for the tax year 2020/2021 or onwards.

The **Pay Details** frame features:

- **Pay Frequency**
- **Pay Date**

10. If required, from the **Earlier Year FPS - Data Entry** screen, select the **Multiple NICs** button and the **Earlier Year FPS - Multiple NI Rates** screen will display. Make the necessary amendments to the following fields:

- **NI Rate**
- **Niable Gross**
- **Employee's**
- **Employer's**
- **At LEL**
- **LEL to PT**
- **PT to UEL**

11. Click **Print** from the **Earlier Year FPS - Data Entry** screen if you require a hard copy of the information

12. Then select **Next**

13. The **Earlier Year FPS Confirmation Screen** allows you to see your Earlier Year FPS before submitting it to HMRC. **Note:** The National Insurance section will show up to four sets of data. If only one NI rate has been used in the year, only one set of data will display

14. Again, click **Print** if you require a hard copy of the data

15. Choose **Send** to submit to HMRC

Sending an Earlier Year FPS for an Existing Employee

1. Go to **Online Filing | Send Earlier Year FPS | Earlier Year FPS - Employee Selection**
2. Choose the **Selected** button
3. A new **Earlier Year FPS - Year Selection** screen will display. Choose the **Tax Year** from the drop-down
4. From the **Earlier Year FPS - Data Entry** screen, enter and amend the data fields required for inclusion in the Earlier Year FPS
5. If required, from the **Earlier Year FPS - Data Entry** screen, select the **Multiple NICs** button and on the **Earlier Year FPS - Multiple NI Rates** make the necessary amendments to the fields

6. Click **Print** if you require a hard copy of the information
7. Then select **Next**
8. The **Earlier Year FPS Confirmation Screen** allows you to see your Earlier Year FPS before submitting it to HMRC. **Note:** The National Insurance section will show up to four sets of data. If only one NI rate has been used in the year, only one set of data will display
9. Again, click **Print** if you require a hard copy of the data
10. Choose **Send** to submit to HMRC

Pending

To send any outstanding FPS submissions, from the **Earlier Year FPS – Data Entry** screen, click the **Pending** button (will be disabled if none are outstanding) to complete either a Normal or an Earlier Year FPS submission.

FPS 2021/2022

The **FPS** schema has been updated for tax year 2021/2022 in line with government legislation.

EPS 2021/2022

We have updated the **EPS** schema for submissions relating to tax year 2021/2022.

On the **Company | Company Details | HMRC | State Aid | Company Options – State Aid screen**, we have renamed the **Industrial** field to **Industrial/Other**.

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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