



IRIS GP Payroll

Release Notes

December 2023 – 2023.90

IRIS. Look forward

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Release Notes

Welcome to your software update for April 2023. This update includes new features and enhancements with any necessary legislative changes, and 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

The minimum system requirements are on our website:

- **GP Payroll**

GP Payroll April 2023 Release 2023.90

National Insurance

On 22nd November 2023, the Government announced that from 6th January 2024, the National Insurance contribution rates for most employees would be lowered by 2%.

We have updated the software to reflect these changes in employee NI rates.

Director's NI contribution rates will differ from employees' NI rates and will use an average rate from 6th January 2024.

From 6th January 2024, there will be two sets of National Insurance rates for employees for the 2023/2024 tax year: those used for pay periods between 6th April 2023 and 5th January 2024, and those in use between 6th January 2024 and 5th April 2024. This split set of rates applies to the tax year 2023/2024 only.

When selecting **Setup/ Options | Tax/NI Parameters | Employees and Employers NIC Rates**, you will see a drop-down menu where you can select the National Insurance rates to view.

GP Payroll April 2023 Release 2023.60

NHS Pension Scheme – Scotland

We have made further changes to the NHS Pension Scheme Scotland as per updated guidance from SPPA (Scottish Public Pension Agency).

We have made the following software amendments from 1st October 2023:

- Employee contribution rates for NHS Pension Scheme are set based on actual pensionable pay, not Whole Time Equivalent pensionable pay.
- There will be 10 new pension tiers and rates for NHS Pension Scheme Scotland.

NHS Pension Rates - Scotland

Tier	Pensionable pay used to determine the contribution rate	Contribution Rate
1	£0.00 to £13330.00	5.70%
2	£13331.00 to £23819.00	6.10%
3	£23820.00 to £28186.00	6.70%
4	£28187.00 to £35364.00	8.20%

5	£35365.00 to £35521.00	9.80%
6	£35522.00 to £37086.00	10.00%
7	£37087.00 to £45079.00	10.50%
8	£45080.00 to £48784.00	10.80%
9	£48785.00 to £68222.00	11.30%
10	£68223.00 and above	13.70%

Please Note: The employee's pensionable pay is rounded down when assessing which rate to apply

To view the NHS Pension Scheme tiers and rates in use, go to **Setup/Options | 12 – Tax/NI Parameters | Pension Parameters | NHS Pension Parameters** and choose the relevant date from the **NHS Pension Scheme parameters effective** drop-down menu.

Set contribution rate

From 1st October 2023, the software will set the **Employee Details | Pension Details | Employee's basic contribution rate** accordingly during the payroll calculation for October 2023. The **Employee's basic contribution rate** is based on the employee's actual pensionable pay for the previous year.

For new members of the **NHS Pension Scheme**, the software will set the **Employee Details | Pension Details | Employee's basic contribution rate** based on their **Monthly Salary** and applies to both full-time and part-time employees.

We recommend you print the NHS Pension Scheme Contribution Rates Summary report after the new NHS Pension Scheme contribution rates are applied. It can help you check that the current contribution rates are correct for your employees and assist you in identifying employees whose contribution rate must be changed manually

Please Note: It is your responsibility to ensure that the contribution rate is set correctly. Pay close attention to employees who were not members of the NHS Pension Scheme for the whole of the previous year, or those who had a permanent change in pay during the previous year.

You may also need to update the contribution rate for any members that joined the NHS Pension Scheme during the current year, or who had a change in employment that resulted in a change to their actual pensionable pay. Refer to SPPA guidance when checking their rate.

Should you need to recalculate any earlier pay periods for any employees after the new **NHS Pension Scheme Rates** apply, e.g., you have calculated October but need to recalculate September; the previous rates will be in use for any month before October.

GP Payroll April 2023 Release 2023.50

NHS Pension Scheme – Scotland

We have updated the pension tiers for the NHS Pension Scheme for Scotland for 2023/2024 following the changes announced recently; the changes to the pension tiers apply from 1st April 2023.

NHS Pension Rates – Scotland

Tier	Pensionable pay used to determine the contribution rate	Contribution Rate
1	£0.00 to £23819.00	5.20%
2	£23820.00 to £25981.00	5.80%
3	£25982.00 to £32914.00	7.30%
4	£32915.00 to £66017.00	9.50%
5	£66018.00 to £92423.00	12.70%
6	£92424.00 to £123147.00	13.70%
11	£123148.00 and above	14.70%

To view the NHS Pension Scheme tiers and rates in use, go to **Setup/ Options | 12 – Tax/NI Parameters | Pension Parameters | NHS Pension Parameters** and choose the relevant date from the **NHS Pension Scheme parameters effective** drop-down menu.

What do I need to do now?

After installing the update, when calculating payroll, the system will automatically set the percentage rate using the new pension thresholds based on the WTE pensionable pay for 2022/2023. You can print a report when the payroll is calculated that will display the old and new pension rates.

Please Note: If you have already calculated payroll for September 2023 prior to installing the update, you must recalculate for the changes to take effect. Changes must be applied before October payroll is calculated, as there are further changes anticipated to the NHS Pension Scheme that apply from 1st October 2023

If the employee's pension rate has changed following the update, then you may need to backdate the pension contributions for previous months. You can calculate the backdated contributions manually, using the new pension contribution rate, but we would recommend that you recalculate the payroll for the previous periods for the affected employees, since this will also update all necessary reports.

Please note:

- Only employees who's WTE Pensionable Pay in 2022/2023 was between £21,615.00 and £23,819.99 should be affected by the change in tiers

GP Payroll April 2023 Release 2023.30

NHS Pension Scheme – England/Wales

We have updated the pension tiers for the NHS Pension Scheme for England/Wales for 2023/2024 following the changes announced recently; the changes to the pension tiers apply from 1st April 2023. In addition to this, the AfC Pay Awards have also been announced, also with the instruction to backdate to 1st April 2023.

We have updated the pension tiers and rates for NHS Pension Scheme England/Wales, as per the updated guidance.

NHS Pension Rates – England/Wales

Tier	Pensionable pay used to determine the contribution rate	Contribution Rate
1	£0.00 to £13246.99	5.10%
2	£13247.00 to £17673.99	5.70%
3	£17674.00 to £24022.99	6.10%
4	£24023.00 to £25146.99	6.80%
5	£25147.00 to £29635.99	7.70%
6	£29636.00 to £30638.99	8.80%
7	£30639.00 to £45996.99	9.80%

8	£45997.00 to £51708.99	10.00%
9	£51709.00 to £58972.99	11.60%
10	£58973.00 to £75632.99	12.50%
11	£75633.00 and above	13.50%

To view the NHS Pension Scheme tiers and rates in use, go to **Setup/ Options | 12 – Tax/NI Parameters | Pension Parameters | NHS Pension Parameters** and choose the relevant date from the new **NHS Pension Scheme parameters effective** drop-down menu.

Please note:

- NHS Business Services Authority has advised that although the uplift to thresholds applies to periods already processed, they anticipate that limited employees' tier threshold – and therefore rate – will change since the pension thresholds have uplifted to coincide with the uplift in pay awards (5%).
- The above means that if an employee receives the same payment each month; there is no requirement to recalculate previous pay periods. If there are any payments due for the arrears for the AfC pay award, include these in the current pay period; the payment of the arrears should have pension contributions deducted at the normal rate, i.e., if payment of the arrears causes the pensionable pay to fall into a different tier, do not increase their pension rate.
- If the employee's pay fluctuated in previous months to include overtime, unsocial hours, etc. you must check if including the pay award in that pay period would have caused pensionable pay to move into a new tier. If so, you must set the employee's pension rate in accordance with the new tier and recalculate the previous months.

What do I need to do now?

After installing the update, when calculating payroll, the system will automatically set the percentage rate using the new pension thresholds based on the calculation: basic monthly salary x 12. All pensionable pay elements will be included when calculating the pension contribution for the period but will not be used when setting the employee's threshold/rate. You can print a report when the payroll is calculated that will display the old and new pension rates.

If you have other pay elements that should be used when setting the employees' rate, then you must calculate what the pension contribution rate should be manually. Set the rate in **Employee Details | Pension Details** and then recalculate the pay period for the employee. Do not include any pay award arrears amount when setting the pension contribution rate in the pay period.

If the employee is paid the same amount each month, then you should not need to backdate the changes for previous pay periods. If the employee received fluctuations in pay or did not receive a pay award then changes may be required. You may need to recalculate the previous pay period, using the percentage rate that would apply for the new pension thresholds.

Yorkshire/Clydesdale for Business Online - EFT

In the **Setup/Options | 7- Direct Banking** screen we have added a new BACS file format, compatible with **Yorkshire/Clydesdale for Business Online – EFT**. The new format is available for you to select from the **Select Bank System** dropdown.

GP Payroll April 2023 Release 2023.12

Earnings Arrestment (EA - Scotland)

We have updated the **Earnings Arrestment (EA – Scotland)** attachment of earnings order thresholds for the 2023/2024 tax year. The updated thresholds apply from 6th April 2023.

Please Note: If you recalculate any pay periods since 6th April 2023 where an Earnings Arrestment (EA – Scotland) attachment of earnings order is present for an employee, the value deducted may change.

GP Payroll April 2023 Release 2023.11

NHS Pension Tiers for Northern Ireland

HSC Pensions have confirmed that the pension tiers for Northern Ireland have changed; we have updated the pension tiers accordingly for 2023/2024.

Please note: There is no change to the contribution rates.

Tier	Pensionable earnings band	Contribution rate
1	Up to £13,246	5.1%
2	£13,247 to £16,831	5.7%
3	£16,832 to £22,878	6.1%
4	£22,879 to £23,948	6.8%
5	£23,949 to £28,223	7.7%

6	£28,224 to £29,179	8.8%
7	£29,180 to £43,805	9.8%
8	£43,806 to £49,245	10.0%
9	£49,246 to £56,163	11.6%
10	£56,164 to £72,030	12.5%
11	£72,031 and above	13.5%

GP Payroll April 2023 Release 2023.10

Employee Verification Connector

We have integrated an API-based Employee Verification Connector (EVC) into IRIS GP Payroll as part of our partnership with Experian.

The Employee Verification Connector works with Experian Work Report; this service is fully compliant with GDPR and the Information Commissioners Office (ICO) guidelines.

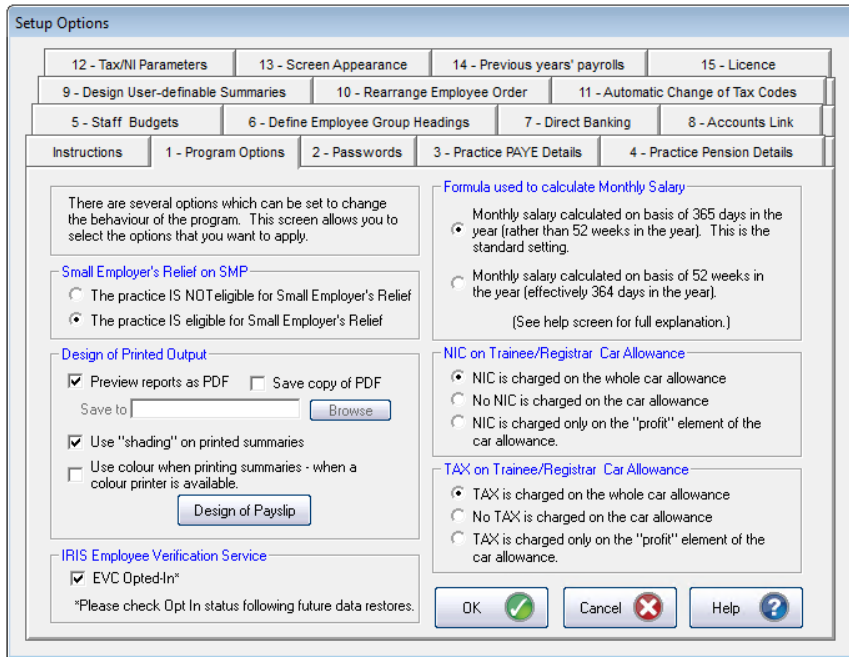
How the process works:

1. Minimal payroll-specific data is sent from IRIS GP Payroll to IRIS' holding database when sending an FPS.
2. An employee applies for a mortgage, personal loan, tenancy agreement, etc., using a third party, e.g., their bank; this triggers a verification request to Experian.
3. Experian connects to the IRIS database to verify the employee's data.

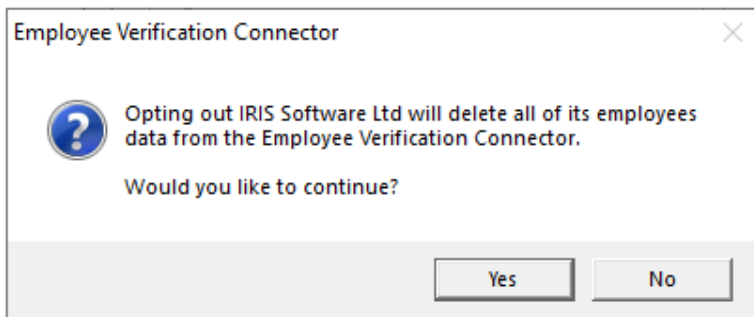
For example, an employee applies for a loan through their bank and completes an application. The bank will then contact Experian to verify the information. Experian then connects to IRIS Employee Verification Connector to verify the data.

Opt-In/Out of the EVC Process

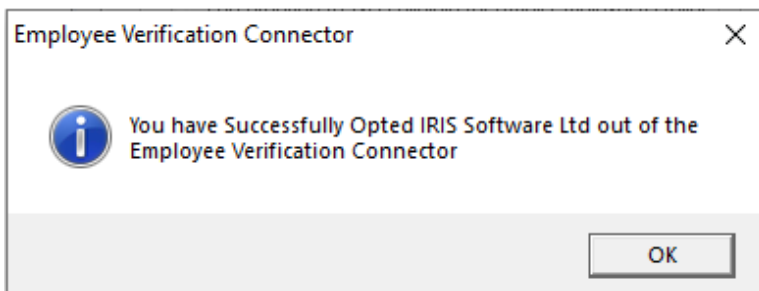
In the **Setup/ Options | 1 – Program Options** screen, we have added a new **EVC Opted-In*** tick box. When you tick **EVC Opted-In***, you have opted-in to the EVC process; to opt out, un-tick the box.



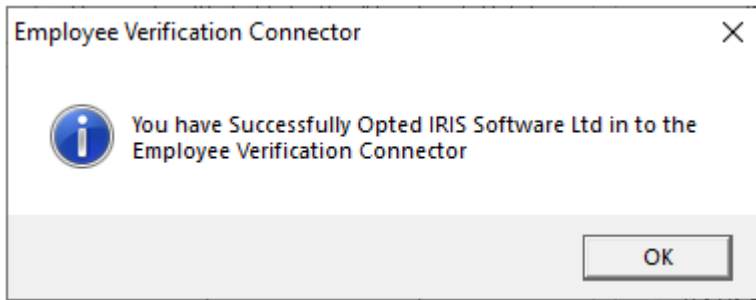
Un-tick **EVC Opted-In*** to opt out of EVC; the below message will be displayed requesting you to confirm:



After the opt-out process is complete, you will see the below message:



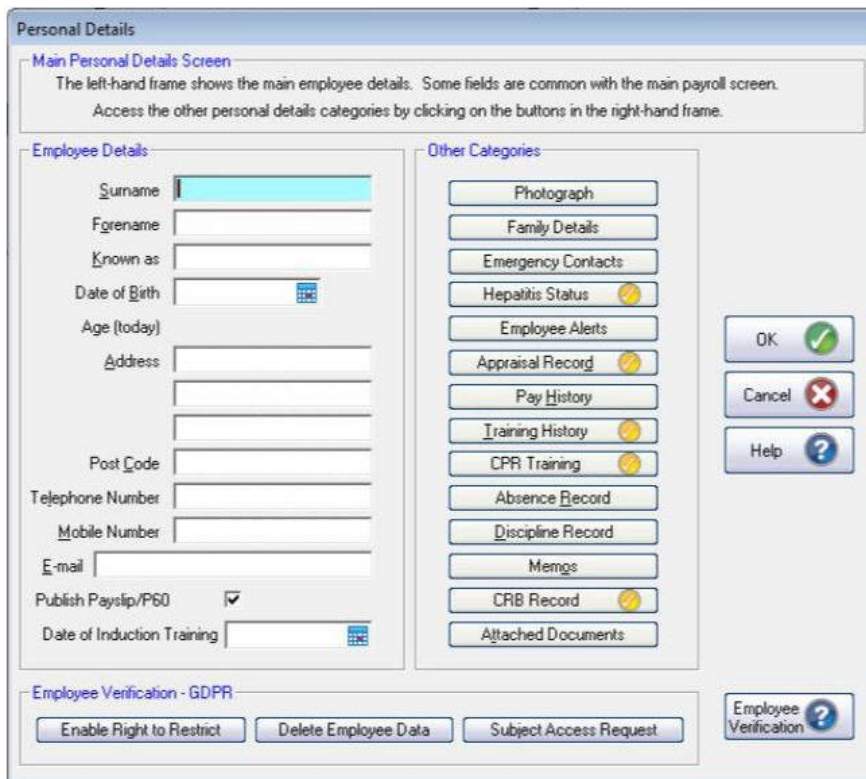
If you later wish to opt back into the EVC process, tick **EVC Opted-In***, and you will see this message:



General Data Protection Regulation (GDPR)

We have added GDPR features as part of the Employee Verification Connector process and have added the following functions:

- Enable Right to Restrict
- Delete Employee Data
- Subject Access Request



Enable Right to Restrict

In the **Employee Details | Personal Profile** screen, we have added a new **Enable Right to Restrict** button. When you select **Enable Right to Restrict**, we do not send the employee's data to the Employee Verification Connector. When selected, the button label changes to **Disable Right to Restrict**; click to ensure the employee's data sends to the Employee Verification Connector.

Each time **Enable Right to Restrict** is selected, the **Last Updated** field updates with the date and time the action is performed.

Delete Employee Data

In the **Employee Details | Personal Profile** screen, we have added a new **Delete Employee Data** button. When you select **Delete Employee Data**, the employee's data deletes from the Employee Verification Connector.

Each time **Delete Employee Data** is selected, the **Last Requested** field updates with the date and time the action is performed.

Subject Access Request (SAR)

We have added a **Subject Access Request** button that enables employees to request a copy of their data stored on the Employee Verification Connector. When you select the **Subject Access Request**, the IRIS Employee Verification Request – SAR Request screen displays, and you can generate a report that can be printed or emailed to the employee.

Each time **Subject Access Request** is selected, the **Last Requested** field updates with the date and time the action is performed.

For more information regarding the **Employee Verification Connector (EVC)**; click [here](#).

Please be aware that if you restore a backup, you must check the EVC Opted-In* status and amend it if required.

Spreadsheet Import

We have added a new **Spreadsheet Import** button to the **Payroll Calculation | Temporary Adjustments** screen; it enables you to import basic payroll data each month.

You can import basic salary, hours, and overtime payments.

Select the **Spreadsheet Import** button to open the new **Spreadsheet import** screen.

Spreadsheet import screen

The **Spreadsheet import** screen includes the following **Import Options**:

- Skip header rows
- No of rows to skip
- Ignore last row
- Ignore zero values

Skip header rows

To ignore the top rows of the file during the import process, select **Skip header rows**.

No of rows to skip

Select **No of rows to skip** to enter the number of rows you wish to ignore during the import process; this field will be enabled when the **Skip header rows** option is selected.

Ignore last row

Select **Ignore last row** to disregard the final row of the file during the import process.

Ignore zero values

Select **Ignore zero values** to disregard any 0.00 amounts included in the file during the import process.

The **Spreadsheet import** screen includes a **File Location** field where you can enter or browse to the location of the file you want to import; you can import file types .xls and .xlsx only.

The **Import** button will validate the data and begin the import process; if all data imports with no rejections, a **Spreadsheet Import | Data has been imported successfully...** message will display.

View any import rejections in the **Spreadsheet Reject.TXT** file; select **Yes** on the **Spreadsheet Import | Data has been imported. Some fields could not be imported...** message to view this information.

Spreadsheet Import Fields

The **Spreadsheet Import** file must include the following fields in the below order for the import to be successful.

Column	Description	Notes
A	Surname	Used to match the information in the import file to the correct employee.
B	Forename	Used to match the information in the import file to the correct employee.
C	Annual Salary	If required, enter the employee's Annual Salary.
D	Monthly Salary	If required, enter the employee's Basic/Special Salary.

E	OT x 1	If required, enter the employee's overtime hours.
F	OT Total	If required, enter the monetary value of the employee's overtime hours.
G	Bonus	If required, enter the value of the Bonus payment. Any value entered will only be imported where the Extra Payment is named Bonus.
H	Back Pay	If required, enter the value of the Back Pay payment. Any value entered will only be imported where the Extra Payment is named Back Pay.
I	Holiday Pay £	If required, enter the value of the Holiday Pay payment. Any value entered will only be imported where the Extra Payment is named Holiday Pay £.
J	SMP etc	Information not imported.
K	SSP	Information not imported.
L	Unpaid Leave	If required, enter the value of the Unpaid Leave deduction. Any value entered will only be imported where the Extra Deduction is named Unpaid Leave.
M	Childcare Vouchers	Information not imported.
N	Sickness Deduction	If required, enter the value of the Sickness Deduction.

		Any value entered will only be imported where the Extra Deduction is named Sickness Deduction.
O	Advance	If required, enter the value of the Advance deduction. Any value entered will only be imported where the Extra Deduction is named Advance.
P	Employee Pension %	Information not imported.
Q	Employer Pension %	Information not imported.

Spreadsheet Template

A **Spreadsheet Import** template is stored in the program folder, e.g., C:\Payroll; you can use it to create your spreadsheet import file.

Please Note: The import will automatically include overtime payments in the pensionable pay for part-time employees. Check the pensionable pay for part-time employees thoroughly and make any amendments manually.

Student Loan Thresholds

We have updated the annual thresholds in line with legislation for the tax year 2023/2024.

- Plan Type 1 increased from £20,195 to £22,015
- Plan Type 2 remains at £27,295
- Plan Type 4 increased from £25,375 to £27,660
- Postgraduate Student Loans remain at £21,000

Tax Code Changes

Due to all personal allowances remaining at 2022/2023 levels, there is no increase in tax codes for the 2023/2024 tax year.

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

We have updated the rates for tax, NI, and statutory payments for the tax year 2023/2024.

National Minimum Wage / National Living Wage

We have updated the national minimum and living wage rates in line with legislation for the tax year 2023/2024.

AE Parameters

We have updated the AE Parameters, in line with legislation, for the tax year 2023/2024.

P60s

We have updated the P60s for year-end 2022/2023.

RTI

Full Payment Submission (FPS)

The **FPS** schema has been updated for the tax year 2023/2024 in line with government legislation, including the new Health and Social Care Levy fields.

Employer Payment Submission (EPS)

We have updated the **EPS** schema for submissions relating to the tax year 2023/2024.

Earlier Year FPS

We have updated the **Earlier Year FPS** schema for submissions relating to the tax year 2022/2023.

Pensions

NHS Pension Rates

The Pension tiers and rates for NHS England/Wales, Scotland, and Northern Ireland are up to date with legislation for 2023/2024.

myePayWindow

Payslips

We have resolved an issue where hourly rates are not displayed on payslips when generated in myePayWindow.

To ensure the hourly rates display on the payslip in myePayWindow, where **Employee Details | Type of Employee** is **1 – Normal Staff – paid for a single post** or **2 – Staff with more than one post** is selected, tick the 'Show rate/hour on payslip' option for employee type 1 and tick 'Show the rate per hour on the payslip' and 'Show each post separately on the payslip' for employee type 2 in the **Pay Details** screen for the associated employee.

Please Note: all other Type of Employee options are unaffected.

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	Email
IRIS PAYE-Master	0344 815 5555	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5555	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5555	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5555	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5555	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5555	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	0344 815 5555	payroll-support@iris.co.uk

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