



# IRIS Payroll Basics

## Getting Started Guide

18/02/2014



## Dear Customer

Thank you for choosing IRIS Payroll Basics and welcome to your 'Getting Started' guide.

IRIS Payroll Basics is an extremely simple payroll program to set-up and use. Do not worry if you have no previous experience of running a payroll; this guide will take you through step by step all the basics of setting up and completing your first payroll on the program.

This guide contains information on:

- **Company Details** – what company information you need to enter into the system
- **Adding an employee** – how to create an employee on the system and what information you will need to do so
- **Running a payroll** – how payroll works and how to run your first one, step by step
- **Printing Reports** – how to print important and useful reports for your records
- **Payslips** – how to print payslips
- **Make a backup** – how to carry out this very important task
- **The Payroll Cycle** – an example

### A note about RTI

Real Time Information (RTI) is a new system for reporting Pay, Tax, National Insurance and other details about your employees to HMRC. As an employer you will still be responsible for all tax deductions and calculations but instead of submitting this data once a year to HMRC, you will be required to return year to date figures at the same time as payment is made to your employees, be that weekly, fortnightly or monthly.

**You should read the RTI Guide on the Help menu after this Getting Started guide to make sure your company is set up correctly for RTI**

If you have any questions about this guide or about the IRIS Payroll Basics software there are several sources of information:

- the **FAQ** section on our website contains answers to many common questions, and is updated often so check it regularly. **Click here** and look for the relevant topic
- online Help contains comprehensive information about the software – to open the Help window you can either click **Help** at the top of the screen then select **IRIS Payroll Basics Help** or you can press the **F1** key on your keyboard

If you still cannot find the answer you are looking for, call IRIS Payroll Basics Support on **0905 272 0800** (calls to this number are charged at 80p per minute from BT landlines, charges from other providers may vary)

## Contents

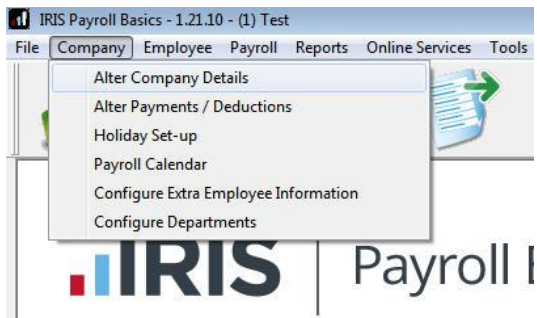
|        |                                   |    |
|--------|-----------------------------------|----|
| Step 1 | Company Details .....             | 3  |
| Step 2 | Adding Employees.....             | 7  |
| Step 3 | Running a Payroll .....           | 16 |
| Step 4 | Printing Reports.....             | 19 |
| Step 5 | Making a back up .....            | 22 |
| Step 6 | Summary and finding out more..... | 24 |

## Step 1 Company Details

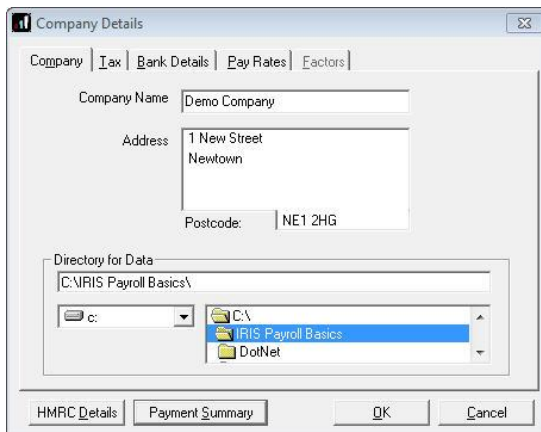
The first step in using IRIS Payroll Basics is setting up your Company. It is the first task you are asked to carry out when you initially run the software.

If you are starting to use IRIS Payroll Basics mid tax year, there are some further details you will need to enter.

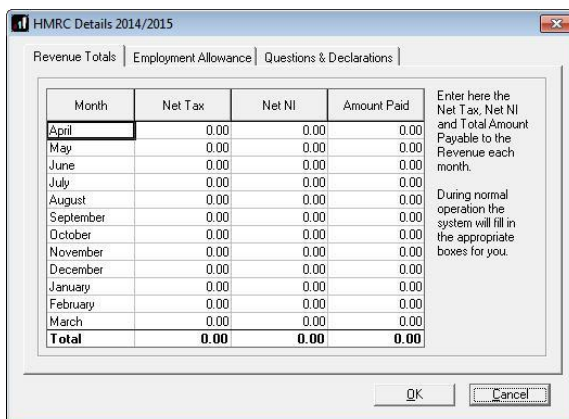
1. Click on the word **'Company'** at the top of the screen and select **'Alter Company Details'**



The **Company Details** screen opens:



2. Click the **'HMRC Details'** button in the bottom left of the screen, and then select the **'Revenue Totals'** tab:

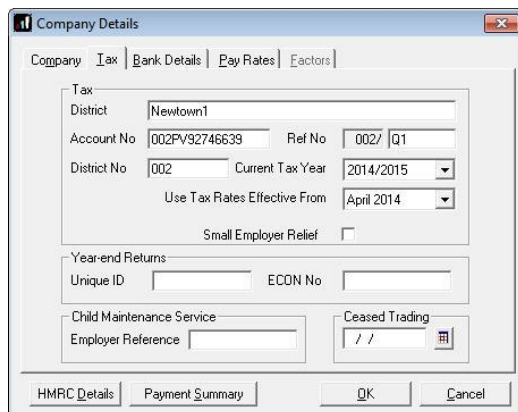


This is where IRIS Payroll Basics keeps a month-by-month record of tax and NI due to HMRC and the totals so far for the year. The values are used in year-end reports.

If you are starting the payroll mid tax year, you need click in each box and enter the correct amounts according to your records. Click **'OK'** when you are finished to return to the **Company Details** screen.

If you have claimed any **Employment Allowance**, click the **'Employment Allowance'** tab and enter in the amounts so far.

### 3. Click on the **'Tax'** tab:



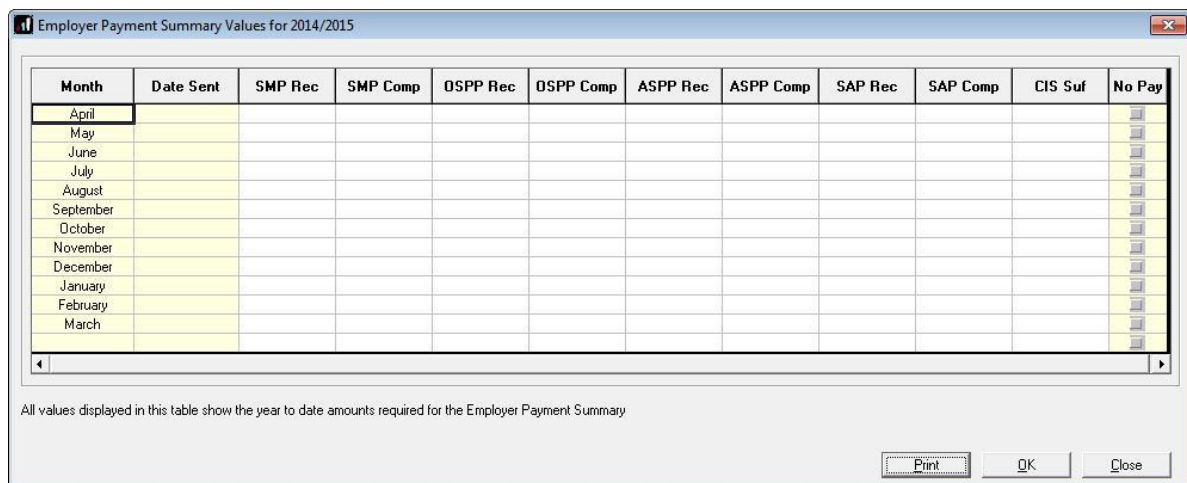
This section holds important HMRC information. Click in each box to enter the details:

- **Tax District** - the name of your company's tax district
- **Account No** - the number given to you by the Collector of Taxes Computerized Accounts Office. It is in the form 999PA99999999 (where 9 is a number and A is a letter), and often appears on your P30BC Payslip Booklet under 'Collection Reference'
- **District No** - your company's tax district number
- **Ref No** - a unique reference number issued by the Inspector of Taxes which usually takes one of two forms: A999 or 99999 (where 9 is a number and A is a letter)
- **Current Tax Year** - this determines which tax and NI rates are to be used for your company. It should be showing the correct year; if it is not, click on the arrow and select the correct tax year from the drop-down list. You should only do it manually this once;

afterwards it will change automatically when you go through your year-end routines

- **Use Tax Rates effective from** – if the tax rates change during the year, this box determines which set of tax rules the system uses. Usually rates change in April but sometimes the government changes the tax rates later in the year. If that happens, you will receive an email notification from us informing you that an essential software update is available for download. For now, this box is important if you are setting up your company in the middle of a tax year and there has been a tax rate change in that year. Leave it if you are not sure what it should be, and if it needs changing the system will tell you when you run your first payroll

4. Click the **'Payments Summary'** button:



| Month     | Date Sent | SMP Rec | SMP Comp | OSPP Rec | OSPP Comp | ASPP Rec | ASPP Comp | SAP Rec | SAP Comp | CIS Suf | No Pay |
|-----------|-----------|---------|----------|----------|-----------|----------|-----------|---------|----------|---------|--------|
| April     |           |         |          |          |           |          |           |         |          |         |        |
| May       |           |         |          |          |           |          |           |         |          |         |        |
| June      |           |         |          |          |           |          |           |         |          |         |        |
| July      |           |         |          |          |           |          |           |         |          |         |        |
| August    |           |         |          |          |           |          |           |         |          |         |        |
| September |           |         |          |          |           |          |           |         |          |         |        |
| October   |           |         |          |          |           |          |           |         |          |         |        |
| November  |           |         |          |          |           |          |           |         |          |         |        |
| December  |           |         |          |          |           |          |           |         |          |         |        |
| January   |           |         |          |          |           |          |           |         |          |         |        |
| February  |           |         |          |          |           |          |           |         |          |         |        |
| March     |           |         |          |          |           |          |           |         |          |         |        |

All values displayed in this table show the year to date amounts required for the Employer Payment Summary

Print OK Close

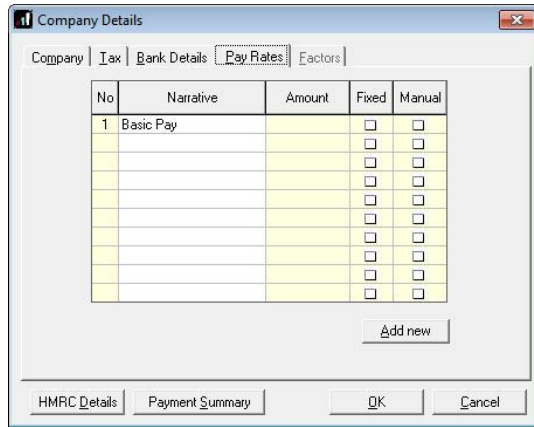
**Statutory Payments** on this screen consist of **Statutory Maternity Pay (SMP)**, **Ordinary Statutory Paternity Pay (OSPP)**, **Additional Statutory Paternity Pay (ASPP)** and **Statutory Adoption Pay (SAP)**. These are payments employers must legally make to their employees when they are absent for particular reasons. The payments are made according to rules which are built into the payroll software.

When **Statutory Payments** are made there is usually a cost to the employer but the majority of small employers can claim most or all of these amounts back.

The program keeps a month-by-month table of the amounts paid and the sums reclaimed from HMRC. The values are used in the month end summary and Employer Payment Summary. If you are starting the payroll mid-year, click into each box and enter the correct amounts according to your records.

Click **OK** to close the window when you have entered all the amounts.

5. Click on the **'Pay Rates'** tab:




If you don't have any employees who are paid by the hour you can ignore this tab completely. A **Basic Pay** rate is set up for you; you can rename it if you like. Actual amounts per hour are set up within each employee's details. This is the only rate available in IRIS Payroll Basics.

All of your company details should now have been entered. Click '**OK**' at the bottom of the screen to save them. You have now set up as much of the Company as you need to in order to run a payroll, so just ignore the rest of the options on the **Company** menu for now, and go on to add your employees.

## Step 2 Adding Employees

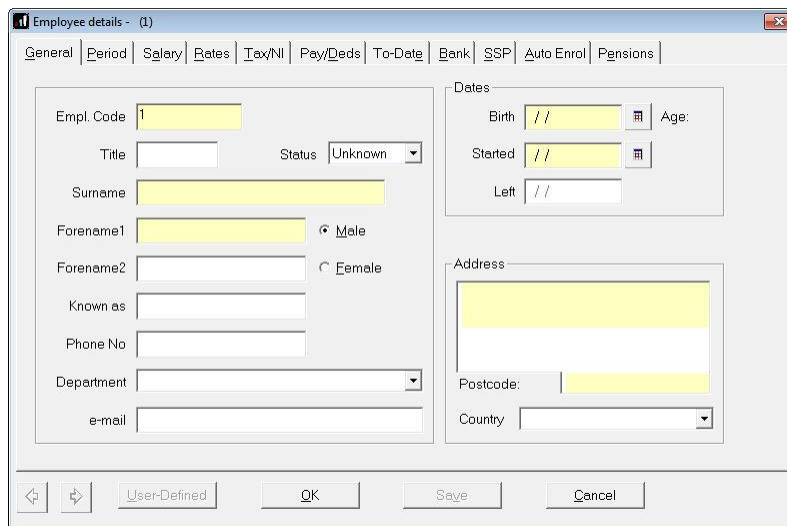
Next you need to add your employees to your payroll. These standard details will remain more or less the same whenever you run a payroll.

Make sure you have all your employee information in front of you before you start!

1. To add an employee, click on this icon  or click on **'Employee'** at the top of the screen and select **'Add New Employee'**.

This opens the **Employee Details** screen for you to complete. Certain information must be completed for HMRC purposes. If you leave some essential details blank you will get a warning saying they must be completed; others will prevent you from being able to save the employee. These will be described as we go on.

2. The first tab that needs completing is **'General'**:





Click in each box to enter the details:

- **Empl. Code** – this is a unique number for each employee that allows the system to identify them. The system will start at 1 and then allocate the next available number each time you add an employee. You can alter them if you want to but each employee must be different
- **Title** – this is just Miss, Mrs, Mr, Dr, etc. but can be left blank
- **Status** – click on the arrow for a drop-down list and select marital status
- **Surname** – this is essential for both the system and HMRC. Type the surname directly into the box
- **Forename1** – type it directly into the box
- **Forename2** – not needed but if you have it, type it directly into the box
- **Known as** – not needed but if you have it, type it directly into the box
- **Phone No.** – not needed but if you have it, type it directly into the box
- **Department** – departments are initially set up at Company level, before you can add them to employees. As you haven't done this yet, ignore this for now
- **Email** - Employee's contact email address

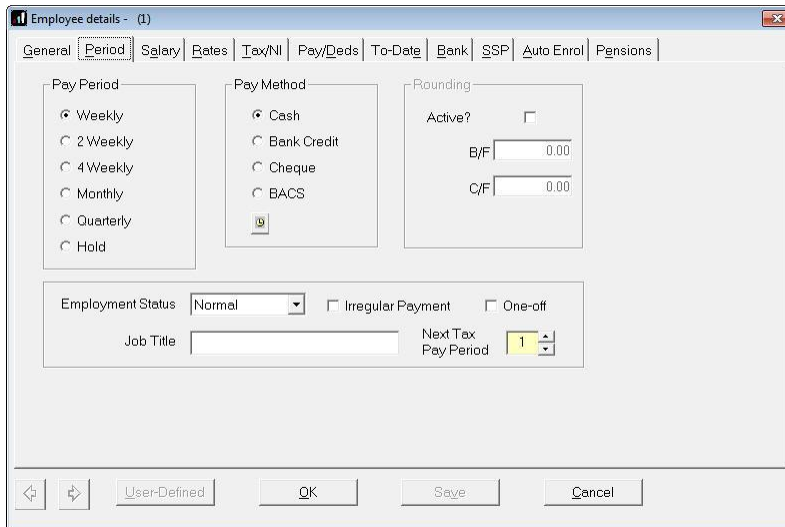


- **Male/Female** – just click on the relevant word

## Dates:

- **Birth** – this is needed for HMRC purposes. Type the date directly into the box or click on the  button to select a date from a calendar
- **Started** – type the date directly into the box or click on the  button to select a date from a calendar
- **Left** – this is completed automatically when you use the software to issue a P45 to a leaver
- **Address & Postcode** – this is useful for your own records and is needed for HMRC purposes. Type the details directly into the box

### 3. Now click on the 'Period' tab:



This section holds information on how your employee will be paid and how often.

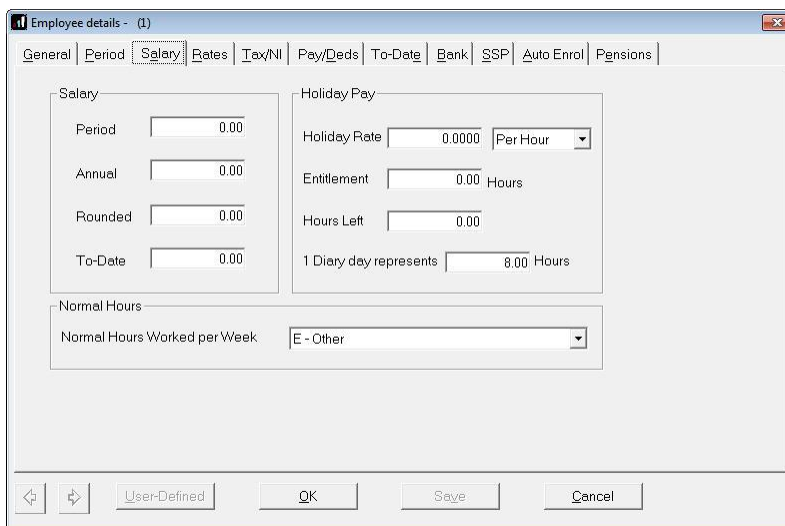
- **Pay Period** – click on the description for how often your employee will be paid. (**Hold** is for when you know you won't be paying this employee for quite a while)
- **Pay Method** – choose the method you will be using to pay this employee
- **Employment Status** – this detail affects the way the program deals with tax and national insurance so it is important to get this right.

**Normal** is chosen for you but there are other options you can select from the drop-down list:

- **Normal** - this is the usual setting and the one for normal employees who work each pay period for you
- **Casual** - for employees who work for you from time-to-time and to whom you do not issue a P45 after a short period of work. They will get a tax rebate if you run them through the payroll with no pay

- **Occasional** - this is also for casual employees with the difference that, when their gross pay is zero, their pay period is advanced but they do not receive a tax rebate
- **Construction** - this is for employees of a construction company only. It allows the system to calculate holiday pay according to construction industry holiday scheme rules
- **Deceased** - use this for someone who dies while still employed because further payments in the name of someone who has died are not liable to National Insurance deductions
- **Student** - this special **Student** category is necessary because when they exceed the income tax threshold on an NT tax code, they are immediately subject to tax for the rest of the year. Placing a student in this category ensures that they are automatically switched from an NT or NI to a 0T Wk/Mth1 code as soon as their gross pay goes over the tax threshold
- **Job Title** - this is just for your records
- **Next Tax Pay Period** - this is **VERY IMPORTANT**. It is a tax week or month number. You should set this to the first pay period this employee will be paid using IRIS Payroll Basics. If you are not sure what it should be, use HMRC's tax calendar to find which pay period your Payroll Date falls in
- **Irregular Payment** - this is important to complete for any Casual or Occasional workers you may have, particularly those who may not work for you for 13 weeks or more. It informs HMRC that the individual is still employed by your company. If you have employees who have their **Employment Status** set to Casual or Occasional, the **Irregular Payment Indicator** field will be ticked and disabled by default.
- **One-off** - used for Harvest Casuals and Beaters - see the RTI Guide for more information

#### 4. Now click on the 'Salary' tab:



- **Salary** - this is where to enter the information if you pay your employees an annual salary. You can either type the amount they get each pay period into the **Period** box, or type the amount they get per year into the **Annual** box. Whichever you choose to do, the

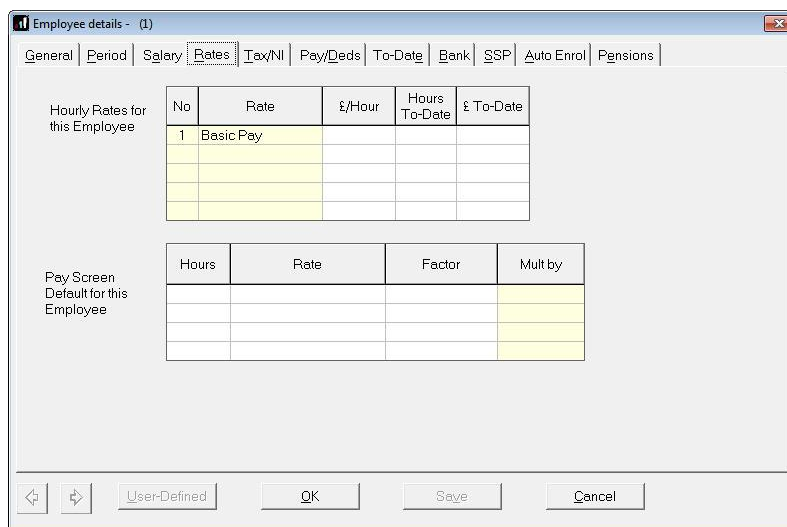
system will calculate the other amount for you, as you type. If you are setting up the payroll mid year, you can enter the amount of salary they have received from you so far this tax year in the **To-Date** box

- **Holiday Pay** – this is where you need to enter your holiday pay information for each employee. You can use this to enter in a holiday rate of pay, holiday entitlement, and holiday hours left. If you need more detailed help in setting this up, click on **Help** at the top of the screen, select **IRIS Payroll Basics Help** and look at **Chapter 14 Holidays and Absence**
- **Normal Hours Worked per Week** - This field should hold the normal hours worked in a week by an employee. Normal hours aren't always the same as contracted hours and need to be calculated.

An explanation of what counts as working hours can be found on HMRC website [here](#). It also provides an explanation of how to work out usual weekly working hours. This field will be used by HMRC to calculate eligibility for tax credits, so it is important you complete it.

The system operates in bands of hours which are: **A - up to 15.99 hrs, B - 16.00-23.99 hrs, C - 24.00-29.99 hrs** and **D - 30.00 hrs or more**. If you are paying a pension select 'E - Other'.

5. Click on the **'Rates'** tab:



The screenshot shows the 'Employee details - (1)' window with the 'Rates' tab selected. The window contains two main sections:

**Hourly Rates for this Employee**

| No | Rate      | £/Hour | Hours To-Date | £ To-Date |
|----|-----------|--------|---------------|-----------|
| 1  | Basic Pay |        |               |           |
|    |           |        |               |           |
|    |           |        |               |           |
|    |           |        |               |           |

**Pay Screen Default for this Employee**

| Hours | Rate | Factor | Mult by |
|-------|------|--------|---------|
|       |      |        |         |
|       |      |        |         |
|       |      |        |         |

At the bottom of the window, there are navigation buttons: 'User-Defined', 'OK', 'Save', and 'Cancel'.

This is where you enter pay information if your employees are paid by the hour. Type an amount in the **£/hour** box.

If you are starting to use IRIS Payroll Basics mid-year, you can also enter in the amount of hours worked and the amount paid at that rate so far this year but you don't have to as it is not essential for HMRC purposes.

The bottom part of the window, **Pay Screen Default for this Employee**, controls what is

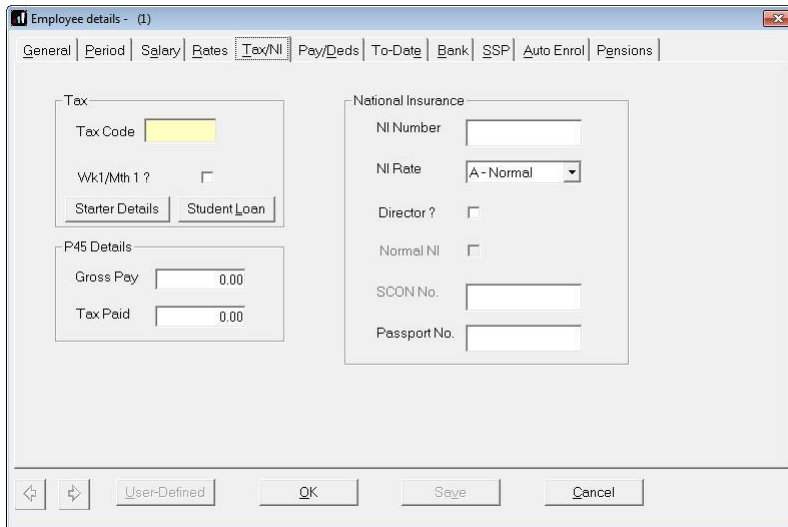
displayed when running payroll for this employee. If an employee is always paid the same hours, it saves time to enter the information here as then you do it once, instead of every time you run the payroll. You will still be able to alter the details on the pay screen if you need to. If you leave it blank, then the pay screen will be blank, requiring you to select the rate of pay every time.

To enter a rate here, click on the **Hours** box on a blank line. (You need to have entered a £/Hour in the section above). The line will be completed for you like this:

| Hours | Rate      | Factor | Mult by |
|-------|-----------|--------|---------|
| 0.00  | Basic Pay | Normal | 1.0000  |
|       |           |        |         |
|       |           |        |         |

You can enter a number of Hours, or leave it at zero and change it during the payroll run.

6. Click on the **Tax/NI** tab.



### Tax:

- **Tax Code** – enter a valid tax code for your employee here
- **Wk1/Mth1?** – tick this box if it's an emergency tax code (you are waiting to find out the employee's tax code from HMRC) or HMRC have told you to operate the tax code on this basis
- **Student Loan** – click this button if your employee is having Student Loan repayments deducted from their pay. The window that comes up clearly tells you what you need to do

### P45 Details:

- **Gross Pay & Tax Paid** - if an employee starts work mid way through the current tax year, this is where you enter the information from their P45. When setting up IRIS Payroll Basics you will need to complete this for anyone who started with you in the current tax year

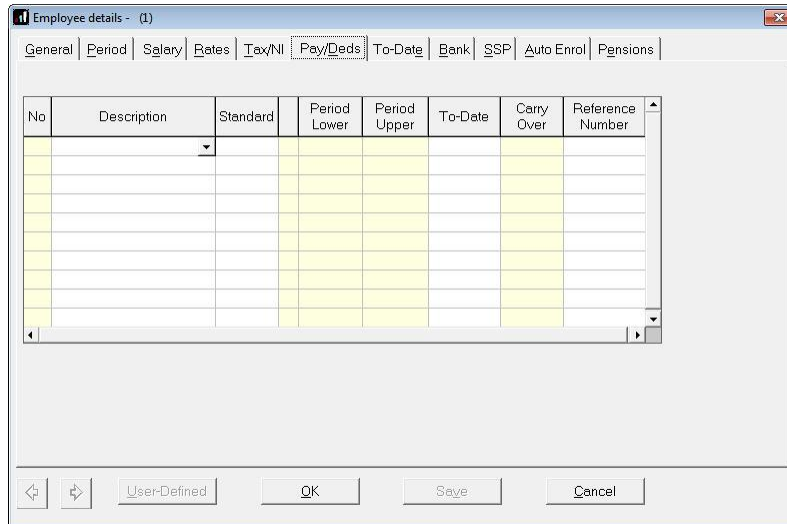
### National Insurance:

- **NI Number** – type the employee's National Insurance number here. If you don't know it, when you send an FPS with a blank NI Number, HMRC will automatically begin tracing it for you
- **NI Rate** – choose the employees National Insurance rate from the drop down list
- **Director** – if an employee is a Director of your company, you must tick this box. However, if you are setting up IRIS Payroll Basics in the middle of a tax year, and the Director has not been a Director for the WHOLE of that year please refer to the online FAQ webpage for advice
- **Normal NI** – this box becomes available if you tick the **Director** box. Directors NI is calculated annually, rather than from pay period to pay period like a normal employee.

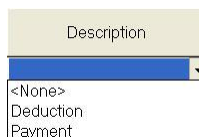
However, Directors can now opt to pay NI like a normal employee, so tick this box if that is the case

- **Passport No** - This only needs to be used for employees who are unable to provide you with an NI number, such as foreign nationals

7. Click on the **'Pay/Deds'** tab:

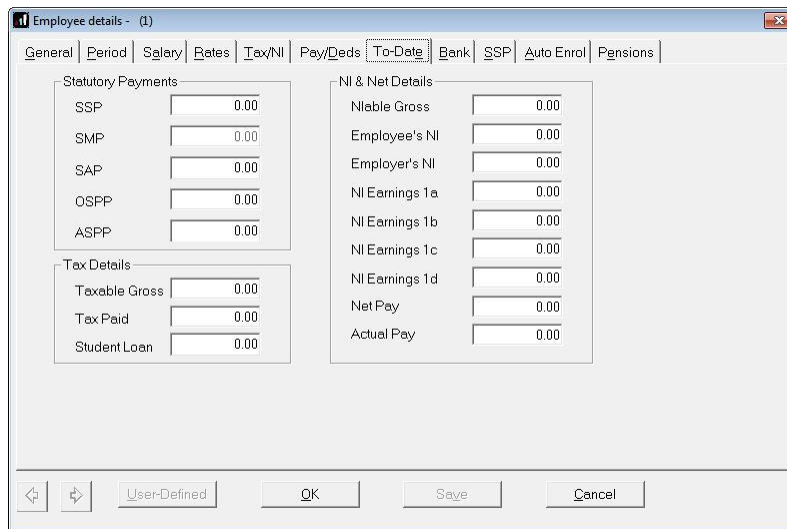


IRIS Payroll Basics has two items for you to use here; a taxable and NI-able **Payment** and a taxable and NI-able **Deduction**. If you want to add one of these items to an employee, click in the first empty box in the **Description** column and click on the arrow to see a list of the payments and deductions set up at Company level.



Click on the one you want and enter the amount you want to be paid/deducted each period into the **Standard** box. If you are starting IRIS Payroll Basics mid-year, you can enter in the **To-Date** column the total amount paid/deducted so far this year if you wish. Otherwise this amount will build up automatically each time a payroll is run.

8. Click on the **'To-Date'** tab:



The screenshot shows the 'Employee details - (1)' window with the 'To-Date' tab selected. The window is divided into three main sections:

- Statutory Payments:** Includes fields for SSP (0.00), SMP (0.00), SAP (0.00), OSPP (0.00), and ASPP (0.00).
- Tax Details:** Includes fields for Taxable Gross (0.00), Tax Paid (0.00), and Student Loan (0.00).
- NI & Net Details:** Includes fields for Niable Gross (0.00), Employee's NI (0.00), Employer's NI (0.00), NI Earnings 1a (0.00), NI Earnings 1b (0.00), NI Earnings 1c (0.00), NI Earnings 1d (0.00), Net Pay (0.00), and Actual Pay (0.00).

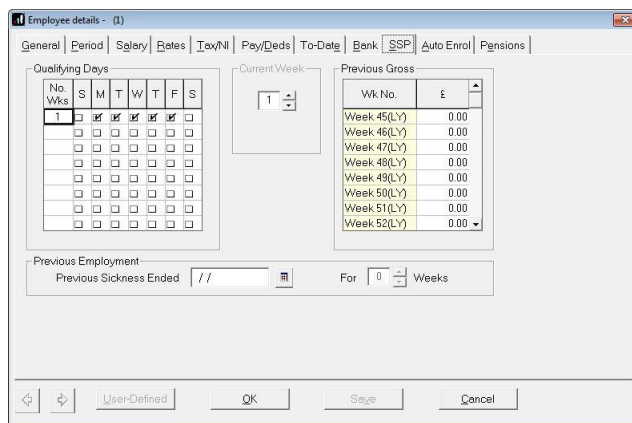
At the bottom of the window, there are navigation arrows, a 'User-Defined' button, and 'OK', 'Save', and 'Cancel' buttons.

This tab holds all the **To-Date** amounts for your employee. If you have been calculating payroll manually, these are the totals from the **P11 Working Sheet**.

If you are setting up IRIS Payroll Basics mid year, you need to complete all the relevant boxes. Click into each box and enter in the amounts accumulated so far this tax year for each amount. Remember not to enter P45 figures in here – they should be entered in the **Tax & NI** tab.

If you are setting up IRIS Payroll Basics at the beginning of a tax year, leave this tab alone as these amounts will accumulate each time you run a payroll.

9. Click on the **'SSP'** tab.



The screenshot shows the 'Employee details - (1)' window with the 'SSP' tab selected. The window is divided into three main sections:

- Qualifying Days:** A grid with columns for days of the week (S, M, T, W, T, F, S) and rows for weeks. The first row shows '1' in the 'No. Wks' column and '1' in the 'Current Week' column. The 'M' and 'T' columns are checked.
- Previous Employment:** Includes fields for 'Previous Sickness Ended' (//) and 'For' (0) Weeks.
- Previous Gross:** A table with columns for 'Wk. No.' and '£'. The table lists weeks 45(LY) through 52(LY), all with a value of 0.00.

At the bottom of the window, there are navigation arrows, a 'User-Defined' button, and 'OK', 'Save', and 'Cancel' buttons.

The system uses the information you enter here to calculate SSP for an employee.

Most important at the moment are the **Qualifying Days**. You need to tick each day of the week that an employee works. By default, Mon to Fri are ticked for you, but, for example, if they are part time and only work Wed to Fri, you need to click on the boxes under M and T to un-tick Monday and Tuesday. If they work a shift pattern, you can create each week of the pattern on each consecutive line.

Here is an example:

| Qualifying Days |                          |                                     |                                     |                                     |                                     |                                     |                                     |
|-----------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| No. Wks         | S                        | M                                   | T                                   | W                                   | T                                   | F                                   | S                                   |
| 2               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 1               | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
|                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

The **No Wks** column indicates how many weeks are worked at that pattern, for example, an employee may work Mon to Wed for two weeks then change to Thurs to Sat. In that case you would tick M T W, make sure **No Wks** was set to 2, before adding another line with T F and S ticked.



**Current Week** indicates which week of the shift pattern you are currently at. So if you are starting mid tax year, you will need to make sure this is set correctly.

- Click **'OK'** at the bottom of this window to save the **Employee Details**. If you have forgotten to complete any of the essential boxes, you may get warnings at this point. Don't worry, just make a note of the warning and go back to the relevant box to complete it.
- Repeat the steps detailed for each employee you need to add to the payroll.



## Step 3 Running a Payroll

It is a good idea to run the payroll in parallel with your existing system for a few pay periods, just to ensure everything you entered was correct and you are confident that you know how to deal with situations as they arise.

1. When all your employees have been added and you are ready to run the payroll, click on the **'Payroll'** menu at the top of the screen and choose **'Do/Redo Payroll'**. Or just click on the **'Do Payroll'** button at the top of the screen:



2. Make sure your **Payroll Date** is correct.

For Pay As You Earn and National Insurance purposes, HMRC (Her Majesty's Revenue and Customs) splits the year into 12 monthly and 52 weekly pay periods, starting on April 6 of each year.

It is important to know which pay period your **Payroll Date** will fall into as it is used to help calculate the amount of tax and national insurance your employees are due to pay. It appears on your employees' payslips as the date they were paid, and also on the Payroll Summary.

Employees should only be paid by you once in each pay period, whether they are paid weekly, fortnightly, 4-weekly or monthly. So you need to make sure that the **Payroll Date** you choose always falls into the next pay period after your employees were last paid.

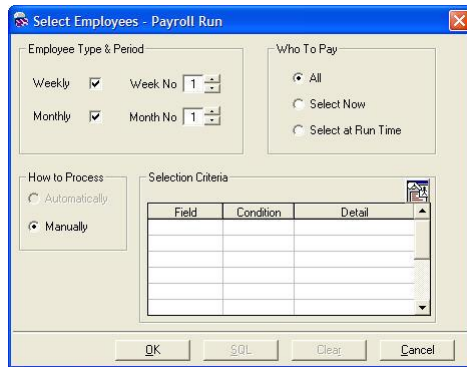
For example, if your employees are paid weekly, and you pay them on 12 April, that's Week 1. Your next pay date should be between April 13 and April 19, in Week 2.

If you are setting up your payroll mid year, you need to know the pay period in which your employees will be first be paid on the system. Use the **Tax Calendar** to help you do this.

You can view the tax calendar at any time. Click on the word **Payroll** at the top of the screen, select **Change Payroll Date** from the menu that drops down and click on the **Tax Calendar** button. It will open in a new window that you can leave open while you work.

3. Once you have entered the correct payroll date click **OK**. IRIS Payroll Basics will ask you to confirm your payroll date when you go into your payroll.

4. You will now see the **Select Employees – Payroll Run** screen:



This is where you choose which employees you are going to pay and for which pay period.

- **Employee Type and Period** - tick the appropriate box to choose whether you want to pay **Weekly** paid (and that includes any multi-weekly paid who are due for a wage this week), **Monthly** paid (and that includes any quarterly paid who are due for a wage this month) or both at the same time
- The **Week No** and **Month No** which appear are linked to your **Payroll Date**, so if you have entered that correctly, then these should be correct too. Don't worry if you only have weekly or only have monthly – it doesn't matter that both are ticked and it won't affect anything

### Who To Pay:

- **All** - selecting this button means that everyone who is due to be paid in this pay period will be paid. As well as weekly and monthly-paid employees, those with other pay intervals will be paid if they are due to receive a pay packet at this time.

Those paid multi-weekly, quarterly, etc. who are not due to be paid in this tax week will be ignored.

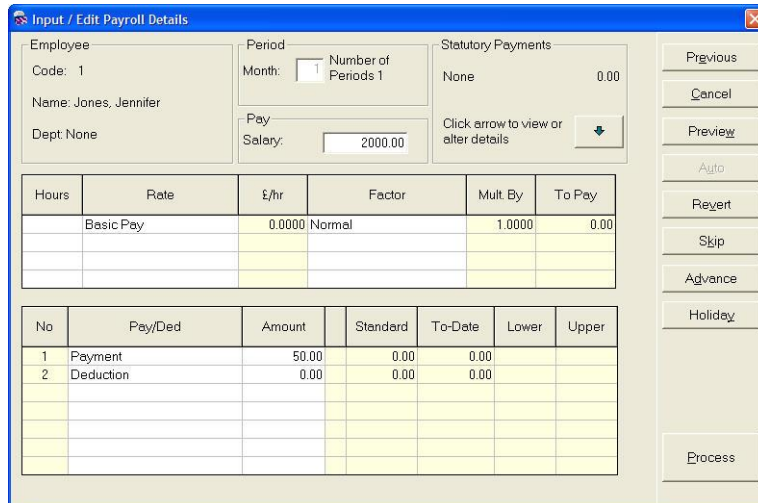
If you choose to pay **All** the program skips the section dealing with employee selection.

- **Select Now** - choose this option if you want to specify, here and now, which of your employees you wish to pay
- **Select at Run Time** - choose this if you want to decide as you run the payroll, which employees you wish to pay: using this option, as you finish paying one employee, the program asks you to enter the employee code for the next
- **Selection Criteria** – this is where you select which employees to pay if you have chosen the **Select Now** option. The simplest way of selecting employees is to click this button:



This brings up a list of your employees. You can then just click on each one you want, highlighting them, then click **OK**. Their details will then appear in the **Selection Criteria** box. For more details on using **Selection Criteria**, look at the **Do Payroll** topic in **Chapter 7 of Help**, by pressing the **F1** key while this screen is open

- **How to Process:** the **Manually** option pauses at each employee and you can make all the changes and alterations to pay as you wish
5. Click 'OK' to start the **Payroll Run**. This opens the **Input/Edit Payroll Details** screen for the first employee in your list:



| Hours | Rate      | £/hr   | Factor | Mult. By | To Pay |
|-------|-----------|--------|--------|----------|--------|
|       | Basic Pay | 0.0000 | Normal | 1.0000   | 0.00   |
|       |           |        |        |          |        |
|       |           |        |        |          |        |

| No | Pay/Ded   | Amount | Standard | To-Date | Lower | Upper |
|----|-----------|--------|----------|---------|-------|-------|
| 1  | Payment   | 50.00  | 0.00     | 0.00    |       |       |
| 2  | Deduction | 0.00   | 0.00     | 0.00    |       |       |
|    |           |        |          |         |       |       |
|    |           |        |          |         |       |       |

The top left of the screen shows you which **Employee** you are running the payroll for.

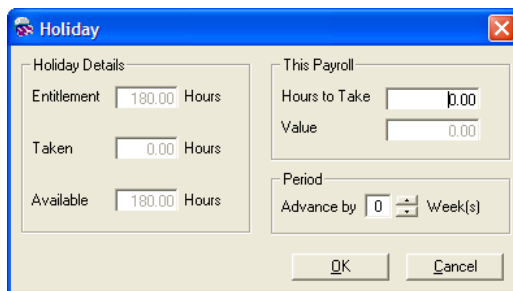
- **Period** shows you which pay period you are paying and the number of pay periods you are running. Usually this should be 1
- **Statutory Payments** – is where you enter in details of any SSP, SMP, OSPP, ASPP or SAP to be paid to your employee in this period. If you need to enter any, click on the arrow and type it into the boxes
- **Pay: Salary** – will show any **Salary** amount the employee is due this pay period. The amount is brought through from **Employee Details**

The first grid is for hourly paid employees. If you have set up anything in the **Pay Screen Default** section of **Employee Details**, it will show here. Make any amendments you need to by typing directly into the boxes.

The second grid shows the **Payments and Deductions** set up in **Employee Details**. You can add them here - just click on a blank line in the **Pay/Ded** column to bring up the Payment and Deduction set up at **Company** level. You can also type in or alter the amount in the **Amount** box, if you need to.

- **Previous** – this button will take you back to the employee you just processed, if you find you have made a mistake
- **Cancel** – this button will cancel the payroll run. Details will be saved for every employee you have processed so far, up to, but not including, the current employee
- **Preview** – this button will open a payslip-style window to show you the calculations that the payroll has made for this employee. It is a very useful check to make

- **Revert** – this is a useful button if you make mistakes on the payroll run screen. Press it and any changes you have made, for this employee only, will disappear. The screen will revert back to their basic pay details from their **Employee Details**
- **Skip** – if you click this button, the payroll run for this employee will be skipped and the pay screen for the next employee will be opened. The payroll will NOT HAVE BEEN RUN for the employee you **Skip**
- **Advance** – this button will move the employee into the next pay period, without paying them. This is useful if you have an employee on leave without pay
- **Holiday** – this button allows you to enter Holiday Pay for an employee, or advance their pay period for holiday purposes:



**Holiday** details are brought through from **Employee Details**. You can type in the hours/days etc. to be taken in this pay period, and/or advance the payroll by the number of weeks they are taking, to stop them coming back up in the payroll run when they have already been paid for their holiday. Click **OK** to go back to the Pay Screen

- **Process** – this is the most important button. When you are happy that all the details you have entered for this employee are correct, and you have pressed **Preview** to make sure you are happy that that calculation is correct, click **Process**. This will calculate the pay for the period for this employee, save the details, and move them into the next pay period. It will also open the next employee's pay screen for you

## Step 4 Printing Reports

After you have processed the payroll for the final employee, the next step is to print some reports.

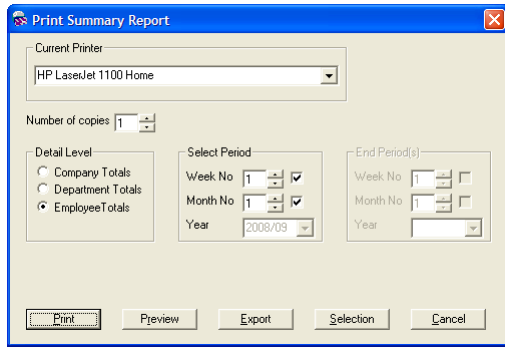
1. Print a **Payroll Summary**. As its name suggests, it will summarise all the figures from your payroll run for you. Two reports are printed, a **Payroll Summary** and a **National Insurance Summary**

2. Click on the **Reports** menu, then **Print Summaries**. Or click on the **Print Reports** button:



and then click **Print Summaries**.

3. From the list, click on **Payroll Summary** then click the **Select** button. You will then see the **Print Summary Report** screen:



- **Current Printer** - this shows your default printer picked up from Windows
- **Number of Copies** – by default this is set to 1; change it by clicking on the arrows or typing in the amount of copies you want
- **Detail Level** – allows you to select how much detail you want on the report. It's best to leave it at Employee Level for now, because if you have made any mistakes they will be easier to spot
- **Select Period** – this is again connected to your **Payroll Date**, so it should still be the correct pay period. If not, just change it using the arrows or type directly into the box. Use the ticks to print only for Weekly, or Monthly employees, or leave them both ticked to include both
- **Print** – will send the report directly to your printer
- **Preview** – will send a copy of the report to your screen
- **Export/Selection** – these buttons are a bit advanced so leave them for now
- **Cancel** – will close the screen without printing the report

Use these reports to check that your payroll run has gone correctly. If you find mistakes, redo your payroll and make changes to the affected employees.

We recommend you file these reports for future reference, but it is possible to reprint them in the future if you need to.

The only other essential report you must print each period is your employees' payslips.

4. To see the choice of payslips available to you, click on the **Reports** menu and choose **Print Payslips**.

To enquire about payslips and to order stationery, call **0844 815 5656**

5. At the end of a tax month, we recommend you print a **Month End Summary**. Go to **Reports** and select **Print Month End Summary**.

This report is able to tell you what needs to be paid to HMRC at month end. It summarises previous payroll runs, both weekly and monthly, and presents them to you in one report.

You should always choose to print this report **Based on Tax Calendar**.

Remember that within 14 days of the end of each tax month you must pay HMRC Accounts Office all you owe for PAYE and National Insurance for that tax month. And you do that by:

- Printing a month-end summary
- Making sure the figures it produces reconcile with what has gone on during the month
- Making any corrections and adjustments necessary and, if needed, reprinting the month-end summary
- Performing month-end processing to reset the payroll data ready for the next month, if appropriate

and before the 19th of the new month:

- Filling in your Yellow Book P30 based on the information on the summary and sending your remittance to HMRC

There are other reports available for you to print. They are not necessary for your payroll process, but you may find them interesting.

To see what is available click on the **Reports** menu and select whichever category of report you are interested in.

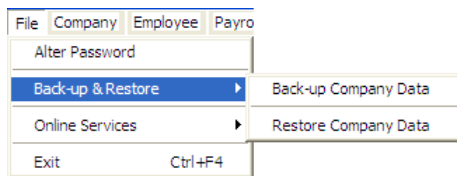
## Step 5 Making a back up

Accidents will happen, even to you, so we recommend that you ALWAYS BACK UP YOUR DATA AFTER EACH PAYROLL RUN!

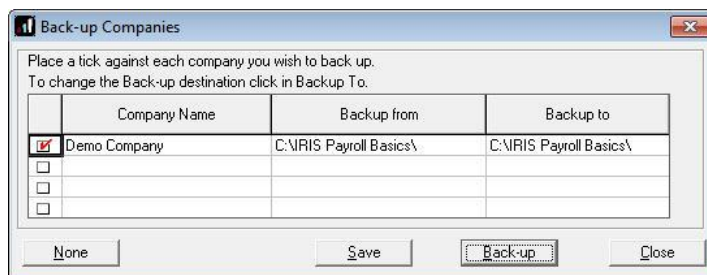
This section explains how to back up your information and how to restore it again when need arises.

In this way you will be able to restore previous payrolls whenever you wish.

1. Select '**File**' from the **Menu** bar, followed by '**Back-up and Restore**'.



Click on **Back-up Company Data** to open this window:



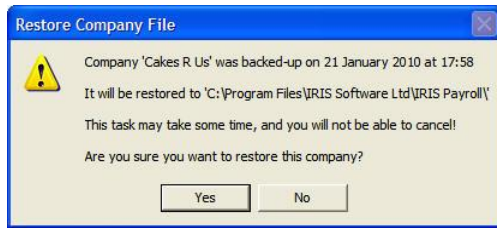
You should see your company name in the **Company Name** column and there should be a red tick in the box next to it. The **Back-up from** column should contain the location you installed IRIS Payroll Basics to. Click inside the **Backup to** field to specify where you want the back-up data kept. You can use the **Browse** button to choose a location.

We recommend you save the back-up to somewhere other than your PC's hard drive, in case you ever have problems with your PC. There are many choices, for example, an external hard drive or a USB flash drive. It is best to contact your hardware supplier for advice on this.

2. When you are happy with your **Back-up to** location, click on the **Back-up** button. This will create a file called **0001DATA.zip** in the location you specified.
3. If you ever need to restore your back-up, select **File** from the **Menu** bar, followed by **Back-up and Restore**. Then click on **Restore Company Data**. It should show the location you last backed up to, but if it doesn't, just click '**Browse**' to find the back-up file.

4. When the location is correct, click on the **Restore** button.

You will see a window like this, describing when the back-up was taken, allowing you to make sure that it is the correct back-up and that you definitely want to restore it:



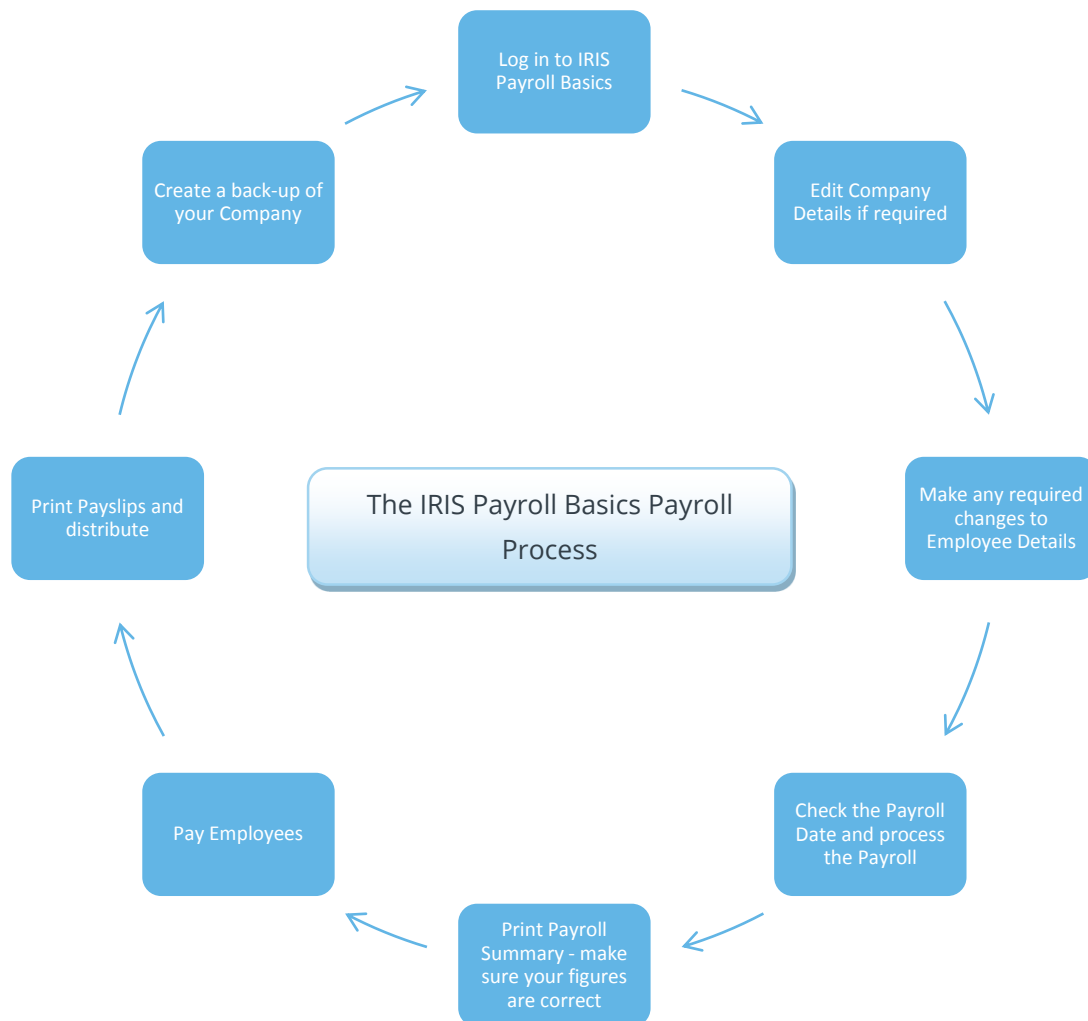
5. Click **Yes** to continue with the restore, **No** to cancel it.



## Step 6 Summary and finding out more

So that's it; you have completed your first payroll on IRIS Payroll Basics. Congratulations! Now you are ready to start the next one.

We recommend you always think of Payroll as a cycle, which consists of steps like those described in this guide. This diagram provides you with a basic summary of the steps you need to complete in each cycle:



There may be slight differences in any future payrolls, for example, you may not have any new employees to add but you may need to edit the **Employee Details** of existing employees.

It is a good idea to create your own work flow chart, enabling you to tick off each step as you go.

There are other steps to the payroll process that this guide hasn't covered, for example, issuing a P45, calculating and paying Statutory Payments, Holiday set-up, Online Filing. All of these things are comprehensively covered in the Help file which comes with the software. You can access this by clicking on **Help** then **IRIS Payroll Basics Help**. Alternatively, if you need some help with a particular screen, press the **F1** key on your keyboard to open **Help** directly on the correct topic.

**You should read the RTI Guide on the Help menu after this Getting Started guide to make sure your company is set up correctly for RTI**

## Software available from IRIS

### **IRIS Payroll Basics**

Free, RTI compliant payroll software for companies with fewer than 10 employees

### **IRIS Payroll Business**

Intelligent, easy to use payroll software for smaller businesses

### **IRIS Payroll Professional**

Flexible payroll software for medium sized businesses

### **IRIS Bureau Payroll**

Intelligent management for multiple payrolls

### **IRIS OpenPayroll**

Cloud-based UK payroll software – accessible from anywhere on PC, Mac or tablet

### **IRIS P11D**

The easy way to complete employee expenses and benefits returns

### **IRIS HR Manager**

The easy way to keep employee data up-to-date

### **IRIS OpenPayslips**

A secure web based solution that allows your employees to access, and download their e-payslips via an online portal

## Stationery order line

0844 815 5656

## HMRC online service helpdesk

Tel: 0300 200 3600

Fax: 0844 366 7828

Email: [helpdesk@ir-e-file.gov.uk](mailto:helpdesk@ir-e-file.gov.uk)

## HMRC employer helpline

Tel: 0300 200 3200

## HMRC employer helpline (for new business)

Tel: 0300 200 3212