



# Release Notes

## IRIS Payroll

April 2018



## Dear Customer

Welcome to your software update for April 2018. This update of the software includes legislation updates together with some new features and enhancements. These notes provide information on changes to the software; for detailed information on April 2018 legislative changes, click [here](#). If you encounter any difficulties, please visit: <http://www.iris.co.uk/contactus>

The minimum system requirements can be found on our website:

- **IRIS Payroll Business**
- **IRIS Bureau Payroll**

## Contents

<b>April Release 2018 v2.19.80 .....</b>	<b>4</b>
<b>Legislation.....</b>	<b>4</b>
<b>Tax/NI Changes .....</b>	<b>4</b>
Relief at Source for Scottish Tax Payers .....	4
Tax, NI, SSP, SMP, SAP, SPP & ShPP .....	4
Tax Code Changes .....	4
Student Loan Thresholds .....	4
Company Cars.....	5
Fuel Type.....	5
Recalculate.....	5
<b>Pensions .....</b>	<b>5</b>
Auto Enrolment.....	5
Automatic Enrolment Scheme .....	5
OpenEnrol Letter L0.....	5
Staging Date .....	6
Tax/NI/Pension Rates.....	6
<b>Standard Life Pension Output Files.....</b>	<b>6</b>
Output Files .....	6
Create Output File .....	6
<b>RTI Changes.....</b>	<b>7</b>
Earlier Year Update (EYU).....	7

Serious Ill Health Lump Sum .....	7
Full Payment Submission (FPS).....	7
Employer Payment Summary (EPS) .....	7
<b>Remote Payroll Entry Payroll App .....</b>	<b>7</b>
Configure Timesheet .....	7
<b>Other .....</b>	<b>7</b>
Payment – Serious Ill Health Lump Sum .....	7
Month End Summary .....	8
Apprenticeship Levy Values Report.....	8
KnowledgeBase .....	8

April Release 2018 v2.19.80

## Legislation

### Tax/NI Changes

#### Relief at Source for Scottish Tax Payers

From April 2018, following a legislative change, relief at source for employees with a Scottish tax code will now be calculated using the basic rate for Scotland. Previously, relief at source calculations were based on the UK basic rate. Scottish Tax Codes have a prefix of S.

This will only affect employees if they have one of the following pension plans and **Subtract Basic Rate Tax** is selected:

- **AE Qualifying/Banded Earnings (No Tax Relief)**
- **Personal Pension Plan (No Tax Relief)**
- **FSAVC (Without Tax Relief)**

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

The rates for tax, NI and statutory payments have been updated for 2018/2019.

#### Tax Code Changes

In line with legislative changes, moving into the new tax year (2018/2019) will automatically uplift tax codes as required.

#### Student Loan Thresholds

The annual thresholds for 2018/2019 are:

- **Plan Type 1** - £18,330
- **Plan Type 2** - £25,000

## Company Cars

With effect from the 2018/2019 tax year we have made the following changes to the software to cater for diesel cars that meet the Real Driving Emission Step 2 (RDE2) regulation.

### Fuel Type

The **Configure Company Cars | Add/Edit | Fuel Type** dropdown now includes the option **Diesel Meets RDE2 Regulation**. This **Fuel Type** will only be available from the 2018/2019 Tax Year.

### Recalculate

A new **Recalculate** button has been added to the software. You can click this button to recalculate the cash equivalent if there has been a change, for instance in **Fuel Type** from **Diesel** to **Diesel Meets RDE2 Regulation**.

## Pensions

### Auto Enrolment

As per the Auto Enrolment legislation, minimum Employer Contributions will increase in April 2018 and April 2019 as per the table below. During the Year-end Restart process, a warning message will be displayed advising you to check your employees' pension contribution rates – it is important that you carry this out to comply with the regulations. For further information on the TPR minimum contribution rates click [here](#).

### Automatic Enrolment Scheme

Date	Employer minimum contribution	Total minimum contribution
06/04/18 – 05/04/19	2%	5% (including 3% staff contribution)
06/04/19 onwards	3%	8% (including 5% staff contribution)

### OpenEnrol Letter L0

With effect from February 2018, **Letter L0 – Staging Date is coming** will no longer be required and prompts to create this letter have been removed. This is because final Staging Dates are in February 2018.

The **AE is coming** section and button has been removed from the **Automatic Enrolment Configuration Tool | Step 3 – Company Pension Scheme Administrator Details**.

## Staging Date

Following changes by TPR, **Staging Date** will now be referred to as **Duty Start Date / Staging Date**. **Duty Start Date** will be used for **Re-enrolment**. This change will be visible in the following locations and on pension related warning messages:

- **Pension | Auto Enrol Config Tool**
- **Pension | Pay Period Dashboard**
- **Pension | Company Pension Dashboard**

## Tax/NI/Pension Rates

On **HMRC | Tax/NI/Pension Rates**, **Staging Date** has also been renamed **Duty Start Date / Staging Date**.

## Standard Life Pension Output Files

New Standard Life Joiners and Standard Life Payments files have been added to the software. This is due to Standard Life introducing their new pension platform - Workplace Pension Hub.

## Output Files

Under **Pension | Configure Pension Fund | Add New or Edit | Output Files | File Output** drop-down we have added **Standard Life WPH**.

## Create Output File

We have added the following new files to the **Pension | Create Output File | Select file to create** screen:

- Standard Life WPH Joiners
- Standard Life WPH Payments

**Please note:** if an employee has an opt-out date before the end of the period the file is being created for, the employee will not be included in the file.

## RTI Changes

### Earlier Year Update (EYU)

The EYU has been updated in line with legislative changes.

### Serious Ill Health Lump Sum

A new tick box for payment type **Serious Ill Health Lump Sum** has been added to the **Earlier Year Update | Sundry | Flexible Drawdown** section.

### Full Payment Submission (FPS)

The FPS has been updated in line with legislative changes and to include the new **Payment – Serious Ill Health Lump Sum**.

### Employer Payment Summary (EPS)

Changes have been made to the software to allow you to overwrite the **Apprenticeship Levy Allowance** field. This field will need overwriting if the allowance is split between two companies in the PAYE Scheme. Once this field has been overwritten this will be used as the default value for future EPS submissions for the rest of the tax year.

The **App. Levy Allowance** field on the EPS will be disabled if the value set in **Company Details | Company | Apprenticeship Levy Allowance** is set to the maximum.

## Remote Payroll Entry Payroll App

### Configure Timesheet

By default, pay elements will now be set to overwrite rather than append as feedback received is that most employers want to pay that amount, rather than add it to the existing value.

## Other

### Payment – Serious Ill Health Lump Sum

From Tax Year 2018/2019, we have added a new payment **Type** to **Company | Payments & Deductions | Configure Payments & Deductions**, called **Payment – Serious Ill Health Lump Sum**. This payment is not subject to NI.

This new payment **Type** will be included in attachable earnings for

- Council Tax (England/Wales)
- Earnings Arrestment (Scotland)
- DEO (CSA)
- DEO (CSA) - % PEP
- Fines (Fixed Deduction AEO)
- Priority Order
- Non-Priority Order
- Direct Earnings Attachment – Percentage
- Direct Earnings Attachment – Value (£)

## Month End Summary

A **Print** button has been added to **HMRC | Month End Summary | Apprenticeship Levy**. Click this to display the **Apprenticeship Levy Reports** screen.

## Apprenticeship Levy Values Report

This new report accessed from the **Month End Summary** (as detailed above). It will detail the information displayed on the **Apprenticeship Levy** screen (along with text showing how the levy is calculated) including:

- **Tax Month** – Number/name of the tax month
- **Pay Bill** – Total Gross Niable Pay to date at the respective month
- **Pay Bill YTD** – Total Gross Niable Pay to date at the respective month
- **Allowance** – The pro-rata Apprenticeship Levy Allowance to date for the respective month
- **Allowance YTD** – Total amount of Apprenticeship Levy Allowance to date for the respective month
- **Levy Paid** – The amount of Apprenticeship Levy due to be paid in the respective month
- **Levy Paid YTD** – Total amount of Levy Paid to date for the respective month

## KnowledgeBase

We have removed the **Search the KnowledgeBase** field from the Support hub in your product. Use this link to access the knowledgebase: <https://www.iris.co.uk/support/knowledgebase/>



## Additional Software and Services Available

### IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider\* and generate the necessary employee communications.

### IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

### IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

### Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	

### Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0344 815 5700	Tel: 0344 815 5677
Email: <a href="mailto:sales@iris.co.uk">sales@iris.co.uk</a>	Email: <a href="mailto:earniesales@iris.co.uk">earniesales@iris.co.uk</a>

### Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	<a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a>
IRIS Payroll Business	0344 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Bureau Payroll	0344 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Payroll Professional	0344 815 5671	<a href="mailto:payrollpro@iris.co.uk">payrollpro@iris.co.uk</a>
IRIS GP Payroll	0344 815 5681	<a href="mailto:gpsupport@iris.co.uk">gpsupport@iris.co.uk</a>
IRIS GP Accounts	0344 815 5681	<a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a>
Earnie or Earnie IQ	0344 815 5671	<a href="mailto:earniesupport@iris.co.uk">earniesupport@iris.co.uk</a>