



# **IRIS Payroll Business**

## **Release Notes**

Dear Customer

Welcome to your software update for **Summer 2013**

As we are continually striving to improve our products and services, you will occasionally be offered a maintenance release like this one which includes some new features and enhancements. This document provides further information about the changes in version 2.9.0.

If you encounter any difficulties please visit [www.iris.co.uk/contactsupport](http://www.iris.co.uk/contactsupport).

### Workplace Pension Reform

IRIS Payroll Business has been updated to help you with **Workplace Pension Reform** which affects all employers with at least one worker in the UK. The Government have introduced **Workplace Pension Reform** to address the issues that prevent people saving into a pension.

A detailed **Pensions Guide** is also available from the **Pension** tab once you have installed version 2.9.0



**Some of the new Workplace Pension Reform functions are chargeable; please contact our sales team for further details**

## Contents

Tax & NI Rates .....	4
Configure Payment/Deduction .....	4
Employee Details .....	4
Auto Download Function .....	4
DPS Generic Messages .....	4
Trivial Commutation Payments .....	4
RTI Fields for FPS .....	5
Hours Worked per Week .....	5
First FPS not the first sent to HMRC .....	6
Pay Elements Analysis Report .....	6
Attachment of Earnings Orders .....	6
BACS Schedule .....	6
BACS File Extensions .....	6
OpenPayslips from IRIS .....	7

## Tax & NI Rates

The **Tax and NI Rates** report has been renamed **Tax/NI/Pension Rates**. This report will now contain the new Pension parameters.

## Configure Payment/Deduction

The field displayed when editing or adding a payment/deduction called '**Pensionable**' has been renamed '**Pensionable Earnings**'. A new tick box has also been added called '**Qualifying Earnings**'.

## Employee Details

A new field, **Country** has been added to **Employee Details | Personal** tab. If a UK Postcode exists the **Country** will default to United Kingdom.

## Auto Download Function

A new feature has been added to IRIS Payroll Business for any updates following the Summer 2013 release. During the login process, the system will automatically check that you are on the latest version of the software. If a newer version is found, a message will be displayed giving you the opportunity to download.

There are different types of update that may be available:

- Non-critical update – can be downloaded/installed at your convenience
- Payroll critical update – strongly advised that you download/install immediately
- Legislation critical update – this update must be installed before performing year end procedures

A manual process is also available in order that you can check for updates and download them at your convenience. This is also useful if you have previously selected '**Ask Me Later**' on the download message. To access the manual process, go to '**Help**' | '**About IRIS Payroll**' then select '**Check for Updates**'.

## DPS Generic Messages

HMRC are introducing a new type of DPS message called Generic Messages. These will be notifications that contain information relating to Reminders, Instructions, Warnings, and Events etc. These messages will be included in the existing process for downloading messages from HMRC.

## Trivial Commutation Payments

A Trivial Commutation Payment is a one-off lump sum that pays off or is paid in place of a small pension, so that there's no need to make the usual weekly, monthly or annual payments. Typically, these one-off payments are used if the regular payments would be very small.

The ability to record Trivial Commutation Payments has been added to the **Employee | Starter Details | Pensioner** tab. This information will be reported via the FPS.

In certain circumstances 25% of the payment could be tax free however further information regarding Trivial Commutation Payments can be found via the following links:

<http://www.hmrc.gov.uk/payerti/payroll/pension-payments/special-situations.htm#1>

<http://www.hmrc.gov.uk/manuals/rpsmmanual/RPSM09105085.htm>

## RTI Fields for FPS

A new button has been added to the **Pay | Enter Variations** tab which allows you to choose **Reasons for Unpaid Leave** from the following:

- **On Strike**
- **Employee Requested Zero Contracted Hours**

You can also select under the **Payment to Other** section **Payment to a Non-Individual** for instance full payment going to a charity.

**Please note:** if you tick one of the boxes, it will remain ticked for all subsequent payroll runs for the employee until you un-tick the box.

### Employer Payment Summary

The following on the EPS have been renamed:

- **No employees paid (no Tax & NIC liability)** to **No Employees Paid in Current Month**
  - You are required to complete the **Date From** and **Date To** fields
- **CIS Deductions** to **CIS Deductions Suffered**

### Period of inactivity

The option **No Employees will be paid in Future Months** has been added to the EPS allowing you to inform HMRC that you do not intend to pay any employees for a certain period of time, currently capped to 6 months by HMRC. If you use this option, HMRC will not expect FPS and EPS returns for the specified period.



Please note: If you tick the option '**No Employees will be paid in Future Months**', this must start from the following month. For example if you are sending the EPS for June, the **Date From** would be 6<sup>th</sup> July.

## Hours Worked per Week

The **Hours Worked Per Week** numeric field in **Employee Details | Personal** tab has been changed to a dropdown box allowing you to choose the **Hours Worked per Week** from the following:

- A – Up to 15.99 hours
- B – 16 – 29.99 hours
- C – 30 hours or more
- D - Other

New employees will have the field set as default to **D - Other**

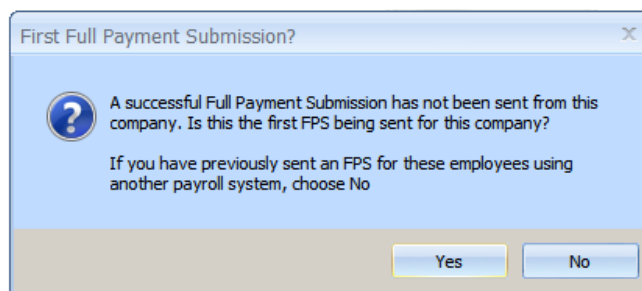
Current employees the value will be set to the relevant category depending on the value currently entered into the field.

## First FPS not the first sent to HMRC

We have added an option when sending a first FPS to select if it's the first FPS for the company or just the first sent via IRIS Payroll Business

When an FPS is sent, IRIS Payroll Business checks whether it is a first FPS or not. If it is, IRIS Payroll Business will display the message:

If you select **Yes**, all employees are included in the submission; if **No** then only the employees paid in the period are included.



## Pay Elements Analysis Report

Amendments have been made to the **Pay Elements Analysis Report**. Changes include:

- New **Factor** column added
- **Employee Amount** column for hourly rates section will be displayed to 2 decimal places

For the new changes to take effect you need to reselect the report via **Reports | Report Manager | Summary**

## Attachment of Earnings Orders

A **Stop Date** field has been added to the **Create** and **Edit** screens for **Attachment of Earnings** types:

- DEO (CSA)
- DEO (CSA) - % PEP

If a **Stop Date** is entered, this will stop any further deductions being taken for periods that include the **Stop Date** or thereafter.

## BACS Schedule

The BACS Schedule now has a column displaying the **Hash Code** (also referred to as Random Number).

## BACS File Extensions

The following file extensions have been renamed:

### Bank of Scotland Corporate Hobs (NDP)

- has been renamed from bacsout.XXX to bacsXXX.txt where XXX = Company ID

### Bank of Scotland Hobs (BACS)

- Has been renamed from bacsout.XXX to bacsXXX.txt where XXX = Company ID

## OpenPayslips from IRIS

OpenPayslips is a new way to distribute your payslips to your employees. OpenPayslips allows you to publish payslips electronically from within your payroll software to a secure online payslip portal. Once your employees have registered they are able to quickly view all of their current and historic payslips in one easy to access, secure area.

- All payslip information is taken directly from the payroll software and therefore the payslips will be displayed exactly how you are used to seeing them. Because they are in the cloud they can be accessed anywhere that you have an internet connection
- Pricing information available from Sales.

### Benefits to the client

- Quick and easy to setup with no software to install
- Increases your payroll processing efficiency
- Reduces your carbon footprint demonstrating an environmentally friendly pay solution
- Reduces your payslip distribution costs including printing, postage and processing costs
- Low cost and fully secure

### Benefits to the employees

- Allows employees immediate 24/7 access to their pay details
- Employees can access payslips anytime saving you time having to produce copy payslips
- Give your employees a greener way to receive their pay details therefore contributing to your company's environmental policies

### How to start using OpenPayslips

#### Create an Account

- Visit the OpenPayslips website and click the '**Create an Account**' button
- An activation email will be sent to you; click the link in the email
- Enter a password and login!

#### Update Payroll

- Log into **Admin**
- Click on '**File | OpenPayslips Login Details**'
- Enter the email address and password you registered on the OpenPayslips website and click '**OK**'
- Make sure all employees have up to date, valid email addresses

#### Publish Payslips

- Go to '**Reports | Print Payslips**' and select the required pay periods
- Click the new OpenPayslips '**Publish**' button
- All selected employees with an email address will be sent an email asking them to register with the OpenPayslips website to see their payslip. In the future they will be sent an email to inform them that their payslip is available

## Software & services available from IRIS



### **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 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 Accounts Office**

Smarter accounting for growing businesses



### **IRIS Backup**

The easiest, most secure way to back up and restore your business files

### **Stationery order line**

 **0844 815 5700**

### **HMRC online service helpdesk**

 **0300 200 3600**

 **0845 366 7828**

 **helpdesk@ir-efile.gov.uk**

### **HMRC employer helpline**

 **0300 200 3200**

### **HMRC new employer helpline (for new business)**

 **0300 200 3211**

### **Support**

 **0844 815 5661**

 **0844 815 5665**

 **ipsupport@iris.co.uk**

**IRIS SME Solutions** PO Box 33, Wigan, WN5 0FS