Release Notes
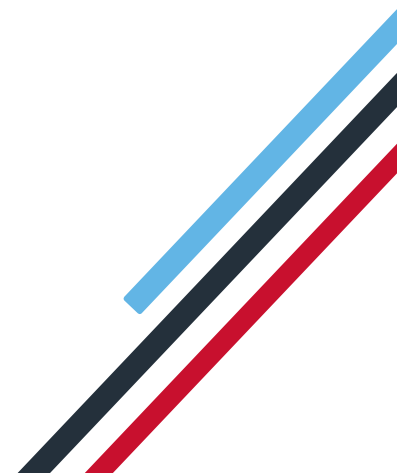
Earnie™

April 2019 & Patches

Contents

Earnie^{TM} April 2019 Patch Release –Version 1.32.54

IRIS HR Integration

This update includes various improvements to the IRIS HR Integration module.

Reports

P30 Summary

We have updated the P30 Summary to correctly show NI Adjustments.

Payroll Summary with YTDs

We have updated the Payroll Summary with YTDs report to show the Actual Paid column, to two decimal places in all instances.

Anomaly Report

We have resolved an issue where operator groups/operators were being ignored when generating the Anomaly report.

Bureau Dashboard

We have rectified an application dll error that occurred when trying to run a batch process in the Bureau Dashboard.

Earnie^{TM} April 2019 Patch Release –Version 1.32.51

Teachers' Pension

We have updated the system with the new salary bands and contributions rates with effect from 1st April 2019.

Annual Salary Rate for the Eligible Employment from 1 April 2019	Member Contribution Rate
Up to £27,697.99	7.4%
£27,698 to £37,284.99	8.6%
£37,285 to £44,208.99	9.6%
£44,209 to £58,590.99	10.2%
£58,591 to £79,895.99	11.3%
£79,896 and above	11.7%

Monthly Data Collection (MDC) Part-Time Salary/ Overtime

We have made improvements in the way the system deals with part-time salary and overtime in the Monthly Data Collection export for Teachers' Pension.

Directors NI - Issues after Tax/NI Override

We have resolved a National Insurance issue occurring when **Tax/NI Override** was used with a **Director's NI** flagged as **Normal**.

Create Pension File - Now Pension

We have improved the performance of the **Create Pension File** function when creating a **NOW Pension** file, which was previously causing the application to hang in some environments.

Update - Database Upgrade

We have resolved an issue with the update that was causing the application to hang in some instances.

Quick Report Writer

- We have resolved an issue with the **Quick Report Writer** that was causing an error if a field used in the report was not used in the **Company** the report was being printed in.
- We have rectified an error 5 that was occurring when printing a Quick Report with the Multi-Period option set.

Print log within SYSTEM produces Error 91

We have rectified an error 91 that occurred in System Admin when trying to print the **Log**.

Student Loan Being Taken alongside a Scottish EAO

We have resolved an issue where in certain circumstances a Student Loan was being deducted alongside a Scottish Earnings Arrestment.

Export Journal file to CSV

We have resolved an issue with some data exporting into a CSV file as zeros if a journal file had over 250 lines.

Earnie™ April 2019 Patch Release –Version 1.32.45

P30 Summary

The **Net Tax** column on the **P30 Summary** now takes into account **Student Loan**.

We have resolved a display issue with **Student Loan** showing zero in some months on the **P30 Summary** but with totals being correct.

Month End Summary

We have rectified an issue with **Month End Stat Payment Recovery** when exporting the Month End Summary.

Accounts Link

We have resolved an error with the **Run Company | Accounts Link | Create Journal File | Select Period | View | Export to CSV** option which sometimes occurred with large databases.

Directors' NI

We have resolved an issue with **Directors' NI** when a Director started mid-year with the **Normal NI** box ticked.

Earnie™ April 2019 Release – Version 1.32.43

Release Notes

Welcome to your software update for April 2019. This update of the software includes some new features and enhancements, together with any necessary legislative changes. 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**

PAYE Legislation Changes

- The rates and bands in the software for tax, National Insurance, Statutory Payments, Student Loans, Minimum Wage etc., have been updated for 2019/2020

- During the **Year-end Restart**, the software will uplift tax codes as follows:

Prefix	Uplift
L	65
M	71
N	59

- P60 forms have been updated to report for year end 2018/2019

- New bands for Earnings Arrestment Scotland have been added

Welsh Tax Codes

From April 2019, the Welsh Government will be able to vary the rates of income tax payable by Welsh taxpayers. Responsibility for many aspects of income tax will remain with the UK, and HMRC will continue to collect the tax.

A Welsh taxpayer will have a 'C' prefix to their tax code e.g. 1250L will be C1250L.

For further information on Welsh Tax Codes, click **here**.

Postgraduate Loans

From April 2019, Postgraduate Loans (PGL) are due for repayment via PAYE. The repayment threshold is set at £21,000 with repayments at a rate of 6%. Similar to the current Student Loan start (SL1) and stop (SL2) notices, Postgraduate Loan start (PGL1) and stop (PGL2) notices will be downloaded with other HMRC Messages.

A borrower could be liable to repay a Student Loan and Postgraduate Loan concurrently, as they are separate loan products. This means that, where applicable, employers must deduct both.

Company Payment/Deductions

We have added a new Payment/Deduction **Category** of **Postgraduate Student Loan Refund** to the payroll software.

To use this new **Category**:

1. Go to **Company | Alter Payments/Deductions**

2. Click **Add** to create a new entry

3. From the **Category** drop down, select **Postgraduate Student Loan Refund**

4. The rest of the form will be completed for you

Employee Details

To-Date Tab

We have added new **Student**, **Postgraduate**, and **Total Student Loans** fields to **Employee details | To-Date**.

Student Loan Screen

We have added the following new fields to a new **Postgraduate Student Loan** frame on **Employee details | Tax/NI | Student Loan**:

- **Start Date**
- **End Date**
- **Continue Postgraduate Student Loan**

Starter Details

We have added the new tick box **Postgraduate Loan** to **Employee details | Tax/NI | Starter Details**.

Messages from HMRC

The payroll software will be able to download the new Postgraduate Loan forms:

- **PGL1 – Postgraduate Student Loan Start Notice**
- **PGL2 - Postgraduate Student Loan Stop Notice**

Import/Export

We have added the relevant new fields for Postgraduate Loans to the **Import** and **Export** functions.

Employee Debug

We have added the relevant new fields for Postgraduate Loans to the **Employee Debug** function.

Quick Report Writer

We have added the relevant new fields for Postgraduate Loans to the **Quick Report Writer**.

Reports

Postgraduate Loans and Student Loans display separately on payslips. If you use a standard payslip from the library, you will need to reselect it in order to have the newest version. To do this, go to **Reports | Library Selection | Payslips** and select your payslip again.

RTI

Earlier Year Update and Full Payment Submissions

- For amendments to data for the 2018/2019 tax year onwards, HMRC have removed the restriction of the 19th April, allowing you to submit an FPS to update their records
- For the tax year 2018/2019 you can submit either an EYU or an FPS to report amended data, however, you must choose only one method for reporting amendments for the whole of the tax year
- An EYU will still be required if you are amending data for any tax year prior to 2018/2019

Tax Year	Send EYU	Send FPS
2017/2018	Yes	No
2018/2019	Yes	Yes
2019/2020 onwards	No	Yes

Please Note: starting with tax year 2019/2020, you will no longer be able to use Earlier Year Update (EYU) to amend data. All changes will be via FPS.

Aggregated Earnings indicator for FPS

If an employee has more than one job with you - or with another employer that you 'carry out business in association' with, you may have to calculate National Insurance based on the earnings of both of their jobs. (For more information about what this means, click **here** to view HMRC advice.)

To cater for this, on the **Employee details | Period** tab there is now an **Aggregate** tick box. When you run payroll with this box ticked, the pay period is logged as having aggregate earnings and this

will be reported via the FPS.

How the **Aggregate** tick box works:

Employee has two jobs with associated companies (Company A & Company B), Company A is responsible for the NI deductions

→

Configure the employee in Company A with their standard NI Letter and the **Aggregate** box ticked in **Employee details**

→

Configure the employee in Company B with NI Letter X and the **Aggregate** box ticked in **Employee details**

↓

Process the payroll in Company A, adding in the NIable amount paid by Company B as the Notional Payment

←

In Company A create a Notional After Tax but Before NI Payment

←

Process payroll as normal for Company B

↓

NI is then calculated on the combined earnings, as are Student/Postgraduate Loans if applicable

→

FPS is sent to HMRC from Company B and Company A with Aggregated Earnings indicator set

Year to Date Figures in FPS Summary/Details

Any employees that are included in the FPS, but not paid in the period, are now included in the YTD values on:

- FPS Confirmation Screen
- FPS Print Summary
- FPS Print Details

FPS Confirmation

Employees that are included in the FPS, but not paid in the period, are also included in the **Totals** at the bottom of the **FPS Confirmation** screen.

FPS Print Summary

Employees that are included in the FPS, but not paid in the period, are also included in the **Totals**

in the **Year To Dates Totals** frame on the **FPS Print Summary** report.

FPS Print Details

Employees included in the FPS, but not paid in the period, are also included in all **YTD** values in the **FPS Print Details** report.

New Starter Details

We have removed references to P46 from the software.

Starter Details

On the **Employee | Select Employee | Tax/NI | Starter Details** screen, we have renamed **P46 Not Complete** to **Employee Statement not completed.**

Log & Log report

We have renamed the following Data Items on the Log/Report:

- **P45** or **P46** to **P45** or **Employee Statement**
- **P46 Statement A-C** to **Employee Statement A-C**

New Starter Checklist Reports

To the **Reports | Library Selection | Miscellaneous Reports** section, we have added

- **Starter Checklist**
- **Starter Checklist Expat**
- **Starter Checklist (Blank)**
- **Starter Checklist Expat (Blank)**

Select these reports from the library and use them instead of the P46 reports, which are now out of date. P46 reports are still currently available in the software, however.

EYU - Changes for 2018/2019

- The EYU schema has been updated for tax year 2018/2019

FPS - Changes for 2019/2020

- The FPS schema has been updated for tax year 2019/2020

EPS - Changes for 2019/2020

- The EPS schema has been updated for tax year 2019/2020

Pensions

- AE Thresholds have been updated for 2019/2020

- Teacher's Pension Tiers have been updated for 2019/2020

- LGPS Bands for England/Wales and Scotland have been updated for 2019/2020

- Schema for NEST integration has been updated

Option to determine which tax year's Automatic Enrolment thresholds are in use

Currently, the payroll software determines which auto enrolment thresholds to apply using the Pay Reference Period Start Date, Automatic Enrolment Date or 22nd birthday date. At most points in the year this is the same as using the current tax year thresholds.

However, at the beginning of a new tax year, the parameters in use could be from different tax years for different employees in the same pay period. For example:

Monthly paid employees	Auto enrolled	Tax Parameters used
Employee 1	1st April 2018	2017/2018
Employee 2	7th April 2018	2018/2019

We have added the option for you to select which method the system should use in these circumstances.

Configure Auto Enrolment screen

We have added a new dropdown box named **AE Thresholds**, to select the method used to determine the auto enrolment thresholds in use.

The **AE Thresholds** field can be set to:

- **Use Pay Reference Period**
- **Use Tax Year**

If you set **AE Thresholds** to **Use Pay Reference Period** the assessment will use the first day of PRP, AE Date or 22nd birthday date to determine the thresholds in use, as it does now. If you set **AE Thresholds** to **Use Tax Year**, the assessment will use the current tax year thresholds.

AE Configuration Tool

We have updated the hyperlink for Friends Life on Step 5 of the AE Configuration tool to the following:-

https://www.avivamicrosite.co.uk/ae/index.jsp

Standard Life

Headers in the Standard Life WPH Joiners file have been updated.

Reports

Option in Quick Report Writer for Surname only

In **Reports | Quick Report Writer | Edit**, we have added an option to print **Surname Only** on reports, instead of both Surname and Initials. **Surname Only** is a tick box, unticked by default.

Formulas in Quick Report Writer

It is now possible to use formulas in the Quick Report Writer when grouping by **Account Group.**

When you select **Quick Report Writer | Options | Grouping | Account Group**, the **Quick Report Writer | Fields | Formulas** option becomes expandable with a list of all formulas currently configured, allowing you to add these to your report.

Valid fields for Quick Report Writer Accounts Group formulas:

- **Salary (Account Group)**
- **SSP (Account Group)**
- **SMP & Stat Pmts (Account Group)**
- **Tax Paid (Account Group)**
- **NI Employee (Account Group)**
- **NI Employer (Account Group)**
- **Actual (Account Group)**
- **NetPay (Account Group)**
- **Gross Taxable (Account Group)**
- **After Tax Payments (Account Group)**
- **Before Tax Payments (Accounts Group)**
- **Any field from Pay/Deds | This Period**
- **Any field from Factors | This Period**

IRIS OpenPayslips

Print option added to IRIS OpenPayslips Audit screen

We have added a **Print** button to the **Company | OpenPayslips Audit** screen.

To print the **OpenPayslips Audit** Summary:

1. Go to **Company | OpenPayslips Audit**

2. Click **Print** and the **Print Summary** window displays. You can Print or Preview etc. as normal

3. The report is generated for the Period(s) selected on the **OpenPayslips Audit** screen

HR Integration

Data not imported warning

With HR Integration configured, if you select **Payroll | Do/Redo Payroll** for a period where the HR data has not been retrieved, when you click **OK** you will see the following message:

You have not got the data from HR for <Frequency> <Period number>. Do you want to get the data now?

Click **Yes** to go to the **HR Integration | Get Data** screen or click **No** to continue.

Copy Company

If you use the **Copy Company** option in Admin to create a copy of a company linked to HR, you will need to recreate the HR link in the copy, as it will now have a different company ID number.

Reconciliation

We have introduced a reconciliation process to identify the differences between values downloaded from HR and the values actually paid.

In the **HR Integration** menu there is now an item called **Reconcile HR Data**. Click this to open the new **HR Reconciliation** screen.

The **HR Reconciliation** screen displays the date, tax year and pay period of the last time HR data was downloaded successfully into payroll. The screen also has the following drop-down fields:

- **Reconcile for Pay Frequency -** the options of Monthly, Weekly, 2-Weekly, 4-Weekly and Quarterly
- **Year**
- **Month/Week**

When you select the relevant fields and click **OK**, the system displays a grid with the following columns:

- **Pay Element** - the pay element names, ordered alphabetically
- **Downloaded Value** - the total value for the pay element from the downloaded file
- **Payroll Value** - the total value of the equivalent pay element from payroll
- **Matched** - **Yes** if the **Downloaded Value** and **Payroll Value** are the same and **No** if they are different

Click **View** to show a more detailed view of the selected **Pay Element**; click **Print** for a report containing the information on the grid.

Bureau Efficiency

Client contact email for report packs

It is now possible for you to use the **Email Address** found in **Company | Alter Company Details | Contact Details** for a client as standard when you configure a Report Pack.

Use Client Email Address

On **Configure Report Packs | Email Settings**, there is now a **Use Client Email Address** tick box.

Tick **Use Client Email Address** to populate **Report Pack | Email Settings | Email Address** with the email address held in **Company | Alter Company Details | Contact Details | Email Address** for the client for the report.

Current employees only option in Report Packs

To assist you in selecting which employees to add to reports, we have added a new **Include** field to **Bureau Dashboard | Configure | Report Packs | Report Settings** and **Client Config | Edit Report Pack | Report Settings**.

Include is a drop-down selection box with options of **All Employees**, **Current Employees**, **Current and Leavers in Period** and **Leavers**.

Select/deselect all when assigning clients

In the Bureau Efficiency module, we have added a tick box to the heading of each of the following grids:

- **Dashboard | Task List | Select**
- **Clients | Client List | Select**
- **Clients | Batch Processing | Excluded**
- **Configure | Bureau Structure | Allow Re-assign**
- **Configure | Checklist | Apply to Clients | Apply**
- **Configure | Variance | Select**
- **Configure | Variance | Apply to Clients | Apply**
- **Configure | Report Packs | Apply to Clients | Apply**
- **Configure | Client Config | Edit Variance | Select**

Tick the box next to the column title to select all the items in the list. If the box is already ticked, then unticked, all items in the column will be deselected.

Remote Payroll Entry

Returned Timesheet notification

The company name and number are now included in the email notifying the Bureau that a client has submitted a timesheet.

Other Improvements

Bank Holidays

We have added bank holidays for England/Wales, Scotland and Northern Ireland for 2020 onwards to the software.

New Journal Export for Accounts IQ

We have added an option for **AccountsIQ** to **Company | Accounts Link | Configure Accounts Link | Accounts Package**.

View & Create Journal file – Export to CSV

We have added an **Export to CSV** button to the **View Journal File** and **Create Journal File** screens to allow you to export your journal file as a CSV.

When you select **Export to CSV**, the payroll software will save the CSV to the application folder. The filename will be **View Accounts <Company Number>.CSV** e.g. **View Accounts 0001.CSV**

The contents of the file will be the same as the grid on screen.

IRIS OpenSpace filenames

When you choose to upload reports directly to IRIS OpenSpace from within the payroll software, the filenames will now include both the Company ID number and the Company Name, e.g. '0001 – Riverside Hospital – Report Name.'
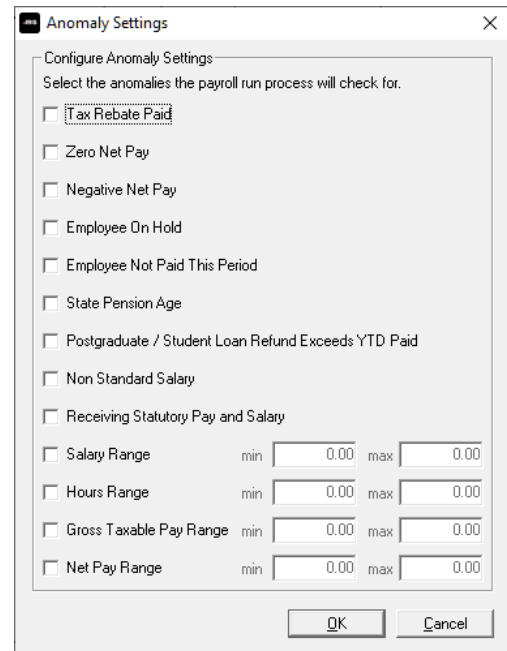
Anomaly Process

We have introduced a new, simple and flexible anomaly process to the software. You can configure your own anomaly settings and apply them to the current company.

A new **Anomaly Settings** button on the **Company | Alter Company Options | Payroll** tab opens the **Anomaly Settings** screen.

This screen details all the anomalies that the software can detect and report for you. Tick the box next to each one you require.

The payroll software will make the anomaly check as part of **Do/Redo Payroll**; if anomalies are found, a message appears at the end of the process, giving you the opportunity to view and print the anomalies.

IRIS

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: helpdesk@ir-efile.gov.uk	

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0344 815 5700	Tel: 0344 815 5677
Email: sales@iris.co.uk	Email: earniesales@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 Payroll Professional	0344 815 5671	payrollpro@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