# Remote Payroll Entry Getting Started Guide

**IRIS Payroll**

April 2018

# Contents

# IRIS Remote Payroll Entry (RPE)

This guide will give you an overview of what Remote Payroll Entry (RPE) module is and how to set it up within the payroll software. You can read it straight through or just jump to the section you are interested in using the links in the **Contents** page. There is a **Glossary of Terms** towards the back of this guide along with a **Frequently Asked Questions** section.

If text within the guide looks like **this**, it is a link which will take you to more information on that topic.

## Introduction

IRIS Remote Payroll Entry (RPE) is a revolutionary module which streamlines the data collection process for Bureaus and Accountants.

With the IRIS RPE portal, the onus of manually entering payroll information is put back on your client, removing the need for you to complete this task. This efficient process enables you to spend time on more profitable functions.

In your payroll, IRIS RPE enables you to quickly define the:

- Clients who will have access to the RPE portal
- Pay frequencies your clients can send payroll information for
- Timesheet templates for your clients to use to enter variable payroll information

Once this configuration is complete, you are ready to send timesheet information to your clients by clicking a button in payroll.

### Security

All documents are stored on the Microsoft Windows Azure platform in their EU zone and this is therefore fully compliant with UK data protection guidelines.

### Remote Payroll Entry App

#### Your clients

Via the new IRIS RPE app, your clients will be able to:

- Create new starters and enter their personal information
- Make an employee a leaver and indicate if that employee is due to receive a further payment prior to leaving
- Enter changes to static employee information, such as salary or bank details
- Enter variable pay period information, such as number of hours worked
- Enter Holiday and Statutory Payments information

Your clients can then submit their payroll information to you at a touch of a button.

## Getting Started with Remote Payroll Entry

Once you have purchased the **Remote Payroll Entry** module you will receive email notifications from IRIS.  These will contain your licence number and the details you need to log into Azure, the cloud platform used with **Remote Payroll Entry.**  It is essential to keep these emails to hand as you will need them when setting up the **Remote Payroll Entry** module.

> **Please Note:** We would advise you obtain the email addresses of any remote users as these are required during the configuration process.

Purchase Remote Payroll Entry module → Enter new licence details

↓

Enter cloud Username/temporary Password from IRIS Admin email ← Provision a Remote User

↓

Change Password
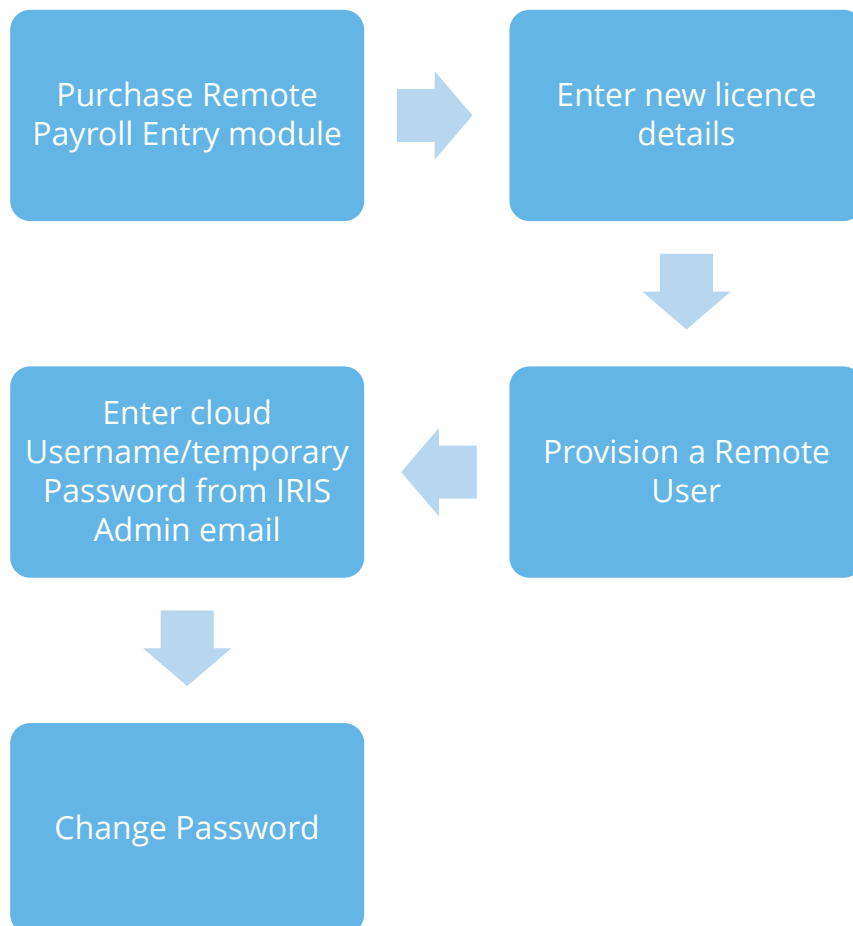
1. Purchase **Remote Payroll Entry** module

2. Log into **IRIS Bureau Payroll Admin** then select **Licence** and enter the new details

3. Go to **File | Use IRIS Bureau Payroll** and enter normal log-in details

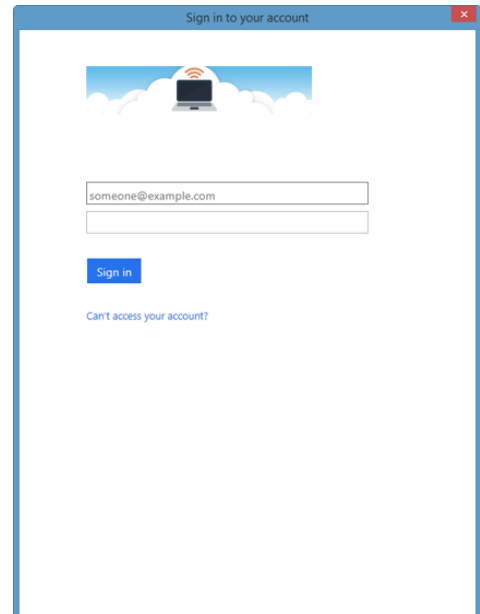4. Choose **Company | Provision User**

5. From the **Provision User** screen, next to the relevant **Pay Frequency** enter the email address of the Remote User

6. Click **Link**

7. A **User ID** and **Password** screen will be displayed – enter the details from the email received from IRIS (you may not need to enter your username and password if you have already logged into Azure, the Cloud platform, as these will be already stored)

8. Click **Sign in**

9. When prompted, change your password

10. On the **Provision a Remote User** screen click **Close**

## Managing Remote Users

When using the Remote Payroll Entry facility in the software, before you can communicate via the cloud, you must configure a Remote User and link it to a company and pay frequency.

> **Please Note:** A Remote User can be linked to several companies and pay frequencies however a company and pay frequency can only be linked to a single Remote User

**To create a new Remote Payroll Entry user or assign a new pay frequency to an existing user:**

1. Ensure the **Company | Payroll Calendar** has been configured for the pay frequency

2. Go to **Company | Provision User**

3. Enter the email address next to the relevant **Pay Frequency**

4. Click **Link**, then **Close**

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If the email address for the Remote User does not already exist in the cloud, a welcome email will be sent to them advising:
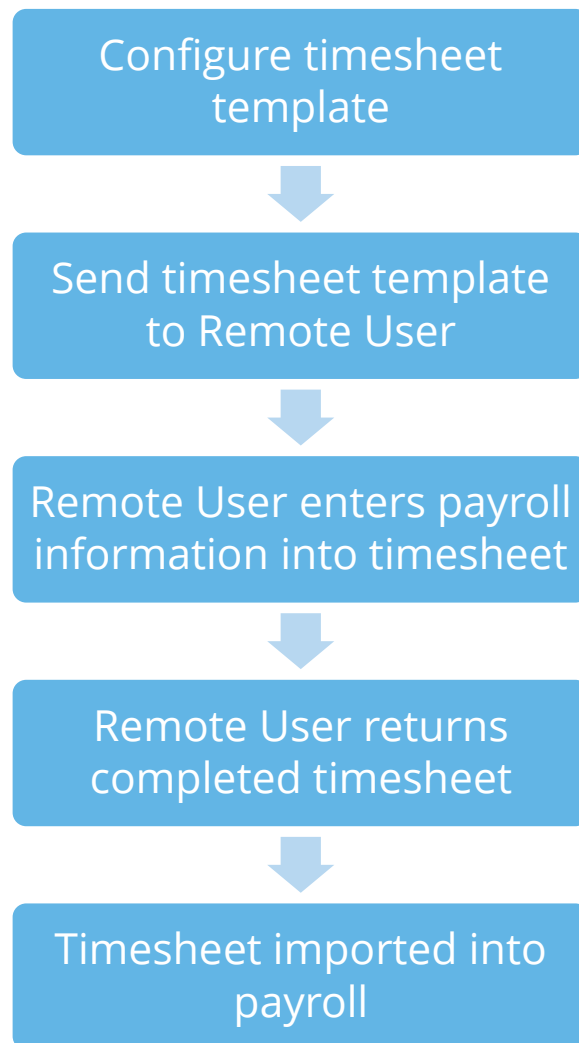
- How to download the Remote Payroll Entry app
- Their cloud Username and temporary Password
  (The application will prompt the Remote User to change their password on first log in)

A further email will be sent to the Remote User containing their **Username**, plus details of the **Company Name** and **Pay Frequency** for which they will be entering data.

The Remote User may receive further emails if you allocate more companies or payroll frequencies to them.  If you are linking a new pay frequency to a Remote User account that already exists, an email will be sent advising them of the new pay frequency that has been created.  If the remote user has access to more than one company, the linking procedure will need to be repeated in each company.

> **Please Note: Company |Payroll Calendar** needs to be configured for the respective pay frequency, otherwise the **Email Address** field will be disabled, and the **Pay Frequency** and **Status** greyed out

## Overview of Timesheet Process

```
┌─────────────────────────────┐
│   Configure timesheet       │
│   template                  │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│   Send timesheet template   │
│   to Remote User            │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│   Remote User enters payroll│
│   information into timesheet │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│   Remote User returns       │
│   completed timesheet       │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│   Timesheet imported into   │
│   payroll                   │
└─────────────────────────────┘
```
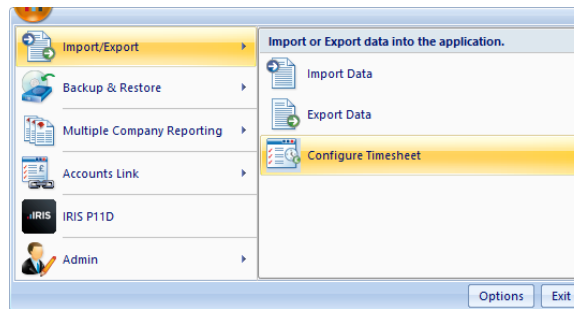
Configure Timesheet is used to define the default timesheet layout that you send to your Remote User for them to enter the variable data changes.

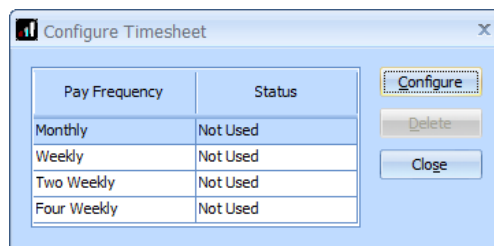You can configure one timesheet per pay frequency per company.

# Timesheets

## How to Configure a Timesheet:

1. From the **Application menu** select **Import/Export**
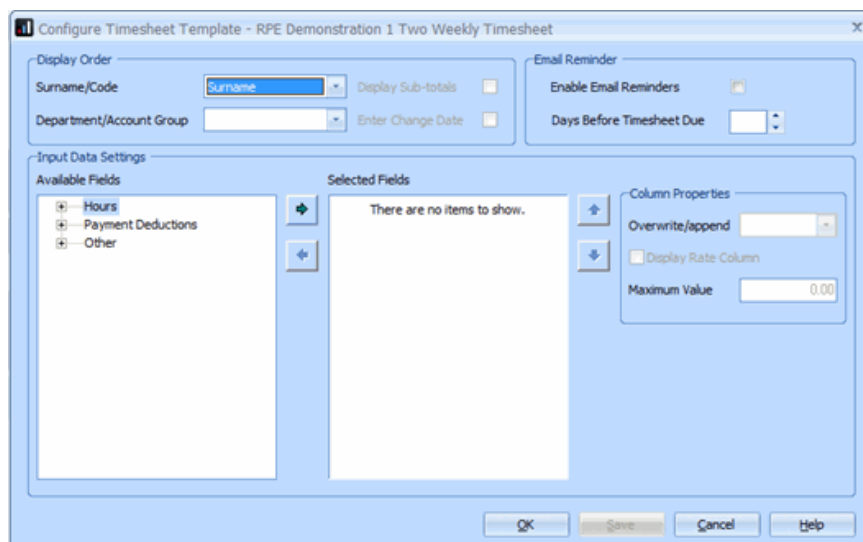
2. Choose **Configure Timesheet**



3. The **Configure Timesheet** screen will be displayed, select the required **Pay Frequency** and click **Configure**



Once you have configured a timesheet the **Status** column data will change from **Not Used** to **Configured**

4. This will open the **Configure Timesheet Template** screen for you to add your template

5. Under **Template Settings | Display Order** choose from:

- **Surname** or **Code** and
- **Department** or **Account Group**

6. If required, tick **Display Sub-totals** (this field will be disabled if **Department** or **Account Group** is not selected). This will show the sub total fields in the timesheet

7. **Enter Change Date** – this field will only be available if part payments are enabled in **Company | Part Payments**. This allows your client to enter a date a **Bulk Employee Amendment** is to be applied

8. Tick **Enable Email Reminders** – this enables you to switch reminders on for the day the timesheet is due back from your client and, if necessary, a number of days prior to the deadline

9. If required, complete **Days Before Timesheet Due**. If you set the number of days to zero, the reminder will be limited to the day the timesheet is due. If you set the number of days greater than zero, you will then receive reminders both on the day the timesheet is due and also the number of days before it is due

> **Note**: In **Company | Payroll Calendar | Pay Period Set up Wizard**, there is a column Timesheet Due Back. This is only visible with the Remote Payroll Entry Module.

10. From the **Available Fields** section, select the required rate(s) together with the required factor(s) from the expandable list and click ⇨ to move the item to **Selected Fields**; alternatively drag and drop or double click on the required field
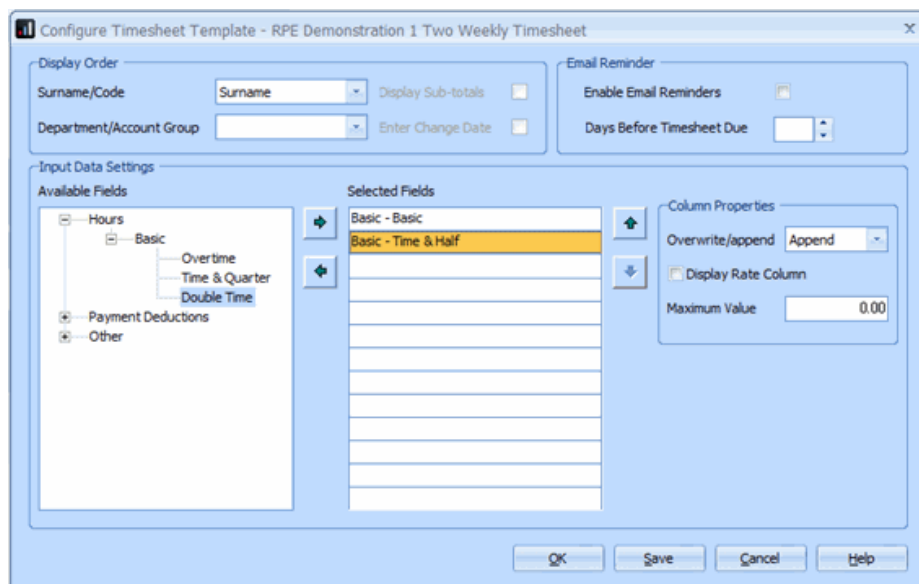


11. Also from the **Available Fields** section, select any required **Payment/Deductions** or items under **Other** such as **Salary Annual**

12. You can configure fields for statutory payments. Your client can then enter a date range for SSP, which will then calculate SSP due on import. Also your client can enter information for SMP/SPP/SAP/ShPP, which then will create the relevant record on import

13. You can also choose **Holiday Year, Holiday Period** and **Holiday No of Days/Hours.** Where the **Type** is set to **Per hour** or **Per Day**, holidays can then be entered by your client and these can be automatically processed during **Calculate** and entered into **Diary Entry.** For examples of imported holiday information click **here**

> **Note**: you can move the selected fields up and down the list by highlighting a field and using the up/down arrows on screen

In the **Selected Fields** column, you can double click on an item and rename it if required

14. Highlight a **Selected Field** then, under **Column Properties**, choose if you want it to **Overwrite** or **Append**, by default pay elements will be set to overwrite. For examples of Overwrite/Append click **here.**

15. For **Hours** only you can choose **Display Rate Column**, if required

16. Click **OK** then **Close**

> **Note**: Attachment of Earnings Orders are not available to configure on the Timesheet including Council Tax, DEO (CSA), Priority Orders

## Examples of imported holiday information

Your client can enter a holiday value without entering dates. This will pay the holiday value through the payroll and there will be no new record in Diary Entry.

| Holiday Rate set in Employee Details | Holiday Dates imported | Number of days holidays calculated | Diary Entry? | Days Remaining reduced by | Holiday Value |
|---|---|---|---|---|---|
| **No** | From: 1/5/17<br>To: blank | 1 day | Yes – 1 day | 1 | 0.00 |
| **No** | From: 1/5/17<br>To: 5/5/17 | 5 | Yes – 5 days | 5 | 0.00 |
| **Yes (£100/day)** | From: 12/6/17<br>To: 16/6/17 | 5 | Yes – 5 days | 5 | £500.00 |
| **No** | From: blank<br>To: blank | n/a | No | 0 | £24.56<br>Imported value |

## Examples of Append and Overwrite

### Example 1 – Hours with setting as append

An employee has standard hours of 28 a week, part-time at Rate 1 and Factor 1 (basic).  The employee works an additional 10 hours, also at the standard rate of pay.

|  | Rate | Factor | Hourly Rate | Hours | Pay |
|---|---|---|---|---|---|
| **Employee Details Standard Value** | 1 | 1 | 10.00 | 28.00 | 280.00 |
| **Import Row 1** | 1 | 1 |  | 10.00 | 100.00 |
| **Payroll Run Value** | **1** | **1** | **10.00** | **38.00** | **380.00** |

### Example 2 – Hours/Rates set to append

An employee has a standard hourly rate of £4.50 with standard hours of zero.  The employee is receiving:

- 40 hours at rate 1, factor 1
- an additional 20 hours at rate 1 factor 1

|  | Rate | Factor | Hourly Rate | Hours | Pay |
|---|---|---|---|---|---|
| **Employee Details Standard Value** | 1 | 1 | 4.50 | 0.00 | 0.00 |
| **Import Row 1** | 1 | 1 |  | 40.00 | 180.00 |
| **Import Row 2** | 1 | 1 |  | 20.00 | 90.00 |
| **Payroll Run Display** | **1** | **1** | **4.50** | **60.00** | **270.00** |

## Example 3 – Hours/Rates with setting as overwrite

An employee has standard hours of 28 a week part-time.  The employee only works 20 hours and needs his standard hours reduced accordingly.

| | Rate | Factor | Hourly Rate | Hours | Pay |
|---|---|---|---|---|---|
| **Employee Details Standard Value** | 1 | 1 | 4.50 | 28.00 | 126.00 |
| **Import Row 1** | 1 | 1 | | 20.00 | |
| **Payroll Run Display** | **1** | **1** | **4.50** | **20.00** | **90.00** |

## Example 4 – Bonus set to append

An employee receives a standard bonus of £10 for attendance of 98% or more.  The employee gets 100% attendance and therefore receives and additional £10 bonus.
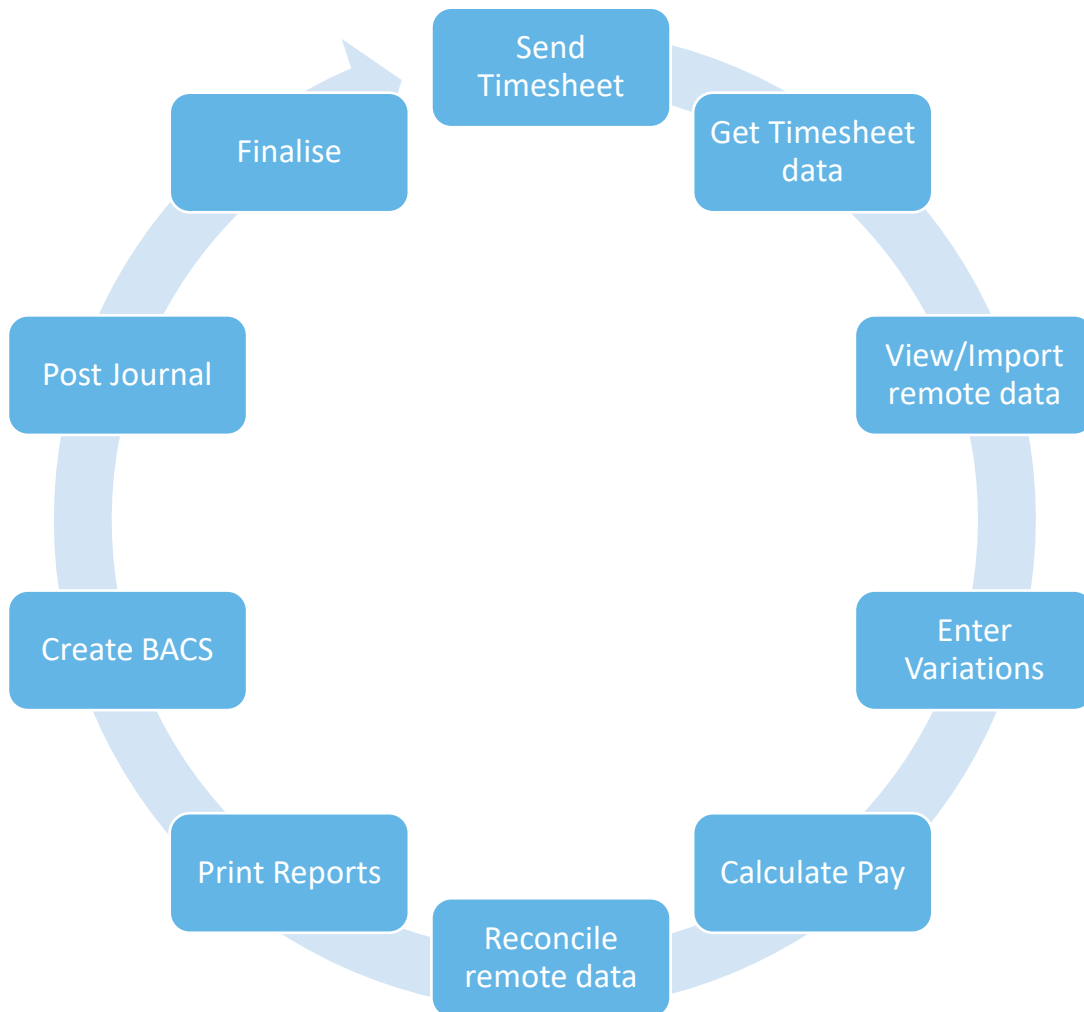
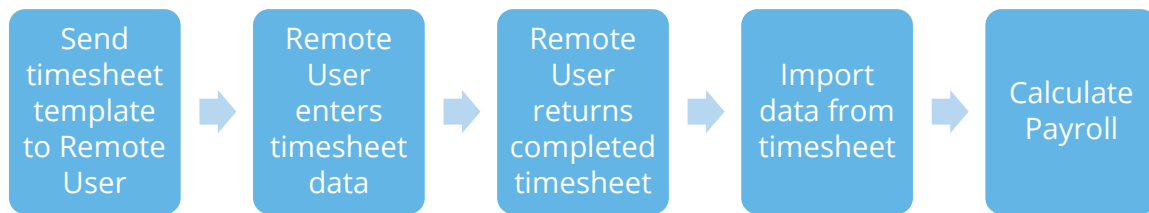| | Bonus | Pay |
|---|---|---|
| **Employee Details Standard Value** | 10.00 | 10.00 |
| **Import Row 1** | 10.00 | 10.00 |
| **Payroll Run Display** | **20.00** | **20.00** |

## Example 5 – Bonus set to overwrite

An employee receives a standard bonus of £10 for attendance of 98%.  The employee only has 85% attendance and the bonus is therefore reduced to £5.

| | Bonus | Pay |
|---|---|---|
| **Employee Details Standard Value** | 10.00 | 10.00 |
| **Import Row 1** | 5.00 | 5.00 |
| **Payroll Run Display** | **5.00** | **5.00** |

**Payroll Cycle Overview with Remote Payroll Entry**

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## How to send a Timesheet to a Remote User

| Send timesheet template to Remote User | → | Remote User enters timesheet data | → | Remote User returns completed timesheet | → | Import data from timesheet | → | Calculate Payroll |

**To send timesheet:**

1.  If you have multiple pay frequencies, choose the **Pay Frequency** from the side bar

2.  Select **Pay | Send Timesheet**

3.  On the **Send Timesheet to a Remote User** screen, check the **Send Timesheet for...** shows the correct period (this will default to the current pay period unless payroll has been calculated for the pay period; this will then default to the next pay period)
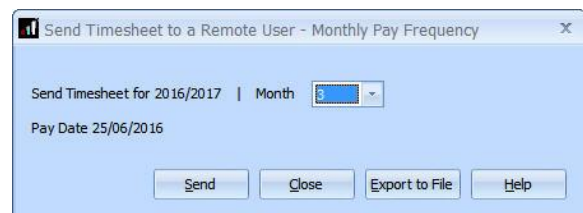
4.  Click **Send**

    If successful, a message will be displayed confirming the timesheet has been sent and is ready for download by the remote user

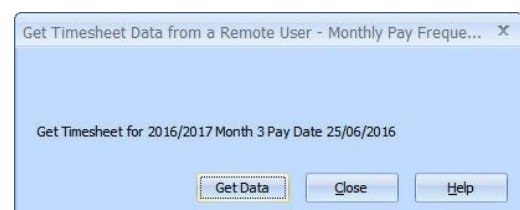## How to get the Timesheet from Remote User

Once the pay period timesheet has been completed by the Remote User and returned, you will need to download the information from the cloud.

**To download the Timesheet data:**

1.  From the side bar choose the **Pay Frequency**

2.  Select **Pay | Get Timesheet**

3.  Click **Get Data**

    The period to **Get Timesheet Data for** will be the current pay period

4.  A progress bar will be displayed confirming downloading and a successful download message will be displayed when complete

> **Note**: Some Timesheet information will be in the **Employee Notes** section, it is important to check these as they could include **SSP From** and **SSP To** dates, notice to start a Council Tax AEO, SMP starting information etc

## View/Import Remote Data

From this screen you can **View** or **Import** Remote Data.  This screen also displays the **Pay Frequency** and the **Status**, for instance:

- Waiting for data
- Not Imported
- Imported

To view and import the timesheet information that has been received for the pay period:

1. Choose **Pay | View & Import Timesheet**

2. Highlight the relevant row then click **View** or **Import**.

    When in **View** mode, if there is information on the **Payroll instructions** tab, click **Print** if you require a hard copy of this information





**Note**: When viewing the timesheet, prior to importing, you can amend the information. Amended items will appear in bold.

## Calculate Payroll

1. From the **Pay** menu, follow your usual payroll procedures to calculate

2. **Reconcile** the remote payroll data

3. Print Reports

4. Create BACS
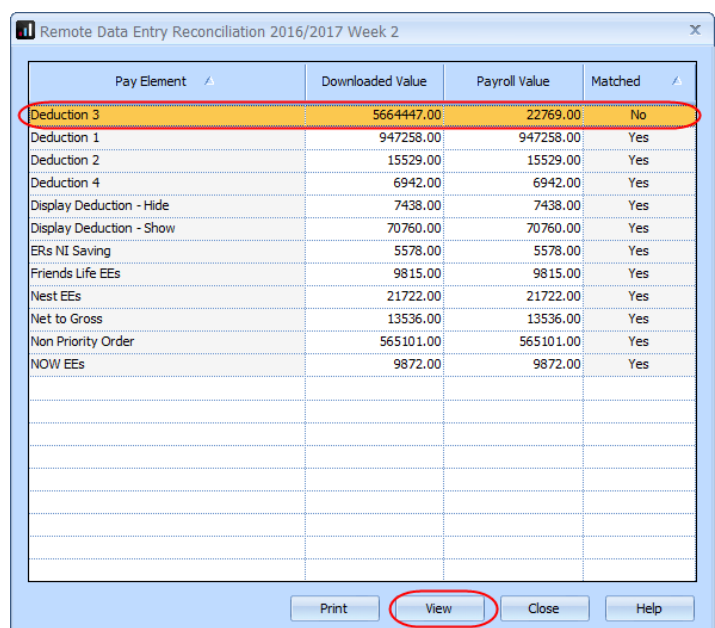
5. Post Journal (if required)

6. Finalise payroll

> **Please Note:** If the payroll has already been calculated before importing, you must calculate again. If you have permanent changes to values in the import file you will need to undo the payroll and calculate again for them to be included.

## Reconciliation

IRIS RPE automatically reconciles the information received from your client with that calculated in payroll. After calculating payroll, you can reconcile the values received from the Remote User, via the Remote Payroll Entry App, to the values paid via payroll. Any differences will be highlighted with a '**No**' in the **Matched** column.

### To reconcile the imported figures against payroll

1. Select the **Pay Frequency** from the side bar

2. Choose **Pay | Remote Data Reconcilliation**. This compares the imported Remote Payroll Entry values to the values actually paid

3. To view differences, highlight the row and click **View**



Remote Data Entry Reconciliation 2016/2017 Week 2

| Pay Element | Downloaded Value | Payroll Value | Matched |
|---|---|---|---|
| Deduction 3 | 5664447.00 | 22769.00 | No |
| Deduction 1 | 947258.00 | 947258.00 | Yes |
| Deduction 2 | 15529.00 | 15529.00 | Yes |
| Deduction 4 | 6942.00 | 6942.00 | Yes |
| Display Deduction - Hide | 7438.00 | 7438.00 | Yes |
| Display Deduction - Show | 70760.00 | 70760.00 | Yes |
| ERs NI Saving | 5578.00 | 5578.00 | Yes |
| Friends Life EEs | 9815.00 | 9815.00 | Yes |
| Nest EEs | 21722.00 | 21722.00 | Yes |
| Net to Gross | 13536.00 | 13536.00 | Yes |
| Non Priority Order | 565101.00 | 565101.00 | Yes |
| NOW EEs | 9872.00 | 9872.00 | Yes |

Print | View | Close | Help

## Examples of data imported via Remote Payroll Entry

| Example 1 | | | Example 2 | | |
|---|---|---|---|---|---|
| **Employee Standard Salary** | £1,000 | | **Employee Standard Salary** | £1,000 | |
| **Payroll run** | Salary amended to £750 | £750 | **Payroll run** | Standard salary £1,000 | £1,000 |
| **Timesheet downloaded** | Has 10 hours overtime (7.50 p/h) | £75 | **Timesheet downloaded** | Has temporary salary (with overwrite option set) of £750 | £750 |
| **Payroll Calculated** | | | **Payroll Calculated** | | |
| **Employee paid** | Amended salary and overtime | £825 | **Employee paid** | Temporary salary | £750 |

# Frequently Asked Questions

## How do I remove a Remote User?

Where a Remote User has already been linked,

1. Go to **Company | Provision User**

2. Next to the relevant user, click **Remove** to delete the association

## How do I resend a Remote User Password?

This link will only be enabled if the **Status** is **Linked**.

1. Go to **Company | Provision User**

2. Next to the relevant user, click **Resend Password**

## Can I import the data again once payroll has been calculated?

Yes, however only if the payroll is undone and the previously imported data deleted.

## Can I import Attachment or Earnings Orders via Remote Payroll Entry?

Attachment of Earnings Orders are not available to configure on the Timesheet. This includes Countil Tax, DEO (CSA) and Priority Orders.

## How can new employee details be imported?

For new employees, the Remote User sets up the following information from the Remote Payroll Entry App and these do not need configuring on the Timesheet.

- General
- Employment
- Bank
- Pay Elements

Any Salary, Hours/Rates and Payments/Deductions will be imported as per the Timesheet.

## I have imported remote data and the wrong employee was marked for leaving

If the wrong employee has been marked as a leaver, from the payroll software you can unset the **Pay Again** indicator. This is done via **Help | Employee Debug**. Select the employee and on the **General** tab in the **New Value** column for **Pay Again** enter **N**. You may also want to do this if the employee has decided not to leave after the remote data was imported. The leave date would need to be removed manually from the Employee Record.

## How do I unlock a Timesheet?

The **Get Timesheet** process locks the pay period preventing the Remote User amending the data. Once unlocked, the Remote User can amend data and resubmit the timesheet.

To unlock the Timesheet:

1.  Choose the relevant **Pay Frequency** from the side bar

2.  Select **Help | Unlock Timesheet**

3.  Click **Unlock** (the default period to unlock will be the current pay period)

    When unlocked, a message will be displayed confirming the timesheet has been successfully sent and is ready for the Remote User to download

## How can I send the timesheet if the remote user cannot access the cloud?

### Export to File

To create the timesheet and save it without it being sent to the cloud, click **Export to File**.

A confirmation message will be displayed, click **Yes**. A message will then be displayed advising of the name and location of the file.
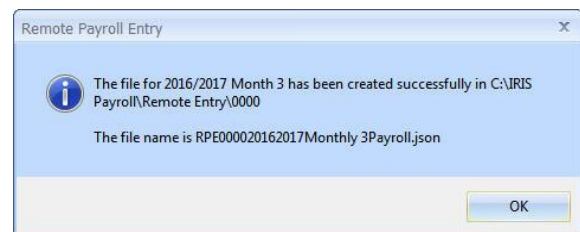


You can then browse to this location and attach the file to an email (instead of submitting it via the cloud).

## Can holidays be processed through RPE?

The following fields can be configured in the Timesheet:

- Holiday Year
- Holiday Period
- Holiday No of Days/Hours

Where the holiday **Type** is set to **Per Hour** or **Per Day** these can be entered in the Remote Payroll Entry App by your client and then automatically processed into payroll and Diary Entry on the import/calculate process.   If your client enters a holiday value without any holiday dates, this will pay the holiday value through the payroll without a diary entry being made.

**Note**: Any holidays set up with the **Type** as **Per Week** or **Per Month** will need to be submitted from your client as **Payroll Instructions**.

## Can Statutory Payments be processed through RPE?

**SSP**

If you have configured SSP in the Timesheet, your client can enter a date range in the Payroll Entry screen and any SSP due will be calculated on import into IRIS Payroll.

**SMP, ShPP, SPP & SAP**

Your client can enter statutory payments information in the Remote Payroll Entry App and then, on import, IRIS Payroll will create the relevant record if one does not exist.

Your client can enter the following:

**Statutory Maternity Pay**

- Expected week of Childbirth (Sunday)
- First day to have SMP

**Statutory Paternity Pay – Birth**

- Week Baby Due (Sunday)
- First day to have SPP

**Statutory Adoption Pay**

- Matching Date
- Placement Date
- First day to have SAP

**Statutory Paternity Pay – Adoption**

- Matching Date
- Placement Date
- First day to have SPP

**Shared Parental Pay**

- First day to have ShPP
- Number of weeks to pay
- Partner's Surname
- Partner's Forename
- Partner's NI Number

## Glossary of Terms

| Term | Definition |
|---|---|
| **Azure** | • Cloud platform used for Remote Payroll Entry |
| **Configure Timesheet** | • Where you define the default timesheet layout for remote user for entering variable data changes |
| **Payroll User** | • Payroll User is the payroll administrator for instance a payroll bureau or accountant |
| **Remote User** | • Remote User is the person using the Remote Payroll Entry app |
| **Provision a User** | • Create a remote user to enable them to send payroll data via a timesheet |
| **Overwrite** | • Replaces current payroll data with new payroll data |
| **Append** | • Adds to existing payroll data |

# .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 |