Transferring GP Payroll to a new PC

IRIS GP Payroll

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- First, on the new PC, install the latest version of GP Payroll as a trial version. <u>Click here to download the latest version.</u>

Please Note: You must make sure that both PCs are running the same version of GP Payroll. If the version you download and install on the new PC is higher than on the original PC, you must also update the original PC to the same version number before proceeding. <u>Click here for the latest GP Payroll update.</u>

- On the PC that already has GP Payroll installed, go to **Computer** or **My Computer**, and in that screen select the **C:** drive
- In there you should see a folder called **Payroll**. Right-click on this folder and Select **Copy** then **Paste** this onto removable storage, such as a memory pen.
- Insert the memory pen into your new PC. In My Computer select the memory pen drive – you should be able to see the Payroll folder in there. Right click on the folder and select **Copy**.
- In Computer or My Computer on the new PC, go to the C: drive. In here, right click and select **Paste**.
- A message will appear asking if you want to replace the existing files – select yes to all.
- Open GP Payroll, you should see that all the employees and data are fully restored.

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: 0844 815 5700	Tel: 0844 815 5677
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0844 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0844 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0844 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0844 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	earniesupport@iris.co.uk