

Employee Rollback Guide

Undoing multiple payroll periods



Your software has the ability to reverse an employees pay over multiple pay periods. This allows you to make corrections or adjustments for a single employee without affecting the rest of your payroll. Your software allows you to undo the last pay period via **Payroll > Undo Payroll** however if you need to undo <u>further</u> periods you must follow this procedure.



The Rollback Cycle



Step 1: Back up your current data.

Before changing any pay records go to **File > Back-up & Restore > Back-up Company Data** and create a back-up of your current payroll data.

File	Company Employee Pension	Payroll	Repo	orts	0	nline	Servic	es f	Extens	ions 1
	Alter Password		3	£		کی ا				
	Change Payroll Date		F			-				
	Back-up & Restore		•	E	Back	-up C	Compa	any D	ata	
	Import Data			E	Back	-up R	leport	s		
	Export Data			Restore Company Data						
	Printer Set-up			F	Resto	ore Re	eports			
	Print Tax/NI/Pension Rates									
	Operator Preferences									
	Use Last Year's Company Data									
	Exit	Ctrl+F4								
	Return to Log-in									

Step 2: Enable Employee Debug

Before you begin, you must configure your software to allow rollback. This will need to be enabled for <u>each</u> company and once set will only need to be done once.

	Company Employee Pension Payroll Reports
Click on the Company menu and select	Alter Company Details
Alter Company Options	Alter Company Options
. , .	Alter Payments / Deductions
	Holiday Set-up
	Payroll Calendar
	Configure Extra Employee Information
	Configure Departments
	Accounts Link
	Create New Company
	Select Different Company
	Delete Company
· · · · · · · · · · · · · · · · · · ·	Clear Historical Data
WWW.Iris.co.	Budget Amendments



Click on the **Menus** tab and tick the **Show 'Debug' option.**



Step 3: Check the employee history

Before starting the employee rollback you need to check the periods already processed. You can also use this screen to see at a glance what has already been undone.

Click **Extensions > Pay History > View History Table.** Select the employee to view the history table.

E History T	able - FEELGOOD, F	F. A.								×
Search in [Employee Code	•								
For										
	-		–	Month	_₩e	ek-				
Code	Surname	Forename	글	1	1	13	25	37	49	
				2	2	14	26	38	50	Empty
1	DUNSTON	Arnold	-11	3	3	15	27	39	51	
2	ATKINSON	Helen		4	4	16	28	40	52	
3	LONGSTAFF	Henry		5	5	17	29	41	53	
4	OGILVY	Lucinda		6	6	18	30	42	54	
5	PETERSON	Ralph		7	7	19	31	43	56	
6	TAYLOR	Ann		8	8	20	32	44		2013/2014 -
7	QUINN	Lynne		9	9	21	33	45		
8	FEELGOOD	Frank		10	10	22	34	46		
9	BROADBENT	Terry	₹	11	11	23	35	47		
10	JACKSON	Florence		12	12	24	36	48		
							Pa	y De	etails	
						-				



In this example Frank Feelgood has been processed up to month 6, you are going to rollback to tax month 4.

Therefore you will need to debug and undo months 6, 5 and 4 sequentially.

Step 4: Undo the current period

Click on Payroll and then Undo Payroll		Payr	oll Reports	Online Serv	ices
			Do/Redo Pay	roll	
			Undo Payroll		
			Day Book Vie	w	
			Spreadsheet I	Import	+
Select the period	😑 Select E	mploy	ees - Undo Pa	ayroll	
In this avample we are starting with month	Employee	туре	& Period		
6.	Weekly		Week No	14 -	

Tick the appropriate option, weekly or monthly, and set the period number using the arrow buttons.

	Weekly		Week No 14 💼
g	Monthly	•	Month No 6 🗧

To select the employee, click on the button . You will then see your list of employees:

Find the employee in the list and click to highlight them. Click **OK**.

E Selected Employees								
Sort By : Code	- -							
Code	Name	Department 📥						
3	LONGSTAFF, Henry	Maternity						
4	OGILVY, Lucinda	Maternity						
7	QUINN, Lynne	Neurology						
8	FEELGOOD, Frank	Psychiatry						
11	ZHIVAGO, Clarence	Maternity						
13	JECKYLL, Bart	Mortuary						
15	HYDE, Beatrice	Mortuary						
16	LIVINGSTONE, Albert	Psychiatry						
19	STABB, Harry	Neurology						
20	FRANKENSTEIN, Farrah	Psychiatry 💌						
(10 Employees)								



You should now see the correct employee in the **"Selection Critria"** list

Selection Criter	ia		卺
Field	Condition	Detail	▲
Name	=	FEELGOOD, Frank	
			-

After clicking **OK** you will be prompted to confirm the employee(s) you are looking to reverse.

Click **Undo** to complete the process. Once complete you will see a similar screen confirming your actions. Click **OK** to continue.

e (Jndo Payroll		X					
E	mployees eligible to be	undone						
	Code							
	8	FEELGOOD,Frank]					
	(1) Employee	(e) Can be reversed						
	(1) Employee(s) Can be levelsed							
			<u>C</u> ancel					

Step 5: Change employee debug

To be able to undo an employee for a further period we must change the employee debug.

WARNING: Only change the field outlined below unless advised by IRIS support. If you change other fields within the employee debug you can cause



problems with the selected employee that may not be apparent for some time. Please ensure you have a backup **before** proceeding.

Tools Year-end Help

Toolbar

Click on **Tools** and select **Employee**

Debug.

	the employee.		Status Bar Sidebar Reset Company Statistics Rebuild Data File Quick Calculators Global Changes Employee Debug (Intex Only)
			1.7 2. 27
	Employee Debug - FEELGOOD),Frank	×
Г	General Rates Pay/Deds		
	Field Description	Current Value	New Value
	Pay Method	:	2
	Pay Period	N	1
			1
	Payment After Leaving	M	
	Payment After Leaving Pension Fund	י א ו	
C	Payment After Leaving Pension Fund Period Last Paid	201310	
C	Payment After Leaving Pension Fund Period Last Paid Period Paid Up To	201310 201310	
C	Payment After Leaving Pension Fund Period Last Paid Period Paid Up To Post Code	201310 201310 201310 WC1A 4T1	4 Ν Π 5
C	Payment After Leaving Pension Fund Period Last Paid Period Paid Up To Post Code Prev Employment Sickness Week	201310 201310 201310 WC1A 411	
(Payment After Leaving Pension Fund Period Last Paid Period Paid Up To Post Code Prev Employment Sickness Week Previous Employment Gross	201310 201310 201310 WC1A 4T1 (0.00	
(Payment After Leaving Pension Fund Period Last Paid Period Paid Up 1 o Post Code Prev Employment Sickness Week Previous Employment Gross Previous Employment Gross Last \	201310 201310 201310 WC1A 4T1 0.00	
C	Payment After Leaving Pension Fund Period Last Paid Period Paid Up 1 o Post Code Prev Employment Sickness Week Previous Employment Gross Previous Employment Gross Last \ Previous Employment Tax	N 201310 201310 201310 WC1A 4T1 0.00 0.00 0.00 0.00	
C	Payment After Leaving Pension Fund Period Last Paid Period Paid Up To Post Code Prev Employment Sickness Week Previous Employment Gross Previous Employment Gross Last \ Previous Employment Tax Previous Employment Tax Previous Employment Tax Paid La	N 201310 201310 201310 WC1A 4T1 0.0 0.0 0.0 0.0 0.0 0.0	1 N D D D D D D D D D D D D D D
	Payment After Leaving Pension Fund Period Last Paid Period Paid Up To Post Code Prev Employment Sickness Week Previous Employment Gross Previous Employment Gross Last \ Previous Employment Tax Previous Employment Tax Paid La	N 201310 201310 201310 WC1A 4T1 0.00 0.00 0.00 0.00 0.00	1 N D 5 D D D D D D D D D D D D T T D D D T T T D D T T T T T T T T T T T T T T T T T T T T

The value we need to alter is **Period last paid.**This value determines when the employee was last paid in the tax year. In the example above we have **2013105** which breaks down like so:

2013 - Sets the tax year 2013/14 (eg. **2010** would indicate 2010/11 tax year)

Sets the pay frequency; 1=Monthly, 0=weekly (Inc. 2-weekly and 4-weekly)

05 - Sets the period (month or week) in this example month 5 (August)



This value dictates which period we can undo and should be set to the period **before** the one we need to undo.

Example:

We have already undone Frank for month 6 in step 4. As we had not closed month 6 or began work on month 7 we could undo the employee without needing to debug. Now we want to move on to undo month 5 we must first debug the employee. We would need to enter **2013104 in the new value column**

2013 - Tax year 13/14

- 1 Monthly employee
- **04** Month 4

Type this in the "New Value" column

General Bates Pay/Deds	ank		
Field Description	Current Value	New Value	•
Pay Method	2		
Pay Period	М		
Payment After Leaving	N		
Pension Fund	0		
Period Last Paid	2013105	2013104	
Period Paid Up To	2013105		
Post Code	WC1A 4TT		
Prev Employment Sickness Week	0		
Previous Employment Gross	0.00	_	_
Previous Employment Gross Last \	0.00		
Previous Employment Tax	0.00		
Previous Employment Tax Paid La	0.00		•
			_
	Clear Row	<u>O</u> K <u>C</u> ancel	

Clic

k **OK** and **OK** again to confirm the changes.

Step 6: Undo the period

Now we have used the debug to re open month 5 for the employee we can go to Payroll >Undo Payroll and undo month No. 5.



If you then need to undo further periods we need to repeat the process, Go to Tools > Employee Debug > Select Employee > Set Period Last Paid to re open period > OK to apply changes >go to Payroll > Undo Payroll.

In this example we would set the period last paid value to 2013103. This will reopen month number 4. Once applied we can then go and undo month 4.

Step 7: Re run the payroll

We are now ready to re-run the payroll for the employee. You can check the periods that have been reversed by going to **Extensions > Pay History > View History Table.** Select the employee, the periods we have reversed should show in yellow.

E History 1	able - FEELGOOD,	F. A.								X
Search in For	Employee Code	•								
Code	Surname	Forename		Month	We	ek – 13 14	25 26	37	49	Available
1 2 3	DUNSTON ATKINSON LONGSTAFF	Arnold Helen Henry		3 4 5 0	3 4 5	15 16 17	27 28 29	39 40 41	51 52 53	Undone
5 6 7	PETERSON TAYLOR QUINN	Ralph Ann Lynne		р 7 8 9	6 7 8 9	19 20 21	30 31 32 33	42 43 44 45	56	2013/2014 💌
9 9 10	FEELGOOD BROADBENT JACKSON	Frank Terry Florence	▼ ■ ■	10 11 12	10 11 12	22 23 24	34 35 36	46 47 48		
							Pa	y De	tails	<u>C</u> ancel

Change the payroll date, in this example we need the pay date from month 4. Go to **File > Change Payroll date.** Reset your pay date and click **OK** to continue.

To pay the employee click on **Pay > Do/Redo Payroll** select the employee by clicking on the select employee icon and selecting the employee.

Process the pay as normal for this employee.

Step 8: Reprint reports

Once you have processed the payroll you will need to reprint all your reports for that period, including Payslips, payroll reports and your Month end summary. If there is a difference to your payment due to HMRC you can make the adjustment with your next payment.

There may also be differences with the employee's net pay. This will also need to be adjusted and payslips reprinted for the period's run.

If you need to re-run more than one period you will need to change the payroll date and process the employee back up to date.