

IRIS | Virtual Payroll Assistant

Automate & manage your client payrolls

Automation and task management

Not all payrolls are made equally, and few understand this as much as bureaux and accountants who handle hundreds of unique clients daily. That's why we've created Virtual Payroll Assistant (VPA), a module that integrates with IRIS Payroll Professional, supporting those that process multiple client payrolls.

Virtual Payroll Assistant utilises automation and task management to streamline the admin-heavy processes and provide enhanced oversight, freeing you up to focus on other critical jobs.

- > Ensure full oversight of all your payroll processing, ensuring you meet your deadlines
- > Customise the automation to suit your needs, adding any additional manual steps/approvals wherever needed
- > Utilise a real-time dashboard to drill down into all your payroll processing data
- > Automate simple payroll processes such as Tax & NI calculations, tax code checks, payslip delivery and FPS creation/submission

Task management

Virtual Payroll Assistant comes loaded with a range of pre-configured processing templates that include manual and automated steps, helping you streamline tasks.



Customisation

- apply templates to a client process group



Global assignment

- assign manual processing steps to payroll users across all clients



Client-specific assignment

- assign manual processing steps to payroll users by client



Work reassignment

- re-assign steps in the team to accommodate planned and unplanned absences



Approvals

- ensure approvals sit with the right payroll operative and even assign them to clients for sign-off via the secure IRIS My ePay Window portalt

Imagine having an extra member of your team who never took breaks and processed all the repetitive payroll tasks that clog up your day-to-day and also kept track of all the other jobs too, so you never missed a step. That's our module, Virtual Payroll Assistant.

On the one-hand, Virtual Payroll Assistant automates your simple client payrolls, and on the other, it provides full oversight of all your payroll processing activity.

Processing oversight

Utilise our dashboards to ensure oversight of all client payroll processing whether they're semi-automated or fully automated.

- > My Work Dashboard – personalised to each payroll user, with 'drill-through' details
- > Automation Dashboard – access varying charts for failures, warnings, completions, scheduled automation and actions required
- > Work Overview – track workload per person by day, week and month
- > Client Approval Dashboard –full visibility of the approval calendars, highlighting what actions are required and when

Automation

Process multiple client payrolls simultaneously with little intervention, with the option to leave them running overnight or while you're working on other tasks.

Automation for small 'director only'/no change payrolls:

- > Group/client automatic period number updates
- > DPS changes checks
- > Payroll run initiation
- > Calculate all
- > Create and send FPS
- > Upload payslips
- > Close and open periods (with auto backup)
- > Create the next process and task for the next periods

Automation for all other payroll types:

- > Group/client automatic period number updates
- > Payroll run initiation
- > Open periods
- > Backups (mid-process)
- > Upload payslips
- > Send FPS
- > Create the next process and task for the next periods

Fast-track training

Configurable to your business, Virtual Payroll Assistant is designed to be implemented with a fast-track training option that gets you up and running with a short-duration training and consultancy package.

Offering fully flexible features and best-practice templates, you can set the module up and configure the options to meet the needs of your clients and your payroll service.