Payroll Professional

Quick Guide - EOY 2025

March 2025

Contents

Overview

Payroll Professional is designed in a similar layout to Microsoft products such as Word and Outlook, therefore experience using Microsoft products will help you.

Log-on Password

As you launch Payroll Professional you will be prompted to enter your user name and password.

The default login details for accessing the program for the first time after it has been installed is User Name enter as **admin** and for Password enter **password**.

We recommend setting up users for the program so that each user logs on with their own details, on top of this specific program privileges can be set up.

Do not let anyone know your password. The whole program records an audit trail which includes opening the program, back-up, changes to employees etc and records the user that performed these processes.

We recommend that you change your password at regular intervals. This is done by going to the **Admin** tab and click on **Change Password**.

Main Window

Once you are in the program, you will need to find your way around. All options are accessible from the tabs at the top of the main window which then displays the toolbar with grouped icons relating to that tab. Some icons have drop down menus, such as **Analysis Groups** under the **Data** tab.

The following tabs are only available when you have opened a payroll data file:

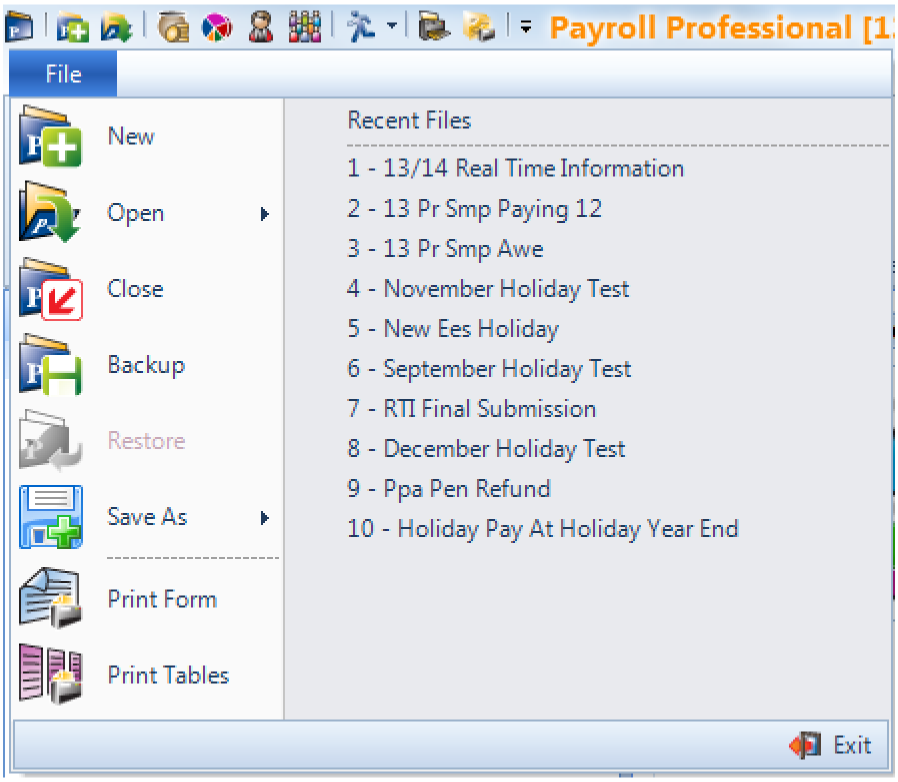
- **Data** Payroll specific data
- **Run** Processing a period

Drop Down menu

When you click on the File button in the top left hand corner of the screen you will then see the drop down menu.

This contains the following options:

- Create a **New** payroll.
- **Open** an existing payroll.
- **Close** the open payroll.
- **Backup** the open payroll.
- **Restore** a payroll.
- **Save As** – used for a temporary copy of the payroll to run what if scenarios or to save a copy of the data file to use when writing a custom report using a program called Crystal Reports.
- **Print Form** – this prints the screen you have got open
- **Print Tables** – produces information on the structure of the payroll data files, tables and fields.
- **Recent Files** – shows a list of the ten most recent payroll data files that have been opened.
- **Exit** – to close the program.



Tabs and Toolbars

The row of icons that appear beneath the **tabs** is the **toolbar**.

The icons on the toolbar indicate which screen you open by clicking on the icon. If you are in any doubt, then below the icon is a brief description and when you move your cursor over the icon a tool tip about the icon will appear. If an icon is greyed out it means that it is not available.

Quick Access toolbar

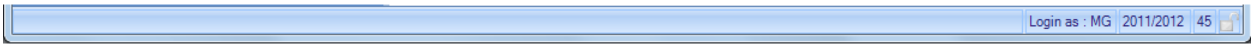
At the very top of the window is a quick access toolbar with the most commonly used icons. The symbols on the icons indicate which screen you will open when you click on the icon.

When you move your cursor over the icon a tool tip about the icon will appear.

Status Bar

The **status bar** appears along the bottom of the main window and is divided into four sections:

- The current logged in operator. This should be you.
- The PAYE year of the currently loaded payroll.
- The number of employees in the current payroll.
- Padlock changes from unlocked to locked and red when you have exclusive access to the payroll data file.



Personal Preferences

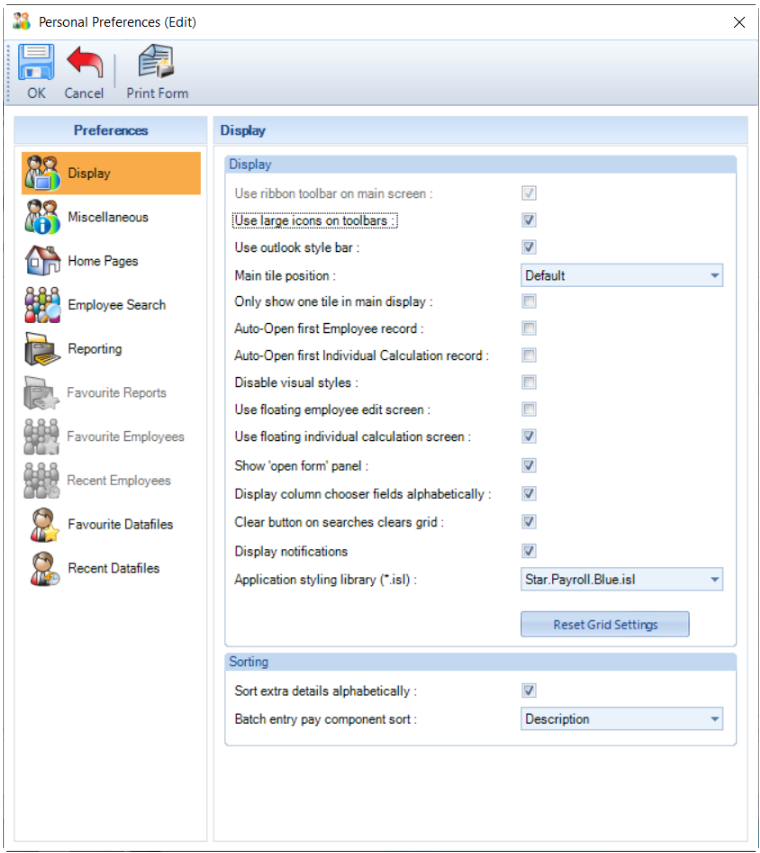
You can customise Payroll Professional according to your personal preferences.

Select the **Admin** tab then **Personal Preferences**.

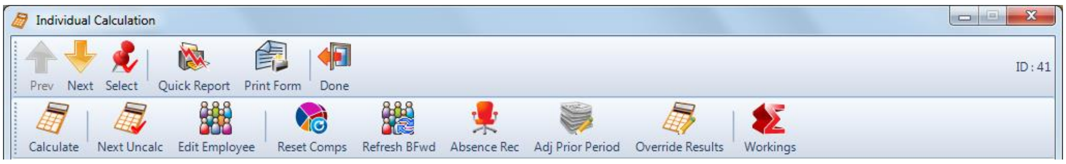
Some of these tabs will only be available when a payroll data file is open.

For more information, please see the on-line help.

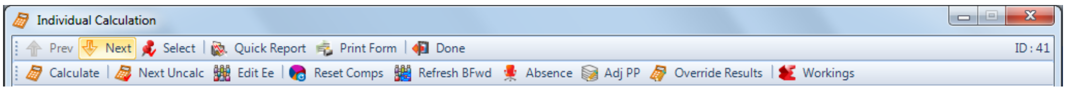
Display tab



- **Use large icons on toolbars –** with this **on** all the icons in any of the toolbars will be large:

  With this **off** they will be small:

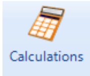
- **Use outlook style bar –** with this switched **on** you will see this bar on the left of the screen, which gives you quick access to the areas of the program in the sections listed, as well as Recent and Favourite items.

- **Main tile position –** this is where the main screens will appear unless you have the next setting on. Click on the drop-down box to make your selection.

- **Only show one tile in main display –** with this **not** ticked you will have multiple screens open. With this option turned **on** only one screen will be open at a time.

- **Auto open first employee record –** when you click on the 

button under the **Home** or **Data** tab the **Employee (Edit)** screen opens for the first Employee.

- **Auto open first individual calculation record –** when you click on the 

button under the **Run** or **Open Run** tab the **Individual Calculation** screen opens for the first Employee.

- **Disable visual styles -** only tick this box on the advice of payroll support.

- **Use floating employee edit screen** – with this on when you have the Employee (Edit) screen open you can open other screens, such as Pay Components (Edit). When you open other screens the Employee (Edit) screen will be minimized, you can either access it using the Open Form panel (if enabled), clicking on the Payroll Professional icon on the Windows toolbar or using Alt and Tab on your keyboard.

- **Use floating individual calculation screen** – with this on when you have an employee's Individual Calculation screen open you can open other edit screens, such as Pay Components (Edit). When you open other screens the employees Individual Calculation screen will be minimized, you can either access it using the Open Form panel (if enabled), clicking on the Payroll Professional icon on the Windows toolbar or using Alt and Tab on your keyboard.

- **Show 'open form' panel** – with this turned on it will be displayed at the bottom of the screen, and you will be able to see what screens and forms are open, and can then click on the icon to open that screen.

- **Display column chooser fields alphabetically** –  with this option enabled, anywhere in the program where this button is available for you to choose the columns to display, the fields will show in alphabetical order.

With the option disabled, they will show in the order the columns are currently displayed.

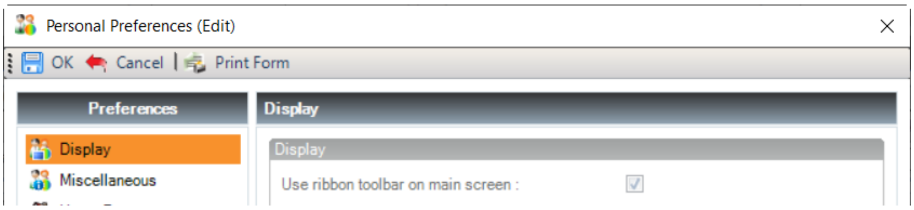
- **Clear button on searches clears grid** – with this enabled when you select the **Clear** button on any search screen, including Employer and Employee Finder, it removes the search results list, the name box and search criteria. When it is disabled, the **Clear** button just removes the search criteria.

- **Display notifications** – with this option off, any program update notifications will not be displayed.

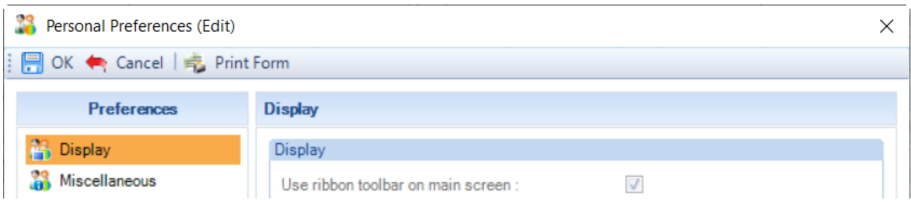
- **Application styling library** – these change the colour of the program:

  None – this is the standard styling and colours, same as the 2012 version.

  Star.Payroll.Black.isl – this is black styling, for a selected grid line the line is highlighted in orange with black text.



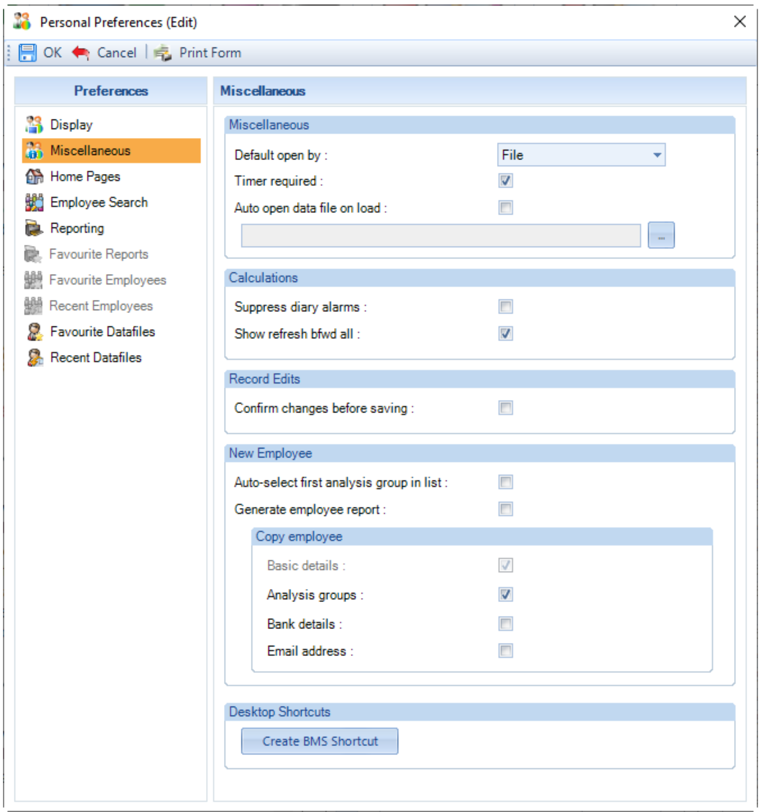
Star.Payroll.Blue.isl - this is blue styling, for a selected grid line the line is highlighted in orange with black text. This is the default selected colour, after installing the End of Year Update 2013.



After changing the colour we recommend restarting the program, for the change to be applied correctly.

- **Reset Grid Settings button –** this button resets the grids back to factory settings. So, if you have been increasing/reducing column sizes, changing column sort order, using column select and have got in a pickle, selecting this button will reset them back to their original state.
- **Sort extra details alphabetically –** this changes the order of **Employee** and **Employer Extra Details**. If the box is not ticked, then the Extra Details will appear in the order that they were created.
- **Batch entry pay component sort** – you can choose ID or Description. This is the order Pay Components will then be displayed in the Batch Entry input screen.

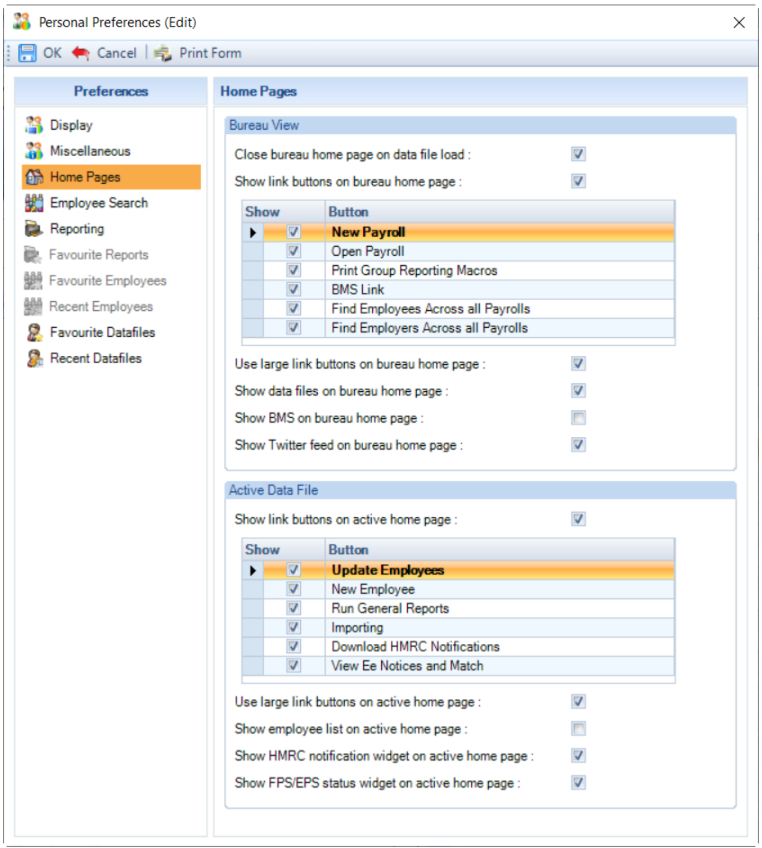
Miscellaneous tab



- **Default open by** – use the drop down box to select your preferred method of opening a payroll data file when you click on the 

button.
- **Timer required** – setting the timer tick box will allow **Payroll Professional** to monitor the length of time you spend in any payroll data file and will display the elapsed time when you exit that payroll.
- **Auto open data file on load** – you can select a specific payroll data file to open automatically when you first open the program. If required tick the box and then click on the ellipsis button to select the payroll data file.
- **Suppress Diary alarms** – tick this box if you want to stop diary alarms appearing in the calculations screen.
- **Show refresh bfwd all** – select this box for the **Refresh Bfwd All** button to appear in the **Calculations** screen under the **Open Run** tab.
- **Confirm changes before saving** – with this box ticked when you use the **Prev** and **Next** buttons you will see a screen for you to confirm whether you want to save the changes or cancel.
- **Auto-select first analysis group in list** – if this is ticked then when creating a new employee, the first Department, Branch, Cost Centre and Run Group will automatically be selected.
- **Generate employee report** – when this is ticked an Employee Details report is created automatically when a new Employee is created.
- **New Employee – Copy Employee – Analysis Groups** – with this on when you create a new employee and select copy will copy the Analysis Groups (Department, Branch e.t.c) to the new employee record. If you are copying from another payroll data file, the IDs of the Analysis Groups will be copied, if they do not exist in the payroll data file they will be set as the first record.
- **New Employee – Copy Employee - Bank Details** – with this on when you create a new employee and select copy will copy the bank details to the new employee record.
- **New Employee – Copy Employee – Email address**– with this on when you create a new employee and select copy will copy the email address to the new employee record.
- **Desktop Shortcuts – Create BMS Shortcut** – click this button to create a shortcut on your desktop for BMS.

Home Pages tab



Bureau View section:

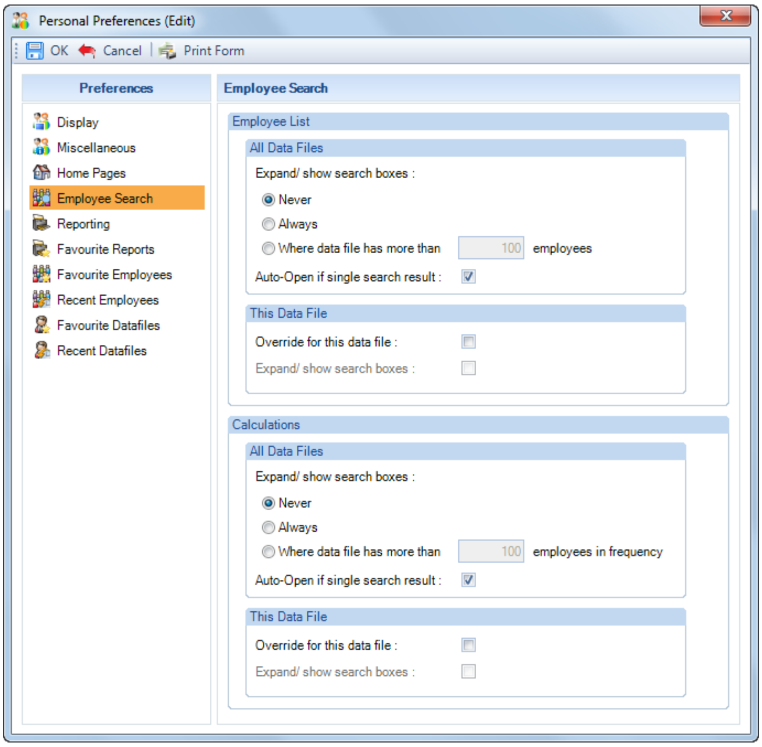
- **Close bureau home page on data file load** – tick this to close the tile rather than minimise when you open a payroll data file.
- **Show link buttons on bureau home page** – select this to show shortcut buttons. Now select which buttons to show by ticking the box.
- **Use large link buttons on bureau home page** – enable this option for the icons on the bureau page to be large rather than small.
- **Show data files on bureau home page** – tick this box to show the Open By Name screen on this bottom of this page.
- **Show BMS on bureau home page** – if you have BMS, then you can tick this box to show the BMS Diary on this page.
- **Show Twitter feed on bureau home page** – tick this box to show the IRIS Payroll Professional twitter feed on this page.

Active Data File section:

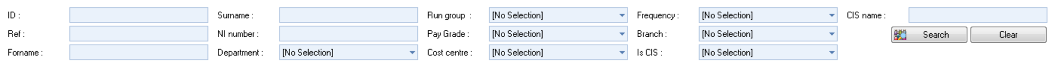
- **Show link buttons on active home page** – select this to show shortcut buttons. Now select which buttons to show by ticking the box.
- **Use large link buttons on active home page** – enable this option for the icons on the active page to be large rather than small.
- **Show employee list on active home page** – tick this box to show the Employees screen with a list of Employees where you can open the Employee (Edit) screen, as though you clicked on the **Employees** button under the **Home** or **Data** tab.
- **Show HMRC notification widget on active home page** – select this box to show the HMRC Notification auto download details.

- **Show FPS/EPS status widget on active home page** – select this box to show the FPS/EPS status details. This shows the status of the current periods FPS submission for each frequency, and the status of the last EPS submission for the current tax year.

Employee Search tab



This tab allows you to choose how the Employee Search is dealt with, for all payroll data files and the currently open payroll data file.

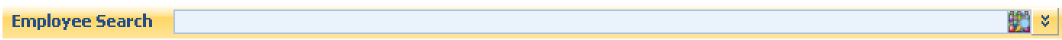


Employee List section:

This is for the list of Employees that appear when you select the **Employees** button under the **Home** or **Data** tab.

- **All Data Files** – this allows you to choose whether to show the advanced employee search boxes – **Never**, **Always** or for when a payroll data file has **more than** a specific number of employees.

  With this set to **Never** when you are in the Employees list you can still use the drop down button  which is to the right of the Employee Search box to open the advanced employee search.

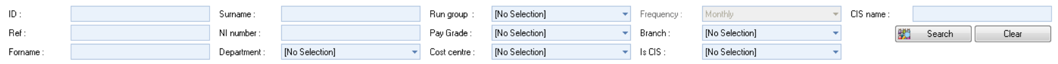
  

  When only one Employee is found in the search, if you have ticked the box **Auto-Open if single search result**, then the **Employee (Edit)** screen will automatically open.

- **This Data File** – you can choose to override the All Data Files settings for the payroll data file you currently have open, by ticking the box **Override for this data file**. And then choose to show the advanced employee search by ticking the box **Expand/show search boxes**.

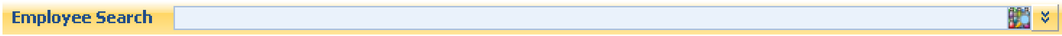
Calculations section:

This is for the list of Employees that appear when you select the **Calculations** button under the **Run** or **Open Run** tab.



- **All Data Files** – this allows you to choose whether to show the advanced employee search boxes. **Never**, **Always** or for when a payroll data file has **more than** a specific number of employees in a frequency.

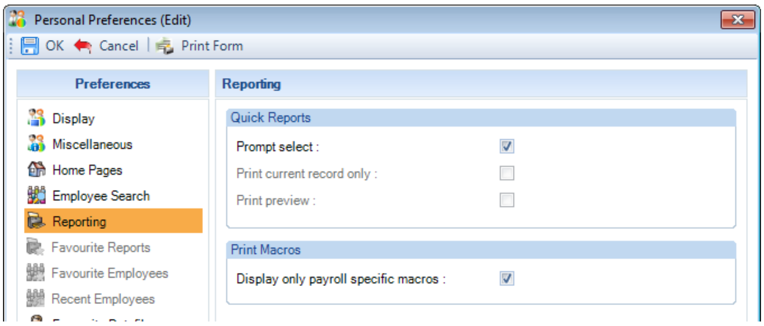
  With this set to **Never** when you are in the Calculations list you can still use the drop down button  which is the the right of the Employee Search box to open the advanced employee search.

  When only one Employee is found in the search, if you have ticked the box **Auto-Open if single search result**, then the Employees **Individual Calculation** screen will automatically open.

- **This Data File** – you can choose to override the All Data Files settings for the payroll data file you currently have open, by ticking the box **Override for this data file**. And then choose to show the advanced employee search by ticking the box **Expand/show search boxes**.

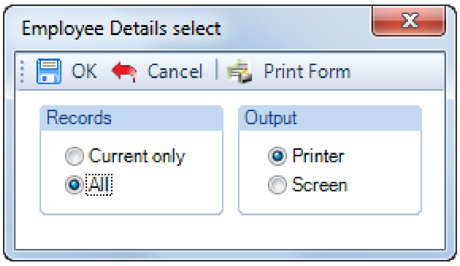
Reporting tab



This tab relates to how Quick Reports are produced.

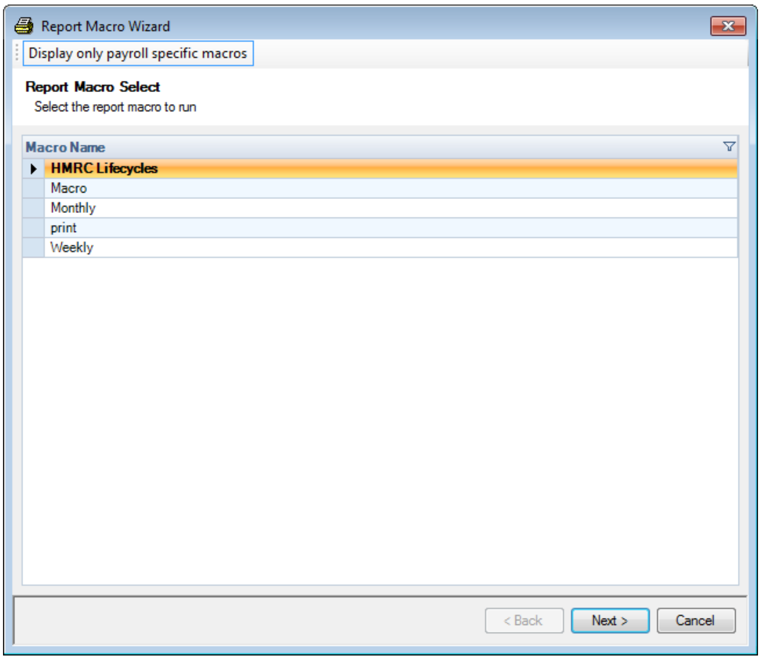
This button will appear in the program, which will generate a report for that area of the program.

- **Prompt Select –** shows another screen, where you make a further choice.



- **Print current record only –** prints or previews the record you are viewing.
- **Print preview -** shows a preview screen of the selected record/s.

The Print Macros section relates to the list of Macros that appears under the Select Macros screen of the Print Macros wizard:

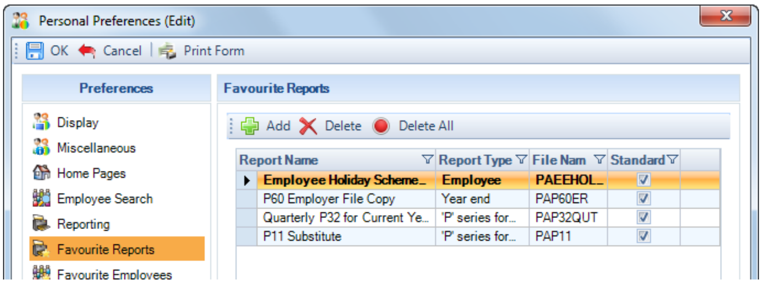


With the Display only payroll specific macros selected, only macros containing Reports for All payrolls, or Reports for Specific Payrolls for the data file currently open will appear.

Without the Display only payroll specific macros selected, all macros will appear.

This setting does not affect Group Reporting – Print Macros.

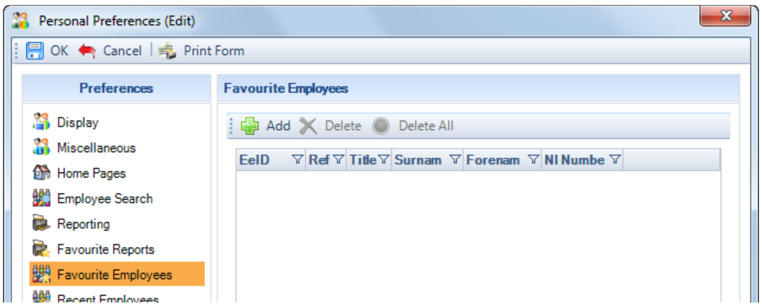
Favourite Reports tab



You can set up reports in here that you use on a regular basis, for all payroll data files.

- **Add** – click on this button to see a list of reports. Highlight the report, for multiple reports hold down **Ctrl** on your keyboard whilst highlighting, then click on **Select**.
- **Delete** – use this to remove a report from the favourites. Highlight the report and then click on **Delete**.
- **Delete All** – to remove all the reports use this button.

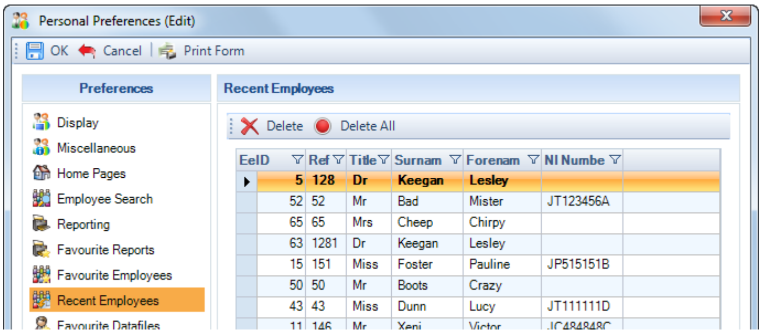
Favourite Employees tab



This tab allows you to set up favourite Employees for the payroll data file you currently have open.

- **Add** - click on this button you will see a list of Employees. Highlight the Employee, for multiple Employees hold down **Ctrl** on your keyboard whilst highlighting, then click on **Select**.
- **Delete** – use this to remove a report from the favourites. Highlight the report and then click on **Delete**.
- **Delete All** – to remove all the reports use this button.

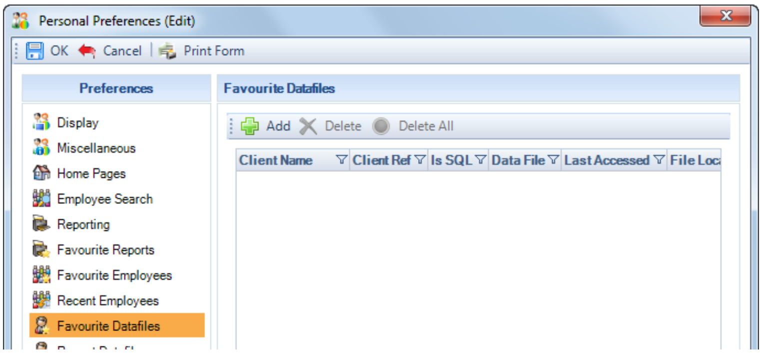
Recent Employees tab



This tab shows a list of the Employees that have recently been accessed for the payroll data file that you currently have open.

- **Delete** – use this to remove one Employee from the list, highlight the Employee and select **Delete**.
- **Delete All** – use this button to remove all Employees from the list.

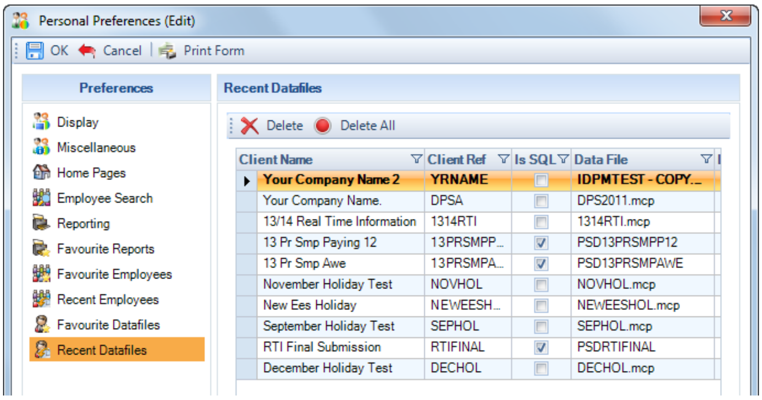
Favourite Data files tab



This tab allows you to set up favourite payroll data files.

- **Add** – click on this button to see a list of the payroll data files. Highlight the payroll data file, for multiple payroll data files hold down **Ctrl** on your keyboard whilst highlighting, then click on **Select**.
- **Delete** – use this to remove a single payroll data file from the favourites. Highlight the payroll data file and then click on **Delete**.
- **Delete All** – use this button to remove all the payroll data files.

Recent Data files tab



This tab shows a list of the payroll data files that have recently been accessed.

- **Delete** – use this to remove one payroll data file from the list, highlight the payroll data file and select **Delete**.
- **Delete All** – use this button to remove all the payroll data files from the list.

Shared Data

Not all the data that you use while in Payroll Professional belongs exclusively to the payroll that you are processing.

Star Professional

Payroll Professional can be linked to another software called **Star Professional** so that it can share data.

The following data is shared with **Star Professional**:

- The client list that you see when you set up a new payroll.
- Username and password.
- Banks.

Other Shared Data

- Tax and NI tables
- Reports
- System passwords

Backup and Restore

Backup

The importance of making regular backups of your data cannot be over emphasised. Even if your data is on a network that gets backed up centrally, it can still be useful to have your own backup.

We strongly recommend using our Automatic backup procedure. This will ensure that you, as the user have control over when files are backed up and restored.

Why

Backups will be required in case of data corruption; you need to re-run the payroll or investigate a query.

What

You need to back up the data file for each payroll. There are other shared files that need to be backed up, but this will be the responsibility of your system administrator.

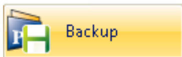
When

Here are a few practical tips on when to do back-ups.

- **New Payrolls**
  For larger payrolls that take some time to set up, you may consider taking backups at various stages during the set up. It is good practice to backup when the data set up is complete. Obviously in cases where you can set up the payroll and run it within 20 minutes this isn't worthwhile.

- **Existing Payrolls**
  Always backup payrolls before you close a pay period and always take a backup of the data before carrying out any irreversible procedure, in particular the **Year End** and maintenance routines such as **Compact and Repair**.

How



That will depend on your System Administrator. Payroll Professional allows chosen backup options to be run by selecting drop down menu then **Backup**, but this must be set up first.

Our recommendation is to use **Automatic** and **Compress** settings under the **Admin** tab then **Backup Setup**. This will prompt you to take a backup when closing a period or tax year.

Restore

How to restore a backup will depend on how the backup was made originally. You may need to consult your System Administrator. Ideally you would be backing up to a network drive, so you just need to select **Restore** from the drop down menu, this will only work if Backup is set up.

Remember that restoring data will overwrite all frequencies within the data file back to the point that the backup was taken.

The Generation Game

If you have ever read any text books on backing up, then you will be aware of the word **Generation** in the context of backups. Generations of backup should be maintained for at least a year. Remember that Payroll Professional does maintain a complete history of pay calculations although they cannot be re-calculated.

Backups taken at the Year End should be maintained in a different sequence to those taken before period updates.

If you are using **Automatic** and **Compress** in your backup, this will create it's own sequential numbering of backup files. See the Payroll Professional Help file for more details.

Set Up a New Payroll

Under the **Home** tab select **New**.

New payrolls are set up using the **New Payroll Wizard**.

The Wizard takes you through creating a new payroll, when you have completed a screen, click on the **Next** button.

You can go back to a previous screen by selecting the **Back** button.

The Wizard will create the new data file. Before you start to enter Employee Details you should consider the following areas, each of which can be revisited at any time, and is handled in more detail in separate sections of this guide:

- Employer Details
- Departments
- Cost Centres
- Branches
- Pensions
- Global Rates
- Foreign Currencies
- Pay Components
- Passwords

All of them are accessed under the **Data** tab.

Open an Existing Payroll

- From the drop down menu  select **Open\By Name**
- Pick Payroll from list

Either, click once on the payroll in the list then click on the **Select** button or double click the payroll. Payroll order is either Client Name or Client Reference depending on which heading has been selected. You can search for the payroll by typing the name in the box at the top of the form.

OR

- From the drop down menu  select **Open\By File**
- Pick Payroll from list

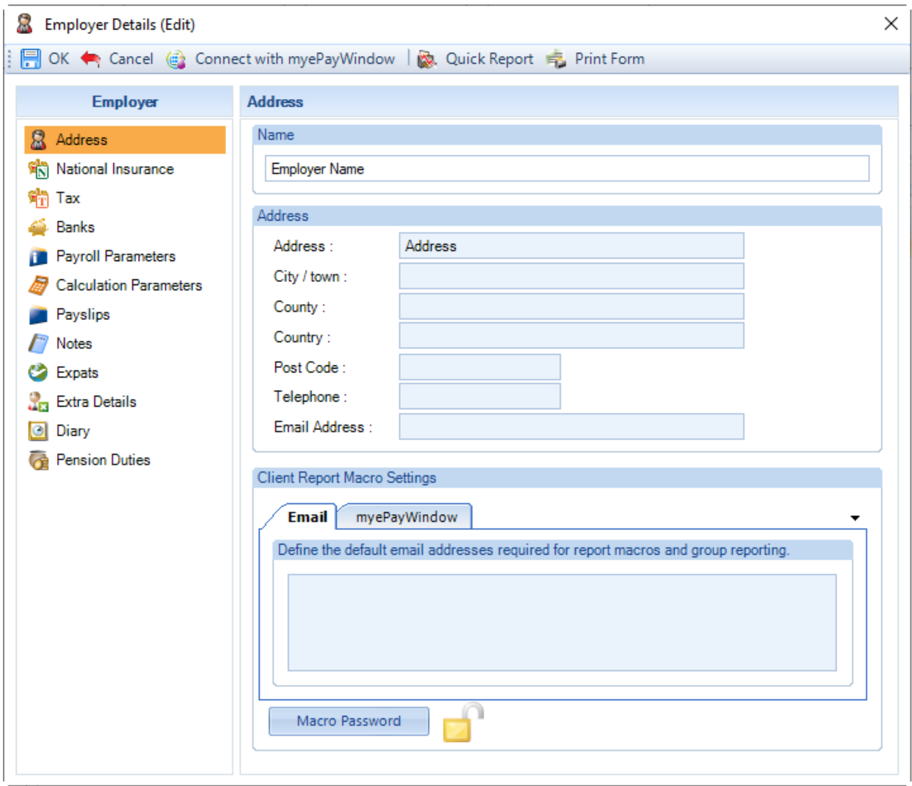
Either, highlight the payroll in the list once then select **Open** or double click the payroll.

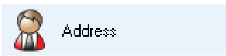
Use this icon that is shown under the **Home** tab, **quick access** toolbar and the **Bureau Home Page** to open payrolls by name or file depending on your **Personal Preferences** settings.

Employer Details

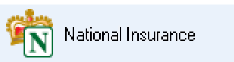
Under the **Home** or **Data** tab select **Employer.**

Employer Details is broken down into several vertical tabs.

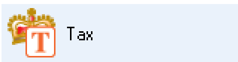




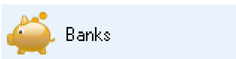
Employer Name and Address.



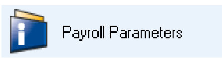
National Insurance details.



HMRC details.

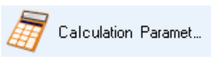


Bank and BACS details.



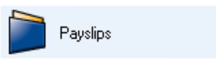
Payroll Parameters.

Set the pay frequencies and methods that apply to this payroll.

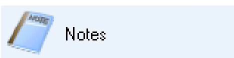


Calculation Parameters.

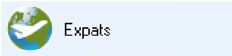
Parameters that effect the calculations, probably not required for simpler payrolls. Consult online help for further details.



Payslip options.



Notes for current employer.

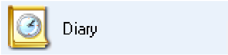


Expatriate calculation parameters.

Specify Employer/Employee Tax and NI priorities for gross up calculations.

Extra Details.

This tab will only appear if Employer Extra details have been set up.



Diary.

Pension Duties.

This is to deal with the Pension Reform.

Analysis Groups - Departments, Cost Centres, Branches

Under the **Data** tab select **Analysis Groups**.

These are used to categorise employees for reporting purposes. There is no hierarchy, but they can be used for sorting within each other, for example Departments within Branches.

There is no limit to how many of each can be set up. Each employee can only have one of each allocated to them.

If you need to split Employees by only one category, then we recommend using **Departments**.

There are standard reports grouped by **Departments** only, **Cost Centres** only and others grouped by **Departments** with **Branches**.

Batch input of variable data can be done by Department, Branch or Cost Centre. You can also create a Modem format BACS file for a specific Department, Branch or Cost Centre.

To set up new Departments under the **Data** tab select **Analysis Groups****Departments** and click on **Add**.

Existing descriptions can be changed simply by highlighting the Department then select the **Edit** button, change the Description then click on **OK**.

Editing and setting up new **Cost centres** and **Branches** is done in the same way as **Departments**.

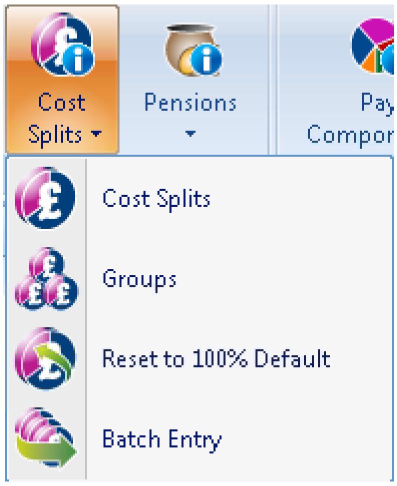
Run Groups

When **Bonus Runs** are enabled in the payroll, it is possible to set up a **Run Group** and process the Bonus Run for that group only. Further details on the Bonus Runs module is in the online help file.

Under the **Data** tab select **Analysis Groups****Run Groups**.

Cost Splits

Go to the **Data** tab and select **Cost Splits**.



Certain payrolls require reporting of payroll run values for individual employees to be split of over several **categories**. This is available in Payroll Professional. Such categories are known as **Cost Splits** to differentiate them from Department, Cost Centres and Branches.

To group cost splits analysis in reporting, you can set up **Cost Split Groups** that can be allocated to **Cost Splits.**

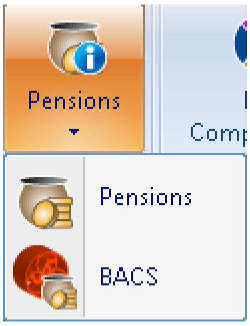
If **Cost Splits** are enabled, then all employees will default to having 100% set to **Cost Split** ID 1.

Using the Batch Entry option or via Employee Details, you will be able to specify allocations for each employee to various cost splits totalling 100%.

Exploitation of cost splits can only be achieved with appropriately designed reports. The standard reports **PARNSP1** and **PARNSP2** are provided as an example of this.

Pension Policies

Under the **Data** tab select **Pensions\Pensions**.



A Pension policy needs to be set up before attaching to an employee record.

If you have no policies set up, click on **Add** button to create a new scheme.

New policies must have the following information entered:

- Scheme Name
- Pension Type
- Start date
- Renewal Date
- % Calculated On

If the scheme is set as a **Pre Tax,** then employees pension is deducted from taxable pay before tax is calculated, thereby reducing their taxable pay. This does not affect NIC.

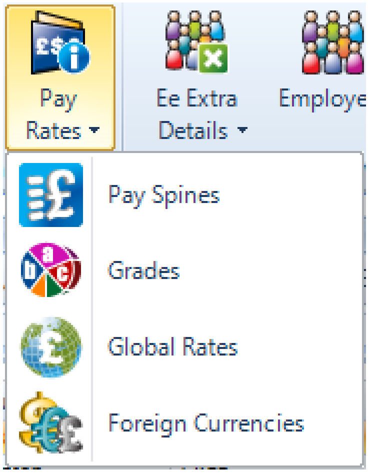
A percentage-based pension scheme can have default values set here which would apply to all employees in the scheme, unless that individual has their own percentage set.

Completing the pension company's bank details under the **Provider Details** tab will then enable you to make pension premium payments by BACS, via **Data** tab then **Pensions\BACS**.

Pension Type - The choice of type is important, as different calculation rules apply to different types. You will need to find this information out from the Employer or pension provider. **Note:** The Pension Type cannot be changed once selected.

Global Rates

Under the **Data** tab select **Pay Rates****Global Rates**.

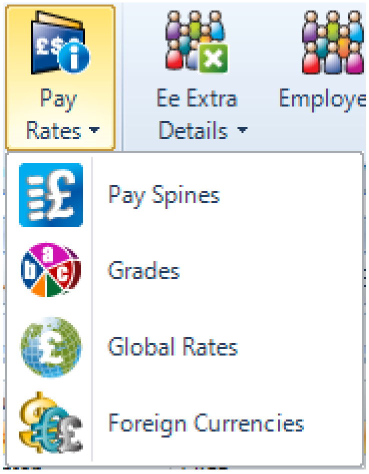


Global rates are fixed pay rates that can be applied to specific pay components. When the rate needs to be changed you only edit the Global rate. This will change the rate for all Employees with that pay component.

To create a new Global rate select **Add**, you need to enter the **Description** and **Rate**.

Foreign Currencies

Under the **Data** tab select **Pay Rates\Foreign currencies.**



This option is only available if you are licensed for the Expatriate module.

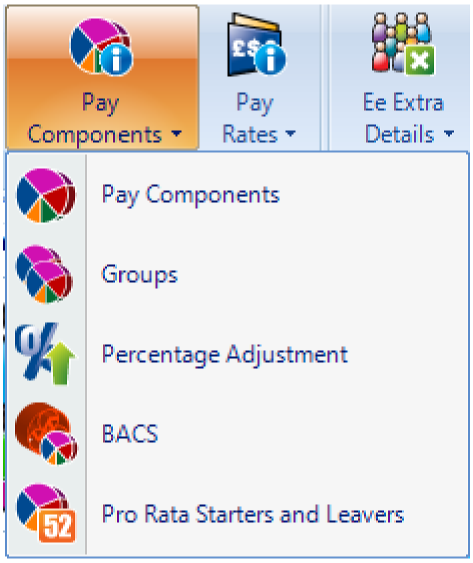
Currencies can be applied to pay components, in the payroll run for that component you enter the foreign currency amount, and it is converted into sterling using the rate that you have entered.

To create a new Foreign Currency select **Add**, you need to enter the **Description** and **Rate**.

When you open a new payroll run you will be prompted to update the foreign currency rates, these must be updated before the Individual Calculation screen is opened.

Pay Components

Under the **Data** tab select **Pay Components\Components**



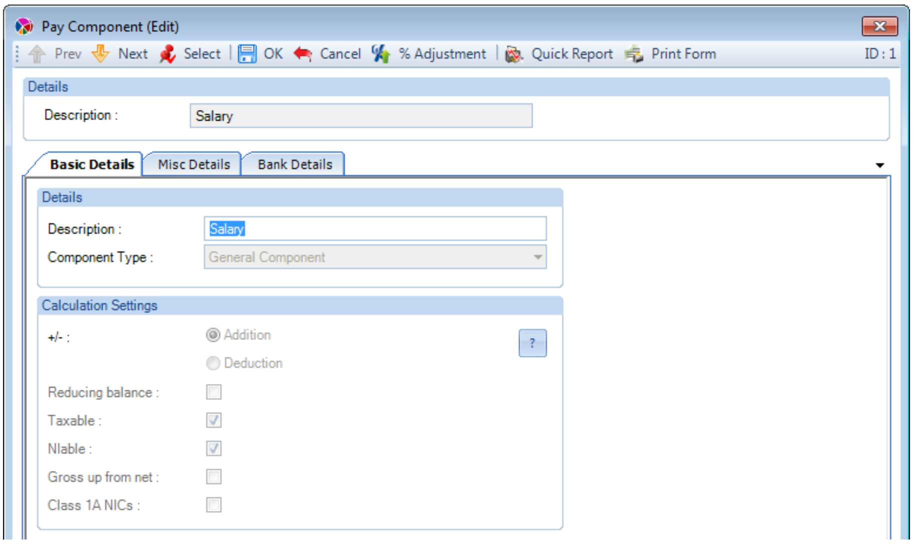
Most payments to employees are made as a type of Pay Component. You can define these, and how they are to be treated for calculation. A default Pay Component called **Salary** is automatically set up on new payrolls, the Description can be amended.

The program handles compulsory pay elements such as Tax, NICs, SAP, SSP, SMP, OSPP, ShPP, SPBP, SNCP, AEOs, Student Loans and Pensions separately, Pay Components should not be used for these.

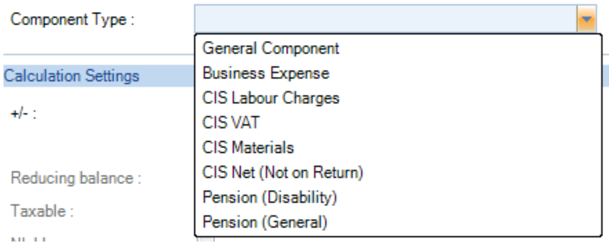
There is no limit to the number of pay components that you can set up.

Note: The **Component Type** and **Calculation Settings** on the **Basic Details** tab cannot be changed once you click on **OK** to save the pay component.

Basic Details tab



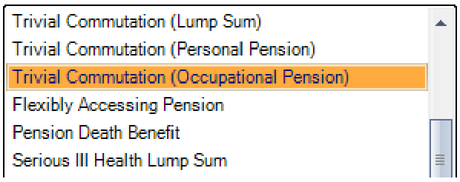
<table>
<tr><th>Setting</th><th>Effect on calculations</th></tr>
<tr><td>Description</td><td>This is the name of the component, which will appear on the payslip.

Remember long component names may appear truncated on the payslip if the payslip report has been designed with a small field size.</td></tr>
<tr><td>Type</td><td>


For **Employees** and **Directors** the type can be either General Component; Business Expense; Pension (disability); or Pension (general); Termination Payment; Sporting Testimonial Payment.

Most components will be General, which is why it is at the top of the list. However, it is extremely important that the type is correctly set if the employee has an attachment of earnings or is being paid a pension. All of these categories relate to what constitutes ‘attachable’ earnings, the types **Business Expense**, **Pension (Disability)** and **Termination Payment**, and pay components marked as **Benefits In Kind** are not attachable.

For **Sub Contractors** must be one of CIS Labour Charges, CIS Materials, CIS VAT or CIS Net (Not On Return). It is extremely important that you select the correct type.

There are also additional Types which must be used to report information correctly via RTI FPS:


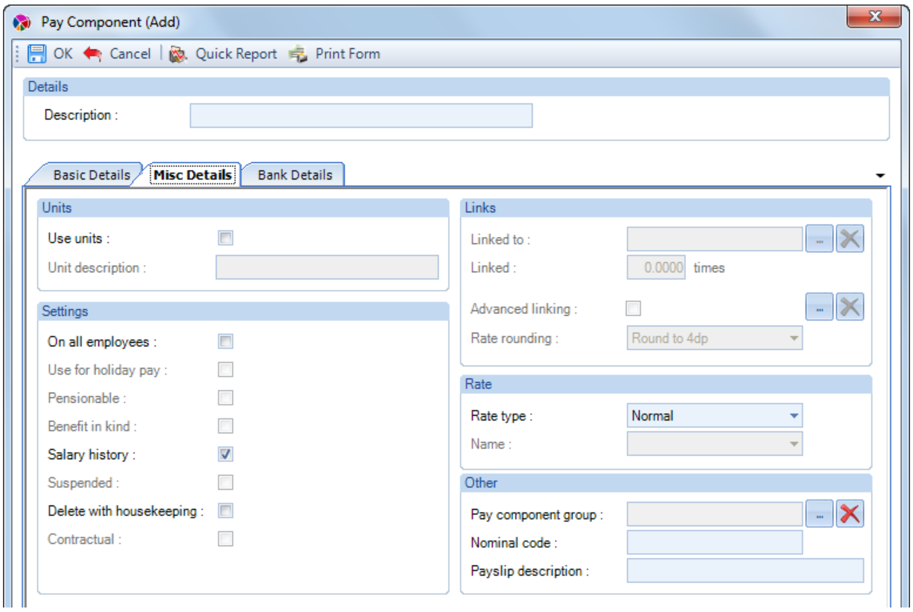
These include the three Trivial Commutation Types, from tax year 2016/17 there are Flexibly Accessing Pension and Pension Death Benefit, from tax year 2017/18 there is Serious Ill Health Lump Sum, from tax year 2025/26 there are Pension Commencement Excess Lump Sum and Pension Stand Alone Lump Sum. All of these types are treated as ‘attachable’ earnings for attachment of earnings.</td></tr>
<tr><td>Addition</td><td>The value of this pay component will be added to pay.</td></tr>
<tr><td>Deduction</td><td>The value of this pay component will be deducted from pay.</td></tr>
<tr><td>Reducing balance</td><td>If a pay component is set as a Reducing Balance then it must be set as a deduction.

This is normally used for Loans. If you are setting up a Loan then do NOT tick Taxable or NIable.

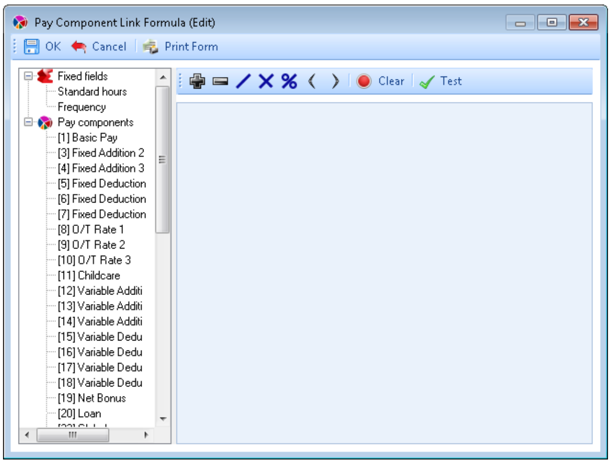
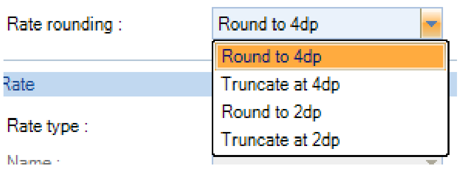
A component set as a Reducing Balance will decrease with each pay period until the outstanding amount has been taken.</td></tr>
</table>

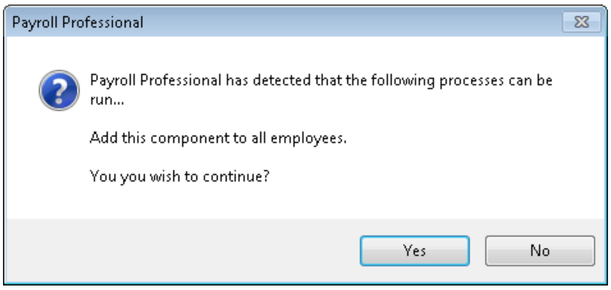
Taxable	The value of this component will become part of the total taxable element for the employee. If it is set as a deduction, the taxable pay will be reduced accordingly.
NIable	The value of this component will form part of the total amount of pay subject to NI. If the pay component is a deduction, the NIable pay will be reduced accordingly.
Gross up from net	A pay component which, has the gross up from net tick **on,** is entered as the net amount received and then grossed up for tax and/or NI purposes. With this option selected make sure you have the correct settings set under the Expatriate tab in Employer Details. For more information on these settings see Employer Details.
Class 1A NICs	This setting is only available for the Component Types Termination Payment and Sporting Testimonial Payment, when they are set up with the following: Addition – enabled Taxable – enabled NIable – disabled Class 1A NICs – enabled Benefits In Kind - disabled

Misc Details tab



Setting	Effect on calculations
Use units	This setting allows payments to be made using rates and units (e.g. hourly rate of pay and a number of hours). If set, then a unit description will be required.
Unit Description	Since the usual need for using units is to pay a hours at a specified rate, the default description is **Hours** - this can be changed.

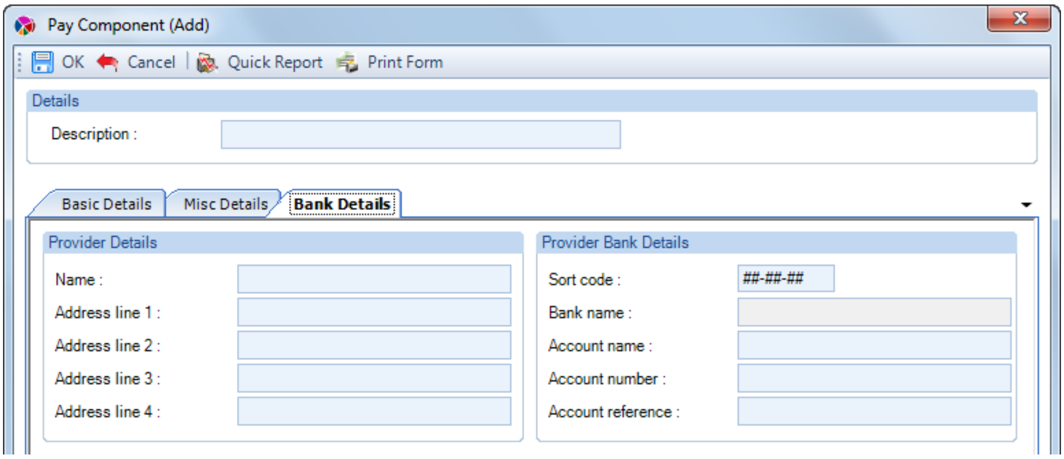
Setting	Effect on calculations
Linked To	Pay component rates (which use units) can be linked together. Thus, when the base rate is changed it will automatically change the linked rate. This is very useful in a payroll that has, for example, employees on varying hourly rates of WAGES but a standard format for overtime based on the hourly rate. Click on the ellipsis button and choose the base rate component. Now click in the times box and replace the zero with the factor to be applied to the base rate. The rate for the base component times the factor in the times box will generate the rate for this component. If you have linked components incorrectly, then click on the Link button highlight the Pay Component that it has been linked to and click on the Unlink button. Note : That if you decide to link components where the rate has already been entered then you will need to zero the rate and re-enter it for the link to take effect. Alternatively, you could use the Pay Rate import.
Linked x times	Factor to be applied to the base rate to arrive at the rate for this component. E.G. If this is a component for overtime at time and a quarter – enter **1.25**, time and a half – **1.5**, double time - **2** etc.
Advanced Linking	This facility allows you to create your own formula to work out the rate, rather than just a factor of a rate. You can also use more than one pay component.  After entering your formula use the **Test** button to check that it is valid, then select **OK**. **Note:** The Employee must have all the pay components selected in the formula attached, otherwise the Rate returned will be zero.
Rate Rounding	

Setting	Effect on calculations
	This option is only available for pay components using **Basic** or **Advanced Linking** to choose between truncating or rounding the rate to 4 or 2 decimal places. The default is how the program currently operates, which is **Round to 4dp** (decimal places). Round will round up the last decimal place if the one after is 5 or more and will round down if 4 or less e.g. if Round to 2dp is selected 12.5178 would become 12.52, if Round to 4dp is selected 12.51784 would become 12.5178. Truncate will just remove the digits after the selected decimal place e.g. if Truncate to 2dp is selected then 12.5178 would become 12.51. **Note:** If the pay component is linked to Pay Grades or Pay Spines, those facilities will override this setting.
On all employees	With this tick **on** this pay component is automatically added to all new employees. And when you click on **OK** to the Pay Component screen you will be presented with this message which you can then choose to add the component to existing current Employees (without a leave date) by clicking on **Yes**. 
Use for holiday pay	Any pay component with this setting **on** will be included in the holiday pay calculation.
Pensionable	Where an employee has a percentage-based pension which has % calculated on selected as Pay Components marked as Pensionable, the pension deduction is calculated on the value of any pay component in use for that employee, which has the pensionable tick **on**. A reminder message is displayed when setting up a new pay component, where this setting is not ticked, and the data file has either a pension policy or employees pension record where the % calculated on is set as either Pay Components marked as Pensionable or Pay components defined under the pension policy as pensionable.
Benefit in kind	Any value entered in a pay component, which is marked as a benefit in kind is added to pay for calculation of Tax and/or NI, and then deducted to arrive at Net Pay. **Note:** Whilst, under normal circumstances, BIKs SHOULD be taxable or NIable, you can, if necessary, make a pay component a BIK, which is neither Taxable nor NIable. An example would be where you have a percentage-based pension, and the pension is based on a value which is not a payment being made to the

Setting	Effect on calculations
	employee. You could set up a pay component which is a BIK, neither Taxable nor NIable but pensionable. The value against this component would then only be taken into the pension calculation and nothing else.
Salary History	Providing the Salary History option is enabled in Employer Details, then this switch should default to being **on**. You are strongly advised to leave this switch on. Whenever a change is made to an employee's pay rate for a component; a record is made of the date of change, user who made the change, new value, and old value. This information can be reported on by component or employee. The history cannot be recreated if the switch hasn't been on. **Note:** this setting may appear to be 'greyed-out' if the switch has not been enabled in Employer Details.
Suspended	Allows for a used pay component to be suspended
Delete with Housekeeping	With this ticked when an update or housekeeping is done the following will happen: If an Employee has a pay component with no history (RunTransactions table) records, and it not being used in the current period, the Pay Component is deleted from the Employee (EeComponents table). This occurs even if it is set as **On All Employees**. If the Pay Component is not attached to an Employee (EeComponents) and there are no history records (RunTransactions) for the Pay Component the actual Pay Component will be deleted (PayComponents) If the Pay Component is attached to a Pay Grade, Pay Spine, Pension Policy, Holiday Scheme, Pro Rata, Pay Spine, Nominal Export etc the Pay Component will not be deleted. So, if you do not want this process to occur you need to make sure Delete With Housekeeping is not ticked.
Contractual	This can only be used for Pension Reform. With Pension Reform enabled under Employer Details and you have chosen to Set the same Pay Components as Contractual Wages/Salary for All Employees, then this box will be available for you to select. Otherwise, you have chosen to set the Contractual Pay Components at Employee Level.
Rate Type	Rate Type setting is defaulted to **normal** but can be changed to **multi-currency** or **global**. Global is used where a single rate is applied to all employees for this pay component. When Global is selected, you are prompted for the rate required (see separate section for setting up global rates). When Multi-currency is selected, you are prompted for the currency required (see separate section for setting up currency rates). This option is only available within **Payroll Professional** if the appropriate licence for Expatriate facilities is provided.

Setting	Effect on calculations
	If you have any doubt as to whether you are licensed for the Expatriate Module, check the licence settings from the **About** window accessed from the **Help** menu.
	Rate Name - If either global rate or multi-currency has been selected above, use this box to select the name of the global rate to apply or the appropriate currency.
Pay Component Group	For reporting purposes there is also the facility to band components into related **Groups** which you may find useful, especially if your client uses a large number of components. To allocate this component to a Group, click on the ellipsis (three dot) button to the right of the groups box and select the correct group name. Click on OK button to complete the procedure. To remove the Pay Component from a Group just click on the button with a cross.
Nominal Code	Again, for reporting purposes you can allocate a nominal code against each pay component. Click in the box and type in the Nominal Code number, maximum characters 18.
Payslip Description	This will be displayed on the payslip instead of the pay component description.

Bank Details tab



This tab allows you to enter Bank details to create a BACS file for this Component.

Data Passwords

Under the **Data** tab select **Passwords.**

Passwords can be set up on the data to restrict access to:

- **Access to Payroll** - The payroll itself, the password will be needed each time this payroll is accessed.
- **Payroll Run** – accessing the payroll run to perform calculations.
- **Absence Override** – converting absence records.

Employees

Under the **Home** or **Data** tab select **Employees**

New Employees

On selecting the Employees button, if there are no existing employees, you will be taken straight into the set up New Employee Wizard. Otherwise, select **Add** from the Employees screen.

The **New Employee Wizard** is designed to allow you to set up employees as quickly as possible. Use the **TAB** key to move from one field to the next, altering defaults where necessary.

Fields where a monetary value is needed, (eg P45 details) must have a value even if that is only Zero.

Pay Method and **Frequency** will be restricted to those enabled in **Employer\Payroll Parameters** tab.

When you have set up the new employee, you can select **Finish** to accept and go to the Employees screen or select **Create this employee and start another** and then **Finish** to accept the entry and go on to set up another employee.

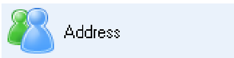
Other information can be entered later in the **Employee (Edit) screen.**

In the first screen there is an option to choose **Existing** or **New** or **Copy.** This is provided to simplify input by hiding the prompts for information that is not required.

Depending on your settings in Personal Preferences, the report **PAEEDETL/PSEEDETL** may automatically be printed when the new employee details record is created.

There is also the facility to check the correctness of P45 information being input.

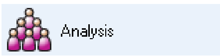
Employee (Edit) screen



Name, address, birth date, start date, sex, marital status, leaver status and leave date.

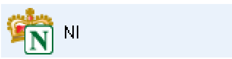
Method, Frequency, Bank and Split Net Pay.

Split Net Pay will only appear if enabled in Employer\Payroll Parameters.

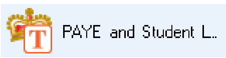


Department, Branch, Cost Centre, Run Group for bonus runs and Cost Splits.

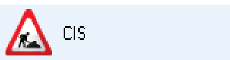
Cost Splits will only appear if enabled under the Data tab then Cost Splits.



National Insurance details.



Tax details, P45 checker, P46/P45(3) and Student Loans.



Sub Contractor details.

This tab will only appear if the Employee record is a sub-contractor.

Pay Grade, Standard Hours and Pay Components.

Add will enable you to add any of the pay components set up for this payroll that are not attached to the current employee.

Edit will allow you to edit the details of existing components. You may want to adjust default rates of pay.

Pensions

An employee can be in any number of pension schemes, but the scheme must previously have been set up on the current payroll (see **Pension Policies**). Choose **Add** or **Edit**.

The basis of contribution calculation will depend on entries made in the Pension Edit screen.

Field	Significance
Max contribution	If set, then premiums will not be calculated in excess
Fixed contribution	Actual premium amount
Variable %age rate	Premium is based on a %age of whatever is specified in section beneath. Note: If this employee is paying the default %age set up at scheme level then nothing should be entered here.
% Calculated on	On either Niable pay (up to UEL), Niable pay (including above UEL), Pay Components marked as Pensionable, Pay Components defined under the Pension Policy as Pensionable, Annual Nominal Pensionable Pay set under the Employee Pension Details.

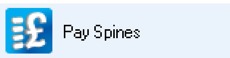
Also available to be set are year to date balances and you must enter a date of joining the Pension scheme.

If fixed AND variable contributions are specified, then they will be added.

Pension contributions will not be included in payroll run until the run date is greater or equal to the date of joining.

Expatriate employee settings

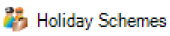
This tab will only appear if you are licensed for the Expatriate module.



Pay spines

Pay spines are used for calculation of pay on scales determined by negotiating bodies.

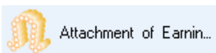
This tab will only appear if you are licensed for this module, and it is enabled in Employer\Calculation Parameters.



Holiday Schemes

If a Holiday Scheme has been enabled under Data\Holiday Schemes, then you will be able to over-ride default settings at employee level, as well as view/edit accumulated balances.

This tab will only appear if a Holiday Scheme has been created under Data\Holiday Schemes.

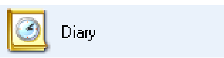


Attachment of Earnings

Before starting to set up an attachment of earnings read the detailed explanation from the help file.

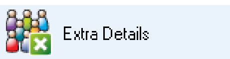
Absence

This is read-only details of the Absence entered via the Individual Calculation screen under Open Run.



Alarm diary

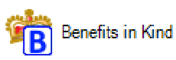
The Alarm Diary allows you to enter dates and associated messages for employees. These dates are memorandum entries that can be used as you wish. They are most useful as alarms that will display their message when pay is calculated for that employee on or beyond the diary date. To do this the alarm for that entry must be set.



Extra Details

Enter any employee **Extra Details** that have been set up for this payroll.

This tab will only show if Employee Extra Details have been created.



Benefits in Kind

Enter Company Car and Fuel details, to include in tax calculations and the Full Payment Submissions.

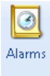
Pay Run

To calculate pay under the **Home** or **Run** tab select **Pay Run.**

If you have one frequency enabled in this payroll data file then click on the running man, if you have more than one frequency then click on the description, you will then be prompted to select the frequency.

Once you have opened the run you will be taken to the **Open Run** tab.

Remember if this payroll data file is using foreign currencies you will be prompted to update the rates when you open the run for the first time.



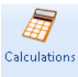
Clicking on this will show the Diary Alarms for Employees in the current run.

Use this to download and apply Tax Code, Student and Postgraduate Loan, and NINO notifications from the HMRC.

Select **Import** to import payroll run details from external sources. For further information see the on line help.

Batch entries of variable pay data can be made by selecting **Batch Input**. This is suitable for entering pay run information that is provided grouped by pay component rather than by employee.

Entries can only be made here before pay for an employee is calculated.



Calculate pay by selecting **Calculations**. This will display the **Individual Calculation** screen containing a list of the Employees in the current run.

Individual Calculation toolbar

This opens the Individual Calculation screen for the currently highlighted Employee.

When you select this button, the next uncalculated employee will be highlighted.

This will calculate the un-calculated all the employees showing in the list.

Using this will un-calculate all the employees showing in the list.

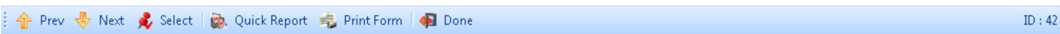
Use this facility to change the status in bulk for employees in the current pay frequency (needs to be enabled under Employer\Calculation Parameters). See Bulk Status Change in the online help file for details.

Employees Individual Calculation screen

To open the Employees Individual Calculation screen either double click on the Employee in the list or highlight the Employee and click on the **Calc Ee** button.

Calculations are made by selecting **Calculate.** When satisfied with individual calculation, you can select **Next Uncalc** to move to the next employee that needs to be calculated.

Top Toolbar



Selecting this button will move to the previous employee, it will be greyed out if this is the first employee in the list.

Next Selecting this button will move to the next employee, it will be greyed out if this is the last employee in the list.

Select This button allows you to select another record with the screen open rather than having to close that screen to select another record.

Quick Report This runs the Quick Report defined under the **Reporting** tab then **Define Quick Reports** button.

Print Form Will produce a print of the current screen you have open; you will be prompted to select the printer.

Done Will close the Employees Individual Calculation screen.

Bottom Toolbar

Calculate This calculates the current Employee.

Next Uncalc Selecting this button will move you to the next uncalculated Employee, with the Pay Component tab selected.

Edit Ee For the current Employee it opens their Employee (Edit) screen.

Reset Comps Pay component values will all be reset to their defaults.

Refresh BFwd Employee balances brought forward will be re-read from the employee details. This will pick up any changes that have been made since calculation started.

Absence Calculate and pay SSP, SMP, SAP, OSPP, SPBP, SNCP and ShPP. You are also able to record absence days for Compassionate leave, Holiday, Industrial Action, Jury Duty, Legal Custody, Training and Other Absence.

Set the working pattern, choose the payment method (Add to Gross and/or Offset Against Gross) and record the days on the calendar.

Adj PP Allows you to adjust and re-calculate one prior period, the adjustments are then added to the current periods figures.

Override Results This allows you to override the calculated tax and NI amounts.

Workings Select this button to see details of how calculations are made up.

Components tab

Enter variations on default amounts to pay here.

Pay Settings tab

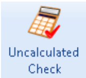
- **Holiday pay** - Set holiday periods paid in advance. This should automatically set the Tax advance periods to calculate pay using allowances for future periods. Set amounts of holiday and holiday pay accrued to take. Note that amounts accrued in this pay period are displayed under Workings.
- **Status:**
  Holiday - Employee is on holiday period set in previous pay period
  Suspended - No pay will be calculated for current employee until Suspended status changed.
  Absent - No pay will be calculated for current employee in this period only.
  Normal - None of the above.
- **Tax Advance Periods** - Allows you to Advance the Employees for paying Holiday Pay.
- **Edit pension contributions** - Allows override of this period pension calculation.

- **Additional NI Periods** - On a payroll, it is possible to apportion the NIC charges over a number of periods. This is particularly useful if you are making backdated payments.
- **Note** - Input any details of a note to appear on this person's payslip.

Results tab

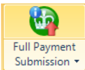
This tab displays the calculation results. Click on  beside the Net Pay field to see details of how calculations are made up.

Uncalculated Check



Use this button check if any employees in the current run have not been calculated.

Full Payment Submission



Use this button to create and submit the FPS for the open run.

Payroll Run Reporting

Select the **Run General Reports** button under the **Open Run** or **Reporting** tab, select the **Report type** - **Payroll Run**.

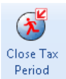
Payslips

Select the **Run General Reports** button under the **Open Run** or **Reporting** tab, select the **Report type** - **Payslip History**. The payslip format that you use will depend on your house style or Employer choice.

BACS

If the Employees are paid by BACS then under the **Open Run** tab select **BACS.**

Close Tax Period



Under the **Open Run** tab select **Close Tax Period**

Calculate Pay Check List... ☑

Enter Employee Detail changes:

- Set Date of Leaving for **leavers**.
- Enter Global rate changes.
- Enter Currency Exchange Rates.
- Under the **Run** tab select **Pay Run.**
- Enter run date. See status bar or acceptable date range.
- Use **Batch Input**.
- Under the **Open Run** tab select **Calculations.**
- Under the Components tab - enter pay variations.
- Under the Override tab - enter Holiday, Notes etc.
- Click on the Absence Rec button to enter any absences.
- Select **Calculate.**

- Select **Next Uncalc** to move to next.
- When all calculated then run reports, under the **Open Run** tab select the **Run General Reports** button.
- Payslips BACS etc.
- Submit FPS.
- BACKUP DATA.
- Period close (including automatic backup). This need not be until you need to do next payroll run.

PAYE due

A display of PAYE monthly totals is available under the **Run** tab select **PAYE Due.**

If correctly set up, you can initiate the BACS payment of PAYE for the currently highlighted PAYE month by selecting the **BACS** button.

PAYE Remittance Advice

Select the **Run General Reports** button under the **Open Run** or **Reporting** tab then select the report type **'P' Series** and run any of the **P32** reports.

Reporting

Select **Run General Reports** under the **Open Run** or **Reporting** tab.

When you select this button it will assume the type of report, depending on what part of the program you are in at the time. Otherwise select the **Report Type** you require.

Before you run a report, you can choose:

- **Sort**
- **Filter**
- **Destination**

If set, Sort and Filter will open another screen when you run the report for you to make selections that affect the appearance of the report as follows:

Sort Change the order in which records will appear in the report.

Filter Specify which records will be selected to appear in the report.

Destination:

- **Screen/Full Screen -** will display report, you can then choose to print or export it.
- **Printer -** report is printed.
- **File** - you will be prompted for the File name, type and location.

Quick Reports

Certain screens can have reports associated with them, and if that is the case, then the **Quick Reports** button will be **available**.

Whether the report is:

- Printed or displayed or is for
- the current record or all records,

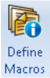
These options will depend on your **Personal Preferences** settings.

Ideally you would set the default to display all records or give you the choice at run time.

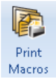
You can change the default report associated with the screens, by going to the **Reporting** tab and select **Define Quick Reports**.

Print Macros

The Print Macro facility is provided as a means of grouping standard reports together in a batch so that they can be printed a one time.



Print Macro's are set up under the **Reporting** tab then **Define Macros.** All macros are available in all payrolls, but the reports available in macros may be specific to payrolls.



If you select **Print Macros** under the **Reporting** tab or **Open Run** tab, then if you have a default macro set up then this will automatically be selected. Otherwise, you will be prompted to select the macro you require.

Set the default macro for a payroll under the **Reporting** tab then **Macro Defaults**. If **Select Macro** is not set and you have a default macro selected, then this will automatically be chosen when you click on the **Print Macro** button.

Group Reporting

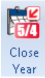
If correctly licensed, you can set up groups of clients. You are then able to run Print Macros for Groups. Under the **Reporting** tab select **Groups** to set up a group. Click on the **Add** button to create a new payroll group.

Under the **Reporting** tab select **Print Macros** this will step through a wizard to decide which Group, and/or specific clients within a group, and then which macro and/or specific reports within a macro you wish to print.

If you choose this option whilst a data file is open, the first procedure will be to close the current data file before proceeding.

Year End Procedures

The Year End procedure for Payroll Professional consists of closing each payroll when all the payroll runs for the year have been completed.



Under the **Run** tab select **Close Year**. The program will default to offer you an automatic uplift (or down!) of tax codes. Un-set this if you want to change tax codes manually.

Year End reporting can be done before or after the year-end close. If you are running the reports before closing the year, the last period of the tax year must be closed.

Payroll Professional On-line Help

Payroll Professional is accompanied with an extensive On-line Help file.

You can access the Help information by using the menu option.

- Under the **Help** tab select **Contents** or **Search For Help On**
- Either type the first few letters of the word you are looking for **or** scroll down to the topic you want to select.
- Double click on the topic.
- Click on **Print** if you want a hard copy.

You can refine your search further by clicking on the **Search** tab and typing in something relating to your query. Double click on the topic in the left side of the screen that most closely resembles your query.

 Selecting this button in the top right corner of the program will also open the on-line help file.

To **exit** the Help click on the red cross at the top right hand corner of the Help screen.

You may wish to minimise the Help information by clicking on the minimise button at the top right corner of the Help screen.

Software Support

If you are experiencing difficulties using Payroll Professional that cannot be resolved by the online help, then please contact Payroll Professional Software Support. Before establishing contact, please determine whether your problem is one of how to calculate pay, which may be more appropriately dealt with by the HMRC.

You can contact support via Telephone or Online:

Online: http://www.iris.co.uk/iriscommunity

Telephone: 0344 815 5555

Email: payroll-support@iris.co.uk

You will need to call the HMRC with any statutory queries: **HMRC Employers Help Line: 0300 200 3200**

System Supervisor Responsibilities

Backup and Restore

Under the **Admin** tab select **Backup Setup.**

The means of backup and restore should be specified by the System Supervisor. If the programs that you use for backup and restore can be run from the command line, then Payroll Professional can be set up to run them from within the program, passing the data file name as a parameter where necessary. For further details consult the online help.

Certain databases, other than individual payrolls, will never be backed up by individual users, and it is the responsibility of the system supervisor to ensure that they are backed up. They are:

From your Application Files Path folder

Licence file – MCPAY.LIC

P2ADMIN.MDB, or SQL equivalent.

Your **T2Data Database** T2DATA.MDB, or SQL equivalent.

From your Standard Data Path folder

Data files - *.MCP

REPORTS folder within the Applications Files Path

Custom reports (*.RPT) all standard reports are prefixed with PA and PX, and in the Reports\SQL folder PS.

From the Internet folder within the Applications Files Path

Backup each of the Years folders which contain files that are suffixed with .XML.

From your Backup folder, set in the program under the Admin tab then Backup Setup

Your back up files, if you use the automatic back up the extension will be made up of the frequency and period number for example week one would be *.W01.

Payroll Users

It is as well to be aware of the distinction between **Staff,** details for whom are held centrally, who are the users of the program, and **Employees** who are the people for whom you calculate pay.

If you have linked Payroll Professional to another software such as Star Professional to administer your central T2DATA database, then the following operations should not be carried out from within Payroll Professional.

Before operators can access Payroll Professional, they need to be set up as a user. To do this Under the **Admin** tab select **Staff** then **Add** to add new staff**.**

Passwords

Give each new user a password and tell the user to change it the first time they use the program.

Once set up, the password for a user can only be changed by a person logged in as that user, although users with administrator privileges can clear passwords.

Privileges

You need to allocate privileges to the user, as this controls what they can do in the program.

System Passwords

Under the **Admin** tab select **Passwords**.

Passwords are:

- **Payroll system password** - Access to this option.
- **Add payroll users** - Access to Payroll Users option above.
- **Delete a payroll** - Restrict ability to delete a payroll using under the Open\By Name screen.
- **Clear down a payroll** - Access to Housekeeping under the Run tab.

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Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600 Fax: 0844 366 7828 Email: helpdesk@ir-efile.gov.uk	Tel: 0300 200 3200 Tel: 0300 200 3211 (new business)

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls	For IRIS Payroll Professional
Tel: 0344 815 5656 Email: sales@iris.co.uk	Tel: 0344 815 5676 Email: earniesales@iris.co.uk	Tel: 0345 057 3708 Email: payrollsales@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 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
IRIS Payroll Professional (formerly Star)	01273 715300	payroll-support@iris.co.uk

IRIS. Look forward