

By IRIS

12Pay Guide to Open Payslips Date: April 2021

Contents

What is OpenPayslips?	3
Steps to setting up and using OpenPayslips	4
How to create an OpenPayslips account	5
Setting up and using OpenPayslips in the payroll software	6
How to publish payslips/P60s to the OpenPayslips portal	6
Payslips	6
P60s	7
How the employer views the published OpenPayslips/OpenP60s	8
Managing the OpenPayslips Account	8
Employees	8
How to edit an employee's details	9
OpenEnrol	9
Settings	9
Subscription	10
Maintenance	10

What is OpenPayslips?

OpenPayslips is a new way to distribute payslips and P60s to employees. Payslips and P60s are published from within the payroll software to a secure online payslip portal. Once employees have registered with the portal, they are able to quickly view all of their current and historic payslips and/or P60s in an easy to access, secure area.

- All payslip/P60 information is taken directly from the payroll software and displayed exactly how they are usually seen
- Payslips/P60s can be accessed anywhere an internet connection is available
- Quick and easy to setup with no software to install
- Increases payroll processing efficiency
- Reduces carbon footprint demonstrating an environmentally friendly solution
- Reduces payslip/P60 distribution costs including printing, postage and processing
- Fully secure
- Allows employees immediate 24/7 access to their own pay information
- Easy access to historical pay information for both employer and employee
- Free IOS, Windows phone and Android apps available for employees to securely view their own payslips/P60s on tablets or smartphones

Steps to setting up and using OpenPayslips



IRIS. Look forward

How to create an OpenPayslips account

1. Visit the OpenPayslips website here

OpenEnrol OpenPayslips	
Welcome to IRIS OpenEnrol and	IRIS OpenPayslips
New – All your automatic enrolment communicat	tions and payslips in one place!
Employees have to be informed at key stages in the automatic enrolm and what stage they are at in the process, and the triggers behind thi	nent process. The communications required will be set by their worker status is are complex.
IRIS OpenEnrol takes care of the communications element, so you don't hav ensure your workers receive the right communications at the right time.	e to. IRIS has worked closely with The Pensions Regulator to
As an employer you have a legal obligation to support your employees with saving time, money and helping reduce your carbon footprint.	payslips and P60s. IRIS OpenPayslips helps automate and streamline this process.
IRIS OpenPayslips allows you to publish payslips and P60s electronically fron employees can view their current and historic payslips via their smartphone.	n within your IRIS payroll software to a secure online portal. Once delivered your tablet, laptop or desktop computer, whenever they want!
For more information on Pricing or to receive a quote please call 0844815570	10.
Benefits to the client	Benefits to the employees
V Quick and easy to setup with no software to install	Allows employees immediate 24/7 access to all their
One location for all communications including automatic	communications
enrolment, payslips and P60s	Employees can access communications in one secure, online
Helps ensure automatic noralment compliance with full-audit trailer	and the second and the second se

2. Click Try Now to open the following screen:

OpenEnrol OpenPayslips		
Create a new account Please complete the form below to create new acc create user accounts. To complete the registration a confirmation email	unt for your organisation, note that only one account per organisation is required, do not use vill be sent to your email address with an activation link.	this form to
New Organisation Details Organisation Name Customer Reference Address	New Administrator * Email Address Confirm Email Address Forename Surname	*
Town Postcode Country Telephone Contact Email Address	* required * required * • I have read and agree to the <u>Terms and Conditions</u> * * *	
Web Address	Create Cancel	

- 3. Enter the required details then click **Create**. An activation email will be sent to the **New Administrator Email Address**
- 4. Click the link in the email to be taken back to the OpenPayslips website
- 5. Enter a Password and click Set Password

Setting up and using OpenPayslips in the payroll software

The new **Administrator – Email Address** needs to be added into the software and all employees must have valid email addresses.

1. Enter your **OpenPayslips** log in details:

In the **Employer** folder, click on the **Publish** tab. Enter the **Username/Email** and **Password** that you used to register on the OpenPayslips website

 Check that you have entered email addresses for employees in Employee details | HR tab

How to publish payslips/P60s to the OpenPayslips portal

Payslips

- 1. Once you have calculated the payroll from the **Payroll** screen for the pay frequency, select **Payslips | Publish Payslips**
- 2. A message will be displayed advising you are about to publish payslips to OpenPayslips, click **Yes** to continue

OpenPay	slips 🛛
?	You are about to publish 1 payslip(s) to OpenPayslips. Do you want to continue?
	Yes No
nPayslips	
Publishing	payslip data for 1 employee(s)

All employees being paid for the period with an email address will then be sent an email asking them to register with the OpenPayslips website to view or print their payslip

3. Once publishing is complete, another message will be displayed which will allow you to print payslips for those employees that do not have an email address entered

P60s

- 1. From the Employer screen, select Reports | P60 Year End Report | Publish P60s
- 2. A message will be displayed advising you are about to publish payslips to OpenP60s, click **Yes** to continue

	OpenPayslips 83
	You are about to publish 1 P60(s) to OpenPayslips. Do you want to continue?
	Yes No
OpenPaysli	ps
Publis	hing P60 data for 1 employee(s)
	OpenPayslips 🔀
	P60(s) have been published successfully.
	ОК

3. All current employees paid in the tax year with an email address will then be sent an email asking them to register with the OpenPayslips website to view/print their P60

How the employer views the published OpenPayslips/OpenP60s

To view the published payslips/P60s:-

- 1. Go to the OpenPayslips website <u>here</u> and log in with the registered email address and password
- 2. Click on an employee's name and the screen will change to show tax year folders
- **3.** Select the tax year you wish to look at then click on either the **Payslips** tab or **P60** tab and the screen changes again to show the payslips/P60s uploaded for the employee in that tax year
- 4. Click on the Payslip or P60 and a new browser tab will open containing a copy to be viewed or printed as needed
- 5. Click back to the first browser tab to return to OpenPayslips

Managing the OpenPayslips Account

The main page has five tabs on the top left, **Employees**, **OpenEnrol**, **Settings**, **Subscription** and **Maintenance**. (**OpenEnrol** is a separate module, detailed earlier in this guide)

nployees 🚔 OpenEnrol	� Settings	cription 🖌 Maintena	nce						前(My Acc	ount 👻
Your Employees						Pa	/slips				
🕼 Edit Employee 🕅 🗊	Delete - Search -					0	Download				
- Company Name 🔻	- Status	• 7				-					. 1
Employee Name	Y Company Name	Y Status	Y Last Login Y	Password	*		Description V Auto Enrolment	Full Name	Y Year Y	Upli 1	
Arnold Dunston	IRIS Software Ltd	Inactive	23/05/2014 16:28:37	Re-send		U	Is Coming	Arnold Dunston	2014	16:	
Beatrice HYDE	Riverside Hospital PLC	Active	02/05/2014 11:30:10				P60 2014-2015	Arnold Dunston	2014	28/I 11:1	
🔘 💄 David Murray	Riverside Hospital PLC	Registration sent	16/08/2013 14:49:49	Re-send	4	8	L0 - Auto Enrolment Is	Arnold Dunston	2014	31/ 17	
David Murray	Riverside Hospital	Registration sent		Re-send	11		Coming				
	PLC				1.1		Paysiip M 02 2013-2014	Arnold Dunston	2013	12/	
David Murray	Eaton Limited	Registration sent		Re-send			Payslip M 01	Arnold Dunston	2013	22/1 2	
Graham Patters	Riverside Hospital	Registration sent		Re-send		3	2013-2014 Revelip M 01			10: 0	
							0010 0011	Arnold Dunston	2013		

Employees

The **Employees** tab displays all employees from all companies in the payroll software that have had payslips published to OpenPayslips, along with their current **Status**.

The list of employees can be sorted using any of the columns; **Status** shows whether a registration email has been sent and whether the employee has registered with OpenPayslips yet.

How to edit an employee's details

1. On the **Employees** tab select the individual using the buttons on the left, then click **Edit Employee**

Employee Details	3	
First Name	Arnold	
Last Name	DUNSTON	
E-Mail Address	arnold.dunston@riverside.co.uk	
	Update Cancel	

2. Amend details, then click Update

If an employee's email address changes, you must update it in employee details AND here, as it will not sync automatically when you publish payslips/P60s

OpenEnrol

OpenEnrol is a separate module, detailed earlier in this guide.

Settings

The Settings tab has two buttons on the top left, Account Details and Report

	† Employees	🚔 OpenEnrol	¢ Settings	Subscription	✗ Maintenance
A	ccount Details	Report			

When the **Settings** tab is selected it opens by default on the **Account Details** view.

- Account Details shows the account administrator details. These can be updated by clicking the Edit button
- From the **Report** button you can:
 - View **Published Payslips History** to create a report showing the number of files uploaded per Payroll Company. Enter the relevant dates and click either **Data Export (.CSV)** or **Print View**
 - Use the **Audit Log Report** to view a list of all actions taken within this account. Use the **Search** box to filter the results if required
 - View **Changed Employee Emails** showing previous email addresses and what they have changed to

Subscription

The Subscription tab has two sections, Contract Details and Invoice History.

- Contract Details displays your Contract ID, Contract Type, Start Date and End Date
- Click on Invoice History to view, print or export invoices

Maintenance

The **Maintenance** tab allows you to recall payslips that have been sent in error. You can recall **Payslips**, **P60s** and **Pensions** information by clicking on the relevant button at the top of the screen.

To recall a document:

- 1. Tick the box next to the relevant document or click the **Select All** box if you need to recall everything
- 2. Click the **Recall** button

This will remove the published document from the website, it will not recall the actual sent email.

However, if the employee tries to click on the link to the payslip/p60 in the email, it will not work.

Useful numbers

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

Contact Support

Your Product	Phone	E-mail
IRIS 12Pay	N/A	support@12pay.co.uk
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