



IRIS OpenPayslips - Guide for use with Keytime Payroll

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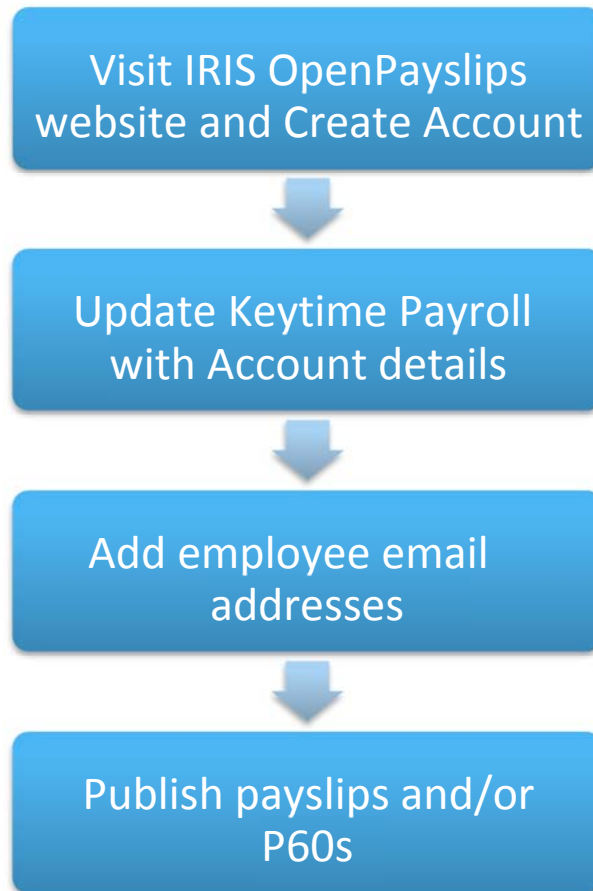
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What is IRIS OpenPayslips?

IRIS OpenPayslips is a new way to distribute payslips and P60s to employees through your Keytime Payroll software. Payslips and P60s are published from within Keytime Payroll 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.

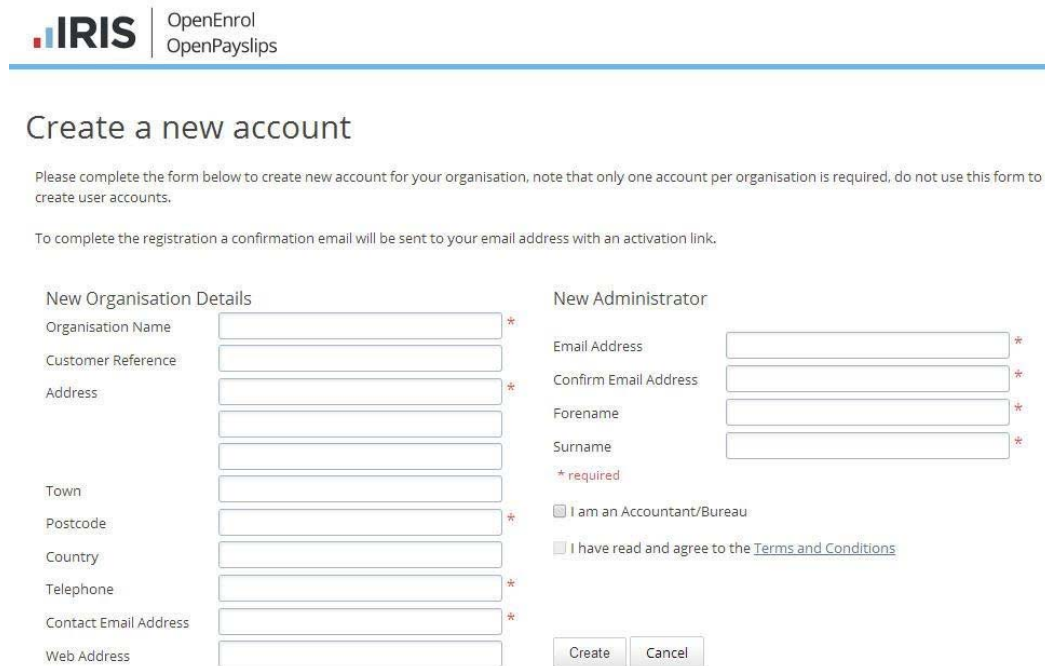
- All payslip/P60 information is taken directly from the payroll software and displayed exactly how they are usually seen
- Payslips/P60s can be accessed anywhere an internet connection is available
- Quick and easy to setup with no software to install
- Increases payroll processing efficiency
- Reduces 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 IRIS OpenPayslips



How to create an IRIS OpenPayslips account

1. Visit the IRIS OpenPayslips website at <https://www.irisopenpayslips.co.uk/>
2. Click **'Try Now'** to open the following screen:



The screenshot shows the IRIS OpenEnrol OpenPayslips registration page. The page title is "Create a new account". Below the title, there is a note: "Please complete the form below to create new account for your organisation, note that only one account per organisation is required, do not use this form to create user accounts." and another note: "To complete the registration a confirmation email will be sent to your email address with an activation link." The form is divided into two sections: "New Organisation Details" and "New Administrator".

New Organisation Details

- Organisation Name *
- Customer Reference *
- Address *
- Town *
- Postcode *
- Country *
- Telephone *
- Contact Email Address *
- Web Address

New Administrator

- Email Address *
- Confirm Email Address *
- Forename *
- Surname *
- * required
- I am an Accountant/Bureau
- I have read and agree to the [Terms and Conditions](#)

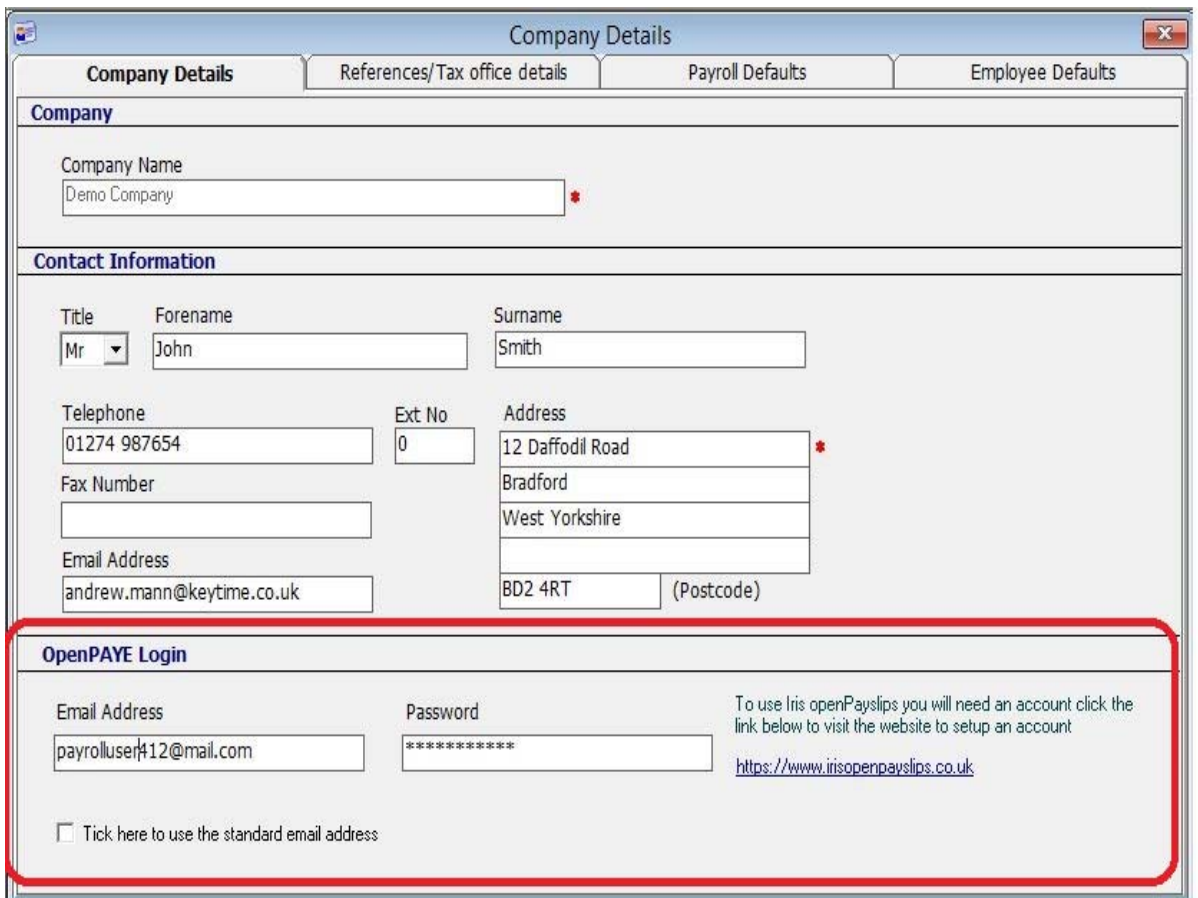
Buttons: Create, Cancel

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 IRIS OpenPayslips website
5. Enter a **Password** and click **'Set Password'**

How to update the payroll software

The **New Administrator - Email Address and Password** needs to be added to the Keytime Payroll software and all employees must have valid email addresses.

1. Enter the email address and password registered on the IRIS OpenPayslips website into the Company Details tab and click 'Save'



The screenshot shows a 'Company Details' window with four tabs: 'Company Details', 'References/Tax office details', 'Payroll Defaults', and 'Employee Defaults'. The 'Company Details' tab is active. The form is divided into several sections:

- Company:** Company Name: Demo Company *
- Contact Information:**
 - Title: Mr (dropdown), Forename: John, Surname: Smith
 - Telephone: 01274 987654, Ext No: 0, Address: 12 Daffodil Road *
 - Fax Number: (empty), Bradford, West Yorkshire
 - Email Address: andrew.mann@keytime.co.uk, BD2 4RT (Postcode)
- OpenPAYE Login:** (highlighted with a red border)
 - Email Address: payrolluser#12@mail.com
 - Password: *****
 - Text: To use Iris openPayslips you will need an account click the link below to visit the website to setup an account
 - Link: <https://www.irisopenpayslips.co.uk>
 - Checkbox: Tick here to use the standard email address

2. Make sure all employees have up-to-date, valid email addresses within the employee **Additional Details** tab :

Employee Information : Employee NumberONE

Personal Details Financial Details **Additional Details** Pay Elements Attachments

Banking/Working Week Statutory Pay/Holidays

Bank Details

Account Type: <None> Sort Code: <None > Passport number:

Account Name: **Email Address:** Company Debit Account: <None >

Account Number: Building Soc. Roll No:

Days Worked Days Worked will be used when calculating SSP and Holidays.

Sun Mon Tue Wed Thu Fri Sat Number of normal hours worked: [a] Up to 15.99 hrs

If your employee is on paid leave, for example annual leave or sick leave, please report the normal hours worked. If you consider a, b, c or d are not appropriate then indicate e.

This Year				Next Year	
Bank Holidays Allowable	Lieu Days	Bank Holidays Allowable			
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
Bank Holidays Taken	Lieu Days Taken	Bank Holidays Taken			
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			

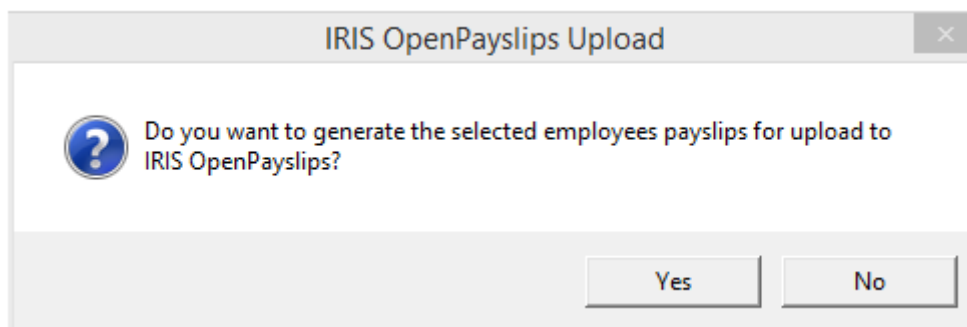
How to publish payslips/P60s to the IRIS OpenPayslips portal

Payslips

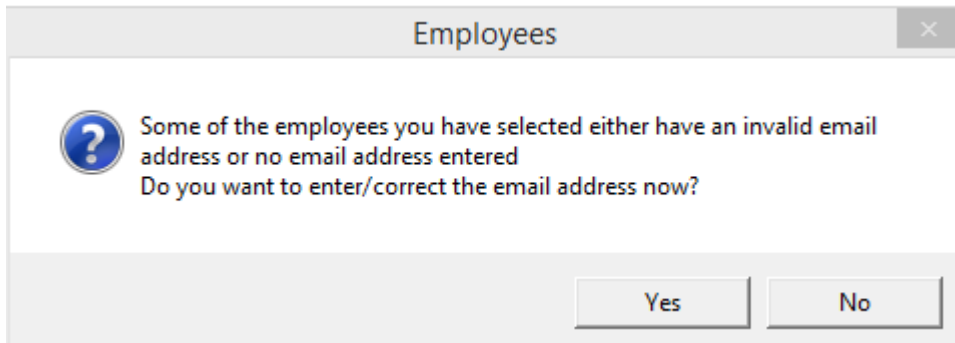
1. Go to **'Calculate'** and select the required employee(s)
2. Click the IRIS OpenPayslips **'Publish'** button in the top right of the **'Calculate'** screen

The screenshot shows the 'Calculate Pay' window for Mavis Ackroyd. The 'OpenPayslips' button is highlighted with a red box. The window displays the following data:

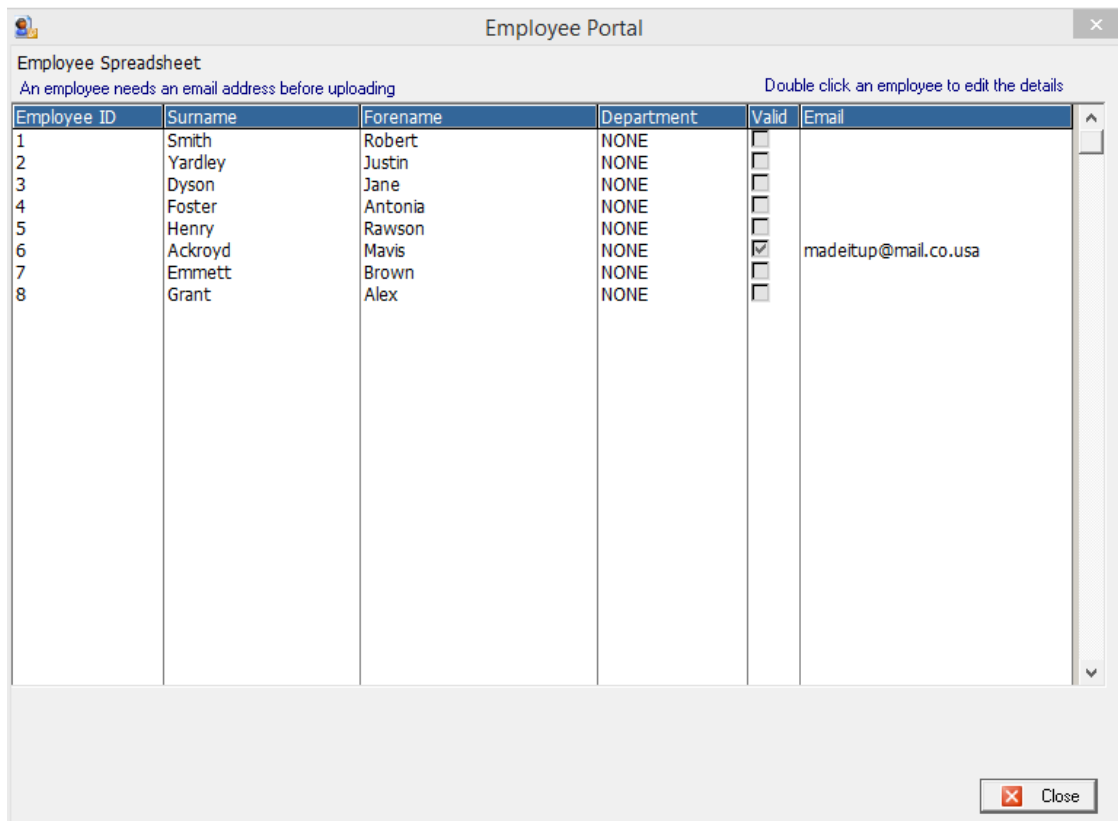
Payment		Qty.	Units	Amount	Adjustments	Qty.	Units	Amount
Total				£0.00	Total			£0.00
YTD Gross	£1,000.00	YTD Pension	£50.00	Gross Pay	£0.00			
YTD Taxable	£950.00	YTD Savings	£0.00	Taxable	£0.00			
YTD Tax	£203.60	Loans O/S	£0.00	Nilable Pay	£0.00			
				NET PAY				£0.00



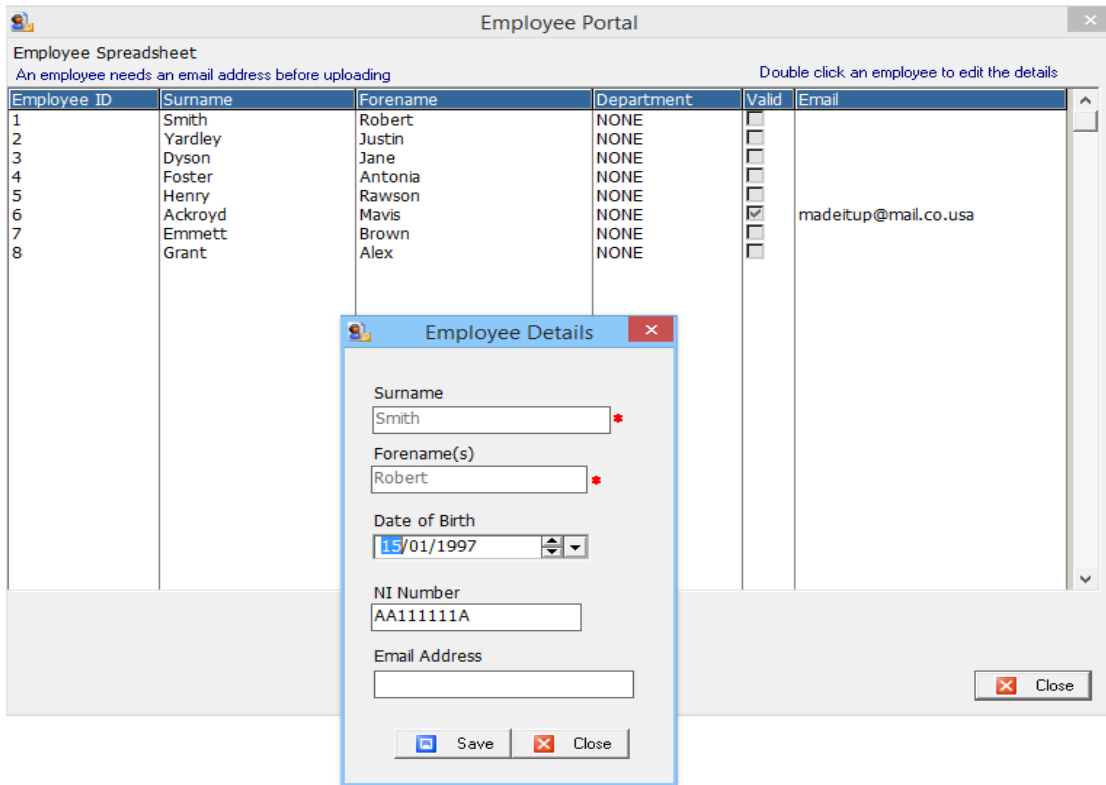
3. If all the employees do not have an email address, a message will appear asking if you wish to add an email for those individuals



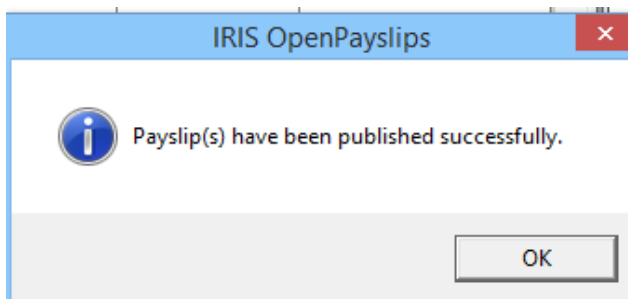
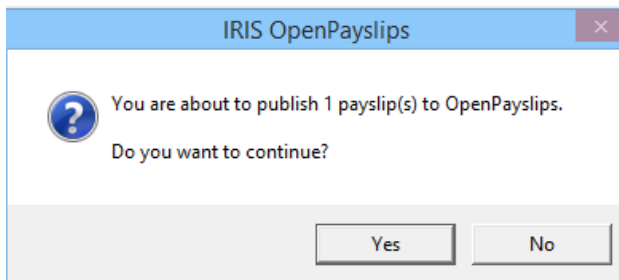
4. Select 'Yes' or 'No' - if you select 'Yes' you will be presented with the screen below:



which will enable you to make the changes by double clicking on an employee and using the pop up screen below:

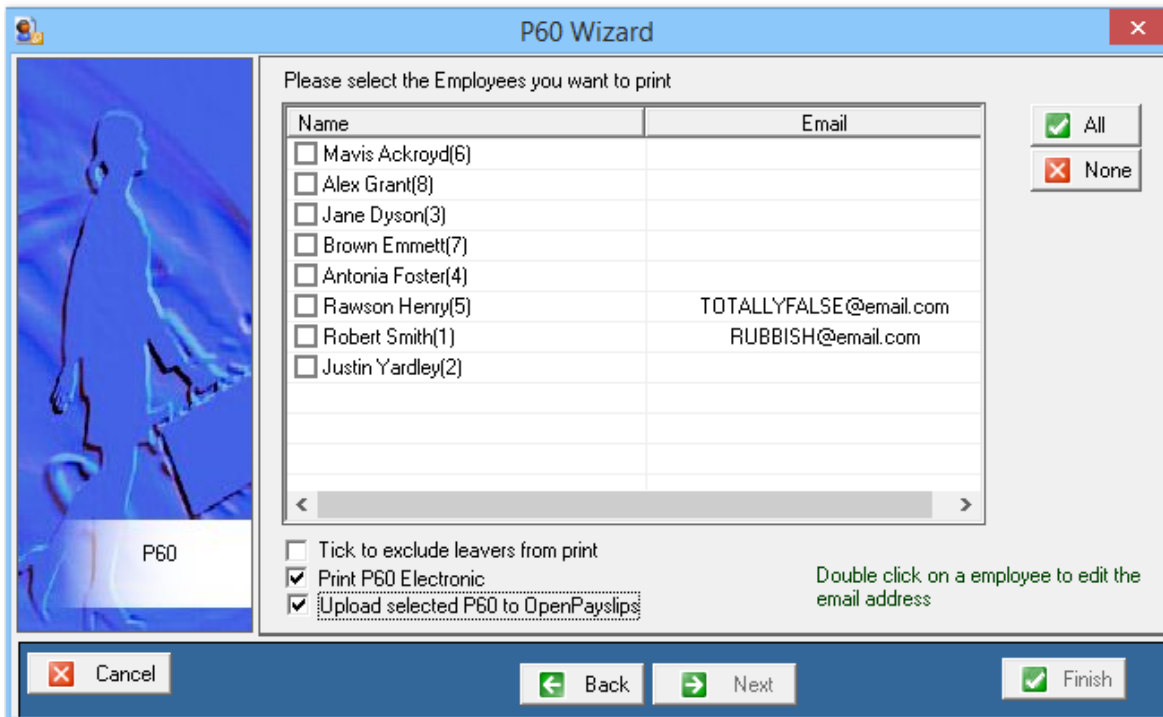


You can then continue with the uplift to the OpenPayslips site.

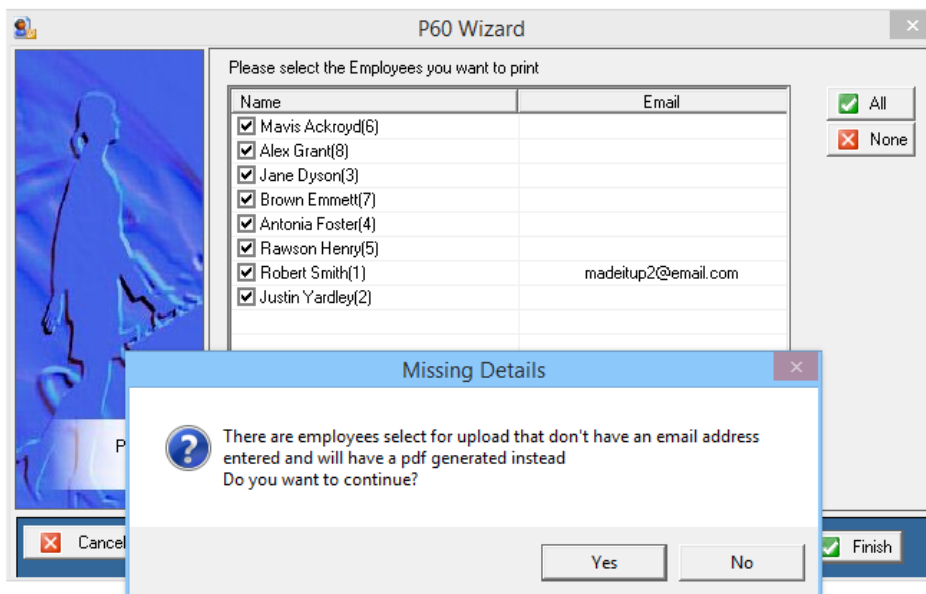


- All SELECTED employees paid in the selected pay period with an email address will then be sent an email asking them to register with the IRIS OpenPayslips website to view/print their payslip

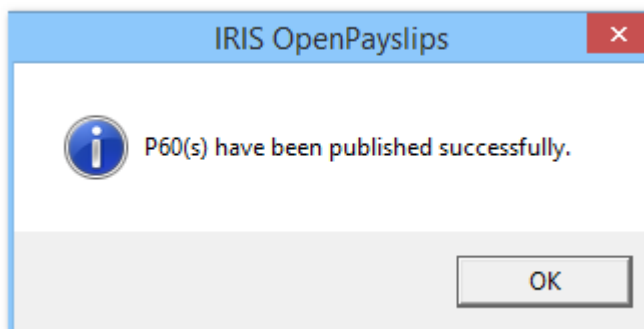
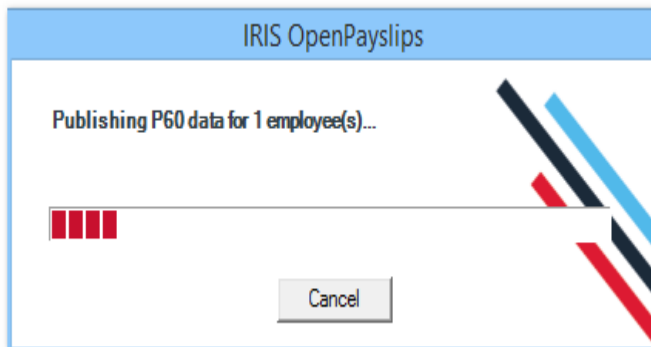
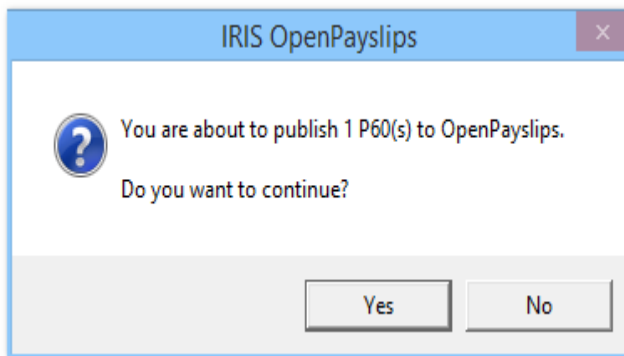
1. Go to **Reports | Year End | P60s**, and select the **Upload selected P60 to OpenPayslips**
2. Select **the required P60(s)**



3. If there are missing email addresses these can be added by double clicking on the name. If there is no email address for a particular record you will be asked if you want to generate a PDF instead. Click the **'Finish'** button at the bottom of the screen.



The PDF records will be generated first and records with emails will then be uploaded.



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

How the employer views the published payslips/P60s

To view the published payslips/P60s:-

1. Go to the IRIS OpenPayslips website at <https://www.irisopenpayslips.co.uk/> 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 IRIS OpenPayslips

Managing the IRIS OpenEnrol & IRIS OpenPayslips Account

The main page has five tabs on the top left, **Employees**, **OpenEnrol**, **Settings**, **Subscription** and **Maintenance**. (**OpenEnrol** is a separate module which is not active in Keytime Payroll)

The screenshot shows the IRIS OpenPayslips interface. At the top, there are navigation tabs: Employees, OpenEnrol, Settings, Subscription, and Maintenance. Below the tabs, there's a header with 'My Account' and a 'Sign Up' button. The main content area is divided into two sections: 'Your Employees' and 'Payslips'.

Your Employees: This section contains a table with columns: Employee Name, Company Name, Status, Last Login, and Password Request. The table lists several employees, all with a status of 'Registration sent' and a 'No send Password Set Email' button next to their names.

Payslips: This section contains a table with columns: Description, Full Name, Year, Uploaded, and Last. It lists various payslips and P60s for different employees, including Jane Dyson, Rawson Henry, Alex Grant, and Robert Smith.

Employees

The **Employees** tab displays all employees from all companies in the payroll software that have had payslips published to IRIS 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 IRIS 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'**

The screenshot shows the 'Edit Employee Details' form. It has a title bar with 'Edit Employee Details' and a close button (X). The form is titled 'Employee Details' and contains three input fields: 'First Name' (with the value 'Alex'), 'Last Name' (with the value 'Grant'), and 'E-Mail Address' (with the value 'madeitup3@email.com'). To the right of the input fields is a placeholder for a practice image, labeled 'No Practice Image'. At the bottom of the form are two buttons: 'Update' and 'Cancel'.

2. Amend details, then click **'Update'**

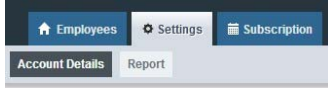
If an employee's email address changes, you must update it in the payroll software AND here, as it will not sync automatically when you publish payslips/P60s

IRIS OpenEnrol

IRIS OpenEnrol is not active

Settings

The **Settings** tab has two buttons on the top left, **Account Details** and **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 in the email, they will find it is no longer valid.