

# Payroll Preparation Checklist



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## Introduction

In preparation for your IRIS Cascade Payroll Implementation, you will need to work through the below list and ensure all tasks are complete. Failure to do so may cause delays to your payroll parallel runs/Go Live and cause additional workload.

Please use this guidance in conjunction with the user guide 'HR screens and their effect on payroll' and the homework tasks on the Core HR course materials.

### Attendance categories:

Ensure you have separated out all leave types that can be paid or unpaid into the correct categories, e.g. KIT days – to be paid, unpaid leave – to be deducted .

### Bank details:

Ensure the correct bank details are in HR if you want to integrate to payroll. These details will pull through to your employee payment file and therefore must be correct.

**Employee details (main screen):** ensure the following fields are updated as they are required for payroll;

- Title
- National Insurance number
- Start date
- Date of birth
- Marital status

**Job and salary screen:** Ensure the following fields are updated as they are required for payroll;

- Working calendar
- Annual salary
- Hourly rate (for hourly paid staff)
- Weekly hours of pay frequency
- Pay basis

This document will provide you with key information which is essential to properly scope and plan your implementation of Cascade Payroll.

### Job & salary data:

Add any permanent allowances as a currency field to the job & salary screen to enable them to be integrated into Payroll, e.g. annual car allowance, First aid allowance.

### Working patterns:

Ensure all employees have been assigned to the correct working pattern. Employees must have a working pattern against their record in order to integrate them into payroll.

### Company sick pay schemes:

Ensure you have built your company sick schemes in administration and assigned all employees to the correct scheme in HR. Please request an absence refresh via service desk once all schemes have been assigned.

## Employee absence data:

Ensure at least 52 weeks' worth of sickness data exists in Cascade if you would like to use the sickness integration functionality. This data will work with your company sick schemes to track the sick pay entitlement.

## Company maternity, paternity, adoption & shared parental pay schemes:

Ensure you have built your schemes in administration and assigned all employees to the correct scheme in HR.

## Benefits screen:

Ensure your benefits such as private medical, childcare vouchers & season ticket Loans are recorded on the benefits screen to be imported into payroll. Please enter the value as monthly amount and without a minus sign.

## Employee data:

Ensure all HR records are fully up to date with all changes e.g. new starters, leavers, sickness, maternity/paternity salary, bank details etc. As an integrated solution, the HR system will drive your Payroll.

## Payroll training:

**Day 1: Navigation and payroll processing** - Reviewing/setting up pay elements, pension schemes, court orders and general maintenance.

**Day 2: Integration Portal (HR and Payroll)** – Configure the Integration portal with the data that you want to feed between the HR and payroll systems. HR should be made available for this day.

**Day 3: Start of Parallel Run 1** – Showing how to manually input and bulk upload variable data for the parallel run. YTD are also balanced on this day.

### Paperwork Required:

- Pay element set up
- Court order set up (incl. payment tables)
- Pension set up
- Occupational pay schemes
- Maternity/paternity schedules
- YTD and period gross to net reports from your current payroll provider
- Payslips for the parallel run period
- HMRC Government gateway details

## Parallel run day:

Please ensure ALL input and integration is complete for the parallel run period before this session. The training day will consist of balancing the parallel run period from Cascade to your current payroll provider, fixing any discrepancies, and going through the period end process. Testing will also be completed for BACS, General Ledger and RTI submission to HMRC. Please ensure your YTD and periodic gross to net reconciliation reports are available on this day.

## Payroll Go Live day:

Please ensure ALL input and integration is complete for the Go Live day before this session. The payroll Go Live day will ensure you are comfortable with the end-to-end processing of payroll through Cascade and you will send your Live submissions to HMRC. **Any delays to input or availability of payroll data on this day will result in your Go Live being delayed. Please ensure all teams related to the payroll sign off are available.**

If you have the auto enrolment module, this training day will be booked with your Go Live to ensure the most up to date assessment data is available.