

Coronavirus COVID-19

In light of the recent Coronavirus outbreak, many employers are starting to prepare for the possibility of employees needing to work from home.



Have you Internet?

Whether you are a single employer or a bureau, you will need an internet connection for transmitting files to Revenue.



Are you using a computer other than your work computer?

Where you are using a different computer, Thesaurus Payroll Manager will need to be installed on that computer. This is a quick download from our website. Then, simply enter the activation key that was included on your invoice. If you can't find this key, we can resend it to you. Thesaurus Payroll Manager licences can be activated on up to 10 PCs.



Do you have your ROS digital cert?

You will also need to ensure that you have a valid ROS digital cert installed on this computer as this will be required for retrieval of RPNs and submission of PSRs. Help on doing this is contained at the bottom of this article.

Okay, you have an internet connection and a computer with Thesaurus Payroll Manager installed on it, what about the payroll file(s)?

Are you a single employer?

- ➔ **Using your work computer** - You already have the file and need read no further.
- ➔ **Using Dropbox or Google Drive as your program location** - The files will automatically be available to you on any other machine which is also signed in to the shared drive.
- ➔ **Using Connect** - You can simply restore your payroll data into Thesaurus Payroll Manager by signing into your Connect account at home through the software.

Alternatively, before leaving the office, simply backup the payroll file to a USB key or email it to yourself.

There are some useful help links at the bottom of this article to help with any of these options.

Are you a payroll bureau?

- ➔ **Using Connect** - An Administrator can set relevant payroll staff members up as a user and give them access to the companies that they need to work on. Users can then simply restore the required payroll data into their Thesaurus Payroll Manager software from their Connect account and also synchronise completed payroll back up to Connect.

Users will be able to log in to their Connect account at home through the software and restore in the latest cloud backup. Care however must be taken that synchronisation is up to date and that other users are not working on the same data file at the same time. When restoring in from a cloud backup, you will see the time and date of the most recent backup that was done.

- ➔ **Using remote desktop** - Log in to your remote desktop as normal. No further action is required.
- ➔ **Using a shared drive (e.g. Dropbox)** - Once your PC is logged in to the shared drive and Thesaurus Payroll Manager's program location was set as this drive, then all payroll files should be available within your home environment.

Alternatively, before leaving the office, staff members may wish to backup their payroll file(s) to an external drive, then follow the help below on Transferring Thesaurus Payroll Manager from one PC to another.

Help Articles:

- Restoring from Connect
<https://www.thesaurus.ie/docs/2020/thesaurus-connect/restoring-from-a-thesaurus-connect-backup/>
- Restoring from a backup file
<https://www.thesaurus.ie/docs/2020/backup-and-restore/restoring-your-payroll-data/>
- Transferring Thesaurus Payroll Manager from one PC to another
<https://www.thesaurus.ie/docs/2020/transferring-payroll-manager-from-one-pc-to-another/transferring-payroll-manager-using-a-backup-file//>
- Setting up a user in Connect
<https://www.thesaurus.ie/docs/2020/thesaurus-connect/assigning-a-new-user-in-thesaurus-connect/>
- Transferring a ROS digital cert from one computer to another
<https://www.thesaurus.ie/docs/2020/digital-certificates/transferring-a-ros-digital-certificate-from-one-computer-to-another//>
- Adding a digital cert - employers
<https://www.thesaurus.ie/docs/2020/digital-certificates/adding-a-digital-certificate-employers//>
- Adding a digital cert - agents
<https://www.thesaurus.ie/docs/2020/digital-certificates/adding-a-digital-certificate-agents//>