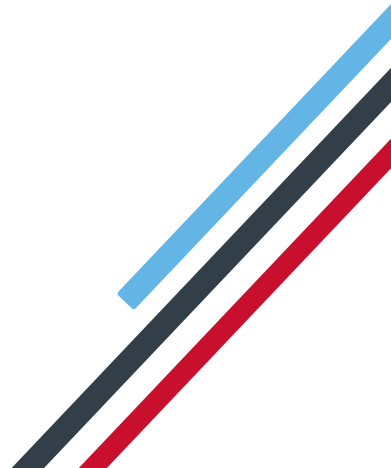# Bespoke Pension Output Files

Bespoke Pension Output Files

How to obtain a Bespoke Pension File

If your pension provider is not included in the list of output files within the payroll software, we may be able to create a bespoke format for you.

You need to:

1. Gather as much detail as possible on the file format required by your pension provider, preferably their original file specification

2. Contact Sales or your Account Manager to discuss cost

3. Send us the information – Sales will tell you where to send it

4. When our Development team have done the necessary work, a member of our Support team will contact you, install it for you and explain how to create the file in the future

How will this affect the AE Configuration Tool?

- You need to configure Auto Enrolment using the Auto Enrolment Configuration Tool either before or after your bespoke file is installed
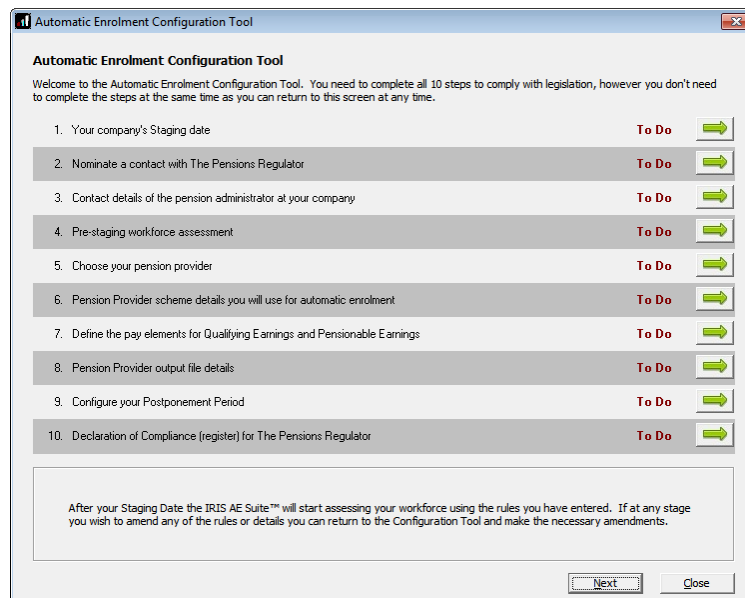
- Work through the steps as per the **Pension Guide**, with the following exceptions:

   a. At Step 5, you need to select **None**

   b. At Step 8, select **None**


■ When you are finished, your Automatic Enrolment Configuration Tool should look like this:
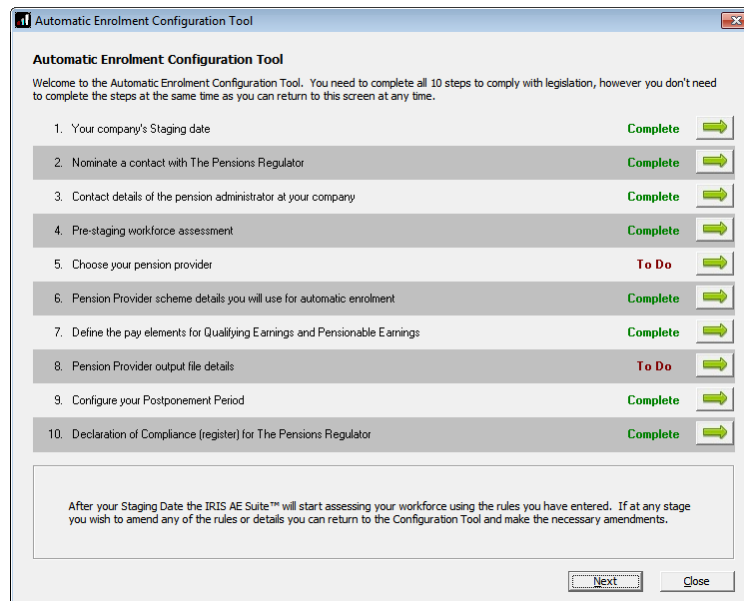
How will I create my Pension File in the future?

Once you are all set up, when you are ready to create the file,

1. From the **Pensions** menu select **Create Bespoke Pension File**

2. Select the pension file from the menu and click **OK**

3. Select the **Pension Fund** from the drop down menu, enter the **Period** and click **Create File.** The pension file will be generated in the location specified the **Pension File Location** field. The pension file can then be uploaded to the pension provider portal.
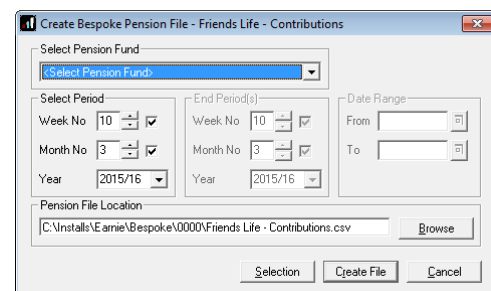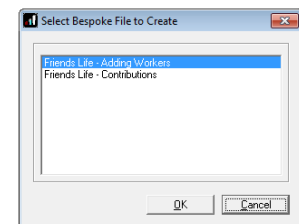
Please note:

■ Some pension providers require more than one file

■ The steps above may differ depending upon your payroll software and the file created

■ When the support team install your file, they will run through with you how to create the pension file in the future; follow these instructions

■ For further assistance, please contact Support

Additional Software and Services Available

IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider* and generate the necessary employee communications.

IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

Useful numbers

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

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0844 815 5700	Tel: 0844 815 5677
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0844 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0844 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0844 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0844 815 5681	support@gppayroll.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	support@earnie.co.uk