



Earnie

Guide to creating Scottish Widows output file

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Introduction.....	2
Scottish Widows configuration	3
Pension Fund Configuration	3
Employee Details Configuration.....	3
Scottish Widows file.....	4
Create output file.....	4
Upload Scottish Widows V3 file:	5

Introduction

This guide will give you an overview of how to configure your payroll to include information required in the Scottish Widows output file. You can create an output file for output file to enrol workers and inform them of the contributions taken, in the one file.

The guide covers:

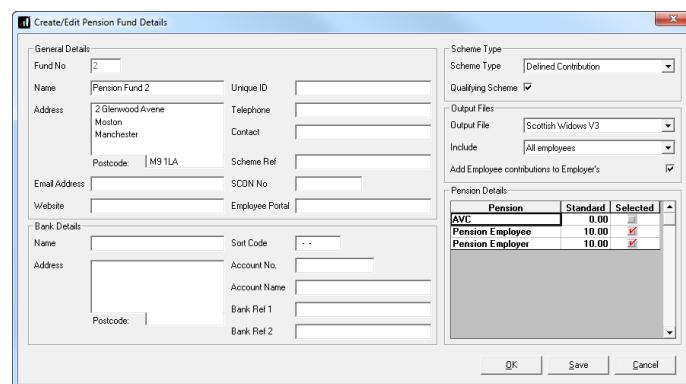
- Configuring output file information
- Creating an output file each period

Scottish Widows configuration

Scottish Widows require you to supply a Pension Provider Worker Group and Pay Group for each employee in the output file. Scottish Widows expect these to be consistent with the payroll upload workflow notification. If you have more than one Pay Group, you should create an identifier and categorise each Pay Group, for further information please contact Scottish Widows.

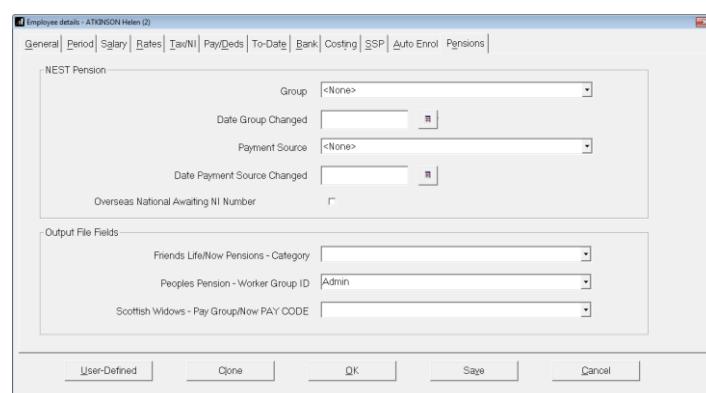
Pension Fund Configuration

1. Go to the **Pension** menu and select '**Configure Pension Fund**'
2. Select the Scottish Widows pension fund and click '**Edit**'
3. On the **Create/Edit Pension Fund Details** screen, in the **Output File** field select '**Scottish Widows V3**'
4. In the **Include** field, select '**All employees**' (unless you have been told to use a different option by Scottish Widows)
5. Click '**OK**'



Employee Details Configuration

1. In **Employee Details**, select '**Pensions**' tab
2. In the **Scottish Widows – Pay Group/Now PAY Code** enter the Pay Group for each employee that is a member of the Scottish Widows scheme.



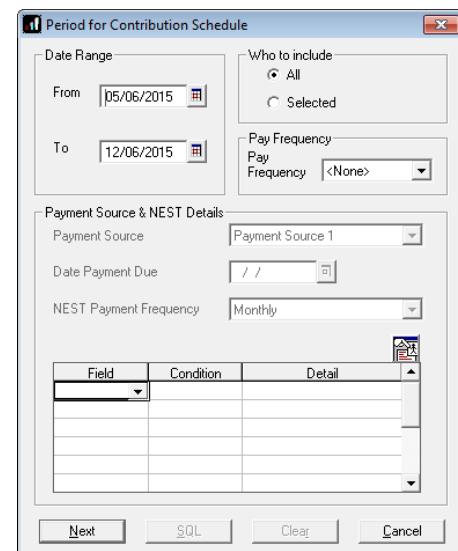
If the **Scottish Widows – Pay Group/Now PAY Code** doesn't contain any options, you can create a new one by typing directly in the field and then clicking '**Save**'. The new **Scottish Widows – Pay Group/Now PAY Code** option will be available to select in the dropdown field.

Scottish Widows file

You should send an output file to Scottish Widows each period you have paid your employees. This file will contain joiner and contribution information.

Create output file

1. Go to the **Pension** menu and select '**Create Pension File**'
2. On the **Select File to Create** screen, choose '**Scottish Widows V3'**
3. Click '**OK**'
4. On the **Period for Contribution Schedule** screen, enter the '**From**' and '**To**' dates for the date range to create the file.
5. In **Who to include**, leave the default setting as '**All**' unless you want to create the output file for a selection of employees
6. If your company has employees in different pay frequencies, for example weekly and monthly paid employees, select '**Pay Frequency**' to choose the payment frequency of employees you want to include in the output file (unless you have been told to include all employees in the output file, regardless of pay frequency)
7. Click '**Next**'



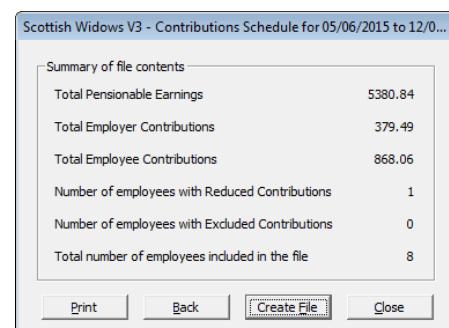
Your payroll has the ability to hold back contributions if the pension provider doesn't want to receive the funds until the end of the opt-out window. This is available when creating the pension output files. You must check with Scottish Widows if you are permitted this option.

8. Tick the '**Exclude**' box to exclude the worker from the contributions file. This will hold back the worker's contributions until the date entered in the **Exclude until** column
9. Click '**Next**'

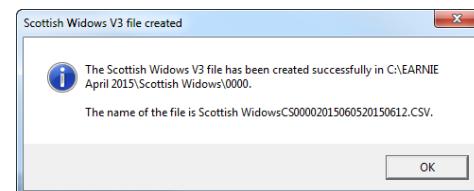
Code	Surname	Forename	NI Number	Automatic Enrollment	Exclude	Exclude until
1	DUNSTON	Arnold	NH342319B	08/06/2015	<input checked="" type="checkbox"/>	31/08/2015
2	ATKINSON	Helen	NB662391D	08/06/2015	<input type="checkbox"/>	
5	PETERSON	Ralph	JA509634C	08/06/2015	<input type="checkbox"/>	
9	BROADBENT	Terry	NA729474A	08/06/2015	<input type="checkbox"/>	
12	KILDARE	Kevin	RT937124C	08/06/2015	<input type="checkbox"/>	
14	EMMANUELLE	Gladys	NM765340A	08/06/2015	<input type="checkbox"/>	
17	NIGHTINGALE	Pam	JB564898A	08/06/2015	<input type="checkbox"/>	
18	FOSTER	Jim	NM776840B	08/06/2015	<input type="checkbox"/>	

10. On the **Scottish Widows V3 – Contribution Schedule for...** screen, click '**Print**' to print a report of the employees that are included in the file

11. Click '**Create File**' to create the **Scottish Widows V3** file



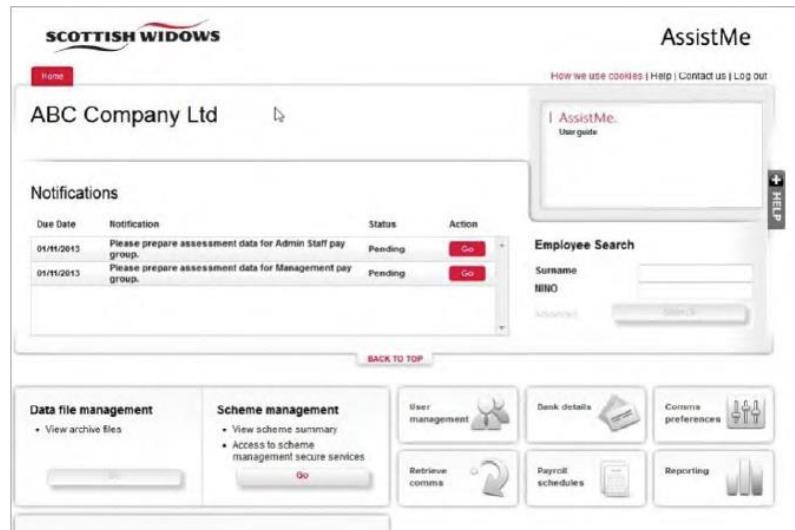
12. A message will advise the location where the **Scottish Widows V3** file has been created



Upload Scottish Widows V3 file:

If you have chosen Scottish Widows to assess your employees and send the pension communications to them, you must ensure the **Configure Pension Fund Details | Output Files | Include** is set to '**All employees**'.

1. Login to AssistMe
2. On the main screen, in the **Notifications** section, next to the **Please upload full data for [pay group name] pay group**, click the '**Go**' button
3. Select **Process data file** and browse to the location in your payroll where the **Scottish Widows V3** output file was created and click **Upload**.



For more information about uploading a **Scottish Widows V3** output file, please contact Scottish Widows.

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 calculations, 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 Email: sales@iris.co.uk	Tel: 0844 815 5677 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