# Nest Pension Output File Creation

**IRIS GP Payroll**

April 2019

# Contents

# Guide to creating your NEST Pension Output File

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

The guide covers:

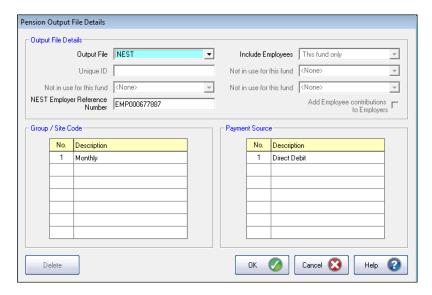- Configuring output file information
- Creating an output file each period

# NEST Configuration

NEST require you to supply your Employer Reference Number in each output file.  Also as part of the configuration for NEST, you need to set up at least one **Group** and at least one **Payment Source**.  For more information about configuring **Groups** and **Payment Sources** with NEST, click **here**.

## Pension Fund configuration

1. Go to **Setup/ Options | 4 - Practice Pension Details**

2. Select **Auto Enrolment Details | Pension Fund Details**

3. Choose **NEST** and click **Edit**

4. Click **Pension Output File Details**

5. Enter the **NEST Employer Ref Number** supplied by NEST



6. Enter the **Group / Site Code** and **Payment Source** exactly as you configured them on the NEST website.  These fields are case sensitive, e.g. Group must be entered as 'Group' and not 'GROUP'

   If you have only one **Group** and one **Payment Source** configured, when employees are automatically enrolled during **Payroll Calculations**, these will be populated in **Employee Details**

7. If you have Salary Sacrifice pension deductions, tick **Add Employee Contributions to Employers**, if your pension deductions are not Salary Sacrifice, this field is disabled

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8.  If you want to withhold contributions to NEST during the opt-out period, on the **Pension Output File Options | Output Files** tick the 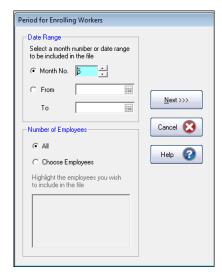**Withhold Initial Pension Contributions** box. This will display the **Exclude Employees** screen during the submission to NEST process, allowing you to choose the employees for whom you want to withhold contributions

9.  Click **OK**

## NEST – Enrolling Workers

An Enrolling Workers file needs to be created and uploaded to NEST each period you have employees who automatically enrol, opt in or join the NEST pension scheme.
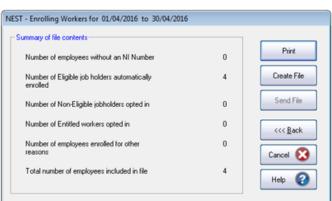
### To create a NEST Enrolling Workers file:

1.  Go to **Setup/ Options |4 - Practice Pension Details**

2.  Select **Auto Enrolment Details** then **Create Pension Output File**

3.  On the **Create Pension File** screen, choose **NEST – Enrolling Workers**

4.  Click **OK**

5.  On the **Period for Enrolling Workers** screen, choose the **Month Number** you processed the payroll for and had employees automatically enrolled or opted in

6.  Click **Next**

7.  On the **Nest – Enrolling Workers for...** screen, click **Print** to print a report of the employees that are included in the file

8.  Click **Create File** to create the **NEST – Enrolling Workers** file

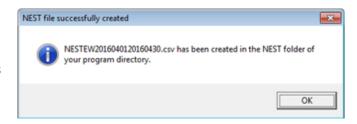9.  Choose **Create CSV File**

    Create XML File will produce an

    XML file which is for reference only and cannot be uploaded to the pension provider
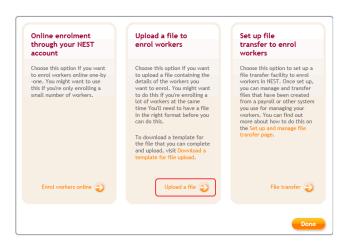
*www.iris.co.uk/customer*

10. Select **Create File**

    A message will advise the location where the **NEST Enrolling Workers** file has been created
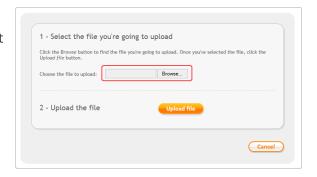
## How to upload the Enrolling Workers file to NEST

1. Login to your NEST account on NEST's website

2. On the **Welcome to your NEST home** page, select **Enrol workers and view or edit their details. You can also view any inactive workers**.  This is where you enrol workers and perform other tasks, such as changing a member's group

3. In **Your Workers**, go to **Upload a file to enrol workers** and then click **Upload a file**



4. **Browse** to the location where payroll created the **NEST Enrolling Workers** output file, select the file and click **Upload file**. NEST check the file to ensure the format and Employer Reference number is correct

5. Once the file checking has been completed successfully, click **Process this file** to upload the file to NEST



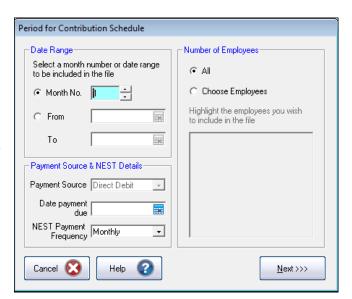Click **here** for more information about uploading a **NEST Enrolling Workers** file to NEST.

# NEST – Contribution Schedule

A Contribution Schedule file should be created and uploaded to NEST each period you have employee and/or employer pension deductions taken.

## To create a NEST Contribution Schedule file

1. Go to **Setup/ Options tab | 4 - Practice Pension Details**

2. Go to **Auto Enrolment Details** and select **Create Pension Output File**

3. On the **Create Pension File** screen, choose **NEST – Contribution Schedule**

4. Click **OK**

5. On the **Period for Contribution Schedule** screen, choose the **Month No** you processed the payroll for and had employees and/or employer pension contributions taken

6. In the **Number of Employees** section, accept the default of **All**

7. If you only configured one **Payment Source**, the field will be disabled. If you have more than one **Payment Source**, choose the appropriate one from the drop-down list

8. Enter the **Date payment due** to NEST in the field

9. From the **NEST Payment Frequency** drop-down, choose the frequency you configured on NEST's website

10. Click **Next**

    Your payroll has the ability to hold back contributions until the end of the opt-out window. Whilst an employee's contributions are being withheld, NEST expects the employee to be included in the file with zero contributions and pensionable earnings

11. Tick the box in the **Exclude** column 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
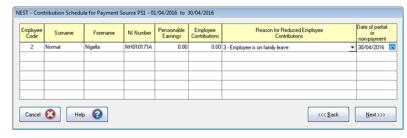
NEST expects contributions that are withheld during an employee's opt-out period to be paid to NEST, by the employer, by the end of the second month following the employee's automatic enrolment date.

12. Click **Next**

13. You must inform NEST of any employees that didn't have a pension contribution taken or made a reduced contribution. You can change the **Reason for Reduced**

**Employee Contributions** by clicking in the field and selecting another option

14. Click **Next**

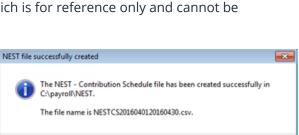15. On the **NEST – Contribution Schedule Confirmation for...**screen, click **Print** to print a report of the employees that are included in the file

16. Click **Create File** to create the **NEST – Contribution Schedule file**

17. Choose **Create CSV File**

    **Create XML File** will produce an XML file which is for reference only and cannot be uploaded to the pension provider

18. A message will advise the location where the **NEST - Contribution Schedule** file has been created
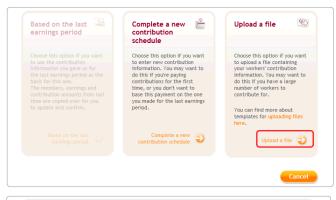
## Upload the NEST Contribution Schedule file to NEST

> Please Note: We advise you do not open the file in Excel prior to uploading to NEST because Excel can change dates in to formats that will fail Nest's validation
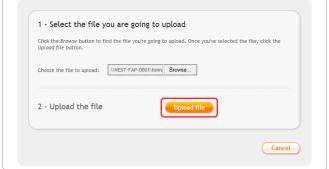
1. Login to your NEST account on NEST's website

2. On the **Welcome to your NEST homepage**, select **Manage your contribution schedules**

3. In **Manage your contributions schedules**, go to **Your unpaid contribution schedules** and look at the table to find the contribution schedule you want to send to NEST

4. Select the link in the **Edit/Pay** column of the contribution schedule you want to send. The dates shown for **the Earnings period** and **Payment due date** must match those used to create the NEST Contribution Schedule file



5. Click **Upload file**



6. **Browse** to the location in your payroll where the **NEST Contribution Schedule** output file was created, select the file and click **Upload file** button. NEST check the file, to ensure the format and Employer Reference number is correct



7. Once the file checking has been completed successfully, click **Process this file** to upload the file to NEST

Click **here** for more information about uploading a NEST Contribution Schedule file to NEST.

## Approve your schedule for payment to NEST

Once you have uploaded the NEST Contribution Schedule, you must manually approve your Contribution Schedule for payment on NEST's website.

1.  Login to your NEST account on NEST's website

2.  On the **Welcome to your NEST homepage**, select **Manage your contribution schedules** and then select the link under the **Edit/Pay** column of the contribution schedule you want to submit



3.  At the bottom of the same screen click **Make payment**



Click **here** for more information about approving a schedule for payment for NEST.

## 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:     0344 815 5700 | Tel:     0344 815 5677 |
| Email: sales@iris.co.uk | Email: earniesales@iris.co.uk |

### Contact support

| Your Product | Phone | E-mail |
|---|---|---|
| IRIS PAYE-Master | 0344 815 5661 | payroll@iris.co.uk |
| IRIS Payroll Business | 0344 815 5661 | ipsupport@iris.co.uk |
| IRIS Bureau Payroll | 0344 815 5661 | ipsupport@iris.co.uk |
| IRIS Payroll Professional | 0344 815 5671 | payrollpro@iris.co.uk |
| IRIS GP Payroll | 0344 815 5681 | gpsupport@iris.co.uk |
| IRIS GP Accounts | 0344 815 5681 | gpaccsupport@iris.co.uk |
| Earnie or Earnie IQ | 0344 815 5671 | earniesupport@iris.co.uk |