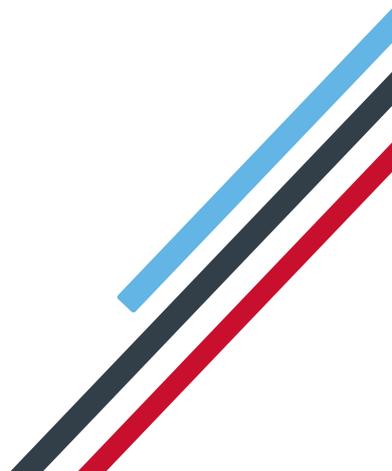




# **NEST Pension File Creation**

**IRIS Payroll**

April 2016



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## Introduction

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:

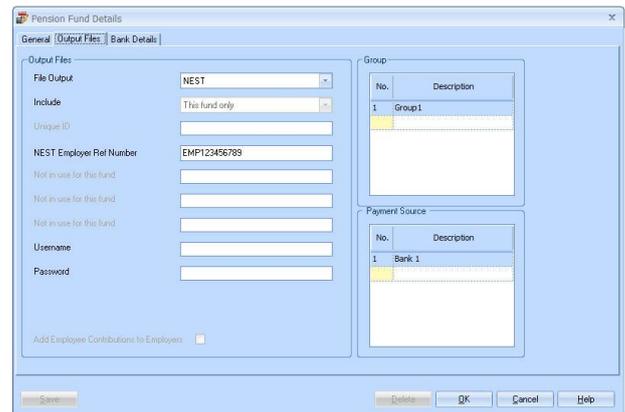
- Configuring output file information
- Creating an output file each period

## 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 click [here](#).

### Pension Fund configuration:

1. Go to the **Pension** tab and click **Configure Pension Fund**
2. Select the NEST pension fund and click **Edit**
3. On the **Output files** tab, enter the **NEST Employer Ref Number** supplied by NEST
4. Create the **Group** and **Payment Source** exactly as you configured them on NEST's 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 **Calculate**, these will be populated in **Employee Details**

5. If you have Salary Sacrifice pension deductions, tick **Add Employee Contributions to Employers**

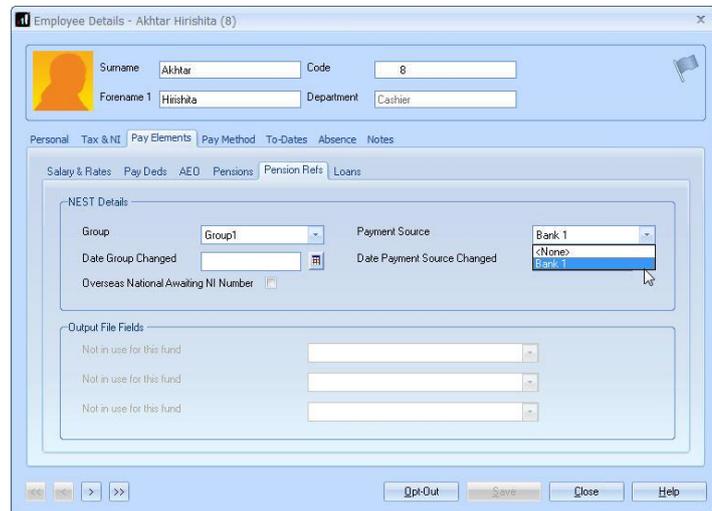
If your pension deductions are not Salary Sacrifice, the **Add Employee Contributions to Employers** box is disabled

6. Click **OK**

## Employee Details configuration

If you have more than one **Group** and **Payment Source** configured, then you will need to select the appropriate one for the employee in **Employee Details** once the payroll has assessed and automatically enrolled the employee.

1. On the left-hand Selection Bar, double-click on the appropriate employee to open their **Employee Details**
2. Select the **Pay Elements** tab and the select **Pension Refs**
3. Choose the appropriate **Group** and **Payment Source** from the dropdown fields
4. Click **Save** and then click **Close**



If you have any employees that are an oversea national waiting for an NI Number, in **Employee Details** you must tick the **Overseas National Awaiting NI Number** box before creating a NEST Enrolling Workers file that contains that employee

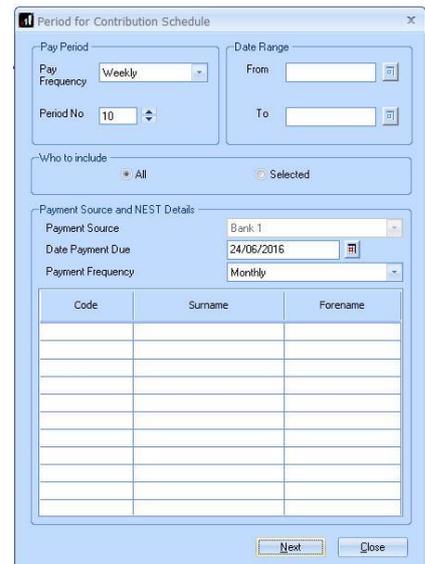


## NEST – Contribution Schedule

You should create a Contribution Schedule file and upload to NEST each period you have employee and/or employer pension deductions taken.

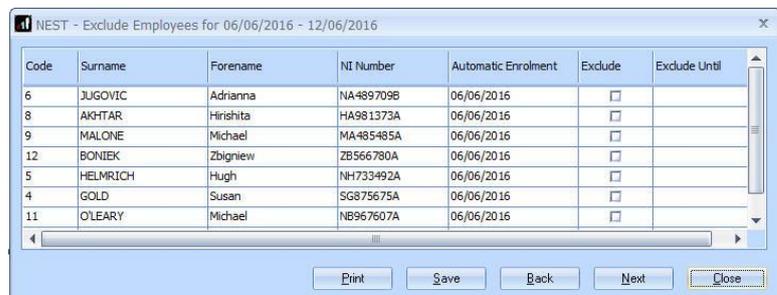
### To create a NEST Contribution Schedule file:

1. Go to the **Pension** tab and click **Create Pension File**
2. On the **Select file to create** screen, choose **NEST – Contribution Schedule**
3. Click **Next**
4. On the **Period for Contribution Schedule** screen, choose the **Pay Frequency** and **Period No** you processed the payroll for and had employees and/or employer pension contributions taken
5. In the **Who to include** section, accept the default of **All**
6. If you have configured only one **Payment Source**, the field will be disabled. If you have more than one **Payment Source**, choose the appropriate one in the dropdown field
7. Enter the **Date Payment Due** to NEST in the field.
8. In the **Payment Frequency** dropdown field, choose the frequency you will be paying NEST that you configured on NEST’s website
9. Click **Next**



Your payroll has the ability to hold back contributions until the end of the opt-out window. This is available when creating the pension output files. Whilst an employee’s contributions are being withheld, NEST expects the employee to be included in the file with zero contributions and pensionable earnings.

10. 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

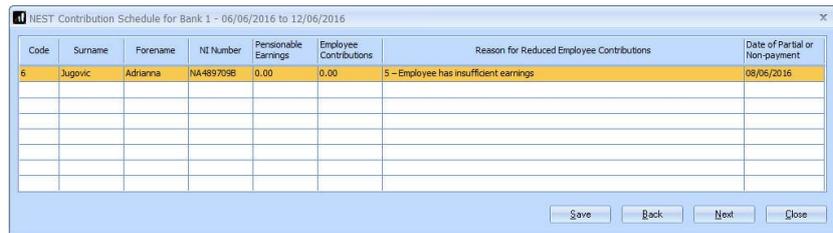


Code	Surname	Forename	NI Number	Automatic Enrolment	Exclude	Exclude Until
6	JUGOVIC	Adrianna	NA489709B	06/06/2016	<input type="checkbox"/>	
8	AKHTAR	Hirishita	HA981373A	06/06/2016	<input type="checkbox"/>	
9	MALONE	Michael	MA485485A	06/06/2016	<input type="checkbox"/>	
12	BONIEK	Zbigniew	ZB566780A	06/06/2016	<input type="checkbox"/>	
5	HELMRICH	Hugh	NH733492A	06/06/2016	<input type="checkbox"/>	
4	GOLD	Susan	SG875675A	06/06/2016	<input type="checkbox"/>	
11	O'LEARY	Michael	NB967607A	06/06/2016	<input type="checkbox"/>	

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.

11. Click **Next**

12. You must inform NEST of any employees that didn't have a pension contribution taken or made a reduced contribution. You can



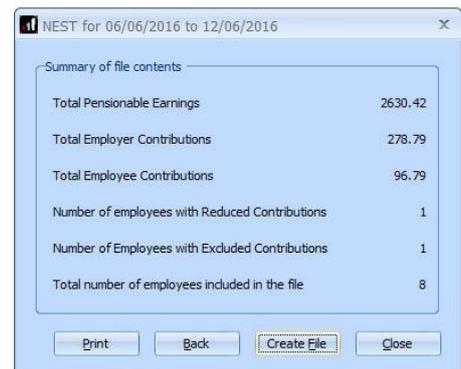
Code	Surname	Forename	NI Number	Pensionable Earnings	Employee Contributions	Reason for Reduced Employee Contributions	Date of Partial or Non-payment
5	Jugovic	Adrianna	NA489798	0.00	0.00	5 - Employee has insufficient earnings	08/06/2016

change the **Reason for Reduced Employee Contributions** if you want to by clicking in the field and selecting another option

13. Click **Next**

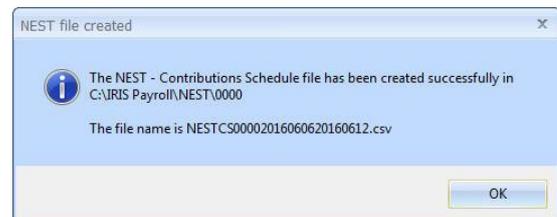
14. On the **NEST for...**screen, click **Print** to print a report of the employees that are included in the file

15. Click **Create File** to create the **NEST - Contribution Schedule** file



Summary of file contents	
Total Pensionable Earnings	2630.42
Total Employer Contributions	278.79
Total Employee Contributions	96.79
Number of employees with Reduced Contributions	1
Number of Employees with Excluded Contributions	1
Total number of employees included in the file	8

16. A message will advise the location where the **NEST Contribution Schedule** file has been created



You shouldn't open the file in Excel prior to uploading it to NEST because Excel changes dates in to formats that will fail Nest's validation

Click [here](#) for information about uploading a NEST Contribution Schedule file to 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: 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	gpsupport@iris.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	earniesupport@iris.co.uk