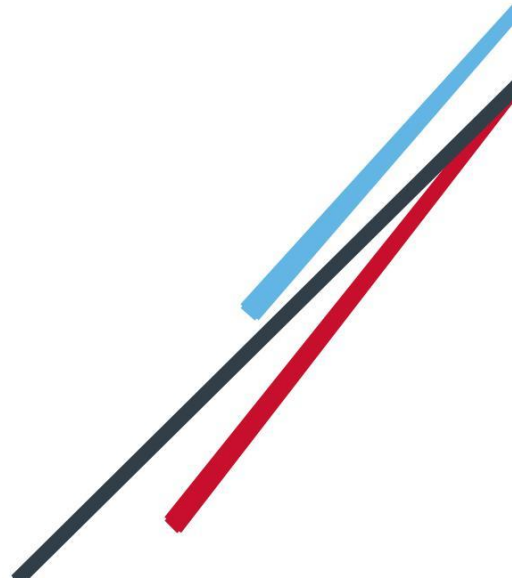


IRIS PAYE-Master

Guide to creating Aviva output file

27/08/2015



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Introduction

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

The guide covers:

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

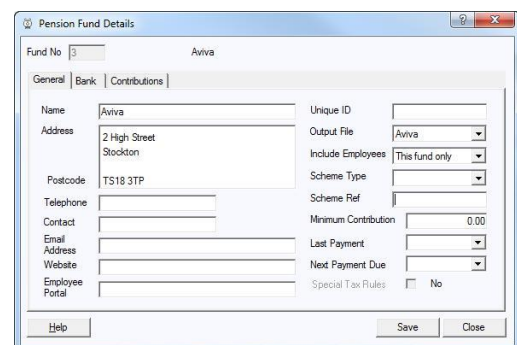
Aviva configuration

Aviva require a **Category** for each employee to identify which category number the employee is being enrolled in. These numbers are assigned by Aviva once you have created a pension scheme with them and start with either “TK” or “SP”. The category number prefix indicates which type of pension scheme you have, for more information click [here](#).

Pension Fund configuration

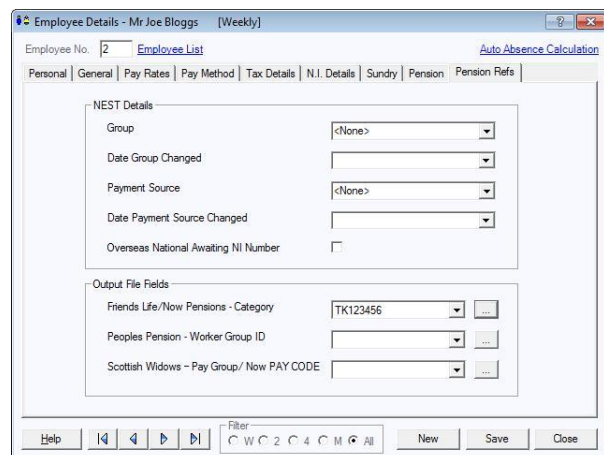
Please Note: You may have completed the Pension Fund configuration when you created the pension deductions.

1. Go to the **Pensions** menu and select '**Configure Pension Fund Details**'
2. Select the Aviva pension fund and click '**Edit**'
3. On the **General** tab, in the **Output File** dropdown field select '**Aviva**'
4. In the **Include Employees** field, select '**This fund only**' (unless you have been told a different option by Aviva)
5. Click '**Save**' and then '**Close**'



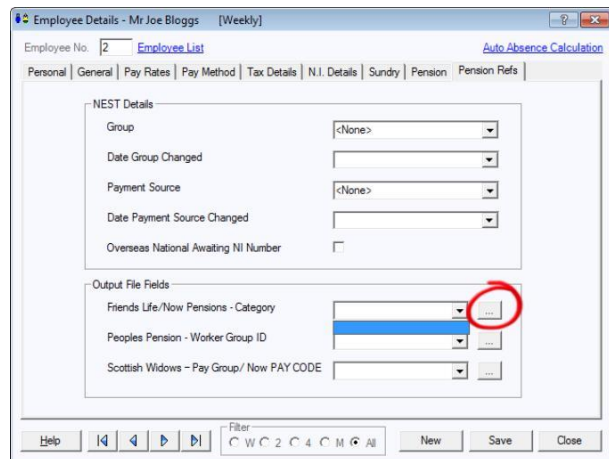
Employee Details configuration

1. On the left-hand Selection Bar, select the appropriate employee to open their **Employee Details**
2. Select '**Pension Refs**' tab
3. Choose the appropriate Category from the **Friends Life/Now Pensions Category** field.
If the field is blank, click the icon to add a Category. Click [here](#) for instructions
4. Click '**Save**' and then click '**Close**'

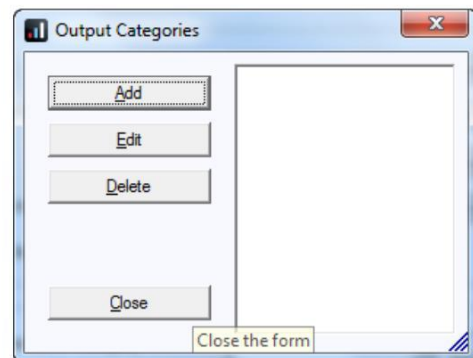


Add an Aviva Category

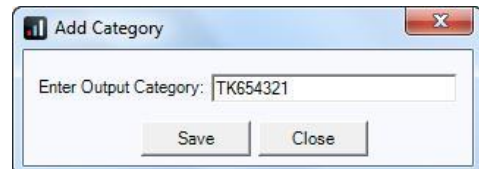
1. In **Employee Details**, on the **Pension Refs** tab click the icon to the right of the **Friends Life/Now Pensions Category** field



2. On the **Output Categories** screen, click 'Add' to open the **Add Category** screen



3. Enter the appropriate Aviva Category starting with either "TK" or "SP", click 'Save' to close the **Add Category** screen



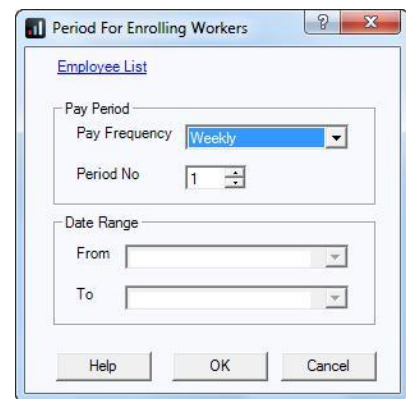
4. On the **Output Categories** screen, click 'Close' to return to the **Employee Details** screen

Aviva - Joiners file

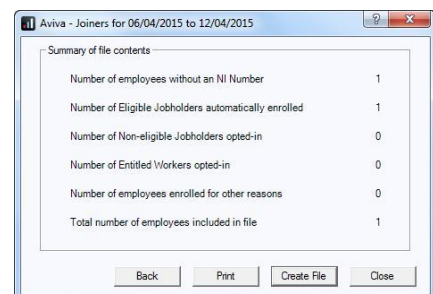
You will need to create a Joiners file, if you have any employees automatically enrolled or opted in to the Aviva pension scheme. This can be done at any time during the month.

Create a Joiners file:

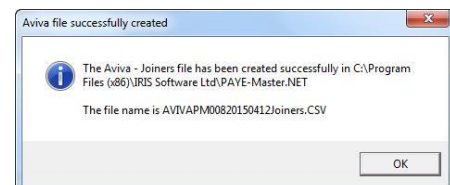
1. Go to the **Pension** menu and select '**Create Pension File**'
2. On the **Select File to Create** screen, choose '**Aviva - Joiners**'
3. Click '**OK**'
4. On the **Period for Enrolling Workers** screen, select the '**Pay Frequency**' and '**Period No**' you processed the payroll for and had employees automatically enrolled or opted in
5. Click '**OK**'



6. On the **Aviva – Enrolling Workers for...** screen, click '**Print**' to print a report of the employees that are included in the file.
7. Click '**Create File**' to create the **Aviva Joiners** file

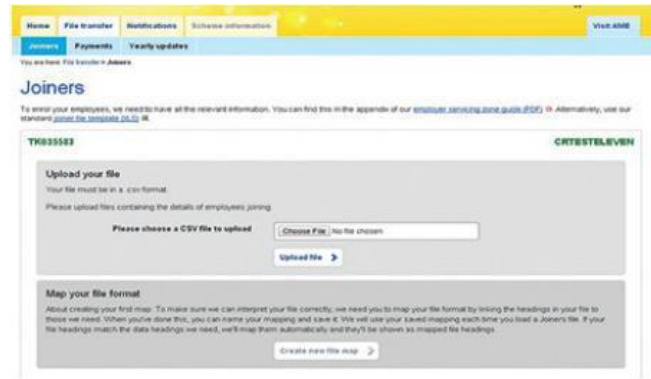


8. On the **Save As** screen, choose the location where the **NEST Enrolling Workers** file will be created and then click '**Save**'
9. A message will advise the location where the **Aviva Joiners** file has been created



Upload a Joiners file:

1. Login to your Aviva account on the **Employer servicing zone home page**
2. If you have more than one pension scheme with Aviva, select the scheme you want to upload the output file for
3. In the **File transfer** section, select '**Joiners**'
4. In the **Upload your file** section, in the **Please choose a CSV file to upload**, click '**Choose file**' and go to the location where your payroll created the **Aviva** output file.
The output file from the payroll is in the format required by Aviva, so you shouldn't need to map your file.
5. Click '**Upload file**' button



Click [here](#) for more information about uploading a file to Aviva.

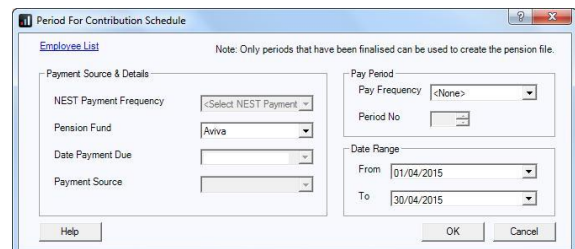
When uploading the file to Aviva, errors may occur if you have inaccurate employee data.

Aviva - Payments file:

You should send a Payments file to Aviva each month you have paid your employees, to inform them of all contributions taken in that month. Aviva only accept the Payments file on a monthly basis. If you pay your employees using a different pay frequency, say weekly, then you will need to create the Payments file for multiple weeks at the same time.

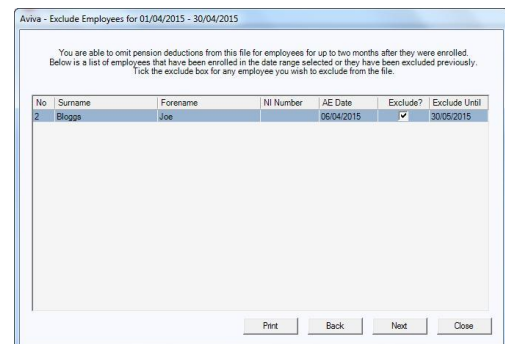
Create a Payments file:

1. Go to the **Pension** menu and select '**Create Pension File**'
2. On the **Select file to create** screen, choose **Aviva Payments**
3. Click '**OK**'
4. On the **Period for Contribution Schedule** screen, the **NEST Payment Frequency** field is disabled
5. In the **Pension Fund** field, choose your Aviva fund
6. **Date Payment Due** and **Payment Source** fields are disabled
7. To choose the employees to include in the Payments file, on the **Period for Contribution Schedule** screen:
 - Monthly only - choose the '**Pay Frequency**' and '**Pay Period**' you processed the payroll for
 - Combined/other pay frequencies – enter the **Date Range** for one month. This is the
8. Click '**OK**'



Your payroll has the ability to hold back contributions until the end of the opt-out window. Any employees' contributions withheld will not be included in the output file to Aviva.

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

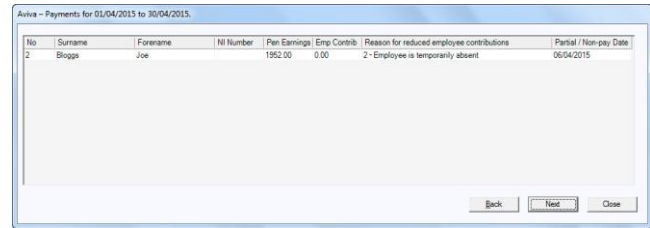


No	Surname	Forename	NI Number	AE Date	Exclude?	Exclude Until
2	Briggs	Joe	66042015	06/04/2015	<input checked="" type="checkbox"/>	30/05/2015

11. You must inform Aviva of any employees that didn't have a pension contribution taken or made a reduced contribution.

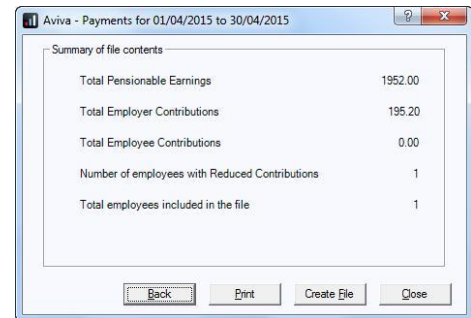
You can change the **Reason for**

Reduced Employee Contributions if you want to by clicking in the field and selecting another option.



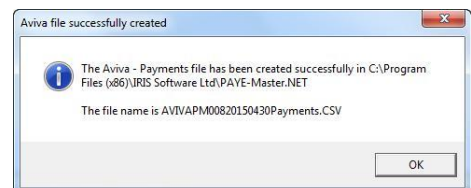
No	Surname	Forename	NI Number	Pen Earnings	Emp Contrib	Reason for reduced employee contributions	Partial / Non-pay Date
2	Bloggs	Joe	1952.00	0.00		2 - Employee is temporarily absent	06/04/2015

12. Click '**Next**'
13. On the **Aviva – Payments for...** screen, click '**Print**' to print a report of the employees that are included in the file.
14. Click '**Create File**' to create the **Aviva – Contribution Schedule** file



Summary of file contents	
Total Pensionable Earnings	1952.00
Total Employer Contributions	195.20
Total Employee Contributions	0.00
Number of employees with Reduced Contributions	1
Total employees included in the file	1

15. On the **Save As** screen, choose the location where the **Contribution Schedule** file will be created and then click '**Save**'
16. A message will advise the location where the **Aviva Payments** file has been created



Upload a Payments file:

1. Login to your Aviva account on the **Employer servicing zone home page**
2. If you have more than one pension scheme with Aviva, select the scheme you want to upload the output file for
3. In the **File transfer** section, select '**Payments**' and follow the on screen instructions
4. The first time you upload a Payments file to Aviva, you will need to map the column headings in the file to Aviva data headings.

This file mapping will be remembered for all subsequent Payments file uploads.

Click [here](#) for more information about uploading a file to Aviva.

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	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