IRIS PAYE-Master

Guide to creating Friends Life output file

23/06/2015

Introduction

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

The guide covers:

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

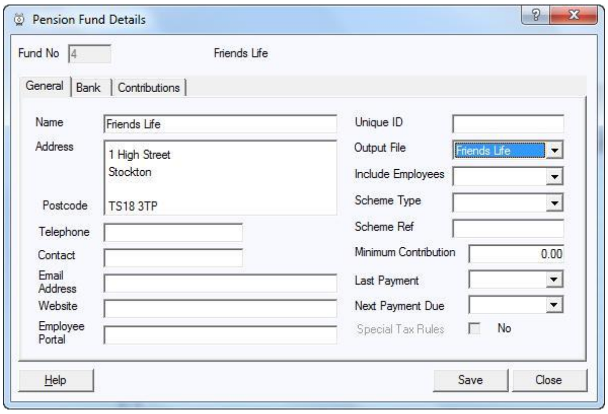
Friends Life configuration

Friends Life require you to supply an employee category if you defined Pay Groups in Friends Life's AE Hub. If you didn't define Pay Groups in the AE hub, you don't need to complete this configuration.

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 Pensions**'
2. Select the Friends Life pension fund and click **'Edit'**



3. On the **General** tab, if you haven't configured your Friends Life pension fund already, enter all the details you have for Friends Life

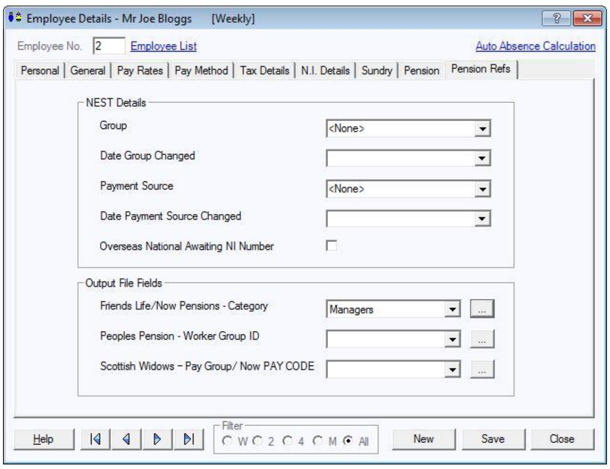
   In the **Output File** field, select **'Friends Life'**

   In the **Include Employees** field, select **'This fund only'** (unless you have been told a different option by Friends Life)

Employee Details Configuration

If you have defined at least one Pay Group in Friend's Life AE Hub, then you will need to select the appropriate Pay Group for the employee in **Employee Details**.

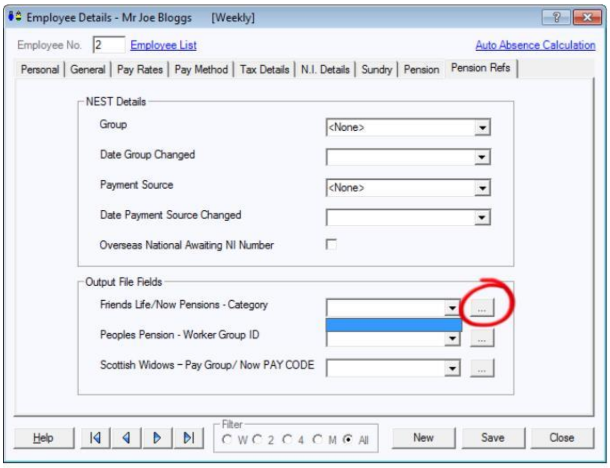
1. On the left-hand Selection Bar, select the appropriate employee to open their **Employee Details**
2. Select **'Pension Refs'** tab
3. Choose the appropriate **Friends Life/Now Pensions - Category** from the dropdown field.
   If the field is blank, click the icon to add a Pay Group. Click here for instructions



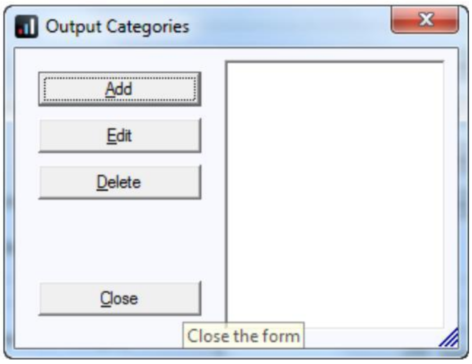
4. Click **'Save'** and then click **'Close'**

Add a Friends Life Pay Group

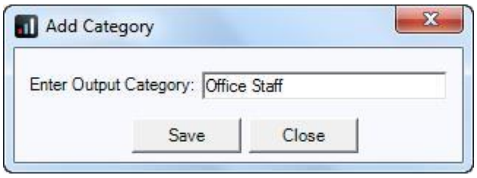
1. In **Employee Details**, on the **Pension Refs** tab click the icon to the right of the **Friends Life/Now Pensions Category** field



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



3. Enter a Friends Life Pay Group you created Groups in Friends Life's AE Hub, click **'Save'** to close the **Add Category** screen



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

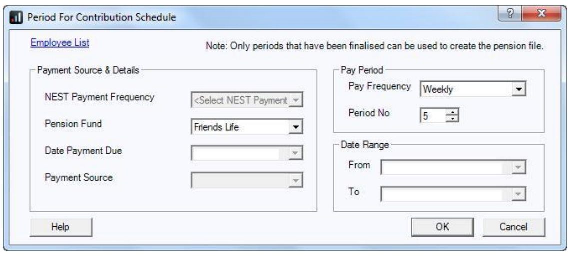
Friends Life output file

You should send a New Joiners output file to Friends Life if you have any employees automatically enrolled or opted in the pay period. You should also send a Contributions file to Friends Life each period you have paid your employees.

In the payroll, you create the same output file for both New Joiners and Contributions. When uploading the output file for New Joiners to Friends Life, for the first time you will need to map the fields. The same will apply when uploading the output file for Contributions for the first time.

Create a Friends Life output file:

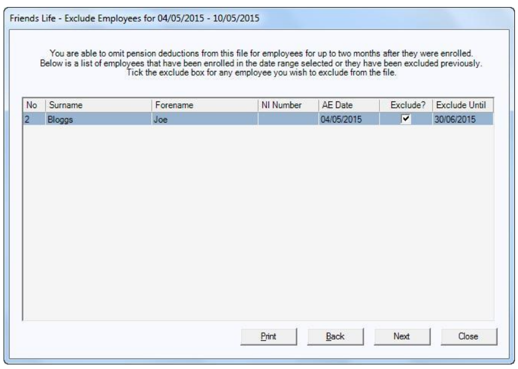
1. Go to the **Pension** menu and click '**Create Pension File**'
2. On the **Select File to Create** screen, choose **'Friends Life'**
3. Click **'OK'**
4. On the **Period for Contribution Schedule** screen, the **NEST Payment Frequency** field is disabled



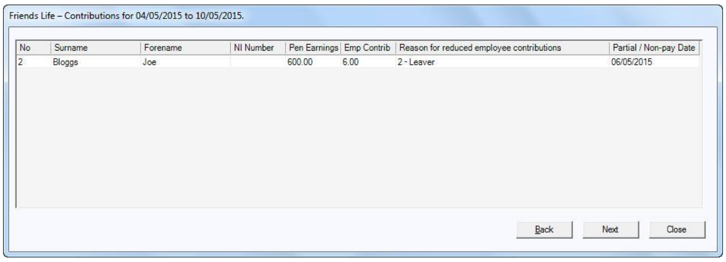
5. In the **Pension Fund** field, choose your Friends Life fund
6. **Date Payment Due** and **Payment Source** fields are disabled
7. Choose the **Pay Frequency** and **Period No** you processed the payroll for and had employees and/or employer pension contributions taken. Only periods that have been finalised can be used to create the pension file.
   Date Range fields will be disabled
8. Click **'OK'**

Your payroll has the ability to hold back contributions, until the end of the opt-out window, as per the Pensions Regulator's advice. However, you should check with Friends Life to see if they permit this option.

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'**



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

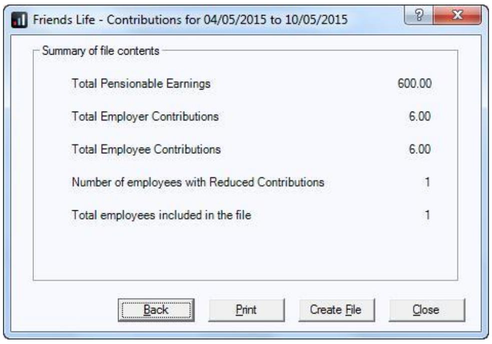


You can change the **Reason for Reduced Employee Contributions** if you want to by clicking in the field and selecting another option.

12. Click **'Next'**

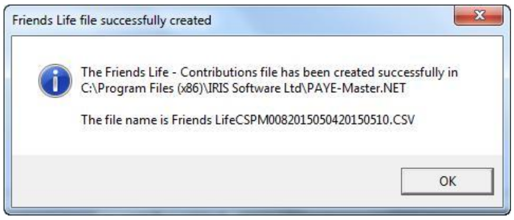
13. On the **Friends Life – Contribution for…**screen, click **'Print'** to print a report of the employees that are included in the file.

14. Click **'Create File'** to create the **Friends Life – Contribution** file



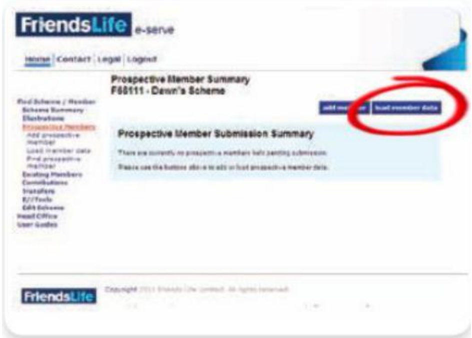
15. On the **Save As** screen, choose the location where the **Contribution Schedule** file will be created and then click **'Save'**

16. A message will advise the location where the **Friends Life** file has been created

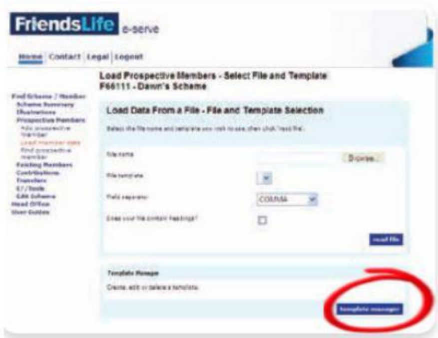


Upload the Friends Life new members file:

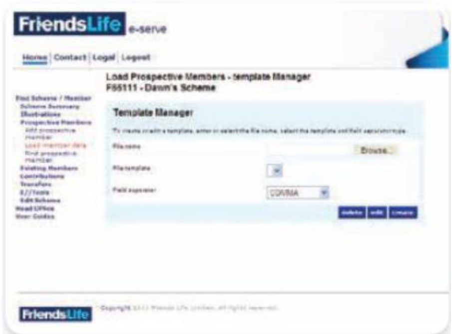
1. Login to Friends Life e-serve and go into your scheme by clicking **'Find Scheme'**
2. Once you have found your scheme, click on **'Prospective Members'** and then click on **'load member data'**



3. If this is the first time you are uploading you must configure a template by completing steps 4 to 9.
   If you have already configured your template for new members go to step 10
4. Click **'template manager'**

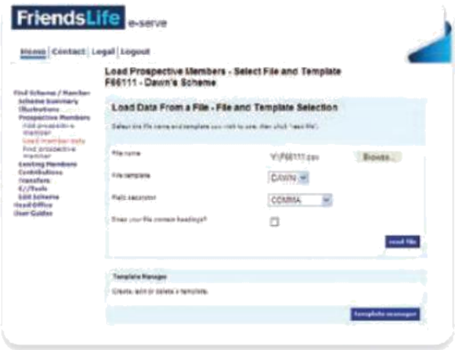


5. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file
6. In the **Field separator** dropdown field, choose **'COMMA'**
7. Click **'create'** to create a new template



8. Enter a name for the template in the **Template name** field
9. You need to match the output file column names on the left-hand side with appropriate dropdown field on the right-hand side.
   Click **'save'** to save your template.

10. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file
11. In the drop down fields, choose your template and field separator. Tick the box to indicate that column heading exist in your file and then click **'read file'**.



Click here for more information about uploading new members file to Friends Life.

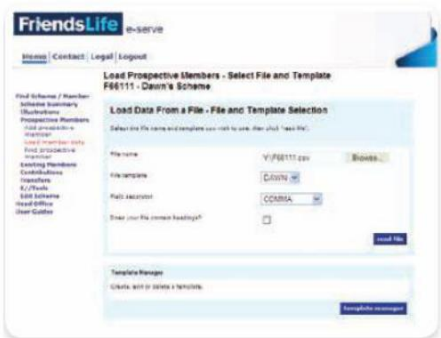
Upload the Friends Life Contribution Submission file:

1. Login to Friends Life e-serve and go into your scheme by clicking **'Find Scheme'**
2. Once you have found your scheme, click on **'Contributions'** and then click on **'Load collection data'**
3. If this is the first time you are uploading you must configure a template by completing steps 4 to 9.
   If you have already configured your template for collections go to step 10
4. Click **'template manager'**

5. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file
6. In the **Field separator** dropdown field, choose **'COMMA'**
7. Click **'create'** to create a new template

8. Enter a name for the template in the **Template name** field
9. You need to match the output file column names on the left-hand side with appropriate dropdown field on the right-hand side.
   Click **'save'** to save your template.

10. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file
11. In the drop down fields, choose your template and field separator. Tick the **Does your file contain headings** box to indicate that column heading exist in your file and then click **'read file'**.



Click [here]for more information about uploading a Contribution Submission file to Friends Life.

Software available from IRIS

IRIS Payroll Basics
Free, RTI compliant payroll software for companies with fewer than 10 employees

IRIS Payroll Business
Intelligent, easy to use payroll software for smaller businesses

IRIS Payroll Professional
Flexible payroll software for medium sized businesses

IRIS Bureau Payroll
Intelligent management for multiple payrolls

KashFlow Payroll
Cloud-based UK payroll software – accessible from anywhere on PC, Mac or tablet

IRIS P11D
The easy way to complete employee expenses and benefits returns

IRIS HR Manager
The easy way to keep employee data up-to-date

IRIS OpenPayslips
A secure web based solution that allows your employees to access, and download their e-payslips via an online portal

Stationery order line
Tel: 0844 815 5656

HMRC online service helpdesk
Tel: 0300 200 3600
Fax: 0844 366 7828
Email: helpdesk@ir-efile.gov.uk

HMRC employer helpline
Tel: 0300 200 3200

HMRC employer helpline (for new business)
Tel: 0300 200 3211

Support
Tel: 0844 815 5661 (Option 1)
Fax: 0844 815 5665
Email: payroll@iris.co.uk