

IRIS PAYE-Master

Guide to creating Friends Life output file

23/06/2015





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Introduction

This guide will give you an overview of how to configure your payroll to include information required in the 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'
- Select the Friends Life pension fund and click 'Edit'
- 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'

d No 4	Friends Life		
eneral Bank	c Contributions		
Name	Friends Life	Unique ID	
Address	1 High Street	Output File	fe 🔽
	Stockton	Include Employees	•
Postcode	TS18 3TP	Scheme Type	•
Telephone		Scheme Ref	
Contact		Minimum Contribution	0.00
Email Address		Last Payment	•
Website		Next Payment Due	•
Employee Portal	[Special Tax Rules 🔲 🛛	No

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**.

- On the left-hand Selection Bar, select the appropriate employee to open their Employee Details
- 2. Select 'Pension Refs' tab
- 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

sonal (General Pay Rates Pay Method Tax Det	ails N.I. Details Sundry Pension Pension Refs
	NEST Details	
	Group	<none></none>
	Date Group Changed	•
	Payment Source	<none></none>
	Date Payment Source Changed	
	Overseas National Awaiting NI Number	
	Output File Fields	
	Friends Life/Now Pensions - Category	Managers 🗾
	Peoples Pension - Worker Group ID	
	Scottish Widows - Pay Group/ Now PA	YCODE

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



Add a Friends Life Pay Group

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

ee NU. Z	Employee List		Auto Absend	e caic
al General	Pay Rates Pay Method Tax Details	N.I. Details Sundry P	ension Pension Refs	
NEST	Details			
Gro	up	<none></none>	-	
Dat	e Group Changed		•	
Pay	ment Source	<none></none>	•	
Dat	e Payment Source Changed		-	
Ove	erseas National Awaiting NI Number	Г		
Output	File Fields		2	
Frie	nds Life/Now Pensions - Category		-()	
Peo	ples Pension - Worker Group ID		· ···	
Sco	ttish Widows - Pay Group/ Now PAY CO	DE	•	

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

	Ad		
<u>[</u>	<u>E</u> dit		
De	elete		

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

Add Category	-		
Enter Output Cate	gory: Office	e Staff	

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'
- On the Period for Contribution Schedule screen, the NEST Payment Frequency field is disabled
- In the Pension Fund field, choose your Friends Life fund

mployee List	Note: Only periods	that have been finalised can b	e used to create	the pension f
Payment Source & Details		Pay Period		
NEST Payment Frequency	<select nest="" paymen<="" td=""><td>Pay Frequency</td><td>Weekly</td><td>-</td></select>	Pay Frequency	Weekly	-
Pension Fund	Friends Life	Period No	5 🛨	
Date Payment Due		Date Range		
Payment Source		- From		<u>+</u>
		To		-

- 6. Date Payment Due and Payment Source fields are disabled
- 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.

- 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'

	Sumame	Forename	NI Number	AE Date	Exclude?	Exclude Until
2	Bloggs	Joe		04/05/2015	~	30/06/2015



 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'
- On the Friends Life Contribution for...screen, click 'Print' to print a report of the employees that are included in the file.
- Click 'Create File' to create the Friends Life –
 Contribution file

ummary of file contents	
Total Pensionable Earnings	600.00
Total Employer Contributions	6. <mark>00</mark>
Total Employee Contributions	6.00
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'
- A message will advise the location where the Friends Life file has been created

1	The Friends Life - Contributions file has been crea	ted successfully in
	C:\Program Files (x86)\IRIS Software Ltd\PAYE-Ma	aster.NE1
	The file name is Friends LifeCSPM00820150504201	150510.CSV
		OK

Upload the Friends Life new members file:

- Login to Friends Life e-serve and go into your scheme by clicking 'Find Scheme'
- Once you have found your scheme, click on 'Prospective Members' and then click on 'load member data'
- 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 <u>10</u>
- 4. Click 'template manager'
- Click 'Browse' and go to the location where payroll created the Friends Life output file and select the file
- In the Field separator dropdown field, choose 'COMMA'
- 7. Click 'create' to create a new template
- Enter a name for the template in the Template name field
- 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.









- Click 'Browse' and go to the location where payroll created the Friends Life output file and select the file
- 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'
- Once you have found your scheme, click on 'Contributions' and then click on 'Load collection data'
- 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'

Load Collection - Select File a F66111 -	nd Tomplete
Note Passe see the the service is for regain presiden.	angantatisa antisa. Pikasana sa situ si si di pasa sanat tasa ang a sing k
Warning: Members Due for F	betimment de fansenene ere elle esté a se all proviewe belore theo her restaurant term elle le attachés
Load Data From a File - File (ind Template Selection
Kin tame	DiWatte serve const Brown
Plu anglata	
Public approxim	COMMA
Cons confile come leadaps ⁴	C 2
	Manananan et alle service te regere Vitarring: Manubers Due for f International Antonio Statistica et al del Local Data From a Filo - Filo d Data de te la manana et al del Manana Manana Manana Mananana Mananana Manananan

- 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

- Enter a name for the template in the Template name field
- 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.

- 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'.



FriendsLife e-serve

Parameter 1			-
	Load Prospective Members - 1 F66111 - Dawn's Scheme	Select File and Template	
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Prospective Partities Add presidence matrices	Salaur ine Manana ai doanalara uur riak	to see the shid free the	
Find propagative imperior	Hanana	V//60111.cov	Bosts.
Contributions Installars	frietanglete	Cutowina 🥣	
Life Scharte and Office	Pais ancestor	CONTRA -	
the colori	Districtor Halometer Austinght		
			and the
	Template Nanager		
	Courts, with or palets a hereofarts.		

Click <u>here</u> 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

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