

IRIS Payroll

Scottish Widows Pension

File creation

April 2020

Contents

| | |
|---|----------|
| Scottish Widows configuration | 3 |
| Pension Fund configuration | 4 |
| Employee Details configuration | 5 |
| Scottish Widows output file | 6 |
| Create Scottish Widows V3 output file | 6 |
| Upload Scottish Widows V3 file | 8 |

Introduction

This guide will give you an overview of how to configure your payroll to include information required in the Scottish Widows output file. This file will inform Scottish Widows of workers to enrol and all of the contributions taken in the pay reference period.

The guide covers:

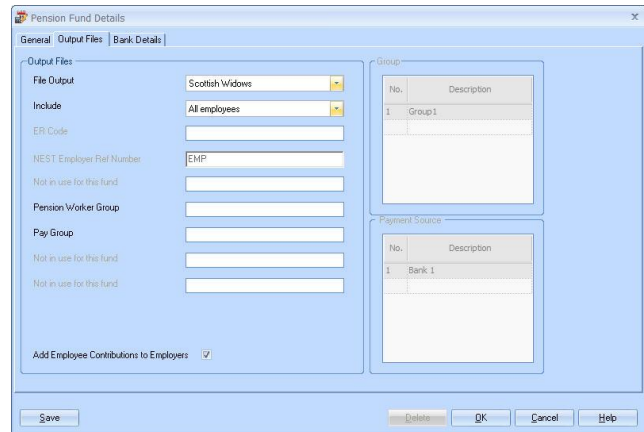
- Configuring output file information
- Creating an output file each period

Scottish Widows configuration

Scottish Widows require you to supply a Pension Provider Worker Group and Pay Group for each employee in the output file. Scottish Widows expect these to be consistent with the payroll upload workflow notification. If you have more than one Pay Group, you should create an identifier and categorise each Pay Group. For further information, please contact Scottish Widows.

Pension Fund configuration

1. From the **Pension** tab, click **Configure Pension Fund**
2. Select the Scottish Widows pension fund and click **Edit**
3. Choose the **Output Files** tab
4. In the **File Output** field, select **Scottish Widows**
5. In the **Include** field, select **All employees** (unless you have been told a different option by Scottish Widows)
6. Enter the **Pension Provider Worker Group** in the field
7. In the **Pay Group** field, enter the Pay Group you want to be applied to the employee's details when an employee is automatically enrolled
8. 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
9. Click **OK**



The screenshot shows the 'Pension Fund Details' dialog box with the 'Output Files' tab selected. The 'File Output' dropdown is set to 'Scottish Widows' and the 'Include' dropdown is set to 'All employees'. The 'Add Employee Contributions to Employers' checkbox is checked. The 'Group' and 'Payment Source' sections each contain a table with one row: '1 Group 1' and '1 Bank 1' respectively.

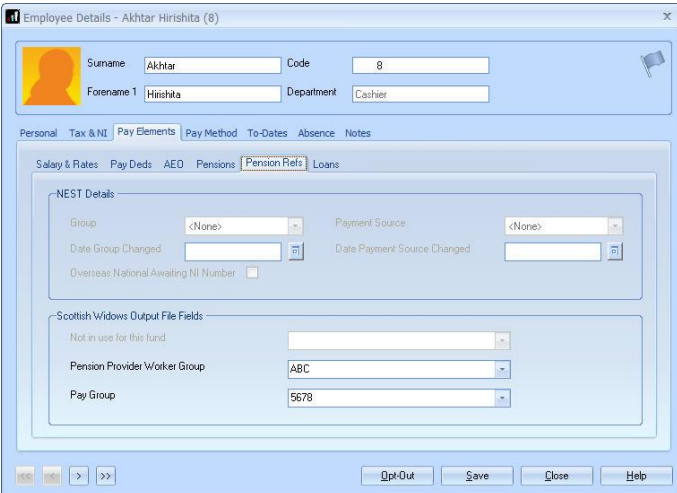
| No. | Description |
|-----|-------------|
| 1 | Group 1 |

| No. | Description |
|-----|-------------|
| 1 | Bank 1 |

Employee Details configuration

If you have more than one Pay Group configured, then you will need to select the appropriate one for the employee in **Employee Details**.

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 then **Pension Refs**
3. In the **Pension Provider Worker Group** field, enter the appropriate details for the employee (if different than the one configured in the Pension Fund)



The screenshot shows the 'Employee Details - Akhtar Hirishita (8)' window. The 'Personal' tab is selected, and the 'Pension Refs' sub-tab is active. The 'Sunname' field contains 'Akhtar', 'Forename 1' contains 'Hirishita', and 'Department' is 'Cashier'. The 'Code' field contains '8'. The 'Pension Refs' section includes 'NEST Details' with 'Group' set to '<None>' and 'Payment Source' set to '<None>'. Below this, 'Overseas National Awaiting NI Number' is unchecked. The 'Scottish Widows Output File Fields' section has 'Not in use for this fund' set to '<None>', 'Pension Provider Worker Group' set to 'ABC', and 'Pay Group' set to '5678'. Navigation buttons at the bottom include '<<', '<', '>', '>>', 'Print-Out', 'Save', 'Close', and 'Help'.

If the **Pension Provider Worker Group** doesn't contain the appropriate option, you can create a new one by typing directly in the field and clicking **Save**. The new **Pension Provider Worker Group** option will be available to select in the drop-down field

4. In the **Pay Group** field, select the appropriate details for the employee

If the **Pay Group** doesn't contain the appropriate option, you can create a new one by typing directly in the field and then clicking **Save**. The new **Pay Group** option will be available to select in the drop-down field

5. Click **Save** and then click **Close**

Scottish Widows output file

The Scottish Widows output file contains information for new joiners and contributions taken. You should send an output file to Scottish Widows each period you have employees new to the pension scheme or had pension contributions taken.

Create Scottish Widows V3 output file

1. From the **Pension** tab, click **Create Pension File**
2. On the **Select file to create** screen, choose **Scottish Widows V3**
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 enrolled or pension contributions taken
5. In the **Who to include** section, accept the default of **All**
6. Click **Next**

The screenshot shows a dialog box titled "Period for Contribution Schedule". It has two main sections: "Pay Period" and "Date Range". Under "Pay Period", there is a dropdown menu set to "Weekly" and a "Period No" field set to "10". Under "Date Range", there are "From" and "To" date fields. Below these is a "Who to include" section with two radio buttons: "All" (selected) and "Selected". At the bottom, there is a table titled "Selected Employees" with columns for "Code", "Surname", and "Forename". The table is currently empty. At the bottom right of the dialog are "Next" and "Close" buttons.

Your payroll can withhold contributions if the pension provider doesn't want to receive the funds until the end of the opt-out window. This is available when creating the pension output files.

7. Tick the box in the **Exclude** column to remove the worker from the contributions file. This will withhold the worker's contributions until the date entered in the **Exclude Until** column

The screenshot shows a dialog box titled "Scottish Widows - Exclude Employees for 06/06/2016 - 12/06/2016". It contains a table with the following data:

| Code | Surname | Forename | NI Number | Automatic Enrolment | Exclude | Exclude Until |
|------|----------|-----------|-----------|---------------------|-------------------------------------|---------------|
| 2 | BROWN | Dawn | BE344567A | 06/06/2016 | <input type="checkbox"/> | |
| 4 | GOLD | Susan | SG875675A | 06/06/2016 | <input type="checkbox"/> | |
| 5 | HELMRICH | Hugh | NH733492A | 06/06/2016 | <input type="checkbox"/> | |
| 6 | JUGOVIC | Adrianna | NA489709B | 06/06/2016 | <input checked="" type="checkbox"/> | 30/09/2016 |
| 7 | CROSS | Samantha | SZ673764A | 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"/> | |
| 11 | O'LEARY | Michael | NB967607A | 06/06/2016 | <input type="checkbox"/> | |

At the bottom of the dialog are "Print", "Save", "Back", "Next", and "Close" buttons.

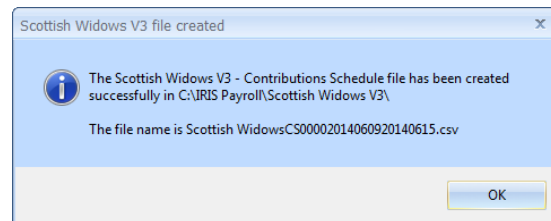
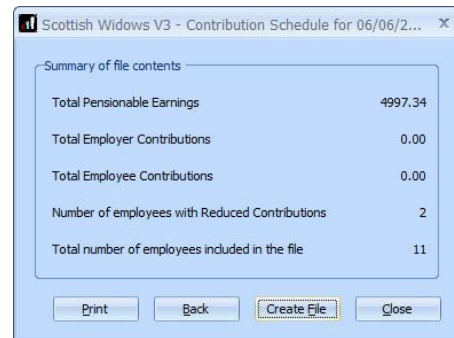
You must check with Scottish Widows if you are permitted this option

8. Click **Next**

9. On the **Scottish Widows V3...** screen, click **Print** to print a report of the employees that are included in the file

10. Click **Create File** to create the **Scottish Widows V3** file

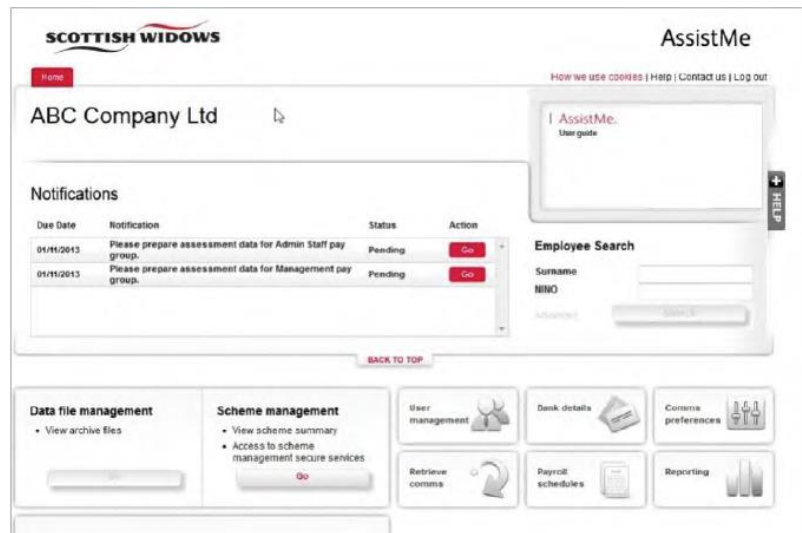
11. A message will advise the location where the **Scottish Widows V3** file has been created



Upload Scottish Widows V3 file

If you have chosen Scottish Widows to assess your employees and send the pension communications to them, you must ensure the **Configure Pension Fund Details | Output Files | Include** is set to **All employees**.

1. Log into AssistMe
2. On the main screen, in the **Notifications** section, next to the **Please upload full data for [pay group name] pay group**, click the **Go** button
3. Select **Process data file** and browse to the location in your payroll where the **Scottish Widows V3** output file was created and click **Upload**



For more information about uploading a **Scottish Widows V3** output file, please contact Scottish Widows.

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 Fax: 0844 366 7828 Email: helpdesk@ir-efile.gov.uk | Tel: 0300 200 3200 Tel: 0300 200 3211 (new business) |

Contact Sales (including stationery sales)

| For IRIS Payrolls | For Earnie Payrolls |
|---|---|
| Tel: 0344 815 5700 Email: sales@iris.co.uk | Tel: 0344 815 5677 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 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 |

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