IRIS Payroll

Aviva Pension File Creation

April 2020

Contents

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 file for Aviva to enrol workers and inform them of the contributions taken.
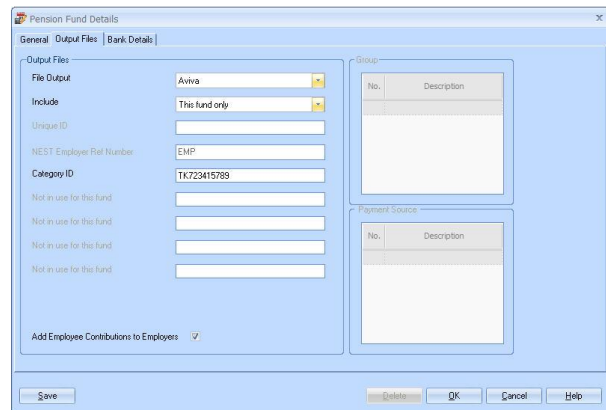
The guide covers:

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

Aviva configuration

Aviva requires 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**.

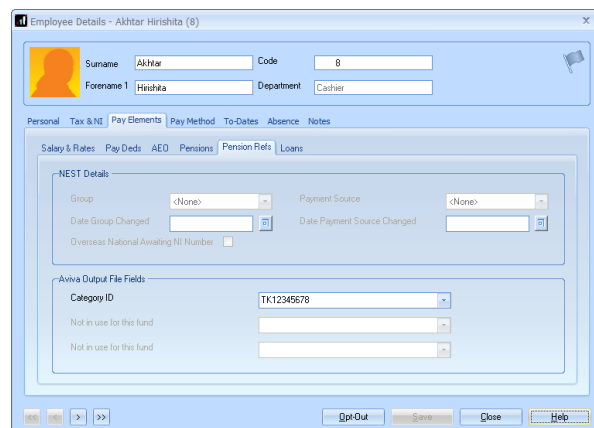## Pension Fund configuration

1. From the **Pension** tab, click **Configure Pension Fund**

2. Select the Aviva pension fund and click **Edit**

3. Select **Output Files** tab

4. In the **File Output** field, select **Aviva**

5. In the **Include Employees** field, select **This fund only** (unless you have been told a different option by Aviva)

6. In the **Category ID** field, enter your Category as supplied by Aviva

7. 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

8. Click **OK**

Employee Details configuration

1. On the left-hand Selection Bar, double-click on the appropriate employee to open their **Employee Details**

2. Select the **Pay Elements** tab then **Pension Refs**

3. If the employee has a different **Category ID** than the one configured in the **Pension Fund**, select the employee's appropriate **Category ID**
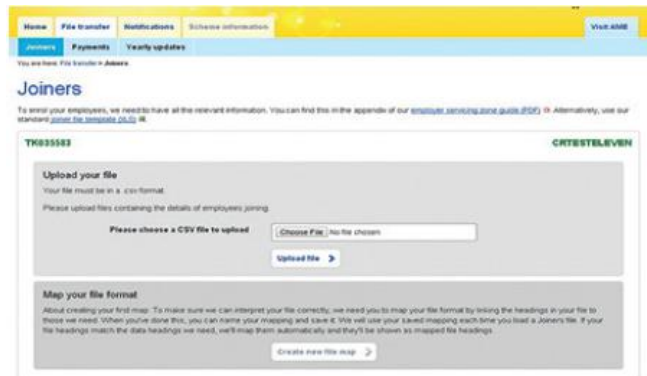
   You can create a new **Category ID** by typing directly in the field and clicking **Save**. This will now be available to select in the drop-down field

Create output file

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

Create a Joiners file:

1. From the **Pension** menu, select **Create Pension File**

2. On the **Select file to create** screen, choose **Aviva Joiners**

3. Click **Next**

4. To choose the employees to include in the Joiners file, on the **Period for Enrolling Workers** 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 month the processed payrolls fall within

5. In the **Who to include** section, accept the default of **All**

6. Click **Next**

7. On the **Aviva – Enrolling Workers for...**screen, click **Print** to print a report of the employees that are included in the file

8. Click **Create File** to create the **Aviva Joiners** file

9. A message will advise the location where the **Aviva Joiners** file has been created

Upload a Joiners file:

1. Log into 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
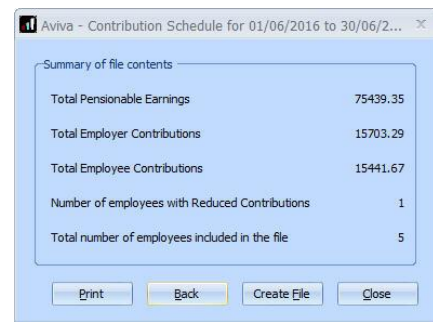
5. Click **Upload file** button

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.

Create a Payments file:

1. From the **Pension** menu, select **Create Pension File**

2. On the **Select file to create** screen, choose **Aviva Payments**

3. Click **Next**

4. 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 month the processed payrolls fall within

5. In the **Who to include** section, accept the default of **All**

6. Click **Next**

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

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

8. Click **Next**

9. 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

10. Click **Next**

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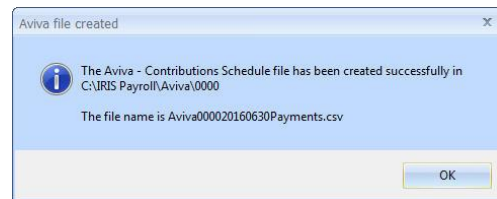
12. Click **Create File** to create the **Aviva – Contribution Schedule** file

Aviva - Contribution Schedule for 01/06/2016 to 30/06/2...	
Summary of file contents	
Total Pensionable Earnings	75439.35
Total Employer Contributions	15703.29
Total Employee Contributions	15441.67
Number of employees with Reduced Contributions	1
Total number of employees included in the file	5

Print   Back   Create File   Close

13. A message will advise the location where the **Aviva Payments** file has been created

Aviva file created

The Aviva - Contributions Schedule file has been created successfully in
C:\IRIS Payroll\Aviva\0000

The file name is Aviva000020160630Payments.csv

OK

Upload a Payments file:

1. Log into 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.

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	For IRIS Payroll Professional
Tel: 0344 815 5656 Email: sales@iris.co.uk	Tel: 0344 815 5676 Email: earniesales@iris.co.uk	Tel: 0345 057 3708 Email: payrollsales@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
IRIS Payroll Professional (formerly Star)	01273 715300	payroll-support@iris.co.uk