IRIS Payroll

Friends Life -

Pension File Creation

April 2020

IRIS. Look forward

Contents

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 file for Friends Life to enrol workers and inform them of the contributions taken.

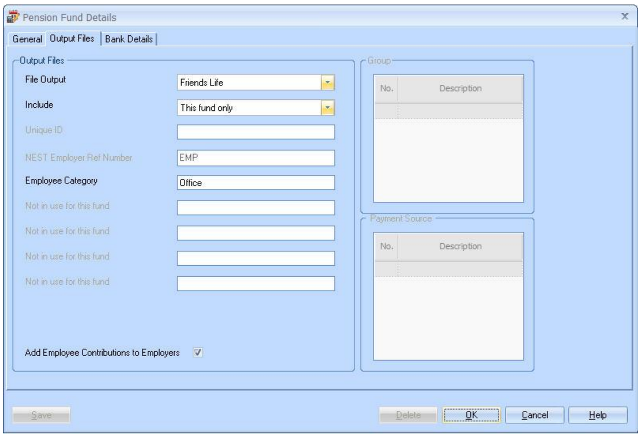
The guide covers:

- 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

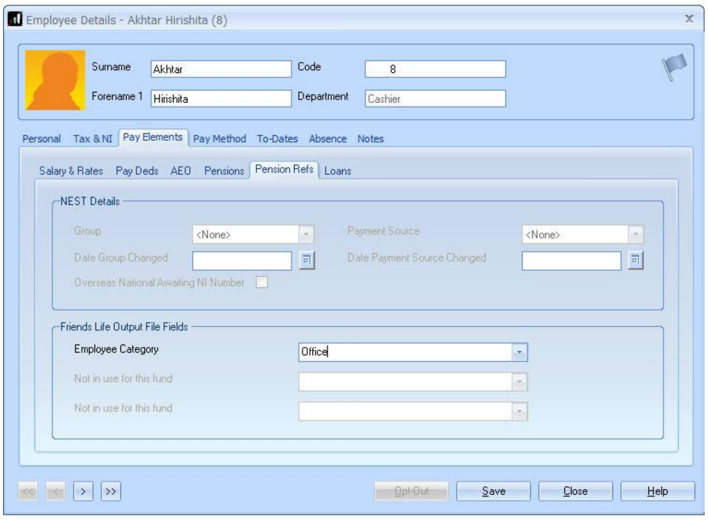


1. From the **Pension** tab, click **Configure Pension Fund**
2. Select the Friends Life pension fund and click **Edit**
3. Select **Output Files** tab
4. In the **File Output** field, select **Friends Life**
5. In the **Include** field, select **This fund only** (unless you have been told a different option by Friends Life)
6. Enter your **Employee Category**
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

If you have defined more than one **Group** and **Payment Source** 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. On the **Pay Elements** tab, select **Pension Refs**
3. In the **Employee Category** field, select the employee's Pay Group
4. Click **Save** and then **Close**

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

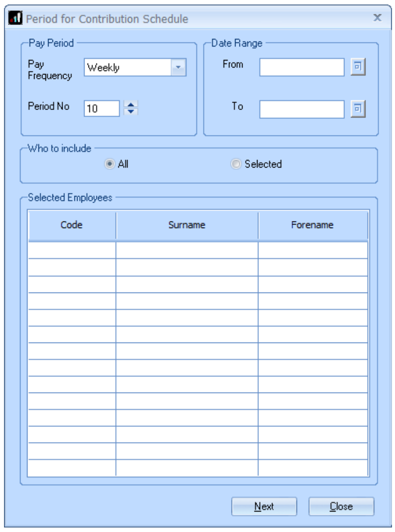
Create output file

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.

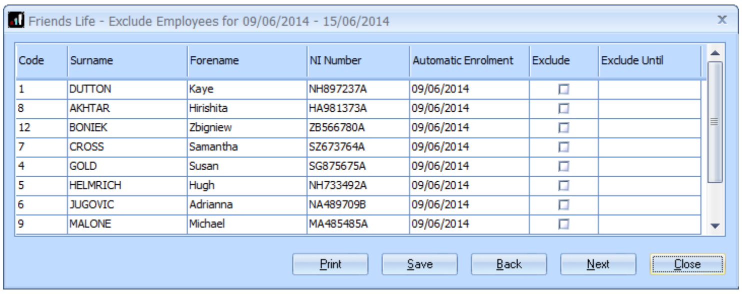
Create a Friends Life output file:

1. From the **Pension** menu, click **Create Pension File**
2. On the **Select file to create** screen, choose **Friends Life**
3. Click **Next**
4. On the **Period for Contributions Schedule** screen, choose the **Pay Frequency** and **Pay Period** you processed the payroll for and want to create the Friends Life file
5. In the **Who to include** section, accept the default of **All**
6. Click **Next**

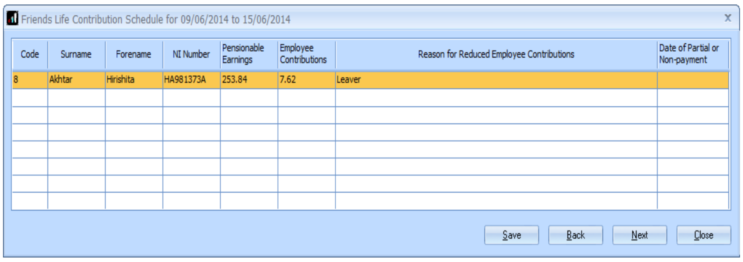


Your payroll can withhold contributions as per the Pensions Regulator’s advice. However, you should check with Friends Life to see if they permit this option.

7. Tick the box in the **Exclude** column to remove an employee from the file. This will hold back the employee’s contributions until the date entered in the **Exclude Until** column
8. Click **Next**

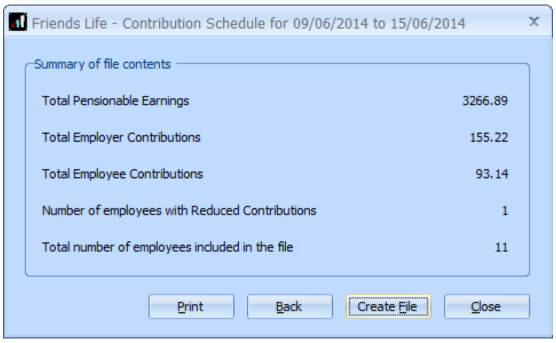


9. You must inform Friends Life of any employees that didn't have a pension contribution taken or made a reduced contribution

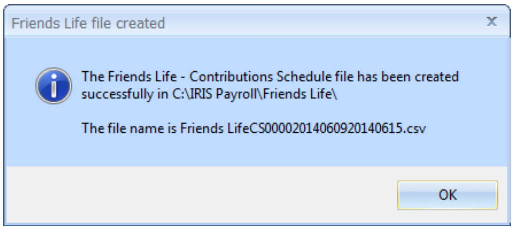


You can change the **Reason for Reduced Employee Contributions** if you want to by clicking in the field and selecting another option

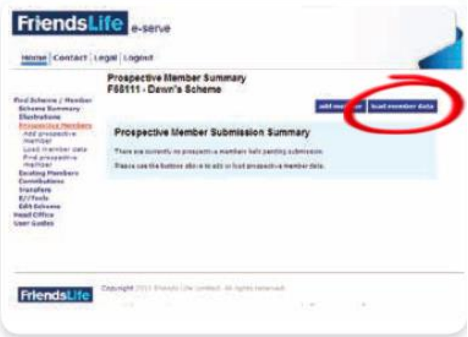
10. Click **Next**
11. On the **Friends Life – Contribution Schedule for…**screen, click **Print** to print a report of the employees that are included in the file
12. Click **Create File** to create the **Friends Life – Contribution Schedule** file



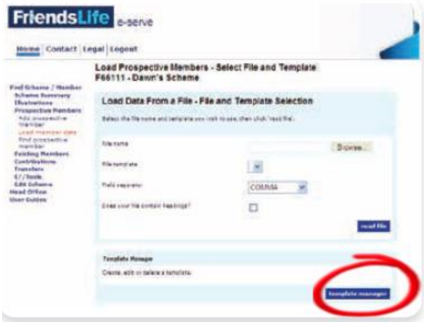
13. A message will advise the location where the **Friends Life** file has been created



Upload the Friends Life new members file:



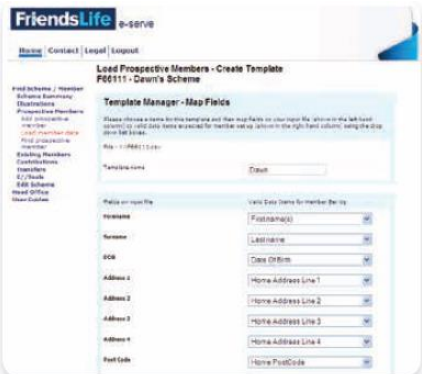
1. Log into Friends Life e-serve and go into your scheme by clicking **Find Scheme**
2. Once you have found your scheme, click on **Prospective Members** then **load member data**



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**

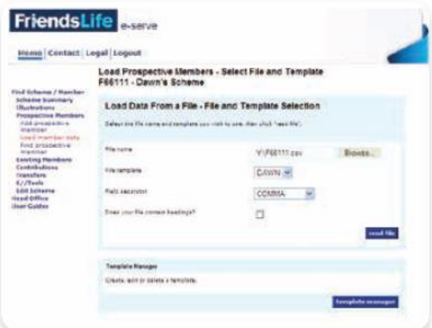
5. Click **Browse** and go to the location where payroll created the **Friends Life** output file and select the file
6. In the **Field separator** drop-down field, choose **COMMA**
7. Click **create** to create a new template



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 the appropriate drop-down 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



10. In the drop-down fields, choose your template and field separator. Tick the box to indicate that column heading exists 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:

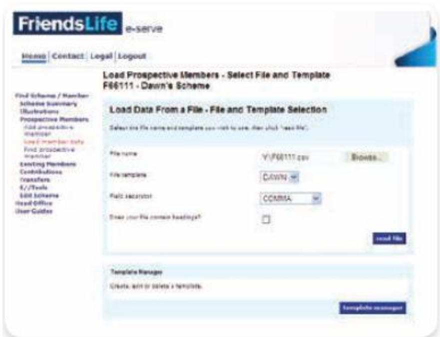
1. Log into Friends Life e-serve and go into your scheme by clicking **Find Scheme**
2. Once you have found your scheme, click on **Contributions** and then click on **Load collection data**
3. If this is the first time you are uploading, you must configure a template by completing steps 4 to 9

   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** drop-down 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 the appropriate drop-down 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 exists in your file and then click **read file**



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

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