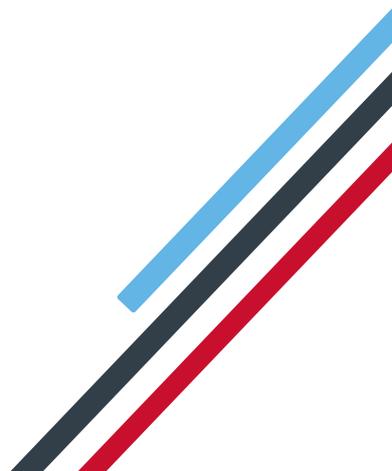




Changing Pension Contributions

IRIS Payroll Professional & Earnie

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Uplifting AE Pension Contributions

From the 6th April 2019 the minimum employee and employer contributions for automatic enrolment pensions are increasing, this is known as Phasing. During the **Year-end | Year-end Restart** process a warning message will be displayed advising you to check your contribution rates – it is important that you carry this out to comply with the regulations. The amount you must contribute to the pension scheme is determined by the scheme’s rules. However, if you are using the scheme for automatic enrolment, there are minimum contributions you must pay.

You do not need to take any action if you do not have any employees in an automatic enrolment pension scheme, or if the contribution amounts are above the increased minimum amounts. The increases also do not apply if you are using a defined benefits pension scheme

This table shows the minimum contributions and the dates they must increase. All employers with an automatic enrolment pension scheme must make sure that the correct minimum contributions are being paid from these dates. For further information on the TPR minimum contribution rates click [here](#).

If you are unsure about any aspect of phasing, please speak to your pension scheme provider

Date	Employer minimum contribution	Total minimum contribution
06/04/19 onwards	3%	8% (including 5% staff contribution)

After moving into the new 2019/2020 tax year, you must check the employee and employer contributions before processing payroll.

How to check and change an individual's employee and employer pension contributions

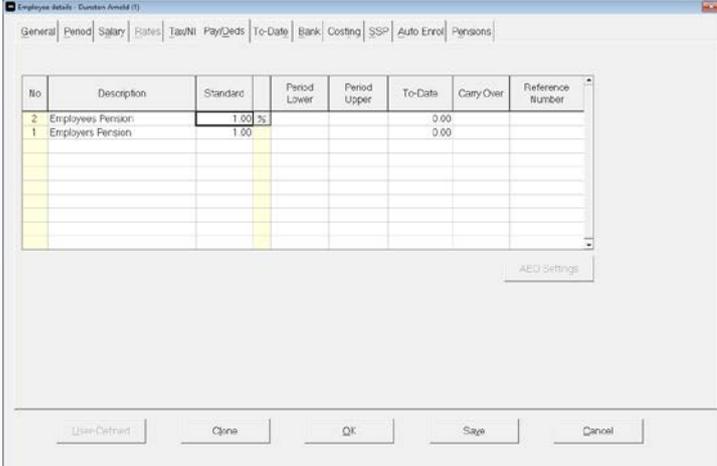
If you have several employees to amend, this can be done via **Global Changes** rather than individually. (Click this link to see the **Global Changes** section)

1. Go to **Employee | Select Employee** or **Alter Current Employee**

2. Choose the employee from the list and click **OK**

3. Select the **Pay/Deds** tab

4. Check, and if necessary, change the **Standard** for the employee's pension to meet the minimum requirements



No	Description	Standard	Period Lower	Period Upper	To-Date	Carry Over	Reference Number
2	Employees Pension	1.00%			0.00		
1	Employers Pension	1.00			0.00		

5. Check, and if necessary, change the **Standard** for the employer's pension to meet the minimum requirements.

The overall minimum contribution is 8%. The employer minimum is 3%, therefore if the employer pays the minimum (3%) the employee must pay the difference which is 5%

6. Click **Save**

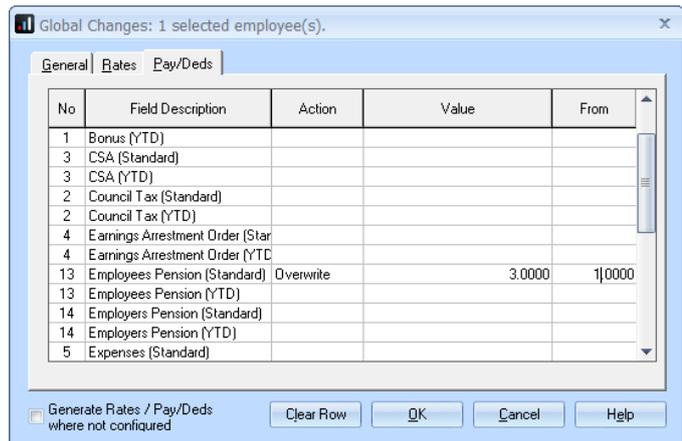
7. Repeat for each employee

Quick Tip: by clicking on the arrow  on the toolbar, pointing to the right or left, you can move to the next or previous employee whilst keeping the employee record open on the same tab.

Global Changes

If you have many employees who need to be altered, you can perform a global change. **It is important that you create a backup before starting this process.**

1. From the **Tools** menu select **Global Changes**
2. Select the employees you wish to change in bulk
3. From the **Global Changes** screen, select the **Pay/Deds** tab
4. Find the relevant Employee Pension (Standard) in the **Field Description** list
5. In the **Action** column select **Overwrite**
6. Enter the new value in the **Value** column



No	Field Description	Action	Value	From
1	Bonus (YTD)			
3	CSA (Standard)			
3	CSA (YTD)			
2	Council Tax (Standard)			
2	Council Tax (YTD)			
4	Earnings Arrestment Order (Star			
4	Earnings Arrestment Order (YTC			
13	Employees Pension (Standard)	Overwrite	3.0000	1 0000
13	Employees Pension (YTD)			
14	Employers Pension (Standard)			
14	Employers Pension (YTD)			
5	Expenses (Standard)			

If you enter the old value in the **From** column, only employees who match this will be changed. For example, if you enter 1 in the **From** column and you have an employee who is paying 1 they will be changed to 3. However, if you enter 1 in the **From** column and you have an employee who is paying 2%, this employee will be ignored. You need to ensure that employees meet the minimum contribution.

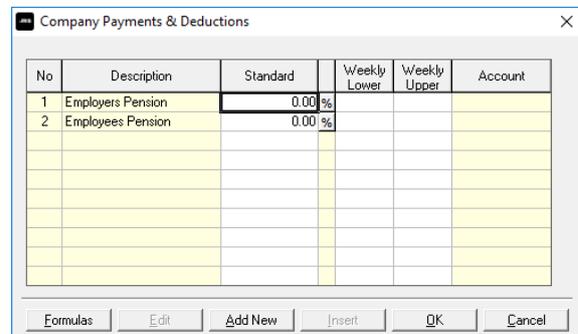
7. Click **OK**
8. A message will be displayed showing **Changes Applied**, click **OK**
9. Repeat this process for the Employers Pension (Standard)

If you have more than one scheme running you will need to ensure that each scheme used for automatic enrolment is updated if necessary.

Default Pension Contributions

You also need to check and change (if necessary) the default contributions. This is to ensure that any new employees who are enrolled into an automatic enrolment pension scheme meet the legal minimum requirements from April 2019.

1. From the **Company** menu select **Alter Payments / Deductions**
2. Choose the Employees' Pension and if necessary change the value in the **Standard** column
3. Click **OK**
4. Repeat this process selecting the Employer's Pension Scheme



No	Description	Standard	Weekly Lower	Weekly Upper	Account
1	Employers Pension	0.00 %			
2	Employees Pension	0.00 %			

Buttons: Formulas, Edit, Add New, Insert, OK, Cancel

If you do not do this and new employees are enrolled with the wrong rate you may be fined by The Pensions Regulator

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

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0344 815 5700	Tel: 0344 815 5677
Email: sales@iris.co.uk	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 Payroll Professional	0344 815 5671	payrollpro@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