

Changing Pension Contributions

IRIS PAYE-Master

April 2018



Contents

Uplifting AE Pension Contributions.....	3
To check and change an employee’s pension	4
Default Pension Contributions	5

Uplifting AE Pension Contributions

From the 6th April 2018 the minimum employee and employer contributions for automatic enrolment pensions are increasing, this is known as Phasing. During the **Year-end | Clear Totals** 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. For further information on the TPR minimum contribution rates click [here](#).

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. The first takes place from 6th April 2018 and the second from the 6th April 2019. All employers with an automatic enrolment pension scheme must make sure that the correct minimum contributions are being paid from these dates.

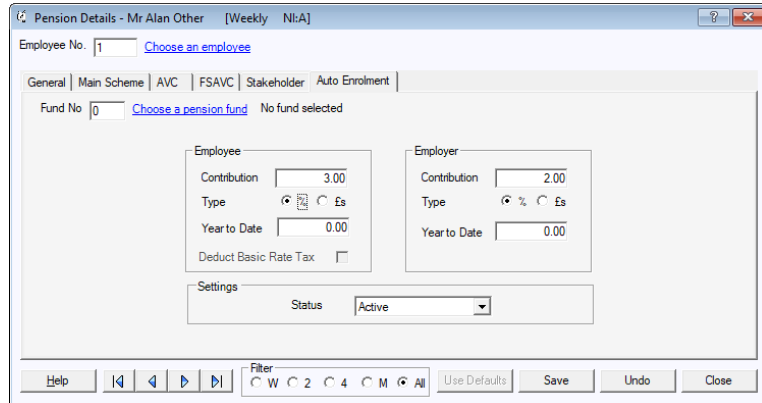
If you are unsure about any aspect of phasing, please speak to your pension scheme provider

Date	Employer minimum contribution	Total minimum contribution
06/04/18 – 05/04/19	2%	5% (including 3% staff contribution)
06/04/19 onwards	3%	8% (including 5% staff contribution)

After moving into the new 2018/2019 tax year, you must check the employee and employer contributions before processing payroll.

How to check and change an employee's pension contributions


1. From the **Pensions** menu choose **Employee Details**
2. Click **Choose an employee** and select an individual
3. Select the **Auto Enrolment** tab
4. Check, and if necessary, change the **Employee Contribution** and **Employer Contribution** for the employee's pension to meet the minimum requirements



The screenshot shows a software window titled "Pension Details - Mr Alan Other [Weekly NIA]". It has several tabs: "General", "Main Scheme", "AVC", "FSAVC", "Stakeholder", and "Auto Enrolment". The "Auto Enrolment" tab is selected. Inside the window, there are two main sections: "Employee" and "Employer". Each section has a "Contribution" field (set to 3.00 for Employee and 2.00 for Employer), a "Type" field with radio buttons for "£s" and "%", and a "Year to Date" field (set to 0.00). There is also a "Deduct Basic Rate Tax" checkbox. At the bottom, there is a "Settings" section with a "Status" dropdown menu set to "Active". The window also has a "Fund No" field set to 0 and a "Choose a pension fund" link. The bottom of the window has a toolbar with "Help", navigation arrows, a "Filter" section, and buttons for "Use Defaults", "Save", "Undo", and "Close".

The overall minimum contribution is 5%. The employer minimum is 2%, therefore if the employer pays the minimum (2%) the employee must pay the difference which is 3%

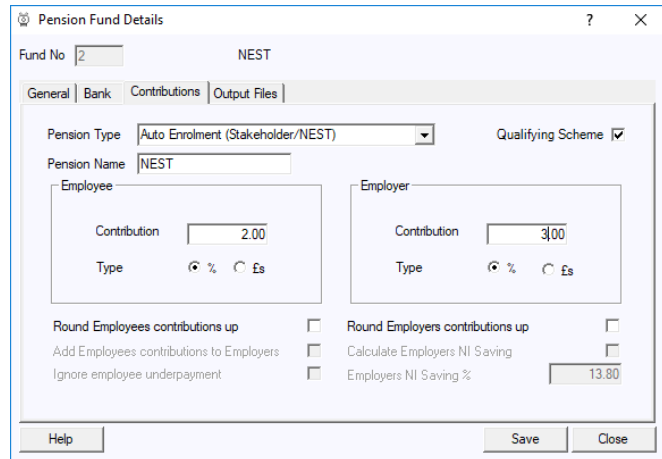
5. Click **Save**
6. Repeat for each employee

Quick Tip: by clicking on the arrow  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.

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 2018.

1. Go to **Pensions | Configure Pension Fund Details**
2. Choose the Employees' Pension Scheme and click **Edit**
3. Check, and if necessary, change the **Employee Contribution** and **Employer Contribution** for the employee's pension to meet the minimum requirements



The screenshot shows the 'Pension Fund Details' window for a NEST scheme. The 'Contributions' tab is active. The 'Pension Type' is set to 'Auto Enrolment (Stakeholder/NEST)' and 'Qualifying Scheme' is checked. The 'Pension Name' is 'NEST'. Under the 'Employee' section, the 'Contribution' is set to 2.00 and the 'Type' is set to '%'. Under the 'Employer' section, the 'Contribution' is set to 3.00 and the 'Type' is set to '%'. There are also checkboxes for 'Round Employees contributions up', 'Round Employers contributions up', 'Add Employees contributions to Employers', and 'Calculate Employers NI Saving'. The 'Employers NI Saving %' is set to 13.80. Buttons for 'Help', 'Save', and 'Close' are at the bottom.

The overall minimum contribution is 5%. The employer minimum is 2%, therefore if the employer pays the minimum (2%) the employee must pay the difference which is 3%

4. Click **Save**

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

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