



Changing Pension Contributions

IRIS GP Payroll

April 2019



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Uplifting AE Pension Contributions

From 6th April 2018, the minimum Employer and Employee contributions for automatic enrolment pensions are increasing, this is known as Phasing. During the **End of Year | Transfer employee details into the next tax year** process, a warning message will be displayed advising you to check your employee and employer pension contribution rates for any individuals in an **Alternative Qualifying Pension Scheme**, for example NEST. It is important that you carry this out to comply with the regulations. For further information on the TPR minimum contribution rates click [here](#).

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.

This only applies to Alternative Qualifying Pension Schemes

This table shows the minimum contributions and the dates they must increase. All employers with an Alternative Qualifying Pension Scheme must make sure that the correct minimum contributions are being paid from these dates.

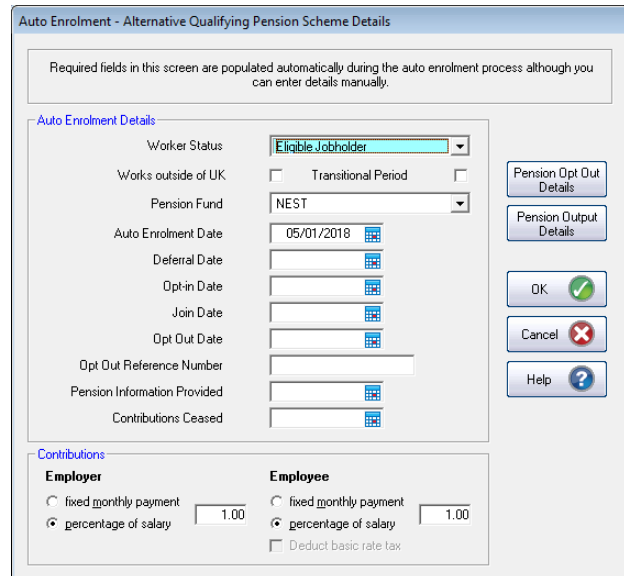
If you are unsure about any aspect of phasing, please speak to your pension scheme provider

Date	Employer minimum contribution	Total minimum contribution
06/04/19 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 employee's pension contributions

1. From the **Main** menu choose **Change Employee Details**
2. From the drop-down list choose an employee and click **OK**
3. Click **Pension Details**
4. Select **Auto Enrolment Details**
5. On this screen check, and if necessary, change the **Contributions** for both **Employer** and **Employee** 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%

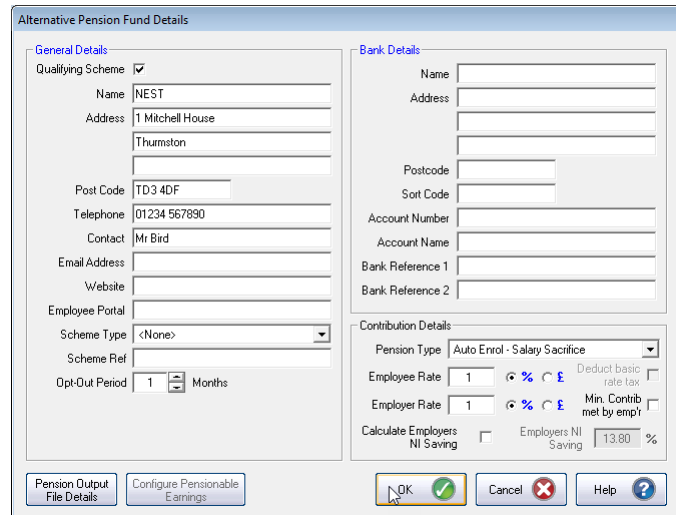


6. Click **OK**
7. Repeat for each employee in an **Alternative Qualifying Pension Scheme**

Default Pension Contributions

You also need to check and change (if necessary) the default contributions for your Alternative Qualifying Pension Scheme. This is to ensure that any new employees who are enrolled into an Alternative Qualifying Pension Scheme meet the legal minimum requirements from April 2019.

1. From the **Main** screen, select **Setup/ Options**
2. Go to **4 – Practice Pension Details** and select **Auto Enrolment Details**
3. Choose **Pension Fund Details**
4. Select the **Alternative Qualifying Pension Scheme** and click **Edit**
5. If necessary, change the **Employee Rate** and **Employer Rate** and click **OK**



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If you have more than one scheme running you will need to ensure that each scheme used for an Alternative Qualifying Pension Scheme 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