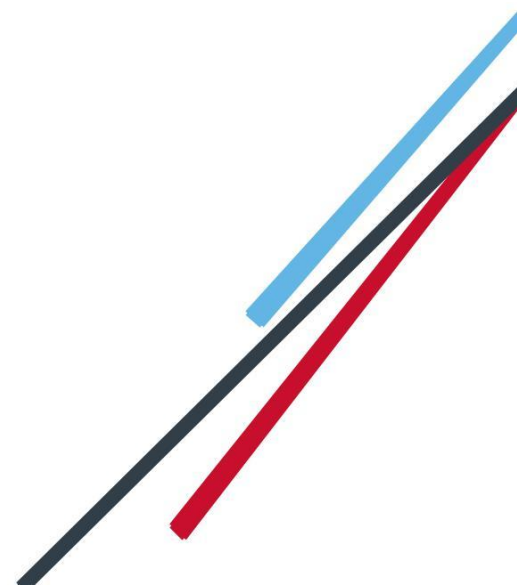


IRIS PAYE-Master

Guide to creating NEST output files

23/06/2015



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Introduction

This guide will give you an overview of how to configure your payroll to include information required in the NEST output file. You can create an output files for NEST to enrol workers and inform them of the contributions taken.

The guide covers:

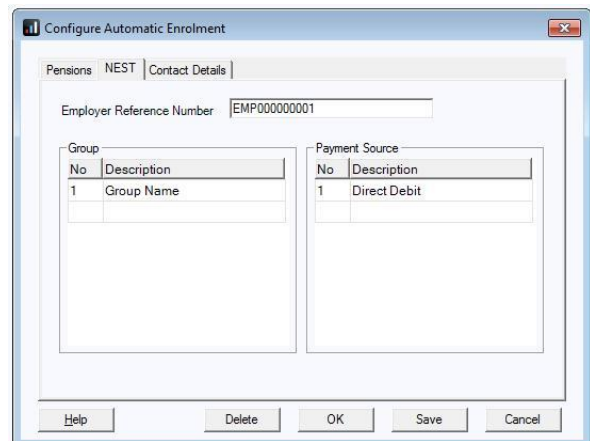
- Configuring output file information
- Creating an output file each period

NEST Configuration

NEST require you to supply your Employer Reference Number in each output file. Also as part of the configuration for NEST, you need to set up at least one Group and at least one Payment Source. For more information about configuring Groups and Payment Sources click [here](#).

Company Configuration:

1. Go to the **Pension** menu and select '**Configure Auto Enrolment**'
2. On the **Configure Automatic Enrolment** screen, select '**NEST**' tab
3. Enter your **Employer Reference Number** supplied by NEST
4. Create the **Group** and **Payment Source** exactly as you configured them on NEST's website. These fields are case sensitive, e.g. Group must be entered as 'Group' and not 'GROUP'.
5. Click '**OK**'



If you have only one **Group** and one **Payment Source** configured, when employees are automatically enrolled during **Calculate**, these will be populated in **Employee Details**.

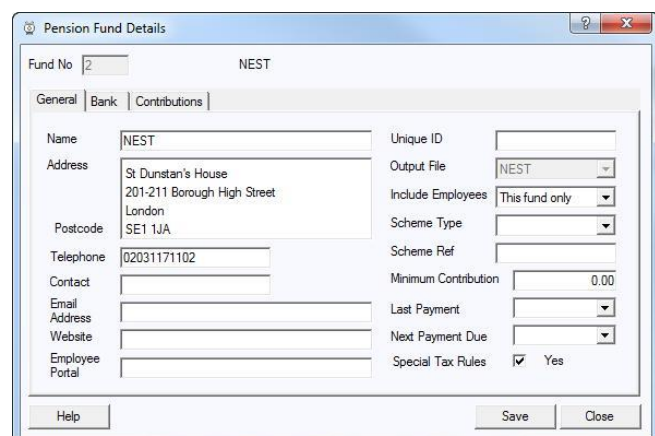
Pension Fund Configuration

Please Note: You may have completed the Pension Fund configuration when you created the pension deductions.

1. Go to the **Pensions** menu and select '**Configure Pensions**'
2. Select the NEST pension fund and click '**Edit**'
3. On the **General** tab, if you haven't configured your NEST pension fund already, enter all the details you have for NEST

In the **Output File** field, select '**NEST**'

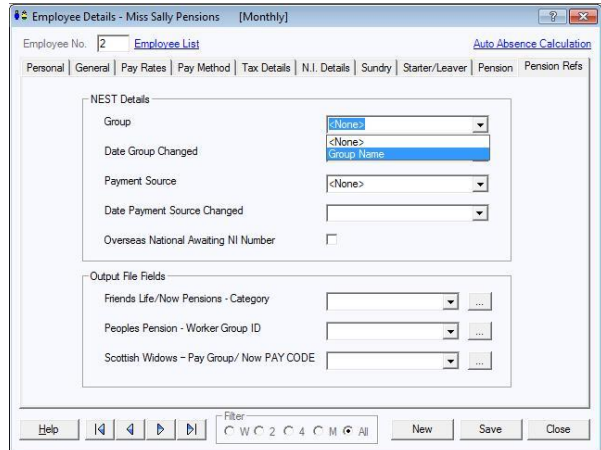
In the **Include Employees** field, select '**This fund only**'



Employee Configuration

If you have more than one **Group** and **Payment Source** configured, then you will need to select the appropriate one for the employee in **Employee Details** once the payroll has assessed and automatically enrolled the employee.

1. On the left-hand Selection Bar, select the appropriate employee to open their **Employee Details**
2. Select '**Pension Refs**' tab
3. Select the appropriate **Group** and **Payment Source** from the dropdown fields
4. Click '**Save**' and then click '**Close**'



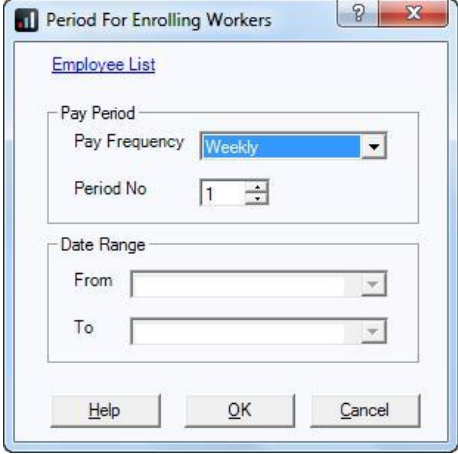
If you have any employees that are an overseas national waiting for an NI Number, in **Employee Details** you must tick the **Overseas National Awaiting NI Number** box before creating a **NEST** Enrolling Workers file that contains that employee

NEST – Enrolling Workers

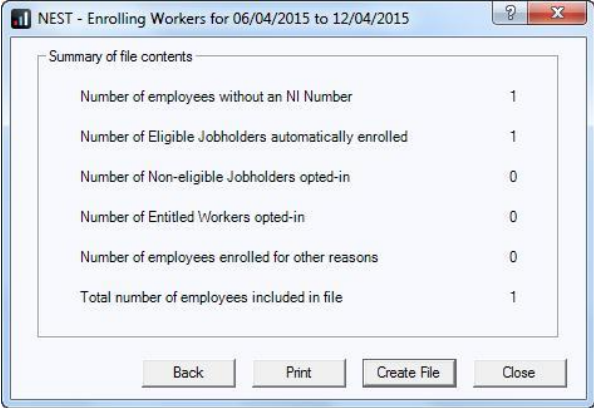
You should create an Enrolling Workers file and upload to NEST each period you have employees that were automatically enrolled, opted in or joined the pension scheme.

Create a NEST Enrolling Workers file:

1. Go to the **Pension** menu and click **'Create Pension File'**
2. On the **Select File to Create** screen, choose **'NEST – Enrolling Workers'**
3. Click **'OK'**
4. On the **Period for Enrolling Workers** screen, select the **'Pay Frequency'** and **'Period No'** you processed the payroll for and had employees automatically enrolled or opted in
5. Click **'OK'**

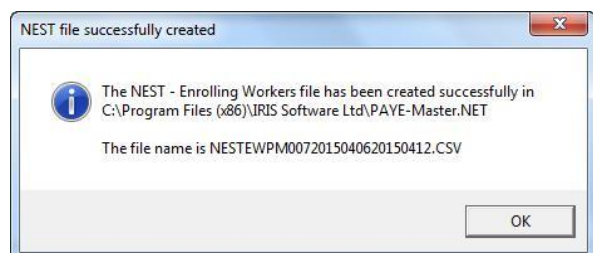


6. On the **NEST – Enrolling Workers for...** screen, click **'Print'** to print a report of the employees that are included in the file.
7. Click **'Create File'** to create the **NEST – Enrolling Workers** file



Summary of file contents	
Number of employees without an NI Number	1
Number of Eligible Jobholders automatically enrolled	1
Number of Non-eligible Jobholders opted-in	0
Number of Entitled Workers opted-in	0
Number of employees enrolled for other reasons	0
Total number of employees included in file	1

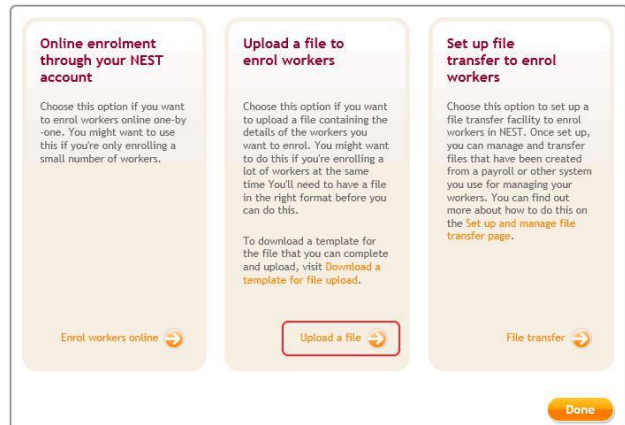
8. On the **Save As** screen, choose the location where the **NEST Enrolling Workers** file will be created and then click **'Save'**
9. A message will advise the location where the **NEST Enrolling Workers** file has been created



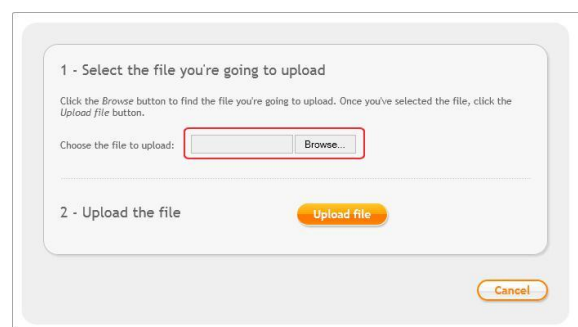
Upload the Enrolling Workers file to NEST

You shouldn't open the file in Excel prior to uploading it to NEST because Excel changes dates in to formats that will fail Nest's validation.

1. Login to your NEST account on NEST's website
2. On the **'Welcome to your NEST home'** page, select **'Enrol workers and view or edit their details. You can also view any inactive workers'**. This is where you enrol workers and perform other tasks, such as changing a member's group.
3. In **Your Workers**, go to **Upload a file to enrol workers** and then click **'Upload a file'**.



4. **Browse** to the location where payroll created the **NEST Enrolling Workers** output file, select the file and click the **'Upload file'** button.
NEST check the file, to ensure the format and Employer Reference number is correct.



5. Once the file checking has been completed successfully, click **'Process this file'** to upload the file to NEST.

Click [here](#) for more information about uploading a **NEST Enrolling Workers** file to NEST.

NEST – Contribution Schedule

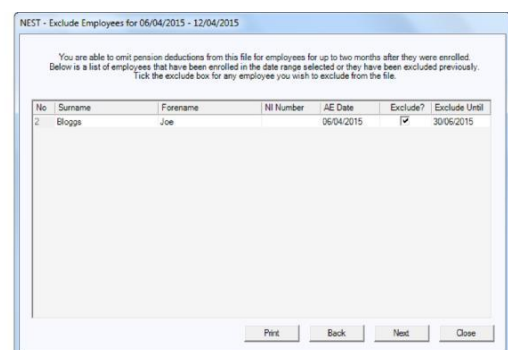
You should create a Contribution Schedule file and upload to NEST each period you have employee and/or employer pension deductions taken.

Create a NEST Contribution Schedule file:

1. Go to the **Pension** menu and select '**Create Pension File**'
 2. On the **Select File to Create** screen, choose '**NEST – Contribution Schedule**'
 3. Click '**OK**'
 4. On the **Period For Contribution Schedule** screen, in the **NEST Payment Frequency** dropdown field, choose the frequency you will be paying NEST which you configured on NEST's website
-
5. In the **Pension Fund** section, accept the default of '**All**'
 6. Enter the **Date Payment Due** to NEST in the field.
 7. If you have only configured one **Payment Source**, the field will be disabled. If you have more than one **Payment Source**, choose the appropriate one in the dropdown field
 8. Choose the **Pay Frequency** and **Period No** you processed the payroll for and had employees and/or employer pension contributions taken. Only periods that have been finalised can be used to create the pension file. **Date Range** fields will be disabled.
 9. Click '**OK**'

Your payroll has the ability to hold back contributions until the end of the opt-out window. This is available when creating the pension output files. Whilst an employee's contributions are being withheld, NEST expects the employee to be included in the file with zero contributions and pensionable earnings.

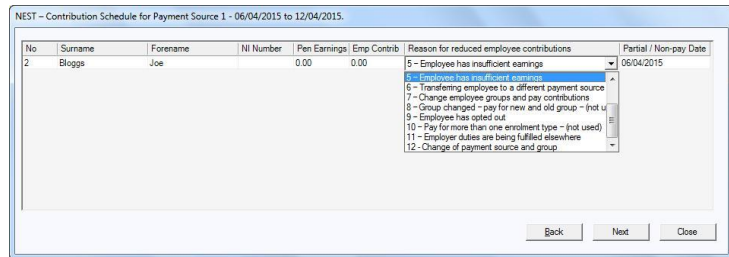
10. Tick the box in the '**Exclude**' column to exclude the worker from the contributions file. This will hold back the worker's contributions until the date entered in the **Exclude Until** column.



NEST expects contributions that are withheld during an employee's opt-out period to be paid to NEST, by the employer, by the end of the second month following the employee's auto enrolment date.

11. Click **'Next'**

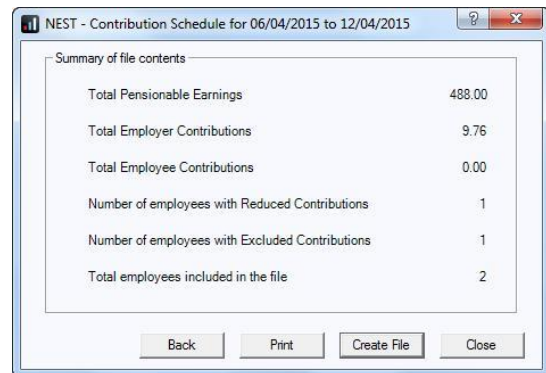
12. You must inform NEST of any employees that didn't have a pension contribution taken or made a reduced contribution. You can change the **Reason for Reduced Employee**



Contributions if you want to by clicking in the field and selecting another option.

13. Click **'Next'**

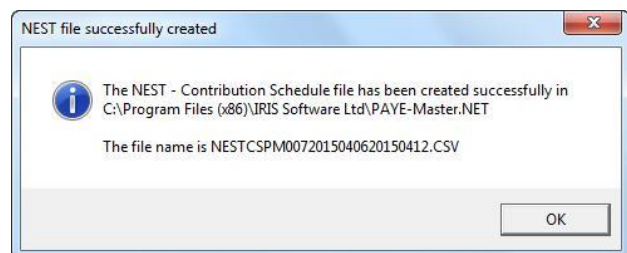
14. On the **NEST – Contribution Schedule for...**screen, click **'Print'** to print a report of the employees that are included in the file.



15. Click **'Create File'** to create the **NEST – Contribution Schedule** file

10. On the **Save As** screen, choose the location where the **Contribution Schedule** file will be created and then click **'Save'**

11. A message will advise the location where the **NEST Contribution Schedule** file has been created

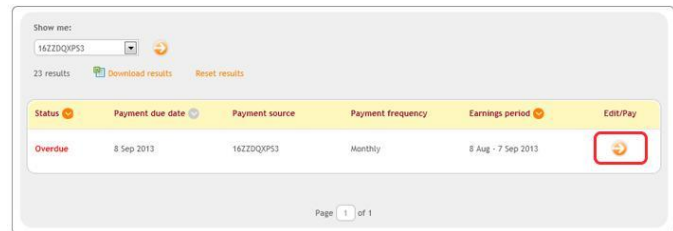



Upload the NEST Contribution Schedule file to NEST:

You shouldn't open the file in Excel prior to uploading it to NEST because Excel changes dates in to formats that will fail Nest's validation.

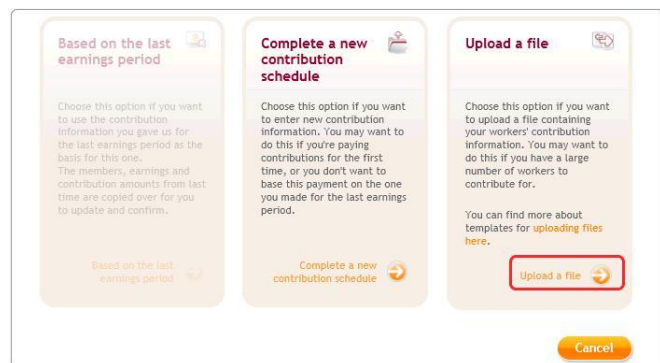
1. Login to your NEST account on NEST's website
2. On the '**Welcome to your NEST homepage**', select **Manage your contribution schedules**
3. In **Manage your contributions schedules**, go to **Your unpaid contribution schedules** and look at the table to find the contribution schedule you want to send to NEST

4. Select the link in the '**Edit/Pay**' column of the contribution schedule you want to send. The dates shown for the **Earnings period** and **Payment due date** must match those used to create the NEST Contribution Schedule file.



Status	Payment due date	Payment source	Payment frequency	Earnings period	Edit/Pay
Overdue	8 Sep 2013	16ZZDQKPS3	Monthly	8 Aug - 7 Sep 2013	

5. Click '**Upload file**'



Based on the last earnings period

Choose this option if you want to use the contribution information you gave us for the last earnings period as the basis for this one. The members, earnings and contribution amounts from last time are copied over for you to update and confirm.

[Based on the last earnings period](#)

Complete a new contribution schedule

Choose this option if you want to enter new contribution information. You may want to do this if you're paying contributions for the first time, or you don't want to base this payment on the one you made for the last earnings period.

[Complete a new contribution schedule](#)

Upload a file

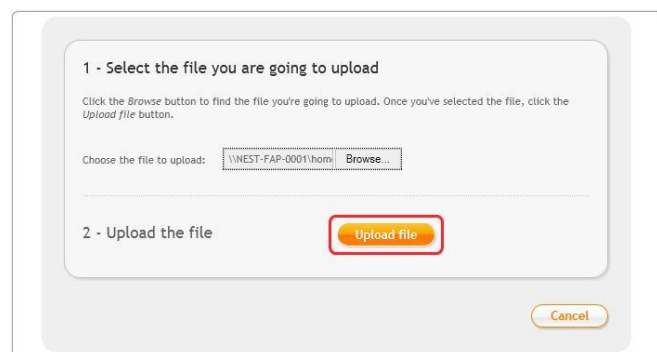
Choose this option if you want to upload a file containing your workers' contribution information. You may want to do this if you have a large number of workers to contribute for.

You can find more about templates for [uploading files](#) here.

[Upload a file](#)

[Cancel](#)

6. **Browse** to the location in your payroll where the **NEST Contribution Schedule** output file was created, select the file and click '**Upload file**' button. NEST check the file, to ensure the format and Employer Reference number is correct.



1 - Select the file you are going to upload

Click the **Browse** button to find the file you're going to upload. Once you've selected the file, click the **Upload file** button.

Choose the file to upload: [Browse...](#)

2 - Upload the file

[Upload file](#)

[Cancel](#)

7. Once the file checking has been completed successfully, click '**Process this file**' to upload the file to NEST.

Click [here](#) for more information about uploading a **NEST Contribution Schedule** file to NEST.

Approve your schedule for payment to NEST:

Once you have uploaded the NEST Contribution Schedule, you must manually approve your Contribution Schedule for payment on NEST's website.

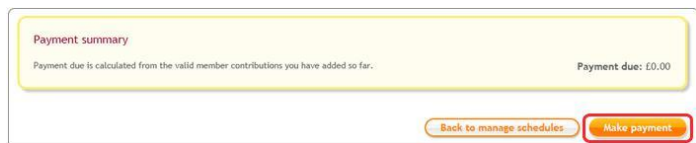
1. Login to your NEST account on NEST's website

2. On the **'Welcome to your NEST homepage'**, select **Manage your contribution schedules** and then select the link under the **Edit/Pay** column of the contribution schedule you want to submit



Status	Payment due date	Payment source	Payment frequency	Earnings period	Edit/Pay
Overdue	8 Sep 2013	16ZZDQXPS3	Monthly	8 Aug - 7 Sep 2013	

3. At the bottom of the same screen click **'Make payment'**



Payment summary

Payment due is calculated from the valid member contributions you have added so far. Payment due: £0.00

[Back to manage schedules](#) [Make payment](#)

Click [here](#) for more information about approving a schedule for payment for NEST.

Software available from IRIS

IRIS Payroll Basics

Free, RTI compliant payroll software for companies with fewer than 10 employees

IRIS Payroll Business

Intelligent, easy to use payroll software for smaller businesses

IRIS Payroll Professional

Flexible payroll software for medium sized businesses

IRIS Bureau Payroll

Intelligent management for multiple payrolls

KashFlow Payroll

Cloud-based UK payroll software – accessible from anywhere on PC, Mac or tablet

IRIS P11D

The easy way to complete employee expenses and benefits returns

IRIS HR Manager

The easy way to keep employee data up-to-date

IRIS OpenPayslips

A secure web based solution that allows your employees to access, and download their e-payslips via an online portal

Stationery order line

Tel: 0844 815 5656

HMRC online service helpdesk

Tel: 0300 200 3600

Fax: 0844 366 7828

Email: helpdesk@ir-efile.gov.uk

HMRC employer helpline

Tel: 0300 200 3200

HMRC employer helpline (for new business)

Tel: 0300 200 3211

Support

Tel: 0844 815 5661 (Option 1)

Fax: 0844 815 5665

Email: payroll@iris.co.uk