Auto Enrolment Configuration Tool Guide

IRIS Payroll Professional

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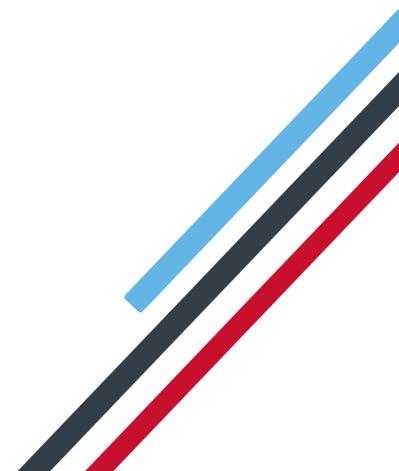
## Contents

How do I set up Auto Enrolment in the payroll software?

To assist you, the payroll software contains an **Automatic Enrolment Configuration Tool**, covering all the steps you need to take to configure your system.

For Automatic Enrolment Assessment to occur once you reach your duty start/staging date, you will need to purchase the module. We have provided a section at the end of this guide with links to other **Automatic Enrolment information**.

To begin, click on the **Pension** menu and select **Auto Enrolment Configuration Tool**.
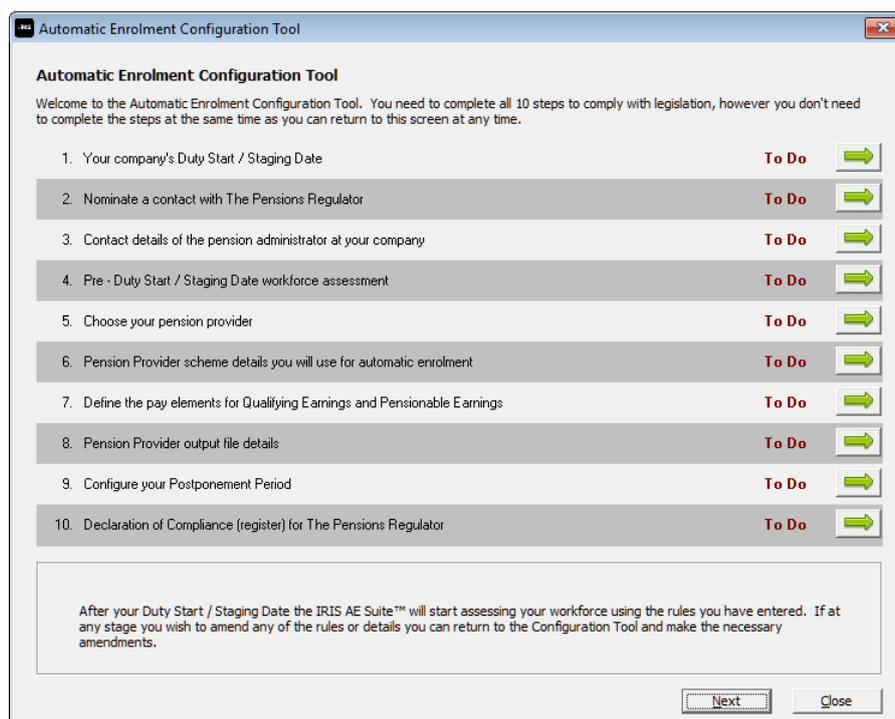
These are all the steps you need to take to comply with existing legislation. You don't need to complete all of the steps at once as you can return to this screen at any time.

Use the **Previous** and **Next** buttons to navigate between the screens.

- Click on each arrow to open the relevant screen

- As you complete each step, **To do** will change to **Complete**

> Please Note: You can return to the **Automatic Enrolment Configuration Tool** at any stage to make changes

Here are some further details on completing each step:

1. Duty Start/Staging Date

The date when automatic enrolment duties begin to apply to your company. You need to meet your key duties by this date.

Visit the **Employers** area of **The Pensions Regulator** website for more information.

2. Nominate a contact with The Pensions Regulator

You need to inform The Pensions Regulator who they need to send important communications to regarding automatic enrolment.

Click the button **Nominate a contact with The Pensions Regulator**. This takes you to the section of **The Pensions Regulator** website where you need to enter your details. You will need to enter your reference code which you will find on any letter you have received from **The Pensions Regulator**.

Click the **Mark as Complete** button to mark this step as complete.

3. Company Pension Scheme Administrator Details

These should be the details of the individual in your company who will be communicating with your pension provider on a day to day basis.

It's important to complete this section as these details are used in the pension communications sent to your employees using IRIS AE Suite™.

4. Pre-Duty Start/Staging Date Workforce Assessment

This screen enables you to get an estimate of how many employees are likely to be automatically enrolled at your Duty Start/Staging date. It is really only for your information and not a requirement.

5. Pension Scheme Providers

Select the Pension Provider you are using from the drop down list. We only list the companies we currently work with in order to provide pension output files. If yours is not listed, please contact IRIS for assistance on 0344 815 5677.

6.   Pension Provider Details

Your pension provider should supply you with the details you need to complete this screen. You are also able to select an existing pension scheme.

Completing this screen will create your pension deductions for you. Alternatively, if you set up your deductions via **Company | Alter Payment/Deductions** IRIS has several guides for you **here** depending on your pension provider.

> If you are using NEST you must tick **Use existing scheme** and select the NEST fund already created in the system. This will then add the pension deductions to the existing NEST fund.

Calculation Basis

Qualifying (banded) Earnings

Qualifying (banded) Earnings are the earnings you can use to calculate contributions for an auto enrolment pension. For the 2019/2020 tax year this is between £6,136 and £50,000 a year.

If you select **Qualifying (banded) Earnings** to work out contributions the payroll software will contribute a percentage of a worker's gross annual earnings that fall between £6,136 and £50,000. The first £6,136 of their earnings isn't included in the calculation. For example, if a worker earns £20,000 their qualifying earnings would be £13,864.

These are annual figures. Because you pay contributions every time you pay your workers, the payroll software will calculate contributions based on qualifying earnings for each pay period in turn.

A worker's qualifying earnings for a pay period will include all of the following:

- overtime
- bonuses
- commission
- statutory sick pay
- statutory pay someone receives during paternity, maternity or any other kind of family leave

Pensionable Earnings

Your pension provider will be able to tell you what constitutes as **Pensionable Earnings**.

7.   Qualifying Earnings and Pensionable Earnings

This screen describes the difference between the two, and enables you to tick/un-tick elements of employees' pay as required by your pension scheme. You will need to click the **Mark as Complete** button to mark this step as complete.

8.   Pension Provider Output File Details

The IRIS AE Suite™ allows you to produce output files for your chosen provider to be uploaded directly to their web portal.

Include

Pension providers require different employees to be included in the output file depending on whether or not the payroll software is doing the assessment.

- Generally, we assume payroll will do the assessment and as such the **Include** option will be set to **This fund only** by default
- If assessment is being done by another method, for example using another piece of software, information may be needed on all employees, therefore you would need to select **All Employees**

If you are unsure who should be included in your output files, please contact your pension provider.

9.   Postponement Period

It is possible to delay automatic enrolment assessment for up to three months at Duty Start/Staging Date or a new employee's Start Date.

You can also delay automatic enrolment assessment for employees who become eligible jobholders for up to three months.

Enter your postponement requirements on this screen. You will need to click the **Mark as Complete** button to mark this step as complete. For further details on Postponement, click **here** to view the **AE Legislation Guide**.

10.   Declaration of Compliance

Once you've enrolled your staff, you must complete your Declaration of Compliance with The Pensions Regulator. The declaration confirms that you've complied with your legal duties. Even if you haven't had to enrol anyone (but had employees on your Duty Start/Staging Date), you still need to complete your declaration.

Click the button **Complete Declaration of Compliance (registration)** to complete this online. You can start at any time, however you cannot complete it until a month after your Duty Start/Staging Date (and must complete it within five months).

The payroll software provides a report, which you can print from this screen, containing much, but not all, of the information you need to complete the declaration. The Pensions Regulator's Declaration of Compliance (registration) checklist is available **here**. When you have completed your declaration online, click the **Mark as Complete** button.

Information you may need to complete after using the tool and before Auto Enrolment

Employee Details

Before an employee is automatically enrolled there are some details which you may need to complete.

For employees with an existing pension, which meets the criteria to be an automatic enrolment scheme, go to **Employee details | Auto Enrol** and tick **Member of a Qualifying Scheme**. This needs to be done before the first payroll run after Duty Start/Staging Date.

On the **Employee details | Auto Enrol** tab:

1. Complete the tick box **Works outside of UK** if necessary

2. As only one **Pension Fund** can be used for **Auto Enrolment**, if you have several **Pension Funds**, you will need to apply these to **Employee details** manually

The **Transitional Period** ended on 30th September 2017 and has been removed from the payroll software

Payroll Calendar

You need to set up the **Payroll Calendar** in order to ensure the pay reference periods used during Automatic Enrolment assessment are correct.

The **Payroll Calendar** allows you to define the start and end date for each work period in the year. You have options for monthly, weekly, two weekly, four weekly and quarterly but you only need to complete the pay frequencies you use.

1. From the **Company** menu select **Payroll Calendar**

2. Click into the grid to enter a period's start date

3. The subsequent **Start** and **End** dates will automatically be populated from the first entry to the end of the year

4. If you start using the payroll software part way through the year you can configure the calendar from that point

Links for further AE Guidance

What is Open Enrol?

Automatic Enrolment FAQs

Automatic Enrolment Pensions – Links & resources

Automatic Enrolment User Guide

Exporting your pension information

Setting up your pension deductions

Guide to NEST Integration

AE Suite Guide (OpenEnrol & OpenPayslips)

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