

IRIS GP Payroll

NEST Pension

Output File Creation

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Guide to creating your NEST Pension Output File

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 file 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** with NEST, click [here](#).

Pension Fund configuration

1. Go to **Setup/ Options | 4 - Practice Pension Details**
2. Select **Auto Enrolment Details | Pension Fund Details**
3. Choose **NEST** and click **Edit**
4. Click **Pension Output File Details**
5. Enter the **NEST Employer Ref Number** supplied by NEST

Pension Output File Details

Output File Details

Output File: **NEST** (dropdown)
Unique ID:
Not in use for this fund: **<None>** (dropdown)
NEST Employer Reference Number: **EMP000677887** (text field)
Include Employees: **This fund only** (dropdown)
Not in use for this fund: **<None>** (dropdown)
Add Employee contributions to Employers:

Group / Site Code

No.	Description
1	Monthly

Payment Source

No.	Description
1	Direct Debit

Buttons: Delete, OK, Cancel, Help

6. Enter the **Group / Site Code** and **Payment Source** exactly as you configured them on the NEST website. These fields are case sensitive, e.g. Group must be entered as 'Group' and not 'GROUP'

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

7. If you have Salary Sacrifice pension deductions, tick **Add Employee Contributions to Employers**, if your pension deductions are not Salary Sacrifice, this field is disabled

8. If you want to withhold contributions to NEST during the opt-out period, on the **Pension Output File Options | Output Files** tick the **Withhold Initial Pension Contributions** box. This will display the **Exclude Employees** screen during the submission to NEST process, allowing you to choose the employees for whom you want to withhold contributions
9. Click **OK**

NEST – Enrolling Workers

An Enrolling Workers file needs to be created and uploaded to NEST each period you have employees who automatically enrol, opt in or join the NEST pension scheme.

To create a NEST Enrolling Workers file:

1. Go to **Setup/ Options | 4 - Practice Pension Details**
2. Select **Auto Enrolment Details** then **Create Pension Output File**
3. On the **Create Pension File** screen, choose **NEST – Enrolling Workers**
4. Click **OK**
5. On the **Period for Enrolling Workers** screen, choose the **Month Number** you processed the payroll for and had employees automatically enrolled or opted in
6. Click **Next**

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

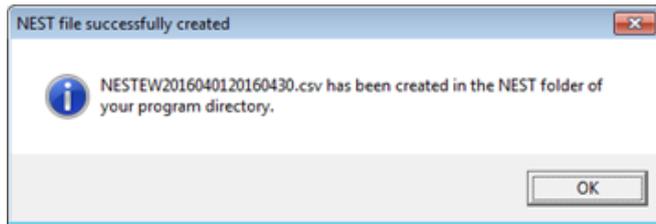
Summary of file contents	
Number of employees without an NI Number	0
Number of Eligible job holders automatically enrolled	4
Number of Non-Eligible jobholders opted in	0
Number of Entitled workers opted in	0
Number of employees enrolled for other reasons	0
Total number of employees included in file	4

Create XML File will produce an

XML file which is for reference only and cannot be uploaded to the pension provider

10. Select **Create File**

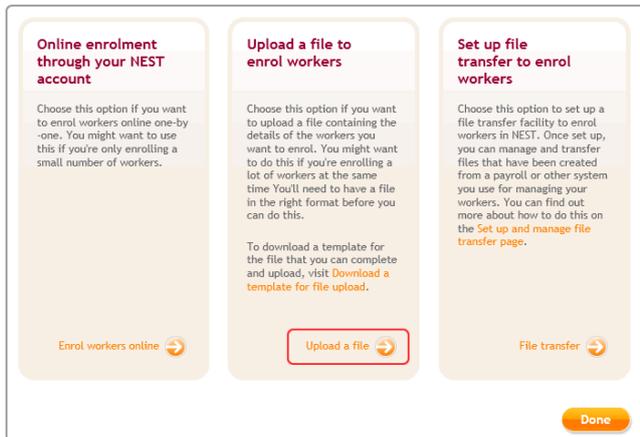
A message will advise the location where the **NEST Enrolling Workers** file has been created



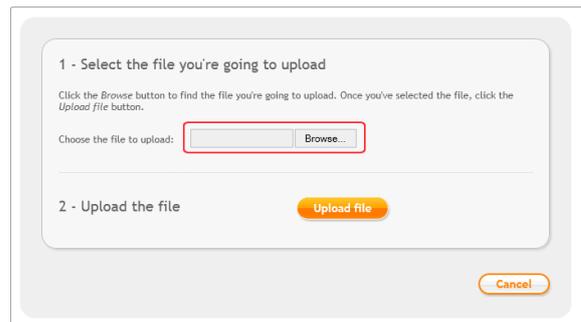
How to upload the Enrolling Workers file to NEST

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 **Upload file.** 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

A Contribution Schedule file should be created and uploaded to NEST each period you have employee and/or employer pension deductions taken.

To create a NEST Contribution Schedule file

1. Go to **Setup/ Options tab | 4 - Practice Pension Details**
2. Go to **Auto Enrolment Details** and select **Create Pension Output File**
3. On the **Create Pension File** screen, choose **NEST – Contribution Schedule**
4. Click **OK**
5. On the **Period for Contribution Schedule** screen, choose the **Month** **No** you processed the payroll for and had employees and/or employer pension contributions taken
6. In the **Number of Employees** section, accept the default of **All**
7. If you only configured one **Payment Source**, the field will be disabled. If you have more than one **Payment Source**, choose the appropriate one from the drop-down list
8. Enter the **Date payment due** to NEST in the field
9. From the **NEST Payment Frequency** drop-down, choose the frequency you configured on NEST's website
10. Click **Next**

The screenshot shows a software dialog box titled "Period for Contribution Schedule". It is divided into three main sections. The top section, "Date Range", includes a radio button for "Month No." (selected) with a dropdown menu showing "11", and "From" and "To" date pickers. The middle section, "Number of Employees", has a radio button for "All" (selected) and a "Choose Employees" option with a text box and the instruction "Highlight the employees you wish to include in the file". The bottom section, "Payment Source & NEST Details", contains a "Payment Source" dropdown set to "Direct Debit", a "Date payment due" date picker, and a "NEST Payment Frequency" dropdown set to "Monthly". At the bottom of the dialog are three buttons: "Cancel" with a red X icon, "Help" with a question mark icon, and "Next >>>" with a right-pointing arrow.

Your payroll can hold back contributions until the end of the opt-out window. Whilst an employee's contributions are being withheld, NEST expects the employee to be included in the file with zero contributions and pensionable earnings

11. 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

Surname	Forename	NI Number	AE Date	Exclude?	Exclude Until
Normal	Nigella	NH010171A	01/04/2016	<input type="checkbox"/>	
MultiFole	Michaela	NH020272A	01/04/2016	<input type="checkbox"/>	
Doctor	Elizabeth	NE050575A	01/04/2016	<input type="checkbox"/>	
Employee	Eight	NH010101A	01/04/2016	<input type="checkbox"/>	

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 automatic enrolment date.

12. Click **Next**
13. 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** by clicking in the field and selecting another option

Employee Code	Surname	Forename	NI Number	Pensionable Earnings	Employee Contributions	Reason for Reduced Employee Contributions	Date of partial or non-payment
2	Normal	Nigella	NH010171A	0.00	0.00	3 - Employee is on family leave	30/04/2016

14. Click **Next**
15. On the **NEST - Contribution Schedule Confirmation for...** screen, click **Print** to print a report of the employees that are included in the file
16. Click **Create File** to create the **NEST - Contribution Schedule file**

Summary of file contents	
Total Pensionable Earnings	7394.06
Total Employer Contributions	73.94
Total Employee Contributions	73.94
Number of Employees with reduced contributions	0
Number of Employees with excluded contributions	1
Total number of employees included in file	4

17. Choose **Create CSV File**

Create XML File will produce an XML file which is for reference only and cannot be uploaded to the pension provider

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

NEST file successfully created

The NEST - Contribution Schedule file has been created successfully in C:\payroll\NEST.
The file name is NESTCS2016040120160430.csv.

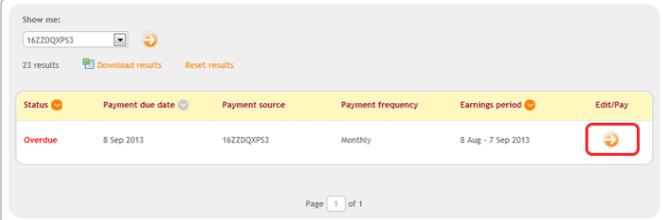
OK

Upload the NEST Contribution Schedule file to NEST

Please Note: We advise you do not open the file in Excel prior to uploading to NEST because Excel can change dates into formats that will fail NEST's validation

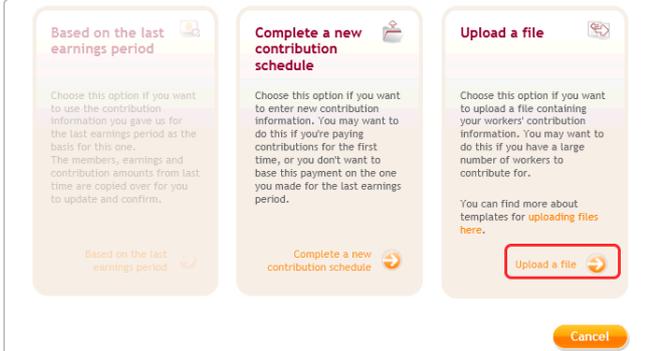
1. Login to your NEST account on NEST's website
2. On the **Welcome to your NEST homepage**, select **Manage your contribution schedules**
3. In **Manage your contributions schedules**, go to **Your unpaid contribution schedules** and look at the table to find the contribution schedule you want to send 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	16ZZDQWPS3	Monthly	8 Aug - 7 Sep 2013	Edit/Pay

5. Click **Upload file**



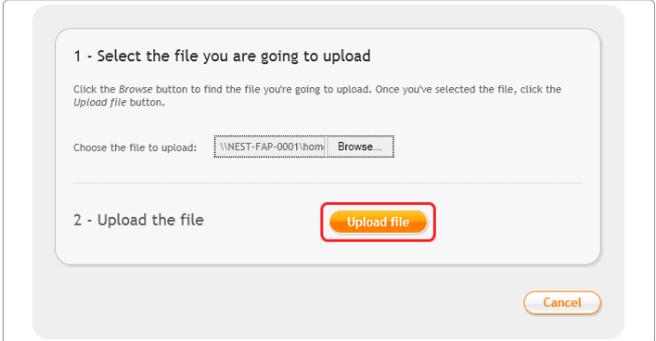
Based on the last earnings period

Complete a new contribution schedule

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: \\NEST-FAP-0001\hom **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

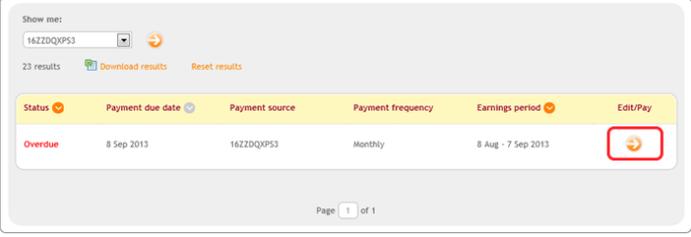
Click [here](#) for more information about uploading a NEST Contribution Schedule file to NEST.

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	Edit/Pay

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.

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	For IRIS Payroll Professional
Tel: 0344 815 5656	Tel: 0344 815 5676	Tel: 0345 057 3708
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk	Email: payrollsales@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 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
IRIS Payroll Professional (formerly Star)	01273 715300	payroll-support@iris.co.uk

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