

IRIS Payroll

NEST Pension File Creation

April 2020

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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 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, click [here](#).

Pension Fund configuration:

1. From the **Pension** tab, click **Configure Pension Fund**
2. Select the **NEST pension fund** and click **Edit**
3. On the **Output files** tab, enter the **NEST Employer Ref 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'

The screenshot shows the 'Pension Fund Details' dialog box with the 'Output Files' tab selected. The 'File Output' is set to 'NEST' and 'Include' is set to 'This fund only'. The 'NEST Employer Ref Number' is 'EMP123456789'. There are two tables on the right: 'Group' with one entry '1 Group' and 'Payment Source' with one entry '1 Bank 1'. The 'Add Employee Contributions to Employers' checkbox is unchecked. Buttons for 'Save', 'Delete', 'OK', 'Cancel', and 'Help' are at the bottom.

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**

5. If you have Salary Sacrifice pension deductions, tick **Add Employee Contributions to Employers**

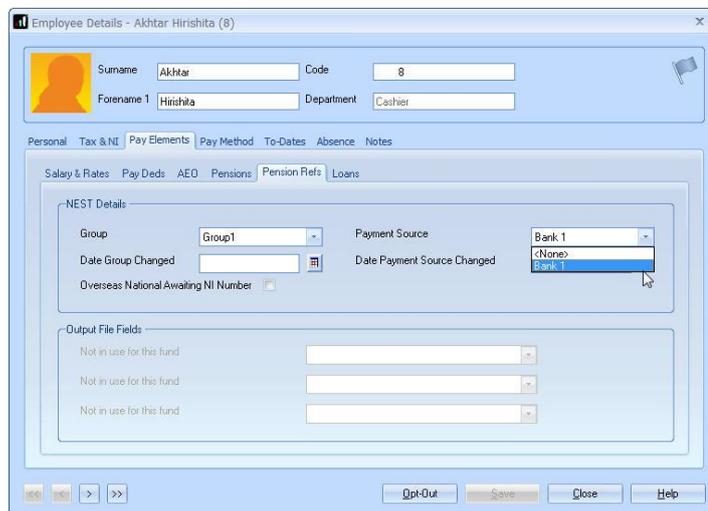
If your pension deductions are not Salary Sacrifice, the **Add Employee Contributions to Employers** box is disabled

6. Click **OK**

Employee Details configuration

If you have more than one **Group** and **Payment Source** configured, 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, double-click on the appropriate employee to open their **Employee Details**
2. Select the **Pay Elements** tab and choose **Pension Refs**
3. Pick the appropriate **Group** and **Payment Source** from the drop-down fields
4. Click **Save** and then **Close**



The screenshot shows the 'Employee Details - Akhtar Hirishita (8)' window. The 'Personal' tab is active, and the 'Pay Elements' sub-tab is selected. The 'Pension Refs' section is visible, showing the 'NEST Details' area. In this area, the 'Group' dropdown is set to 'Group1' and the 'Payment Source' dropdown is set to 'Bank 1'. The 'Overseas National Awaiting NI Number' checkbox is unchecked. Below this, there are three 'Output File Fields' dropdowns, all set to 'Not in use for this fund'. At the bottom of the window, there are buttons for 'Get-Out', 'Save', 'Close', and 'Help'.

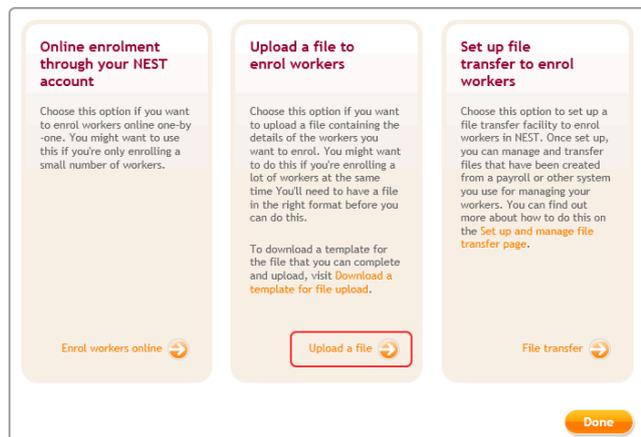
If you have any employees that are an overseas national waiting for an NI Number, in **Employee Details**, you must tick the **Overseas National Awaiting NI Number** box before creating a NEST Enrolling Workers file that contains that employee

Upload the Enrolling Workers file to NEST

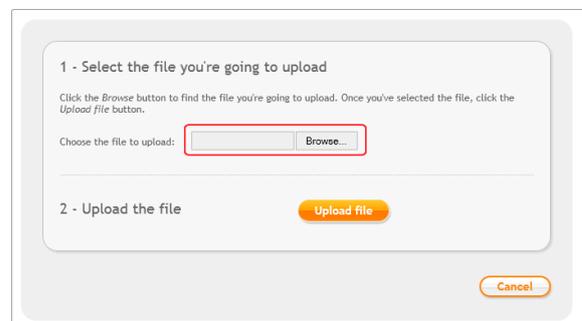
You shouldn't open the file in Excel prior to uploading it to NEST because Excel changes dates into formats that will fail NEST's validation.

1. Log into your NEST account on NEST's website
2. On the **Welcome to your NEST homepage**, 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**, select **Upload a file to enrol workers** and click **Upload a file**



4. **Browse** to 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.

To create a NEST Contribution Schedule file:

1. From the **Pension** tab, click **Create Pension File**
2. On the **Select file to create** screen, choose **NEST – Contribution Schedule**
3. Click **Next**
4. On the **Period for Contribution Schedule** screen, choose the **Pay Frequency** and **Period No** you processed the payroll for and had employees and/or employer pension contributions taken
5. In the **Who to include** section, accept the default of **All**
6. If you have configured only one **Payment Source**, the field will be disabled. If you have more than one **Payment Source**, choose the appropriate one in the drop-down field
7. Enter the **Date Payment Due** to NEST in the field
8. In the **Payment Frequency** drop-down field, choose the frequency you will be paying NEST that you configured on NEST’s website
9. Click **Next**

Your payroll can withhold 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 remove the worker from the contributions file. This will withhold the worker’s contributions until the date entered in the **Exclude Until** column

Code	Surname	Forename	NI Number	Automatic Enrolment	Exclude	Exclude Until
6	JUGOVIC	Adrianna	NA489709B	06/06/2016	<input type="checkbox"/>	
8	AKHTAR	Hirishita	HA981373A	06/06/2016	<input type="checkbox"/>	
9	MALONE	Michael	MA485485A	06/06/2016	<input type="checkbox"/>	
12	BONIEK	Zbigniew	ZB566780A	06/06/2016	<input type="checkbox"/>	
5	HELMRICH	Hugh	NH733492A	06/06/2016	<input type="checkbox"/>	
4	GOLD	Susan	SG875675A	06/06/2016	<input type="checkbox"/>	
11	O'LEARY	Michael	NB967607A	06/06/2016	<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.

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

Code	Surname	Forename	NI Number	Pensionable Earnings	Employee Contributions	Reason for Reduced Employee Contributions	Date of Partial or Non-payment
6	Jugovic	Adrianna	NA4897098	0.00	0.00	5 - Employee has insufficient earnings	08/06/2016

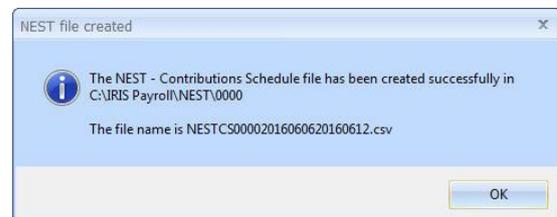
13. Click **Next**

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

Summary of file contents	
Total Pensionable Earnings	2630.42
Total Employer Contributions	278.79
Total Employee Contributions	96.79
Number of employees with Reduced Contributions	1
Number of Employees with Excluded Contributions	1
Total number of employees included in the file	8

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

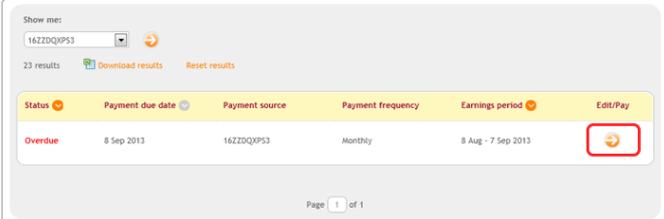


Upload the NEST Contribution Schedule file to NEST

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

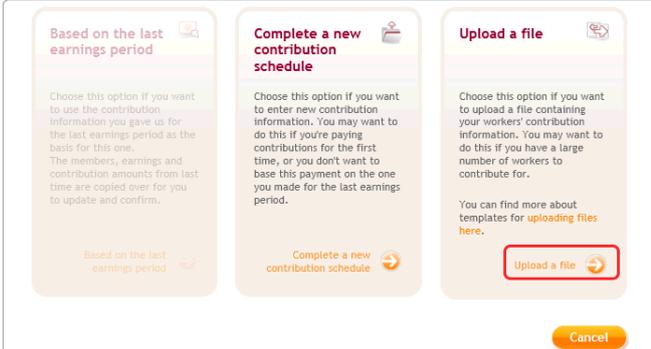
1. Log into your NEST account on NEST's website
2. On the **Welcome to your NEST homepage**, select **Manage your contribution schedules**
3. In **Manage your contributions schedules**, go to **Your unpaid contribution schedules** and look at the table to find the contribution schedule you want to send 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	16ZZDQXPS3	Monthly	8 Aug - 7 Sep 2013	Edit/Pay

5. Click **Upload file**



Based on the last earnings period

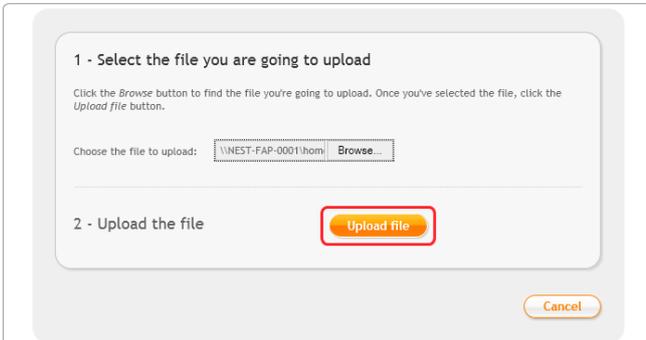
Complete a new contribution schedule

Upload a file

Upload a file

Cancel

6. **Browse** to 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

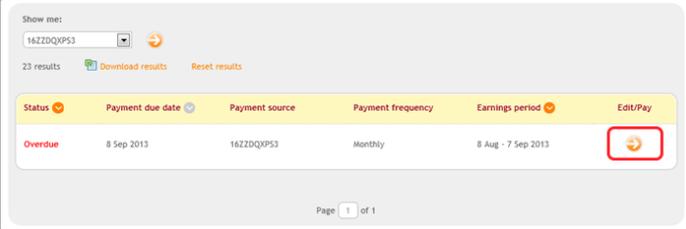
7. Once the file checking has been completed successfully, click **Process this file** to upload the file to NEST

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

Approve your schedule for payment to NEST

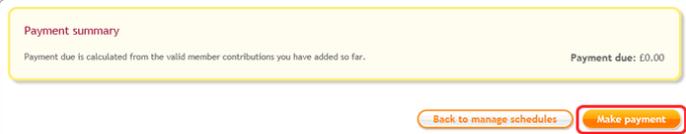
Once you have uploaded the NEST Contribution Schedule, you must manually approve your Contribution Schedule for payment on NEST's website.

1. Log into your NEST account on NEST's website
2. On the **Welcome to your NEST homepage**, select **Manage your contribution schedules** and select the link under the **Edit/Pay** column of the contribution schedule you want to submit
3. At the bottom of the same screen, click **Make payment**



The screenshot shows a search results page for contribution schedules. At the top, there is a search bar with the text '16ZZDQXP53' and a search icon. Below the search bar, it says '23 results' and provides links for 'Download results' and 'Reset results'. The main content is a table with the following columns: Status, Payment due date, Payment source, Payment frequency, Earnings period, and Edit/Pay. The first row in the table has the following values: Status: Overdue (with a warning icon), Payment due date: 8 Sep 2013, Payment source: 16ZZDQXP53, Payment frequency: Monthly, Earnings period: 8 Aug - 7 Sep 2013, and Edit/Pay: a button with a right-pointing arrow icon. The 'Edit/Pay' button is highlighted with a red box. At the bottom of the table, it says 'Page 1 of 1'.

Status	Payment due date	Payment source	Payment frequency	Earnings period	Edit/Pay
Overdue	8 Sep 2013	16ZZDQXP53	Monthly	8 Aug - 7 Sep 2013	



The screenshot shows a 'Payment summary' box. The title is 'Payment summary'. Below the title, it says 'Payment due is calculated from the valid member contributions you have added so far.' On the right side of the box, it says 'Payment due: £0.00'. At the bottom of the box, there are two buttons: 'Back to manage schedules' and 'Make payment'. The 'Make payment' button is highlighted with a red box.

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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