IRIS Payroll

NEST Pension File Creation

April 2020

Contents

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.
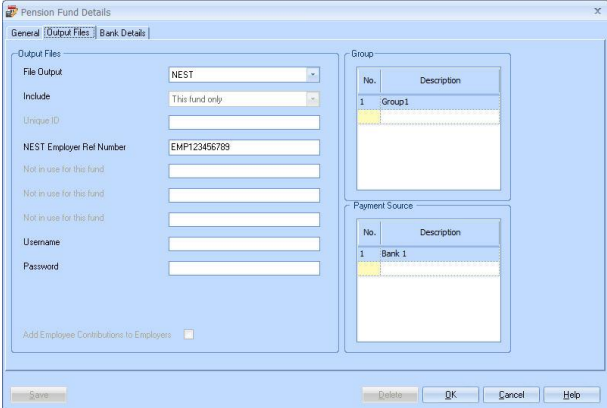
The guide covers:

- 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'

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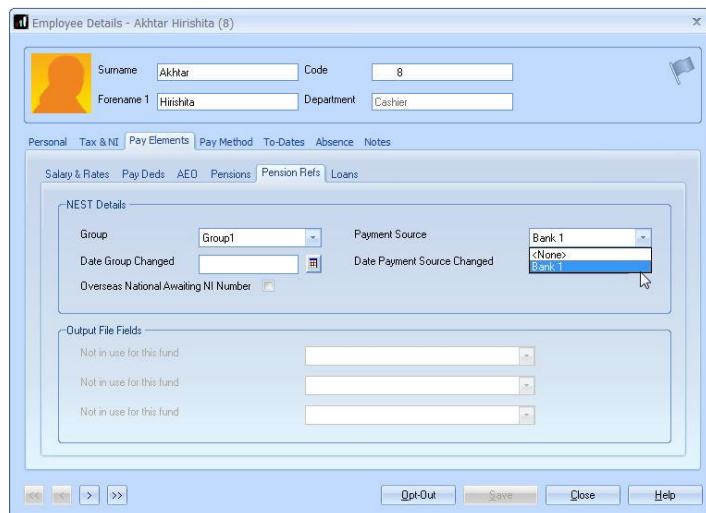
   If your pension deductions are not Salary Sacrifice, the **Add Employee Contributions to Employers** box is disabled

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

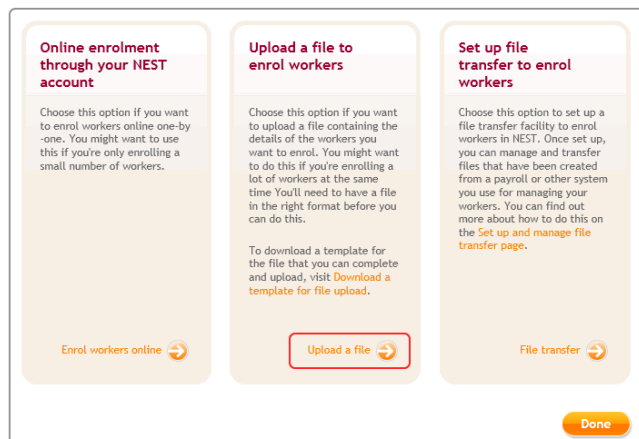4. Click **Save** and then **Close**

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. From the **Pension** tab, click **Create Pension File**

2. On the **Select file to create** screen, choose **NEST – Enrolling Workers**

3. Click **Next**

4. On the **Period for Enrolling Workers** screen, choose the **Pay Frequency** and **Period No** you processed the payroll for and had employees automatically enrolled or opted in

5. Click **Next**

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

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

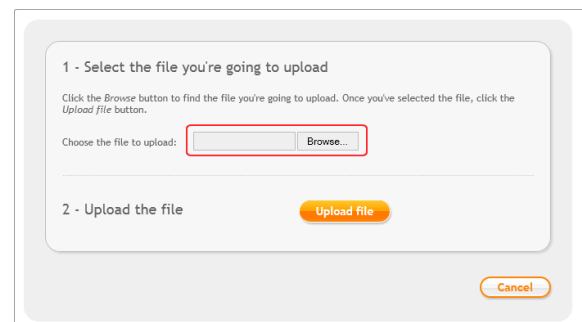## Upload the Enrolling Workers file to NEST

> You shouldn't open the file in Excel prior to uploading it to NEST because Excel changes dates 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

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
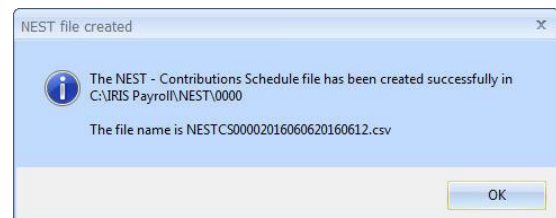
13. Click **Next**

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

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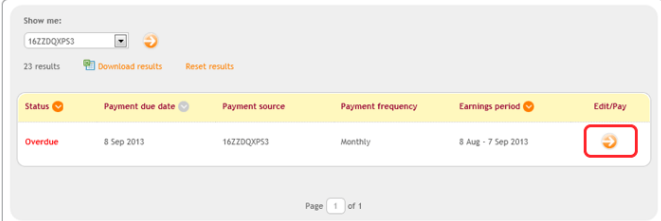
Upload the NEST Contribution Schedule file to NEST

> 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
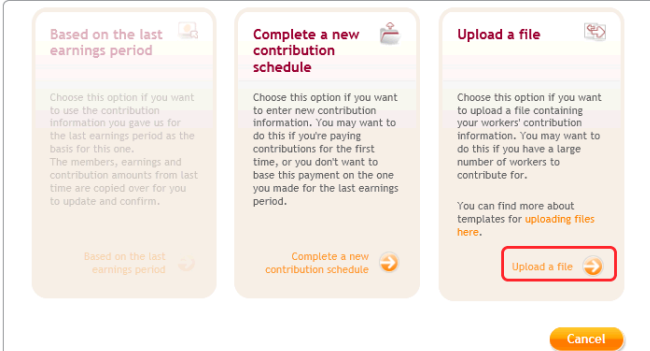
1. Log into your NEST account on NEST's website

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
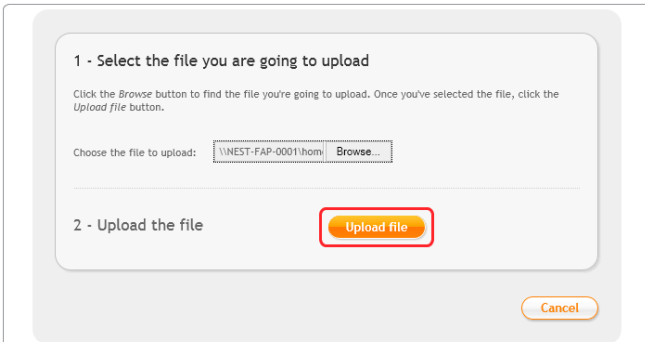
5. Click **Upload file**

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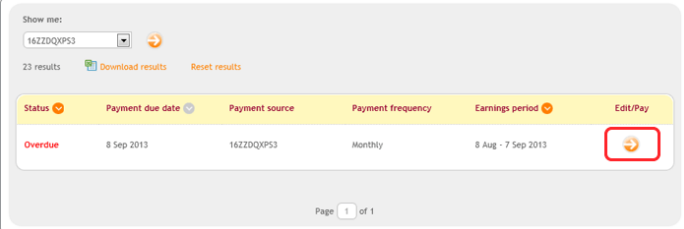
7. Once the file checking has been completed successfully, click **Process this file** to upload the file to NEST

Click **here** for more information about uploading a NEST Contribution Schedule file to NEST.
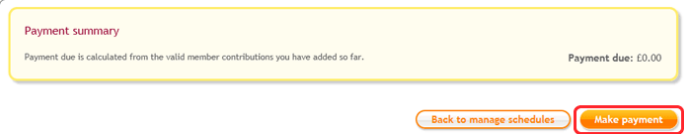
Approve your schedule for payment to NEST

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**

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 Fax: 0844 366 7828 Email: helpdesk@ir-efile.gov.uk	Tel: 0300 200 3200 Tel: 0300 200 3211 (new business)

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls	For IRIS Payroll Professional
Tel: 0344 815 5656 Email: sales@iris.co.uk	Tel: 0344 815 5676 Email: earniesales@iris.co.uk	Tel: 0345 057 3708 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