

# IRIS Payroll

People's Pension – 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 People's Pension output file. You can create an output file for People's Pension to enrol workers and inform them of the contributions taken, which are contained in one file.

The guide covers:

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

## People's Pension configuration

People's Pension requires you to supply your B&CE account number for the pension scheme, in each output file.

Also, People's Pension requires at least one Worker Group to identify the different contribution rates and earnings bases for different groups of employees. You could separate employees by different departments, sites or contribution levels.

The Worker Group is configured when you set-up the employer's account with People's Pension.

### Pension Fund configuration:

1. From the **Pension** tab, click **Configure Pension Fund**
2. Select the Peoples Pension fund and click **Edit**
3. Select **Output Files** tab
4. From the **File Output** field, select **Peoples Pension**
5. In the **Include Employees** field, select **This fund only**
6. In the **Unique ID** field, enter your B&CE account number as supplied by People's Pension
7. In the **AE Worker Group** field, enter the Worker Group you want to be applied to the employee's details when an employee is automatically enrolled
8. If you have Salary Sacrifice pension deductions, tick '**Add Employee Contributions to Employers**'

The screenshot shows the 'Pension Fund Details' dialog box with the 'Output Files' tab selected. The 'File Output' dropdown is set to 'Peoples Pension'. The 'Include' dropdown is set to 'This fund only'. The 'Unique ID' field is empty. The 'NEST Employee Ref Number' field contains 'EMP'. The 'AE Worker Group' field is empty. The 'Add Employee Contributions to Employers' checkbox is unchecked. There are two tables: 'Group' and 'Payment Source'. The 'Group' table has one row with 'No.' 1 and 'Description' 'Group 1'. The 'Payment Source' table has one row with 'No.' 1 and 'Description' 'Bank 1'. Buttons for 'Save', 'Delete', 'OK', 'Cancel', and 'Help' are at the bottom.

No.	Description
1	Group 1

No.	Description
1	Bank 1

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

9. Click **OK**

## Employee Details configuration

If you have more than one Worker Group configured, then you will need to select the appropriate one for the employee in **Employee Details**.

### Add AE Worker Group to an employee

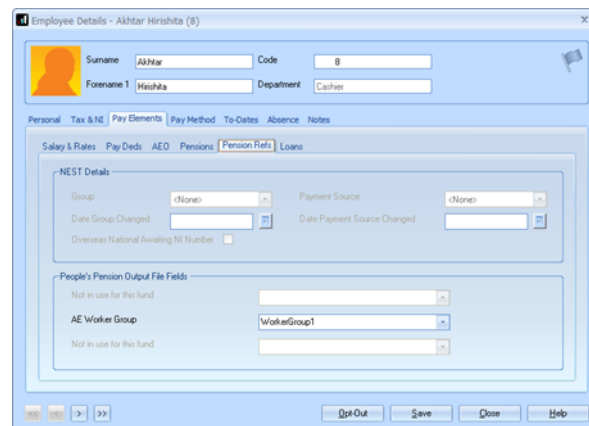
1. On the left-hand Selection Bar, double-click on the appropriate employee to open their **Employee Details**
2. Select the **Pay Elements** tab, then **Pension Refs**
3. In the **Peoples Pension – Worker Group** field, select the appropriate option for the employee

If the **Peoples Pension – Worker Group ID** doesn't contain any options, you can create a new one by typing directly in the field and clicking **Save**.

The new **Peoples Pension – Worker**

**Group ID** option will be available to select in the drop-down field

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



The screenshot shows the 'Employee Details - Abhtar Hirshita (8)' window. The 'Pension Refs' tab is active. Under 'NEST Details', the 'Group' dropdown is set to '<None>'. Under 'People's Pension Output File Fields', the 'AE Worker Group' dropdown is set to 'WorkerGroup1'. The window has a standard Windows-style title bar and a toolbar at the bottom with buttons for 'Print Out', 'Save', 'Close', and 'Help'.



- You must inform People's Pension of any employees that didn't have a pension contribution taken or made a reduced contribution

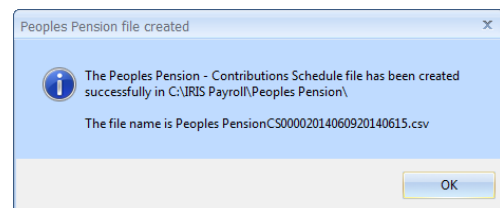
Code	Surname	Forename	NI Number	Pensionable Earnings	Employee Contributions	Reason for Reduced Employee Contributions	Date of Partial or Non-payment
8	Akhtar	Hirshita	HA981373A	253.84	3.43	Employee has left the customer	

You can change the **Reason for Reduced Employee Contributions** if you want to by clicking in the field and selecting another option

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

Summary of file contents	
Total Pensionable Earnings	3104.39
Total Employer Contributions	99.72
Total Employee Contributions	47.86
Number of employees with Reduced Contributions	1
Total number of employees included in the file	10

- A message will advise the location where the **Peoples Pension Contribution Schedule** file has been created



## Upload People's Pension file

- Log into your People's Pension account on the People's Pension website
- Please refer to People's Pension Help facilities for more information

## 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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