

IRIS PAYE-Master

Guide to NEST Integration
in the Payroll Software

April 2020

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Introduction

This guide will give you an overview of how to configure your payroll to include information required to be sent to NEST. It also gives you instructions on the process you need to perform each period.

The guide covers:

- What is NEST integration?
- Configuring your payroll
- Sending information to NEST each period

What is NEST integration?

You can now send information online to NEST from within the payroll software, at the click of a button. This will inform NEST of any workers to enrol in the pension scheme and the amount of contributions taken. We have worked closely with NEST to bring you this time saving feature, which will also reduce potential errors.

NEST configuration

You only need to complete the NEST configuration process in your payroll once. The steps you need to complete are:



Configuration

To enable NEST submissions:

1. From the **Utilities** menu, choose **Options** and then select **Send Pension Files**

The **Send Pension Files** menu item will now be ticked

Payroll Configuration

To enable NEST submissions in payroll:

1. Log into the payroll
2. From the **Pensions** menu, select **Configure Auto Enrolment**
3. Open the **Output Files** tab
4. If you want to withhold contributions to NEST during the opt-out period, 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
5. In the **Send Pension Files** section, tick the **NEST** box
6. Click **OK**
7. From the **Pensions** menu, select **Configure Pension Fund Details**
8. Select your NEST pension fund and click **Edit**
9. Open the **Output Files** tab
10. Enter your NEST **Username** and **Password**. These are the Username and Password you would use to log on to NEST's website
11. Click **Save** then **Close**

The screenshot shows the 'Configure Automatic Enrolment' dialog box with the 'Output Files' tab selected. It contains two sections: 'Employees Pension Contributions' with a checked box for 'Withhold Initial Pension Contributions', and 'Send Pension Files' with a checked box for 'NEST'. Buttons for 'Help', 'OK', 'Save', and 'Cancel' are at the bottom.

The screenshot shows the 'Pension Fund Details' dialog box for a NEST fund. The 'Output Files' tab is active. Fields include 'Fund No' (2), 'Output File' (NEST), 'Include Employees' (This fund only), 'NEST Employer Ref Number' (EMP123456789), 'Username', and 'Password'. There are also tables for 'Group' and 'Payment Source'. Buttons for 'Help', 'Save', and 'Close' are at the bottom.

No	Description
1	swe

No	Description
1	admin

If you haven't already completed your **NEST Employer Ref Number**, **Group** and **Payment Source** you should do so now.

Sending files to NEST

In payroll, the process for sending information to NEST is almost the same as creating a CSV file. So, if you previously created a CSV file for NEST you will already know the processes to complete each period.

Enrolling Workers

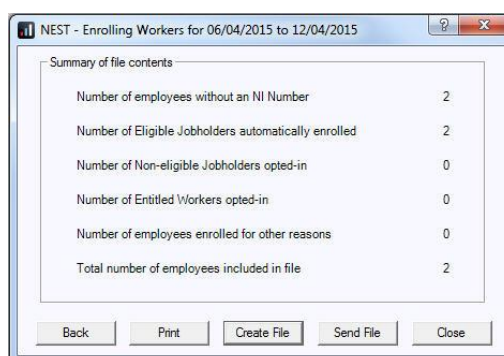
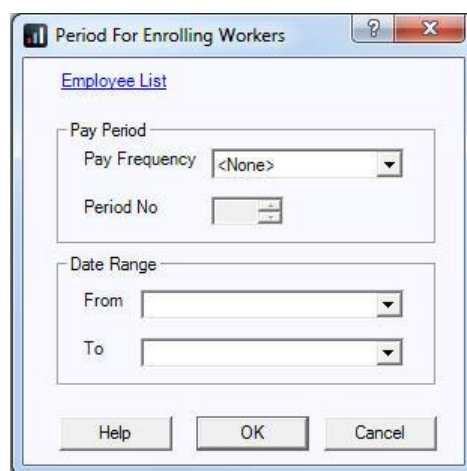
To send Enrolling Workers information to NEST:

1. From the **Pensions** menu, select **Create Pension File**
2. Select **NEST - Enrolling Workers**
3. Click **OK**
4. On the **Period for Enrolling Workers** screen:

In the **Pay Period** section, choose the pay period employees were automatically enrolled, opted in or joined

Alternatively, you could choose a date range to send the information for. In the **Date Range** section enter the **From** and **To** dates

5. Click **OK**
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 **Send File** to send the **NEST - Enrolling Workers** file
8. Any errors will be displayed in a grid describing why they occurred
9. Otherwise a screen will appear indicating the file is being sent to NEST
10. If the file is sent successfully, you may see a message asking you if wish to wait for a response. If you don't wish to wait, you can retrieve the response later



Summary of file contents	
Number of employees without an NI Number	2
Number of Eligible Jobholders automatically enrolled	2
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	2

Contribution Schedule

To send a Contribution Schedule to NEST:

1. From the **Pensions** menu, select **Create Pension File**
2. Select **NEST – Contribution Schedule**
3. Click **OK**
4. On the **Period for Contribution Schedule** screen, enter the **Pay Period** details or **Date Range**

In the **Pay Period** section, choose the pay period required

Alternatively, you could choose a date range to send the information for by entering the **From** and **To** dates in the **Date Range** section

5. In **Pension Fund**, accept the default of **All**
6. Click **OK**

7. Select the reasons for reduced employee contributions if required and click **Next**

No	Surname	Forename	NI Number	Pen Earnings	Emp Contrib	Reason for reduced employee contributions	Partial / Non-pay Date
1	Other	Alan		0.00	0.00	5- Employee has insufficient earnings	15/06/2015
2	Collins	David	NP099876C	0.00	0.00	5- Employee has insufficient earnings	15/06/2015

8. On the **Nest – Contribution Schedule for...** screen, click **Print** to produce a report of the employees included in the file
9. Click **Send File**
10. Any errors will be displayed in a grid describing why they occurred

Summary of file contents	
Total Pensionable Earnings	703.00
Total Employer Contributions	36.15
Total Employee Contributions	21.09
Number of employees with Reduced Contributions	0
Number of employees with Excluded Contributions	0
Total employees included in the file	1

11. Otherwise a screen will appear indicating the file is being sent to NEST
12. If the file is sent successfully, you may see a message asking you if wish to wait for a response. If you don't wish to wait, you can retrieve the response later

How to retrieve a response from NEST

1. From the **Pension** menu, select **Retrieve Response**
 - If it is a single file, the next screen displayed will be for success or failure
 - If several files are waiting, the **Retrieve Response for Pending Submissions** screen will open
 - Two options, **Retrieve** and **Retrieve All** are available on this screen, allowing you to retrieve responses from NEST for a single selected file or for all listed files
2. Select either **Retrieve** or **Retrieve All** and a progress bar 'Retrieving Response from NEST' will be displayed. You can click **Cancel** at any time to stop the process
3. The next screen displayed is **Retrieve Files from NEST – File Status**. This screen shows the outcome of the retrieval process and the **Status** could be one of the following:

- **Success** – the file has been successfully validated by NEST

From this screen you can highlight a row and click **View**. For example, here you could view successfully enrolled workers with Employee Code; Surname and NI Number or a successful contributions schedule file detailing the total pension contributions

- **Partial** – the file submission was only partially successful and there were some failures

If the submission was a **Partial** success, the screen will display the successfully enrolled workers and you can click **View** to see the errors that were detected. If you view a **Partial Contributions Schedule**, the value is the sum of all contributions that were successfully uploaded and does not include rejected records *

- **Fail** – the file submission was unsuccessful *
- **Not Ready** – the response is not yet ready
- **No Response Received** – the process was cancelled before a response was requested

* Click **Print** when viewing the **Errors** detected if you require a hard copy.

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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