



IRIS GP Payroll

Auto Enrolment
Configuration Tool Guide

April 2020

IRIS. Look forward

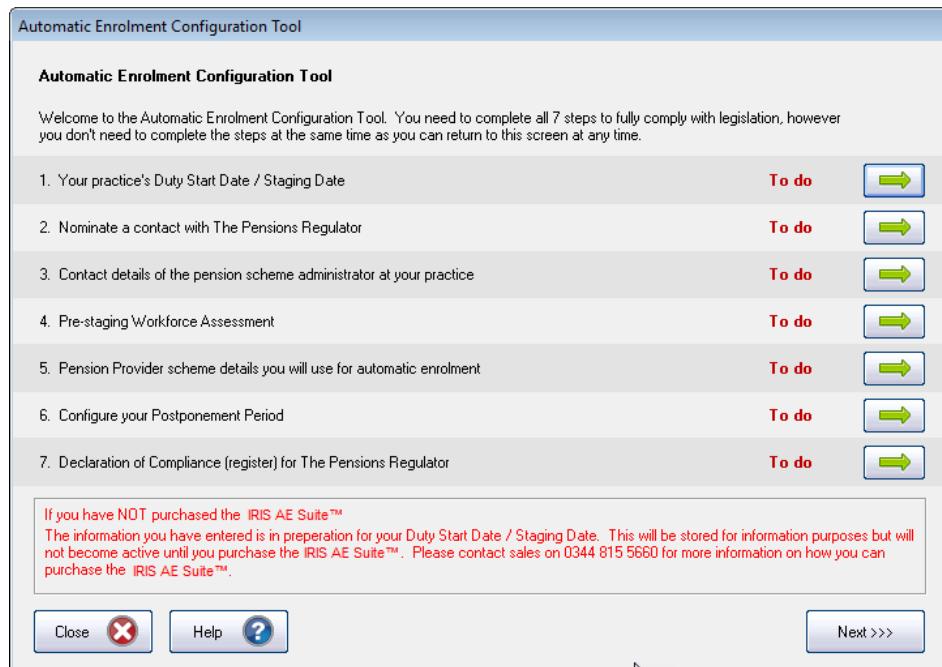
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How do I set up Auto Enrolment in the payroll software?

To assist you, the payroll software contains an **Automatic Enrolment Configuration Tool**, covering all the steps you need to take to configure your system.

To begin, click on **Setup/ Options | 4 – Practice Pension Details** and select **AE Configuration Tool**.



These are all the steps you need to take to comply with existing legislation. You don't need to complete all of the steps at once as you can return to this screen at any time.

Use the **Previous** and **Next** buttons to navigate between the screens.

- Click on each arrow to open the relevant screen
- As you complete each step, **To do** will change to **Complete**

Please Note: You can return to the **Automatic Enrolment Configuration Tool** at any stage to make changes

Here are some further details on completing each step:

1. Duty Start Date / Staging Date

The date when automatic enrolment duties begin to apply to your practice. You need to meet your key duties by this date.

To find out your Duty Start Date / Staging Date, go to **The Pensions Regulator** website and enter your PAYE Reference number (e.g. 913WZ5121A).

2. Nominate a contact with The Pensions Regulator

You need to inform The Pensions Regulator who they need to send important communications to regarding automatic enrolment.

Click the button **Nominate a contact with The Pensions Regulator**. This takes you to the section of **The Pensions Regulator** website where you need to enter your details. You will need to enter your reference code which you will find on any letter you have received from **The Pensions Regulator**.

Click the **Mark as Complete** button to mark this step as complete.

3. Practice Pension Scheme Administrator Details

These should be the details of the individual in your practice who will be communicating with your pension provider on a day to day basis.

It's important to complete this section as these details are used in the pension communications sent to your employees using IRIS AE Suite™.

4. Pre-staging Workforce Assessment

This screen enables you to get an estimate of how many employees are likely to be automatically enrolled at your Duty Start Date / Staging Date. It is really only for your information and not a requirement.

5. Pension Provider Details

Your pension provider should supply you with the details you need to complete this screen. You are also able to select an existing pension scheme.

Completing this screen will create your pension deductions for you. Alternatively, if you set up your own deductions, IRIS has several guides for you **here** depending on your pension provider.

6. Postponement Period

It is possible to delay automatic enrolment assessment for up to three months at Duty Start Date / Staging Date or a new employee's Start Date.

You can also delay automatic enrolment assessment for employees who become eligible jobholders for up to three months.

Enter your postponement requirements on this screen. You will need to click the **Mark as Complete** button to mark this step as complete.

7. Declaration of Compliance

Once you've enrolled your staff, you must complete your Declaration of Compliance with The Pensions Regulator. The declaration confirms that you've complied with your legal duties.

Even if you haven't had to enrol anyone (but had employees on your Duty Start Date / Staging Date), you still need to complete your declaration.

Click the button **Complete Declaration of Compliance (registration)** to complete this online. You can start at any time; however, you cannot complete it until a month after your Duty Start Date / Staging Date (and must complete it within five months).

The payroll software provides a report, which you can print from this screen, containing much, but not all, of the information you need to complete the declaration. The Pensions Regulator's Declaration of Compliance (registration) checklist is available [here](#). When you have completed your declaration online, click the **Mark as Complete** button.

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 5555	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5555	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5555	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5555	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5555	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5555	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	0344 815 5555	payroll-support@iris.co.uk