IRIS Payroll Professional

Guide to creating NEST output files

25/08/2015

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 files for NEST to enrol workers and inform them of the contributions taken.

The guide covers:

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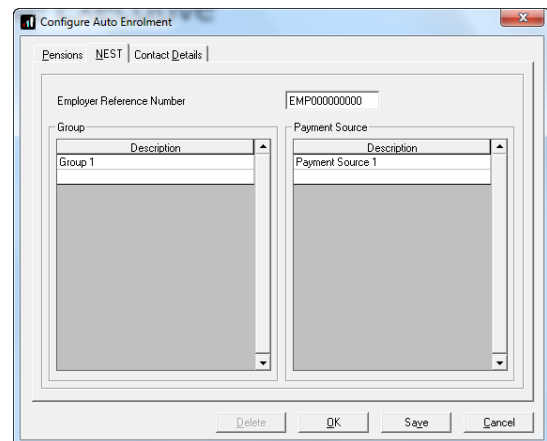- Creating an output file each period

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

Company configuration

If you have only one **Group** and one **Payment Source** configured, when employees are automatically enrolled during **Payroll**, these will be populated in **Employee Details**.
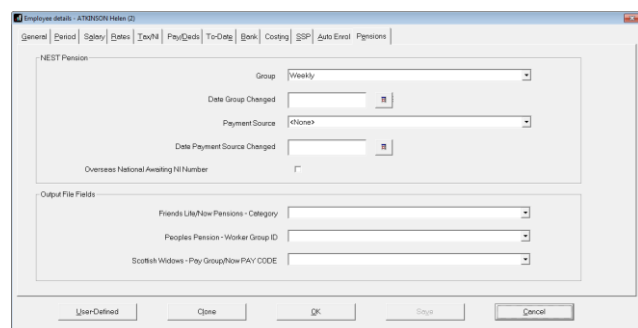
1. Go to the **Pension** menu and choose **'Configure Auto Enrolment'**

2. Select **'NEST'** tab

3. Enter your **Employer Reference Number** that is 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'.

5. Click **'OK'**

Employee Details configuration

If you have more than one **Group** and **Payment Source** configured, then you will need to select the appropriate one for the employee in **Employee Details** once the payroll has assessed and automtically enrolled the employee.

1. Go to the **Employee** menu and choose **'Select Employee'**

2. Choose the employee and click **'OK'**

3. Select the **'Pensions'** tab

4. Choose the appropriate **Group** and **Payment Source** from the dropdown fields
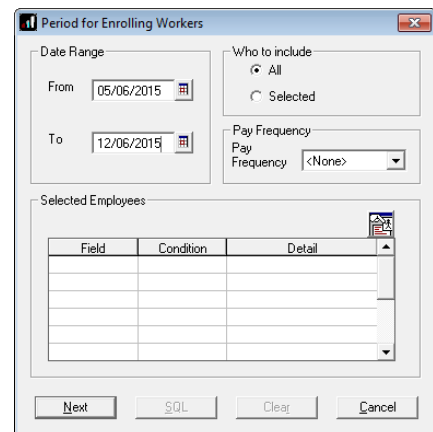
5. Click **'OK'**

> If you have any employees that are an oversea 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
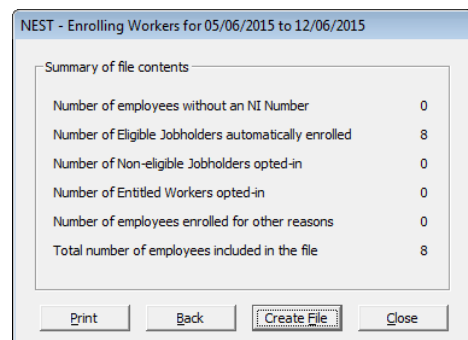
NEST – Enrolling Workers

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. Go to the **Pension** menu and select '**Create Pension File**'

2. On the **Select File to Create** screen, choose **'NEST – Enrolling Workers'**

3. Click **'OK'**

4. On the **Period for Enrolling Workers** screen, enter the **'From'** and **'To'** dates for the date range to create the file.

5. In the **Who to include** section, accept the default of **'All'**

6. In the **Pay Frequency** field, to choose the payment frequency of employees you want to include in the output file
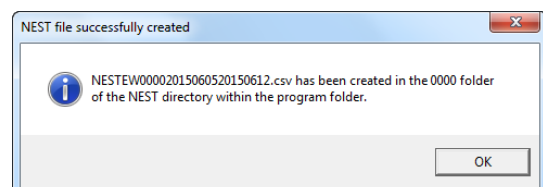
7. Click **'Next'**

8. On the **NEST – Enrolling Workers for...**screen, click **'Print'** to print a report of the employees that are included in the file.

9. Click **'Create File'** to create the **NEST – Enrolling Workers** file

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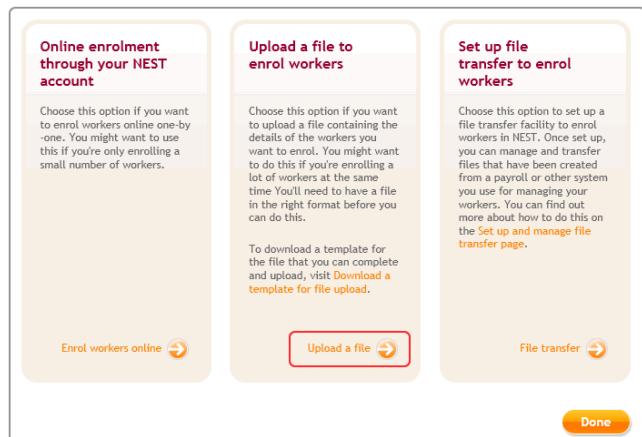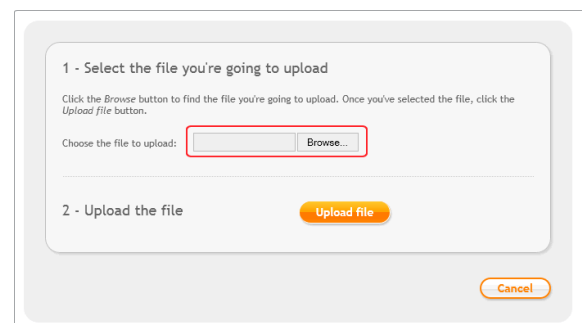
Upload the Enrolling Workers file to NEST

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

1. Login to your NEST account on NEST's website

2. On the **'Welcome to your NEST home'** page, 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**, go to **Upload a file to enrol workers** and then click **'Upload a file'**.

4. **Browse** to the 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.
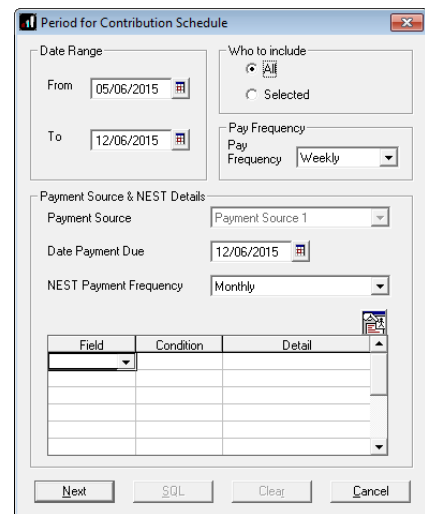

Click here for more information about uploading a **NEST Enrolling Workers** file to NEST.

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.

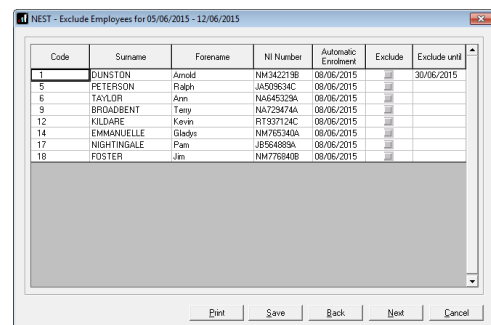## Create NEST Contribution Schedule file:

1. Go to the **Pension** tab and click '**Create Pension File**'

2. On the **Select File to Create** screen, choose '**NEST – Contribution Schedule**'

3. Click **'OK'**

4. On the **Period for Contribution Schedule** screen, enter the **'From'** and **'To'** dates for the date range to create the file.

5. In the **Who to include** section, accept the default of **'All'**

6. In the **Pay Frequency** field, to choose the payment frequency of employees you want to include in the output file

7. 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 dropdown field

8. Enter the **Date Payment Due** to NEST in the field.

9. In the **NEST Payment Frequency** dropdown field, choose the frequency you will be paying NEST that you configured on NEST's website

10. Click **'Next'**

Your payroll has the ability to hold back 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.
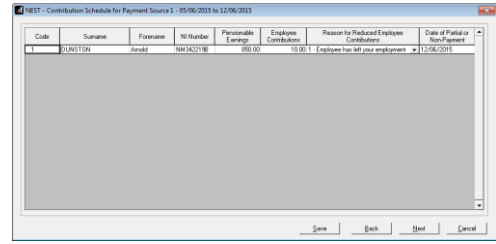
11. Tick the box in the '**Exclude**' column to exclude an employee from the file. This will hold back the employee's contributions until the date entered in the **Exclude until** column.
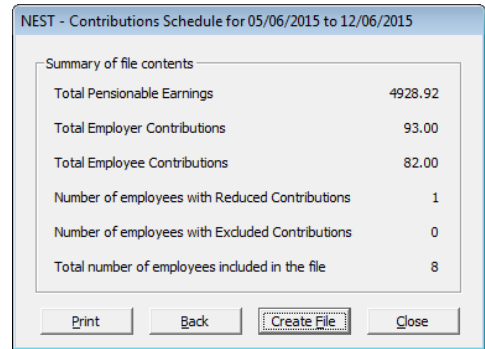
11. Click **'Next'**

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.
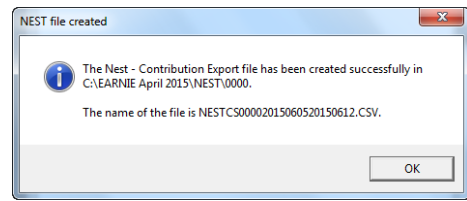

13. Click **'Next'**

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** output 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 in to formats that will fail Nest's validation.

1. Login to 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 the 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.
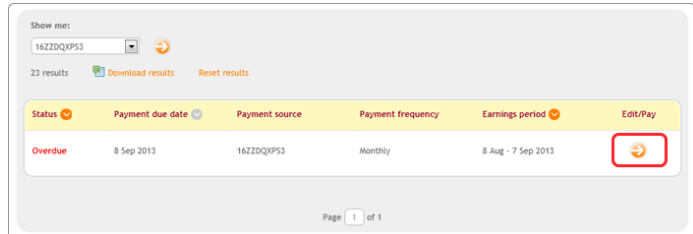
Click here for more information about uploading a **NEST Contribution Schedule** file to NEST.

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.
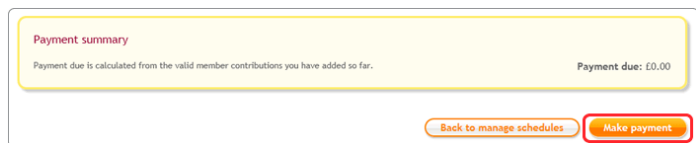
1. Login to your NEST account on NEST's website

2. On the **'Welcome to your NEST homepage'**, select **Manage your contribution schedules** and then 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.

Additional Software and Services Available

IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary calculations, produce files in the right format for your pension provider* and generate the necessary employee communications.

IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

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
Tel: 0844 815 5700 Email: sales@iris.co.uk	Tel: 0844 815 5677 Email: earniesales@iris.co.uk

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0844 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0844 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0844 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0844 815 5681	support@gppayroll.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	support@earnie.co.uk