



# IRIS Payroll Professional

Guide to creating Peoples Pension output file

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## Introduction

This guide will give you an overview of how to configure your payroll to include information required in the Peoples Pension output file. You can create an output file for Peoples Pension to enrol workers and inform them of the contributions taken, all in the one file.

The guide covers:

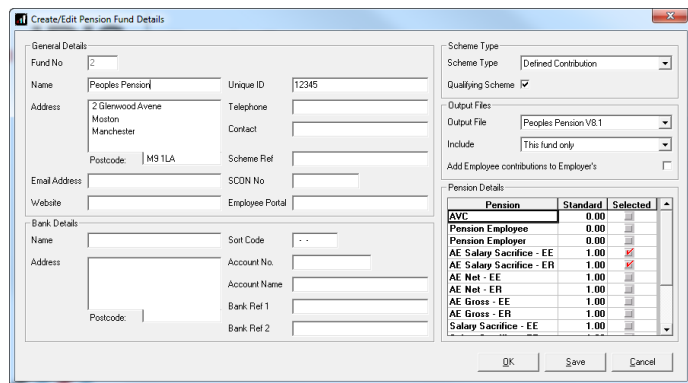
- Configuring output file information
- Creating an output file each period

## Peoples Pension configuration

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

### Pension Fund Configuration

1. Go to the **Pension** menu and select '**Configure Pension Fund**'
2. Select the Peoples Pension fund and click '**Edit**'
3. On the **Configure Pension Fund Details** screen and enter your '**Unique ID**' supplied by Peoples Pension
4. Click '**OK**'



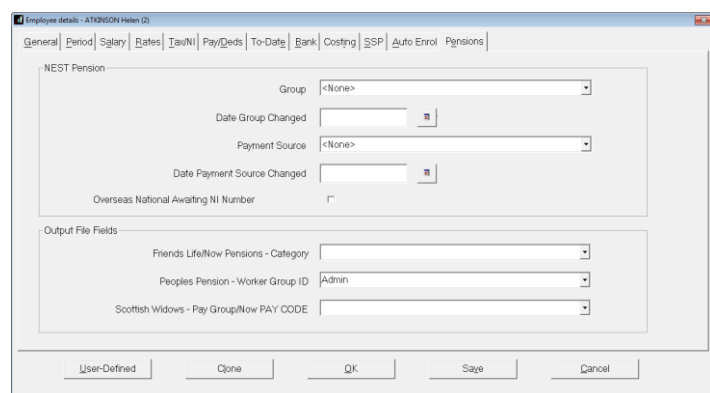
Pension	Standard	Selected
AVE	0.00	
Pension Employee	0.00	
Pension Employer	0.00	
AE Salary Sacrifice - EE	1.00	<input checked="" type="checkbox"/>
AE Salary Sacrifice - EB	1.00	<input checked="" type="checkbox"/>
AE Net - EE	1.00	<input checked="" type="checkbox"/>
AE Net - EB	1.00	<input checked="" type="checkbox"/>
AE Gross - EE	1.00	<input checked="" type="checkbox"/>
AE Gross - EB	1.00	<input checked="" type="checkbox"/>
Salary Sacrifice - EE	1.00	<input checked="" type="checkbox"/>

### Employee Details Configuration

People's Pension require 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, for more information click [here](#).

1. In **Employee Details**, select the **Peoples Pension - Worker Group ID** for each employee that is a member of the Peoples Pension scheme. This is AE Worker Group in People's Pension for the employee.



If the **Peoples Pension -**

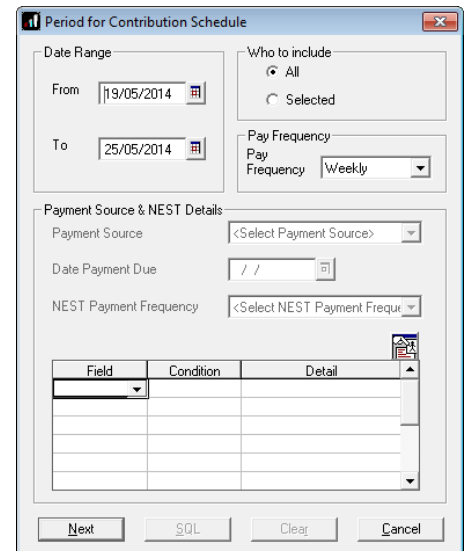
**Worker Group ID** doesn't contain any options, you can create a new one by typing directly in the field and then click '**Save**'. The new **Peoples Pension - Worker Group ID** option will be available to select in the dropdown field.

## Peoples Pension file

You should send an output file to People's Pension each period you have paid your employees. This file will contain joiner and contribution information.

### Create output file

1. Go to the **Pension** menu and select '**Create Pension File**'
2. On the **Select file to create** screen, choose '**Peoples Pension v8.1**'
3. Click '**Next**'
4. On the **Period for Contribution Schedule** screen, enter the '**From**' and '**To**' dates for the date range to create the file.
5. In **Who to include**, leave the default setting as '**All**' unless you want to create the output file for a selection of employees
6. If your company has employees in different pay frequencies, for example weekly and monthly paid employees, select '**Pay Frequency**' to choose the payment frequency of employees you want to include in the output file
7. Click '**Next**'

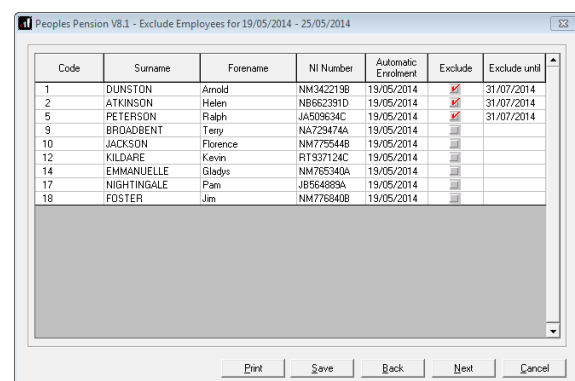


Your payroll has the ability to hold back contributions until the end of the opt-out window, as per the Pensions Regulator's advice. However, Peoples Pension prefer you don't use this option but instead send them contributions when they are deducted.

8. Tick the '**Exclude**' box to exclude the worker from the contributions file. This will hold back the worker's contributions until the date entered in the **Exclude until** column

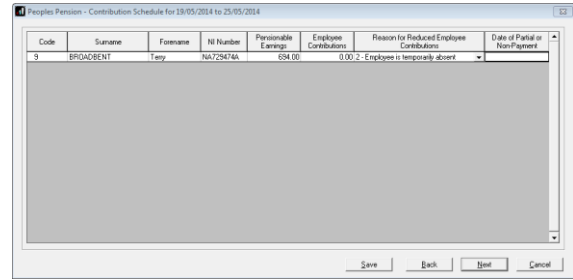
You must check with Peoples Pension if you are permitted this option.

9. Click '**Next**'

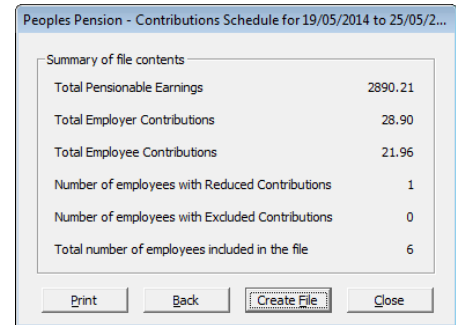


Code	Surname	Forename	NI Number	Automatic Enrolment	Exclude	Exclude until
1	DUNSTON	Arnold	NM342219B	19/05/2014	<input checked="" type="checkbox"/>	31/07/2014
2	ATKINSON	Helen	NB662391D	19/05/2014	<input checked="" type="checkbox"/>	31/07/2014
5	PETERSON	Ralph	JA608634C	19/05/2014	<input checked="" type="checkbox"/>	31/07/2014
9	BROADBENT	Terry	NA72947AA	19/05/2014	<input type="checkbox"/>	
10	JACKSON	Florence	NM775544B	19/05/2014	<input type="checkbox"/>	
12	KILDARE	Kevin	RT937124C	19/05/2014	<input type="checkbox"/>	
14	EMMANUELLE	Gladys	NM765340A	19/05/2014	<input type="checkbox"/>	
17	NIGHTINGALE	Pam	JB964889A	19/05/2014	<input type="checkbox"/>	
18	FOSTER	Jim	NM776840B	19/05/2014	<input type="checkbox"/>	

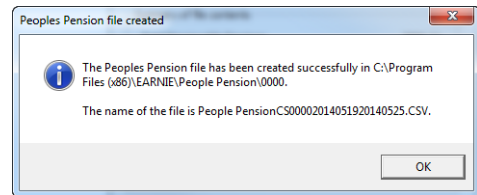
- You must inform People's Pension of any employees that made a reduced contribution, left the company or stopped contributions.  
Select the **'Reason for Reduced Employee Contributions'** most appropriate for the employee.



- 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



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



## Upload Peoples Pension file:

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

## 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	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	

## Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0844 815 5700	Tel: 0844 815 5677
Email: <a href="mailto:sales@iris.co.uk">sales@iris.co.uk</a>	Email: <a href="mailto:earniesales@iris.co.uk">earniesales@iris.co.uk</a>

## Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	<a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a>
IRIS Payroll Business	0844 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Bureau Payroll	0844 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Payroll Professional	0844 815 5671	<a href="mailto:payrollpro@iris.co.uk">payrollpro@iris.co.uk</a>
IRIS GP Payroll	0844 815 5681	<a href="mailto:support@gppayroll.co.uk">support@gppayroll.co.uk</a>
IRIS GP Accounts	0844 815 5681	<a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a>
Earnie or Earnie IQ	0844 815 5671	<a href="mailto:support@earnie.co.uk">support@earnie.co.uk</a>