

IRIS Payroll Professional

Guide to creating Scottish Widows output file

25/08/2015



IRIS

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Introduction

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

The guide covers:

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



Scottish Widows configuration

Scottish Widows require you to supply a Pension Provider Worker Group and Pay Group for each employee in the output file. Scottish Widows expect these to be consistent with the payroll upload workflow notification. If you have more than one Pay Group, you should create an identifier and categorise each Pay Group, for further information please contact Scottish Widows.

Pension Fund Configuration

- 1. Go to the **Pension** menu and select 'Configure Pension Fund'
- 2. Select the Scottish Widows pension fund and click 'Edit'
- On the Create/Edit Pension
 Fund Details screen, in the
 Output File field select 'Scottish
 Widows V3'
- In the Include field, select 'All employees' (unless you have been told to use a different option by Scottish Widows)
- Create/Edit Pension Fund Det Scheme Type ieneral Det Scheme Type Defined Contribution • Fund No Pension Fund 2 Qualifying Scheme 🔽 Name Unique ID 2 Glerwood Moston Manchester Output File Address Telephone Scottish Widows V3 Output File -Contact All emolo stcode: M9 1LA Scheme Re Add Empl Email Addres SCON No ndard Selected
 0.00
 10.00 Employee Por Bank Deta Sort Code Name Address Account Na Bank Ref 1 stcode: Bank Ref 2 QK Save Cancel

5. Click **'OK'**

Employee Details Configuration

- In Employee Details, select 'Pensions' tab
- In the Scottish Widows Pay Group/Now PAY Code enter the Pay Group for each employee that is a member of the Scottish Widows scheme.

	Group	<none></none>	*
	Date Group Changed	Π	
	Payment Source	<none></none>	•
	Date Payment Source Changed	п	
Ove	rseas National Awaiting NI Number	E C	
Output File Fiel	ds		
	Friends Life/Now Pensions - Category		•
	Peoples Pension - Worker Group ID	Admin	•
	Scottish Widows - Pay Group/Now PAY CODE		•

If the **Scottish Widows – Pay Group/Now PAY Code** doesn't contain any options, you can create a new one by typing directly in the field and then clicking **'Save'**. The new **Scottish Widows – Pay Group/Now PAY Code** option will be available to select in the dropdown field.



Scottish Widows file

You should send an output file to Scottish Widows 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'
- On the Select File to Create screen, choose 'Scottish Widows V3'
- 3. Click **'OK'**
- On the Period for Contribution Schedule screen, enter the 'From' and 'To' dates for the date range to create the file.
- In Who to include, leave the default setting as 'All' unless you want to create the output file for a selection of employees

📶 Period for Contri	bution Schedu	ule	X
Date Range		Who to include	
From 05/06/2	2015 🔳	C Selected	
To 12/06/2	2015 🔳	Pay Frequency Pay Frequency <pre></pre>	•
Payment Source &	NEST Details		
Payment Source	ſ	Payment Source 1	-
Date Payment Du	ie [77 1	
NEST Payment F	requency	Monthly	_
		_	函
Field	Condition	Detail	_
			•
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 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 (unless you have been told to include all employees in the output file, regardless of pay frequency)

7. Click 'Next'

Your payroll has the ability to hold back contributions if the pension provider doesn't want to receive the funds until the end of the opt-out window. This is available when creating the pension output files. You must check with Scottish Widows if you are permitted this option.

- 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
- 9. Click 'Next'

Code	Sumame	Forename	NI Number	Automatic Enrolment	Exclude	Exclude until	ŀ
1	DUNSTON	Amold	NM342219B	08/06/2015	v	31/08/2015	1
2	ATKINSON	Helen	NB662391D	08/06/2015	1		
5	PETERSON	Ralph	JA509634C	08/06/2015	1		
9	BROADBENT	Terry	NA729474A	08/06/2015	1		
12	KILDARE	Kevin	RT937124C	08/06/2015	1		
14	EMMANUELLE	Gladys	NM765340A	08/06/2015	1		
17	NIGHTINGALE	Pam	JB564889A	08/06/2015	1		
18	FOSTER	Jim	NM776840B	08/06/2015	1		



- On the Scottish Widows V3 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 Scottish Widows V3 file
- Scottish Widows V3 Contributions Schedule for 05/06/2015 to 12/0.. Summary of file contents -Total Pensionable Earnings 5380.84 379.49 Total Employer Contributions Total Employee Contributions 868.06 Number of employees with Reduced Contributions 1 Number of employees with Excluded Contributions 0 Total number of employees included in the file 8 Print Back Create File Close
- A message will advise the location where the Scottish Widows V3 file has been created

Scottish Wi	dows V3 file created
0	The Scottish Widows V3 file has been created successfully in C:\EARNIE April 2015\Scottish Widows\0000. The name of the file is Scottish WidowsCS00002015060520150612.CSV.
	ОК

Upload Scottish Widows V3 file:

If you have chosen Scottish Widows to assess your employees and send the pension communications to them, you must ensure the **Configure Pension Fund Details** | **Output Files** | **Include** is set to **'All employees'**.

- 1. Login to AssistMe
- On the main screen, in the Notifications section, next to the Please upload full data for [pay group name] pay group, click the 'Go' button
- Select Process data file and browse to the location in your payroll where the Scottish

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ABC (Company L	td ⊳		I AssistMe. Userguide	
Notificati	ons				
Due Date	Notification	Sta	tus Action		
01/11/2013	Please prepare ass group.	essment data for Admin Staff pay Per	ding 🔽 *	Employee Search	
01/11/2013	Please prepare ass group.	esament data for Management pay Per	ding Go	Sumame	
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Data file ma	anagement	Scheme management	User management	Dank details Comprete	rences 144
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Widows V3 output file was created and click Upload.

For more information about uploading a **Scottish Widows V3** output file, please contact Scottish Widows.



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:	helpdesk@ir-efile.gov.uk			

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls		
Tel: 0844 815 5700	Tel: 0844 815 5677		
Email: sales@iris.co.uk	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



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