

Earnie

Guide to creating Friends Life 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 Friends Life output file. You can create an output file for Friends Life to enrol workers and inform them of the contributions taken.

The guide covers:

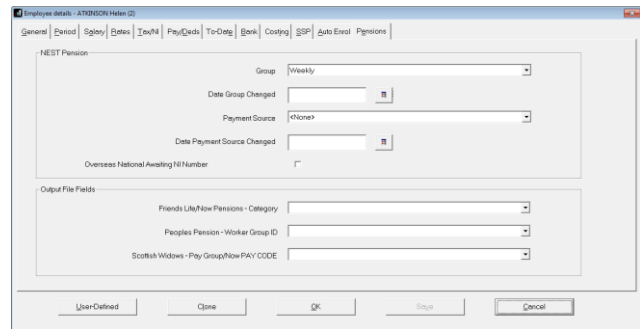
- Configuring output file information
- Creating an output file each period

Friends Life configuration

Friends Life require you to supply an employee category if you defined Pay Groups in Friends Life's AE Hub. If you didn't define Pay Groups in the AE hub, you don't need to complete this configuration.

Employee Details configuration

1. Go to the **Employee** menu and choose **'Select Employee'**
2. Choose the employee and click **'OK'**
3. Select the **'Pensions'** tab
4. In the **Friends Life/Now Pensions - Category** field, choose the appropriate Category for each employee that is a member of the Friends Life scheme



The screenshot shows the 'Employee Details' window for 'A1202001 Helen D'. The 'Pensions' tab is selected. The 'NEST Pension' section includes a 'Group' dropdown menu set to 'Weekly', a 'Date Group Changed' field, a 'Payment Source' dropdown menu set to '<None>', and a 'Date Payment Source Changed' field. There is also an 'Overseas National Awaiting NI Number' checkbox. The 'Output File Fields' section contains three dropdown menus: 'Friends Life/Now Pensions - Category', 'Peebles Pension - Worker Group ID', and 'Scottish Widows - Pay Group/Now PAY CODE'. At the bottom, there are buttons for 'User Defined', 'Clone', 'OK', 'Help', and 'Cancel'.

If the **Friends Life/Now Pensions - Category** doesn't contain any options, you can create a new one by typing directly in the field and then click **'Save'**. The new **Friends Life/Now Pensions - Category** option will be available to select in the dropdown field.

Friends Life output file

You should send a New Joiners output file to Friends Life if you have any employees automatically enrolled or opted in the pay period. You should also send a Contributions file to Friends Life each period you have paid your employees.

In the payroll, you create the same output file for both New Joiners and Contributions. When uploading the output file for New Joiners to Friends Life, for the first time you will need to map the fields. The same will apply when uploading the output file for Contributions for the first time

Create Friends Life output file:

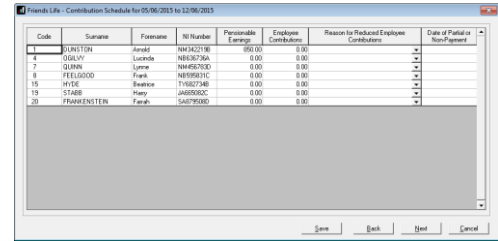
1. Go to the **Pension** menu and select '**Create Pension File**'
2. On the **Select File to Create** screen, choose '**Friends Life**'
3. Click '**OK**'
4. On the **Period for Contribution** screen, enter the '**From**' and '**To**' dates for the date range to create the file.
5. In the **Who to include** 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**'

Your payroll has the ability to hold back contributions as per the Pensions Regulator's advice. However, you should check with Friends Life to see if they permit this option.

8. 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.
9. Click '**Next**'

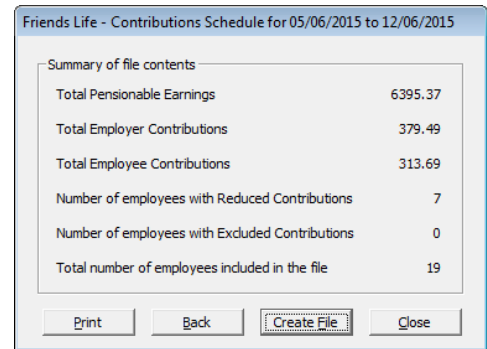
Code	Surname	Forename	NI Number	Automatic Enrollment	Exclude	Exclude until
1	DUNSTON	Arnold	NK342219B	09/06/2015	<input type="checkbox"/>	30/06/2015
2	ATKINSON	Helen	NB62391D	09/06/2015	<input type="checkbox"/>	
5	PETERSON	Polph	JAS08624C	09/06/2015	<input type="checkbox"/>	
9	BROADBENT	Temp	NA723474A	09/06/2015	<input type="checkbox"/>	
12	KILDARE	Kevin	RT937124C	09/06/2015	<input type="checkbox"/>	
14	EMMANUELLE	Gladys	NK765740A	09/06/2015	<input type="checkbox"/>	
17	NIGHTINGALE	Pam	JBS94689A	09/06/2015	<input type="checkbox"/>	
18	FOSTER	Jim	NK776840B	09/06/2015	<input type="checkbox"/>	

- You must inform Friends Life 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.



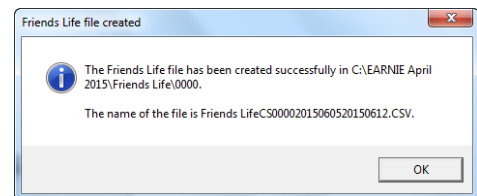
Code	Surname	Forename	NI Number	Pensionable Earnings	Employee Contributions	Reason for Reduced Employee Contributions	Date of Payout or NonPayment
4	GILLYN	Arnd	NH422786	0.00	0.00		
7	GLINN	Lynne	NH467000	0.00	0.00		
8	FELGWOOD	Frank	NH919111	0.00	0.00		
15	HYLE	Beatrix	T19027348	0.00	0.00		
19	STARR	Peter	SA695900	0.00	0.00		
20	FRANKENSTEIN	Farah	SA679000	0.00	0.00		

- Click **'Next'**
- On the **Friends Life – 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 **Friends Life – Contribution Schedule** file



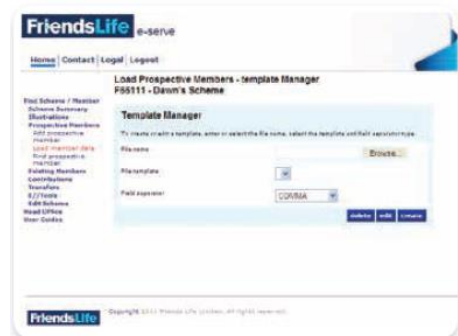
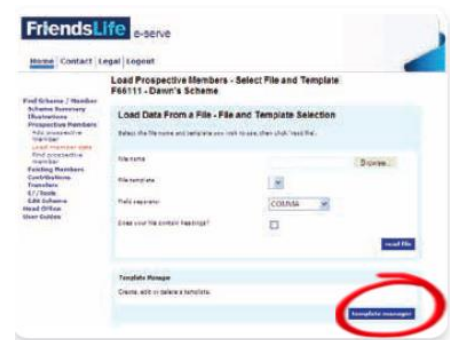
Summary of file contents	
Total Pensionable Earnings	6395.37
Total Employer Contributions	379.49
Total Employee Contributions	313.69
Number of employees with Reduced Contributions	7
Number of employees with Excluded Contributions	0
Total number of employees included in the file	19

- A message will advise the location where the **Friends Life** output file has been created

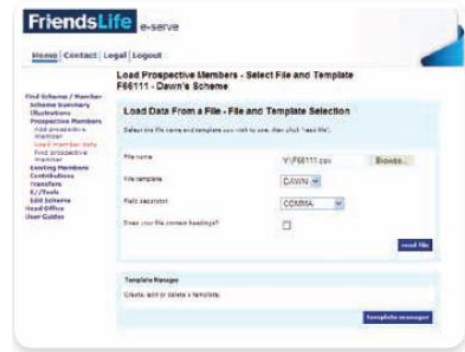


Upload the Friends Life new members file:

1. Login to Friends Life e-serve and go into your scheme by clicking **'Find Scheme'**
2. Once you have found your scheme, click on **'Prospective Members'** and then click on **'load member data'**
3. If this is the first time you are uploading you must configure a template by completing steps 4 to 9. If you have already configured your template for new members go to step [10](#)
4. Click **'template manager'**
5. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file
6. In the **Field separator** dropdown field, choose **'COMMA'**
7. Click **'create'** to create a new template
8. Enter a name for the template in the **Template name** field
9. You need to match the output file column names on the left-hand side with appropriate dropdown field on the right-hand side. Click **'save'** to save your template.



10. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file
11. In the drop down fields, choose your template and field separator. Tick the box to indicate that column heading exist in your file and then click **'read file'**.



Click [here](#) for more information about uploading new members file to Friends Life.

Upload the Friends Life Contribution Submission file:

1. Login to Friends Life e-serve and go into your scheme by clicking **'Find Scheme'**
2. Once you have found your scheme, click on **'Contributions'** and then click on **'Load collection data'**
3. If this is the first time you are uploading you must configure a template by completing steps 4 to 9.
If you have already configured your template for collections go to step [10](#)
4. Click **'template manager'**



5. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file
6. In the **Field separator** dropdown field, choose **'COMMA'**
7. Click **'create'** to create a new template
8. Enter a name for the template in the **Template name** field



9. You need to match the output file column names on the left-hand side with appropriate dropdown field on the right-hand side.
Click **'save'** to save your template.

10. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file
11. In the drop down fields, choose your template and field separator. Tick the **Does your file contain headings** box to indicate that column heading exist in your file and then click **'read file'**.



Click [here](#) for more information about uploading a Contribution Submission file to Friends Life.

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