Earnie

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.
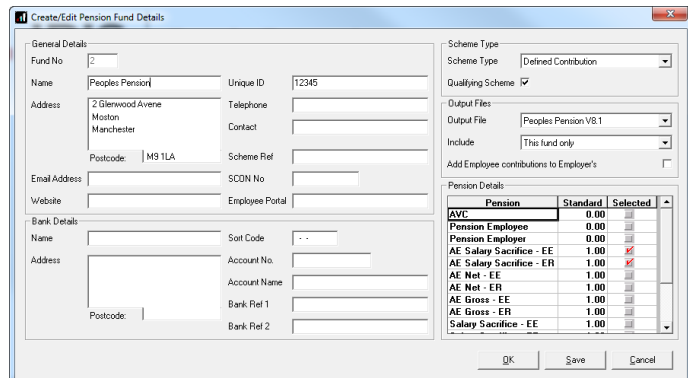
The guide covers:

- 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
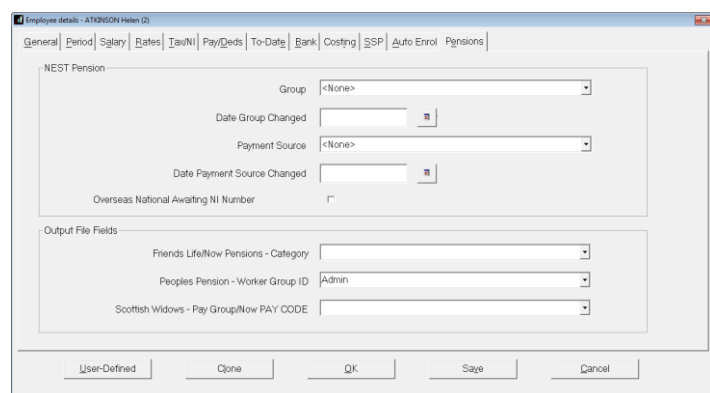
4. Click **'OK'**

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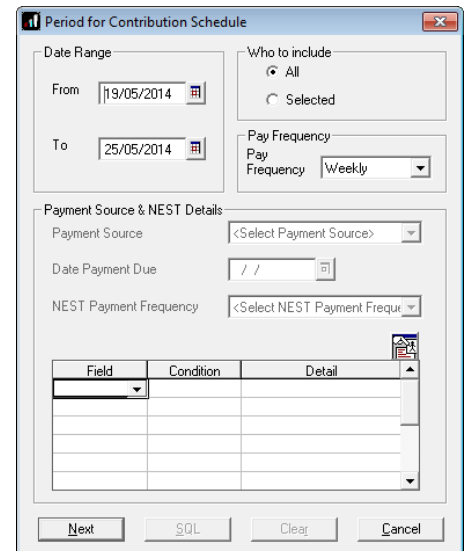
   If the **Peoples Pension – Worker Group ID** doesn't contain any options, you can create a new one by typing directly in the field and then click **'Save'**. The new **Peoples Pension – Worker Group ID** option will be available to select in the dropdown field.

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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
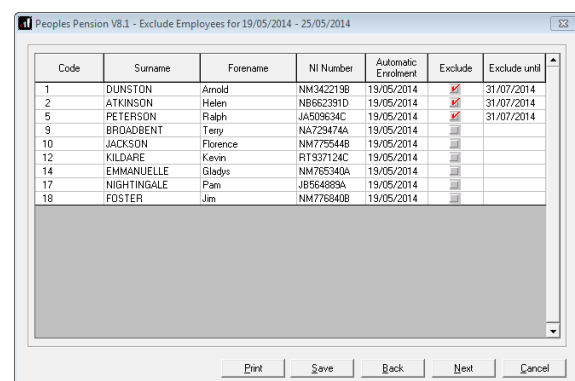
7. Click **'Next'**

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
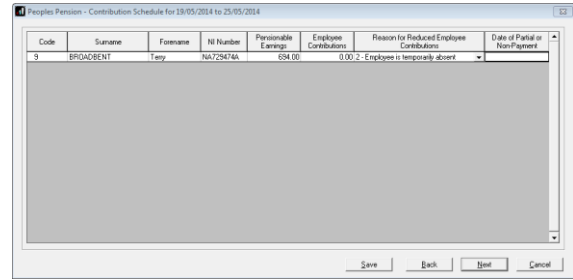
   You must check with Peoples Pension if you are permitted this option.
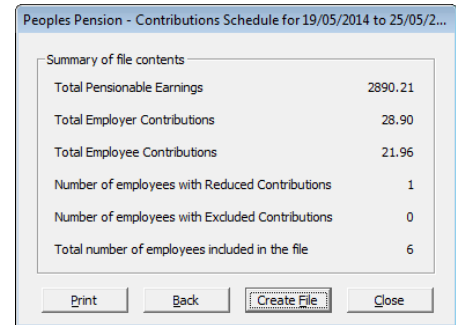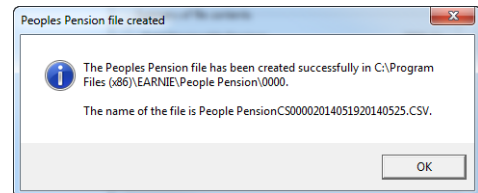
9. Click **'Next'**

10. 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.

11. Click **'Next'**

12. On the **Peoples Pension – Contribution Schedule for...**screen, click **'Print'** to print a report of the employees that are included in the file

13. Click **'Create File'** to create the **Peoples Pension – Contribution Schedule** file

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

Upload Peoples Pension file:

1. Login to your Peoples Pension account on the People's Pension website

2. 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 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