IRIS Payroll

Guide to creating NEST output files

01/07/2015

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.
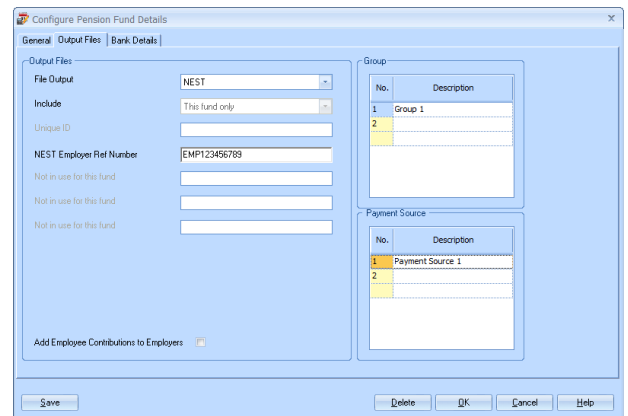
The guide covers:

- 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.

Pension Fund configuration:

1. Go to the **Pension** tab and click '**Configure Pension Fund**'

2. Select the NEST pension fund and click **'Edit'**

3. On the **Output files** tab, enter the **'NEST Employer Ref Number'** 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'.

   If you have only one **Group** and one **Payment Source** configured, when employees are automatically enrolled during **Calculate**, these will be populated in **Employee Details**

5. If you have Salary Sacrifice pension deductions, tick **'Add Employee Contributions to Employers'**
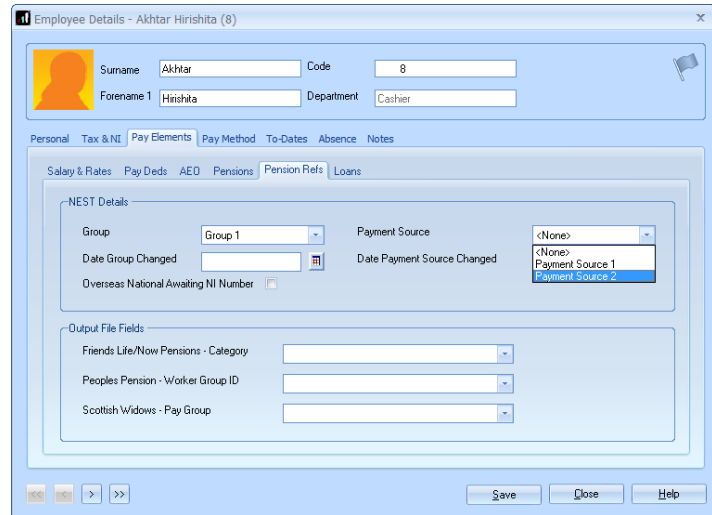
   If your pension deductions are not Salary Sacrifice, the **Add Employee Contributions to Employers** box is disabled

6. 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. On the left-hand Selection Bar, double-click on the appropriate employee to open their **Employee Details**

2. Select the **'Pay Elements'** tab and the select **'Pension Refs'**

3. Choose the appropriate **Group** and **Payment Source** from the dropdown fields
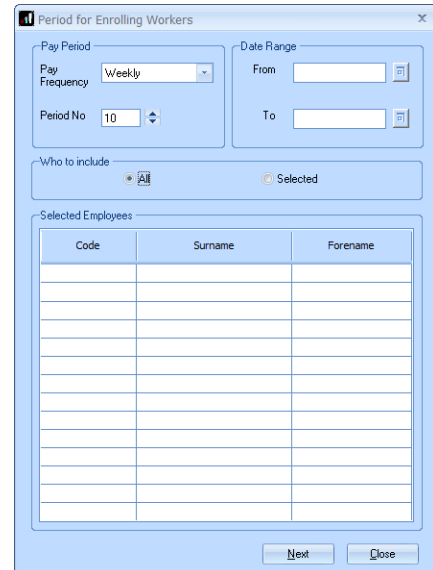
4. Click **'Save'** and then click **'Close'**

<div style="background:red">
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 <u>before</u> creating a NEST Enrolling Workers file that contains that employee
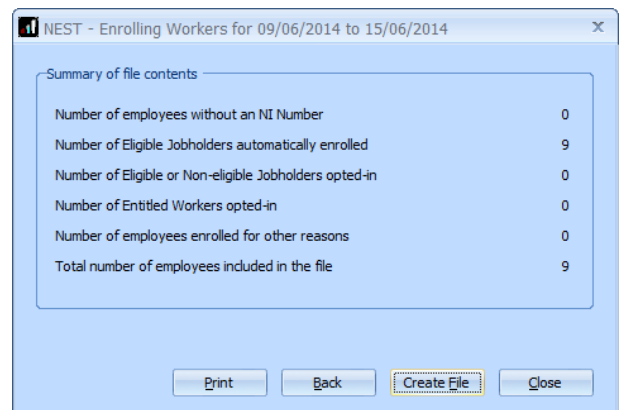</div>

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** tab and click '**Create Pension File**'

2. On the **Select file to create** screen, choose '**NEST – Enrolling Workers**'

3. Click **'Next'**

4. On the **Period for Enrolling Workers** screen, choose the **Pay Frequency** and **Period No** you processed the payroll for and had employees automatically enrolled or opted in

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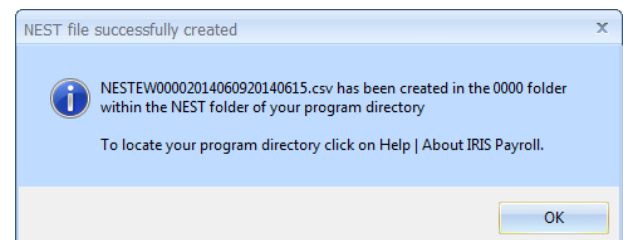
6. On the **NEST – Enrolling Workers for…**screen, click **'Print'** to print a report of the employees that are included in the file.

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

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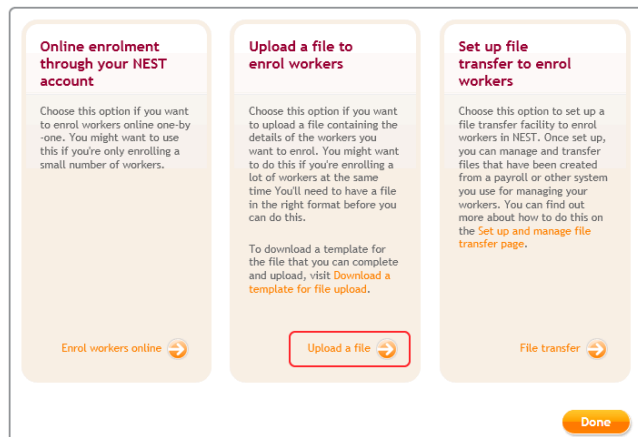
Upload the Enrolling Workers file to NEST

> 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.
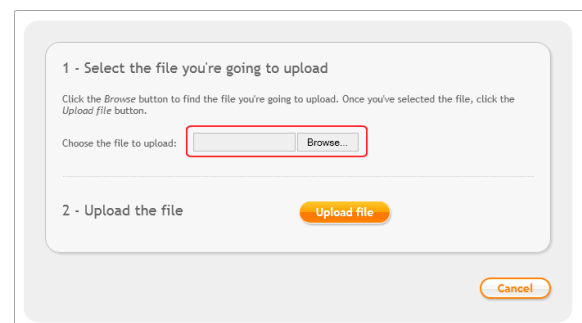
5. Once the file checking has been completed successfully, click **'Process this file'** to upload the file to NEST.
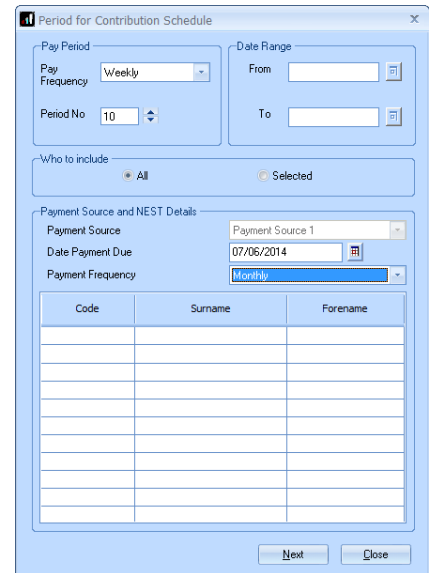
Click here for more information about uploading a **NEST Enrolling Workers** file to NEST.

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.
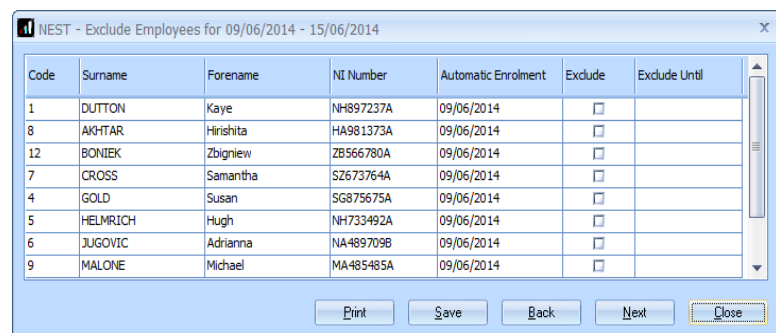
To create a NEST Contribution Schedule file:

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 **'Next'**

4. On the **Period for Contribution Schedule** screen, choose the **Pay Frequency** and **Period No** you processed the payroll for and had employees and/or employer pension contributions taken

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

6. 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

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

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

9. 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.

10. Tick the box in the '**Exclude**' column 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.

NEST expects contributions that are withheld during an employee's opt-out period to be paid to NEST, by the employer, by the end of the second month following the employee's auto enrolment date.

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
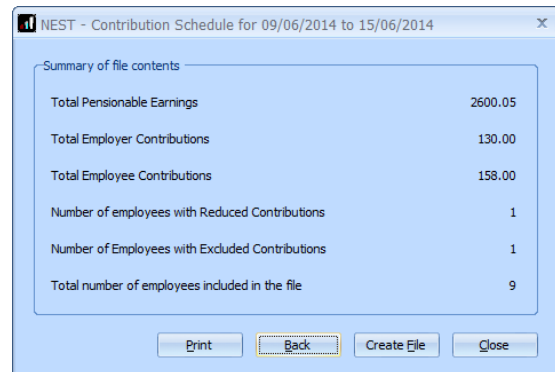

change the **Reason for Reduced Employee Contributions** if you want to by clicking in the field and selecting another option.

13. Click **'Next'**
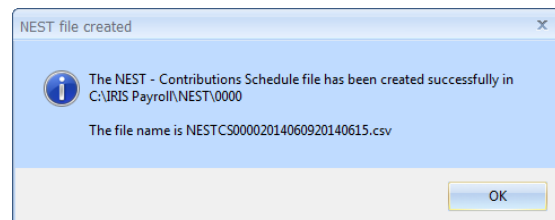
14. On the **NEST – Contribution Schedule for...**screen, click **'Print'** to print a report of the employees that are included in the file.

15. Click **'Create File'** to create the **NEST – Contribution Schedule** file

16. A message will advise the location where the **NEST Contribution Schedule** file has been created
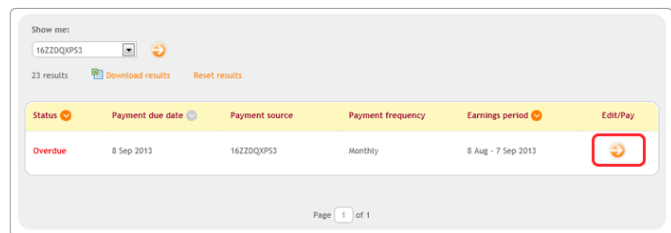
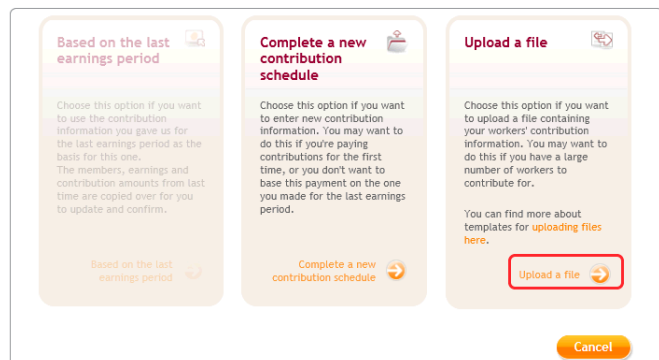## Upload the NEST Contribution Schedule file to NEST:

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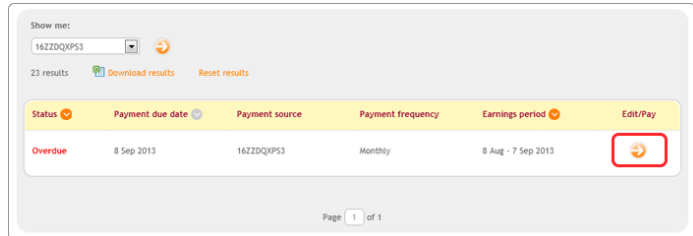
Click here for more information about uploading a **NEST Contribution Schedule** file to NEST.

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.

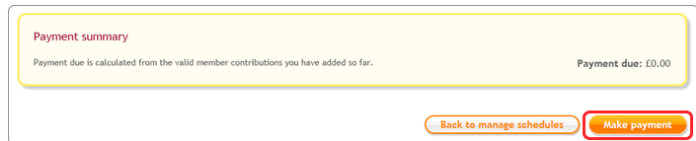1. Login to your NEST account on NEST's website

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.

Software available from IRIS

IRIS Payroll Basics
Free, RTI compliant payroll software for companies with fewer than 10 employees

IRIS Payroll Business
Intelligent, easy to use payroll software for smaller businesses

IRIS Payroll Professional
Flexible payroll software for medium sized businesses

IRIS Bureau Payroll
Intelligent management for multiple payrolls

IRIS OpenPayroll
Cloud-based UK payroll software – accessible from anywhere on PC, Mac or tablet

IRIS P11D
The easy way to complete employee expenses and benefits returns

IRIS HR Manager
The easy way to keep employee data up-to-date

IRIS OpenPayslips
A secure web based solution that allows your employees to access and download their e-payslips via an online portal

Stationery order line

0844 815 5656

HMRC online service helpdesk

Tel: 0300 200 3600
Fax: 0844 366 7828
Email: helpdesk@ir-efile.gov.uk

HMRC employer helpline

Tel: 0300 200 3200

HMRC employer helpline** (for new business)

Tel: 0300 200 3211

Support

Tel: 0844 815 5661 (option 4)
Fax: 0844 815 5665
Email: ipsupport@iris.co.uk

Call **0844 815 5656**, or visit **iris.co.uk** to find out more