

# IRIS Payroll

## Guide to creating Now Pensions 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 Now: Pensions output file. You can create an output files for Now: Pensions to enrol workers and inform them of the contributions taken.

The guide covers:

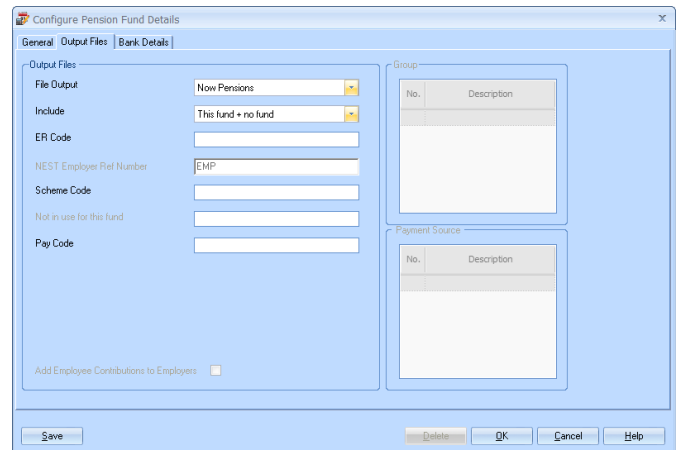
- Configuring output file information
- Creating an output file each period

## Now: Pensions configuration

Now: Pensions require you to supply your ER Code, Scheme Code and Pay Code in each output file.

### Pension Fund configuration:

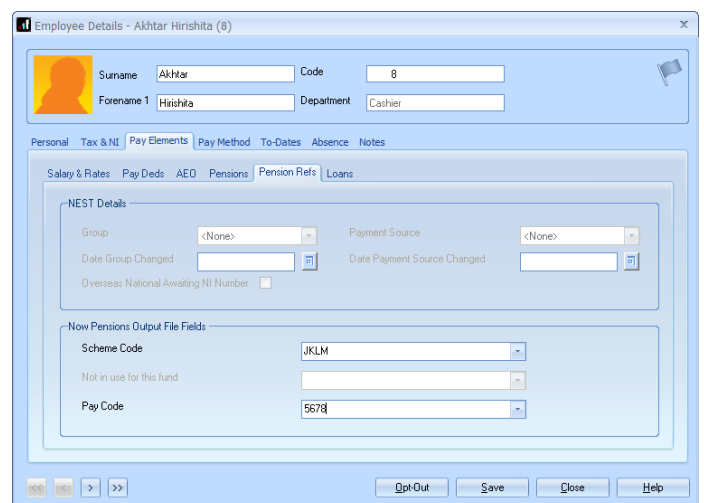
1. Go to the **Pension** tab and click **'Configure Pension Fund'**
2. Select the Now pension fund and click **'Edit'**
3. Select **'Output Files'** tab
4. In the **Include Employees** field, select **'This fund only'**
5. Enter your **ER Code**, **Scheme Code** and **Pay Code**
6. Click **'OK'**



## Employee Details configuration

You only need to enter the **Scheme Code** and **Pay Code** for an employee if they have a different one to that configured in the Pension Fund.

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 then select **'Pension Refs'**
3. Choose the appropriate **Scheme Code** and **Pay Code** from the dropdown fields
4. Click **'Save'** and then click **'Close'**

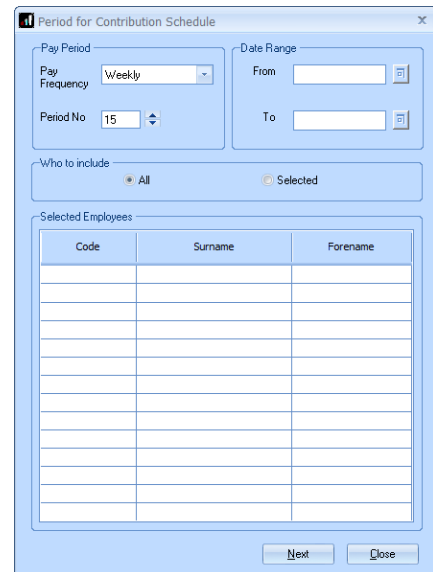


You can create new options in the **Scheme Code** and **Pay Code** dropdown field by typing directly in the field and then click **'Save'**.

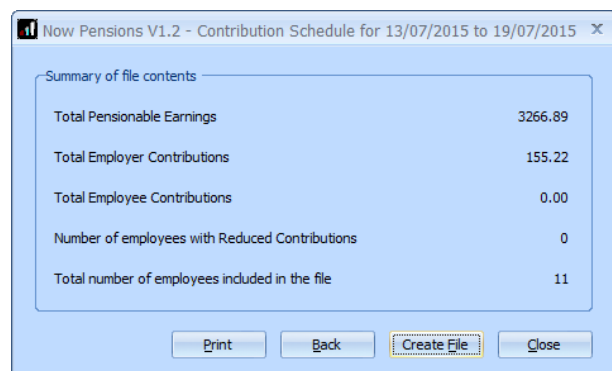
## Create Output File

To create a Now: Pensions output file:

1. Go to the **Pension** tab and click '**Create Pension File**'
2. On the **Select file to create** screen, choose '**Now Pensions v1.2**'
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 automatically enrolled or opted in
5. In the **Who to include** section, accept the default of '**All**'
6. Click '**Next**'

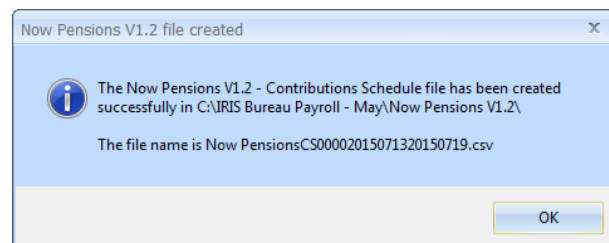


7. On the **Now Pensions V1.2 – contribution Schedule for...** screen, click '**Print**' to print a report of the employees that are included in the file.
8. Click '**Create File**' to create the **Now Pensions V1.2 – Contribution Schedule** file



Summary of file contents	
Total Pensionable Earnings	3266.89
Total Employer Contributions	155.22
Total Employee Contributions	0.00
Number of employees with Reduced Contributions	0
Total number of employees included in the file	11

9. A message will advise the location where the **Now Pensions V1.2 – Contribution Schedule** file has been created



## Upload the Now Pensions V1.2 file to Now: Pensions

1. Login to your employer portal
2. Select the **Import Data** menu item
3. Choose the **Generic Input File** option, unless you have been told otherwise by Now.
4. **Browse** to the location where payroll created the **Now Pensions V1.2** output file and then upload the file.

Click [here](#) for more information about uploading a **Now: Pensions** file.

## 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](mailto: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](mailto:ipsupport@iris.co.uk)