



# **Auto Enrolment Configuration Tool Guide**

**IRIS Payroll**

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IRIS. Look forward

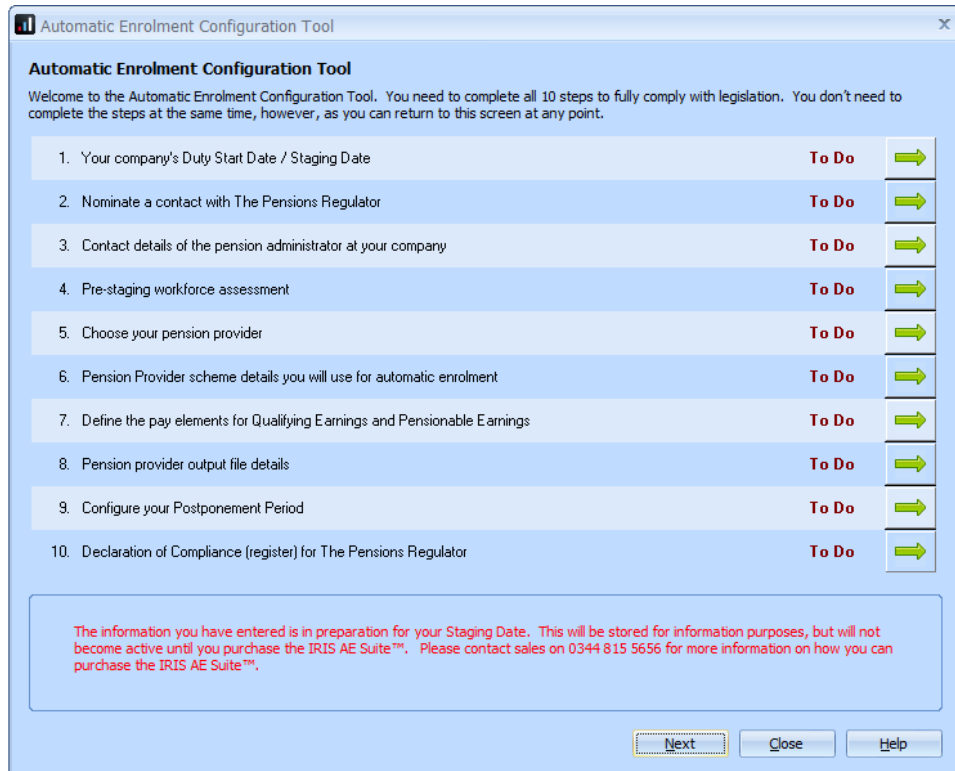
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## How do I set up Auto Enrolment in the payroll software?

To assist you, the payroll software contains an **Automatic Enrolment Configuration Tool**, covering all the steps you need to take to configure your system.

To begin, click on the **Pension** menu and select **Auto Enrol Config Tool**.



These are all the steps you need to take to comply with existing legislation. You don't need to complete all the steps at once as you can return to this screen at any time.

Use the **Previous** and **Next** buttons to navigate between the screens.

- Click on each arrow to open the relevant screen
- As you complete each step, **To do** will change to **Complete**

Please Note: You can return to the **Automatic Enrolment Configuration Tool** at any stage to make changes

Here are some further details on completing each step:

## 1. Duty Start Date / Staging Date

The date when automatic enrolment duties begin to apply to your company. You need to meet your key duties by this date.

To find out your Duty Start Date / Staging Date, go to **The Pensions Regulator** website and enter your PAYE Reference number (e.g. 913WZ5121A).

## 2. Nominate a contact with The Pensions Regulator

You need to inform The Pensions Regulator who they need to send important communications to regarding automatic enrolment.

Click the button **Nominate a contact with The Pensions Regulator**. This takes you to the section of **The Pensions Regulator** website where you need to enter your details. You will need to enter your reference code which you will find on any letter you have received from **The Pensions Regulator**.

Click the **Mark as Complete** button to mark this step as complete.

## 3. Company Pension Scheme Administrator Details

These should be the details of the individual in your company who will be communicating with your pension provider on a day-to-day basis.

It's important to complete this section as these details are used in the pension communications sent to your employees using IRIS AE Suite™.

## 4. Pre-staging Workforce Assessment

This screen enables you to get an estimate of how many employees are likely to be automatically enrolled at your Duty Start Date / Staging Date. It is really only for your information and is not a requirement.

## 5. Pension Scheme Providers

Select the Pension Provider you are using from the drop-down list. We only list the companies we currently work with in order to provide pension output files. If yours is not listed, please contact IRIS for assistance on 0344 815 5656.

## 6. Pension Provider Details

Your pension provider should supply you with the details you need to complete this screen. You are also able to select an existing pension scheme.

Completing this screen will create your pension deductions for you. Alternatively, if you set-up your deductions via **Company | Payment/Deductions**, IRIS has several guides for you [here](#) depending on your pension provider.

If you are using NEST, you must tick **Use existing scheme** and select the NEST fund already created in the system. This will then add the pension deductions to the existing NEST fund.

### Calculation Basis

#### Qualifying (banded) Earnings

**Qualifying (banded) Earnings** are the earnings you can use to calculate contributions for an auto enrolment pension. For the 2020/2021 tax year, this is between £6,240 and £50,000 a year.

If you select **Qualifying (banded) Earnings** to work out contributions, the payroll software will contribute a percentage of a worker's gross annual earnings that fall between £6,240 and £50,000. The first £6,240 of their earnings isn't included in the calculation. For example, if a worker earns £20,000, their qualifying earnings would be £13,760.

These are annual figures. Because you pay contributions every time you pay your workers, the payroll software will calculate contributions based on qualifying earnings for each pay period in turn.

A worker's qualifying earnings for a pay period will include all of the following:

- overtime
- bonuses
- commission
- statutory sick pay
- statutory pay someone receives during paternity, maternity or any other kind of family leave

#### Pensionable Earnings

Your pension provider will be able to tell you what constitutes as **Pensionable Earnings**.

## 7. Qualifying Earnings and Pensionable Earnings

This screen describes the difference between the two and enables you to tick/untick elements of employees' pay as required by your pension scheme. You will need to click the **Mark as Complete** button to mark this step as complete.

## 8. Pension Provider Output File Details

The IRIS AE Suite™ allows you to produce output files for your chosen provider to be uploaded directly to their web portal.

### Include

Pension providers require different employees to be included in the output file depending on whether the payroll software is doing the assessment.

- Generally, we assume payroll will do the assessment and as such the **Include** option will be set to **This fund only** by default
- If assessment is being done by another method, for example using another piece of software, information may be needed on all employees, therefore you would need to select **All Employees**

If you are unsure who should be included in your output files, please contact your pension provider.

## 9. Postponement Period

It is possible to delay automatic enrolment assessment for up to three months at Duty Start Date / Staging Date or a new employee's Start Date.

You can also delay automatic enrolment assessment for employees who become eligible jobholders for up to three months.

Enter your postponement requirements on this screen. You will need to click the **Mark as Complete** button to mark this step as complete.

For further details on **Postponement**, click [here](#) to view the **Legislation Guide**.

## 10. Declaration of Compliance

Once you've enrolled your staff, you must complete your **Declaration of Compliance** with The Pensions Regulator. The declaration confirms that you've complied with your legal duties.

Even if you haven't had to enrol anyone (but had employees on your Duty Start Date / Staging Date), you still need to complete your declaration.

Click the button **Complete Declaration of Compliance (registration)** to complete this online. You can start at any time; however, you cannot complete it until a month after your Duty Start Date / Staging Date (and must complete it within five months).

The payroll software provides a report, which you can print from this screen, containing much, but not all, of the information you need to complete the declaration. The Pension Regulator's Declaration of Compliance (registration) checklist is available [here](#). When you have completed your declaration online, click the **Mark as Complete** button.

## Information you may need to complete after using the tool and before Auto Enrolment

### Employee Details

Before an employee is automatically enrolled, there are some details which you may need to complete.

For employees with an existing pension, which meets the criteria to be an automatic enrolment scheme, go to **Employee Details | Pay Elements | Pensions** and tick **Member of a Qualifying Scheme**. This needs to be done before the first payroll run after Duty Start Date / Staging Date.

On the **Employee Details | Pay Elements | Pensions** tab:

1. Complete the tick box Works outside of UK if necessary
2. As only one **Pension Fund** can be used for **Auto Enrolment**, if you have several **Pension Funds**, you will need to apply these to **Employee details** manually

### Payroll Calendar

You need to set-up the **Payroll Calendar** in order to ensure the pay reference periods used during Automatic Enrolment assessment are correct.

The **Payroll Calendar** allows you to define the start and end date for each work period in the year. You have options for monthly, weekly, two weekly and four weeklies, but you only need to complete the pay frequencies you use.

1. From the **Company** tab select **Payroll Calendar**
2. Select the next **Pay Date**
3. The subsequent **Start** and **End** dates will automatically be populated from the first entry to the end of the year

If you start using the payroll software part way through the year, you can configure the calendar from that point

4. Enter your **Work Period Start Date**, the **End Date** will be populated automatically

## 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	For IRIS Payroll Professional
Tel: 0344 815 5656	Tel: 0344 815 5676	Tel: 0345 057 3708
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk	Email: payrollsales@iris.co.uk

## Contact Support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5661	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5671	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	01273 715300	payroll-support@iris.co.uk