

IRIS PAYE-Master

Guide to creating Scottish Widows output file

23/06/2015



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Introduction

This guide will give you an overview of how to configure your payroll to include information required in the Scottish Widows output file. This file will inform Scottish Widows of workers to enrol and all of the contributions taken in the pay reference period.

The guide covers:

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

Scottish Widows configuration

Scottish Widows require you to supply a Pay Group for each employee in the output file. Scottish Widows expect these to be consistent with the payroll upload workflow notification. If you have more than one Pay Group, you should create an identifier and categorise each Pay Group, for further information please contact Scottish Widows.

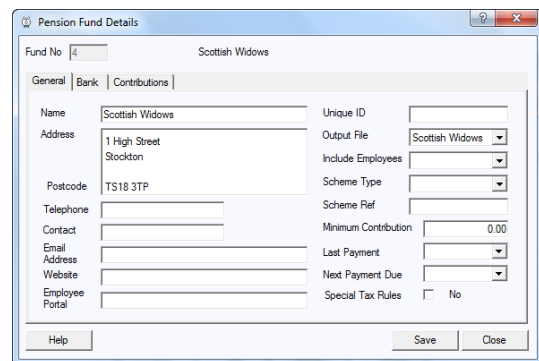
In payroll, you enter the Pay Group in **Employee Details**.

Pension Fund Configuration

1. Go to the **Pensions** menu and select '**Configure Pensions**'
2. Select the Scottish Widows pension fund and click '**Edit**'
3. On the **General** tab, if you haven't configured your Scottish Widows pension fund already, enter all the details you have for Scottish Widows

In the **Output File** field, select '**Scottish Widows**'

In the **Include Employees** field, select '**All Employees**'



Employee Details Configuration

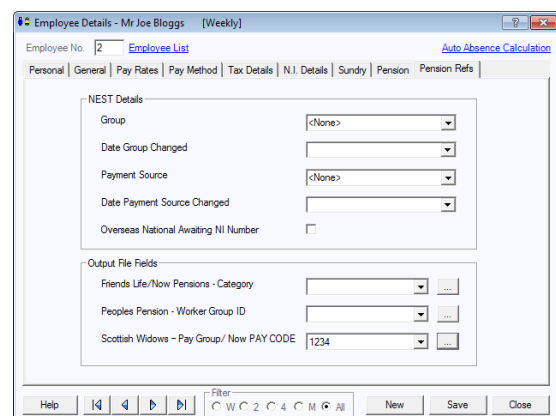
You will need to select the **Pension Provider Worker Group** and **Pay Group** for each employee.

1. On the left-hand Selection Bar, select the appropriate employee to open their **Employee Details**
2. Select '**Pension Refs**' tab
3. For 'Pension Provider Worker Group', choose the appropriate option from the **Peoples Pension – Worker Group ID** dropdown field.

If the field doesn't contain the appropriate Pension Provider Worker Group, click the icon to add it. Click [here](#) for instructions

4. For 'Pay Group', choose the appropriate option from the **Scottish Widows – Pay Group/Now PAY CODE** dropdown field.

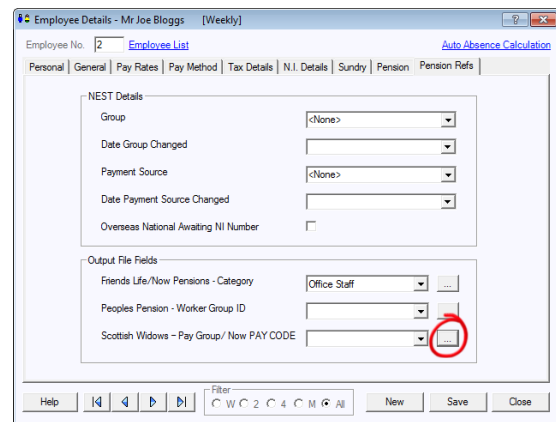
If the field doesn't contain the appropriate Pay Code, click the icon to add it. Click [here](#) for instructions



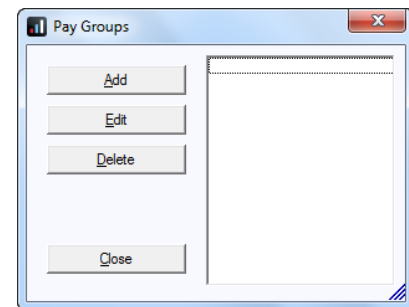
5. Click '**Save**' and then click '**Close**'

Add a Scottish Widows Pay Code

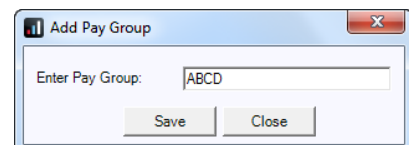
1. In **Employee Details**, on the **Pension Refs** tab click the icon to the right of the **Scottish Widows – Pay Group/Now PAY CODE** field to add a Pay Code.



2. On the **Pay Groups** screen, click '**Add**' to open the **Add Pay Groups** screen



3. Enter the Pay Code, click '**Save**' to close the **Add Category** screen



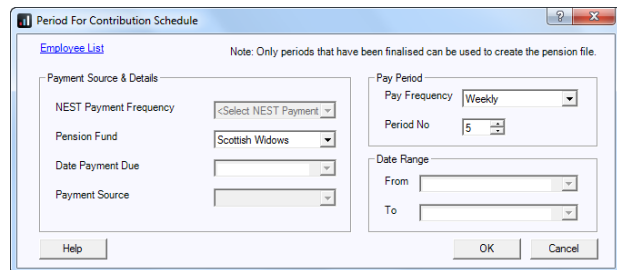
4. On the Pay Groups screen, click '**Close**' to return to the **Employee Details** screen

Output file

The Scottish Widows output file contains information for new joiners and contributions taken. You should send an output file to Scottish Widows each period you have employees new to the pension scheme or had pension contributions taken.

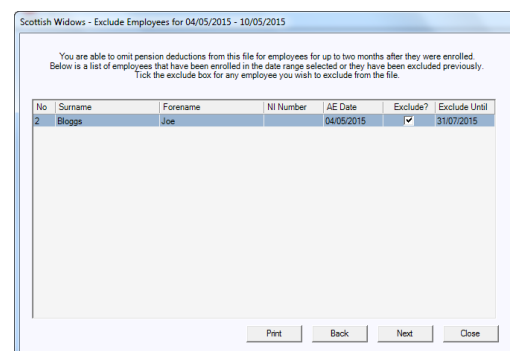
Create Scottish Widows V3 output file:

1. Go to the **Pensions** tab and click '**Create Pension File**'
2. On the **Select File to Create** screen, choose '**Scottish Widows V3**'
3. Click '**OK**'
4. On the **Period for Contribution Schedule** screen, the **NEST Payment Frequency** field is disabled
5. In the **Pension Fund** field, choose your Now Pensions fund
6. **Date Payment Due** and **Payment Source** fields are disabled
7. Choose the **Pay Frequency** and **Period No** you processed the payroll for and had employees and/or employer pension contributions taken. Only periods that have been finalised can be used to create the pension file.
Date Range fields will be disabled
8. Click '**OK**'



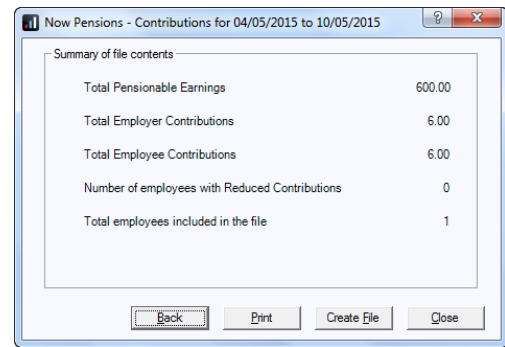
Your payroll has the ability to hold back until the end of the opt-out window, as per the Pensions Regulator's advice. However, you should check with Scottish Widows to see if they permit this option.

1. 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.
2. Click '**Next**'

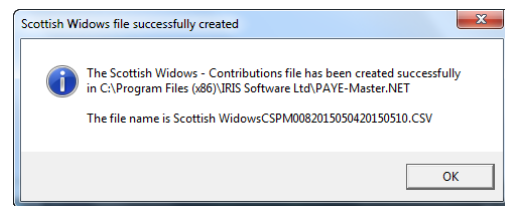


No	Surname	Forename	NI Number	AE Date	Exclude?	Exclude Until
2	Bloggs	Joe		04/05/2015	<input checked="" type="checkbox"/>	31/07/2015

3. On the **Scottish Widows – Contributions for...** screen, click **'Print'** to print a report of the employees that are included in the file.
4. Click **'Create File'** to create the **Scottish Widows V3** file



5. On the **Save As** screen, choose the location where the file will be created and then click **'Save'**
6. A message will advise the location where the **Scottish Widows V3** file has been created



Upload Scottish Widows V3 file:

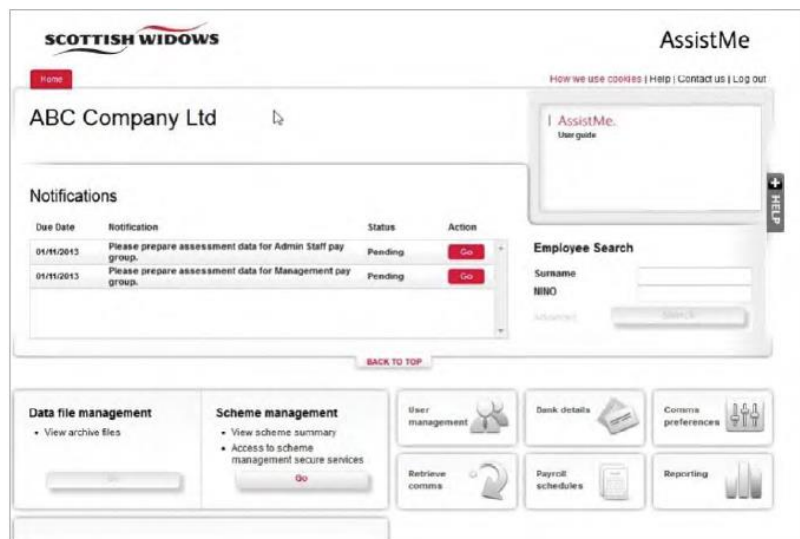
If you have chosen Scottish Widows to assess your employees and send the pension communications to them, you must ensure the **Configure Pension Fund Details | Output Files | Include** is set to **'All employees'**.

If you have chosen for payroll to assess your employees and send the pension communications to them, you must ensure the **Configure Pension Fund Details | Output Files | Include** is set to **'This fund only'**.

1. Login to AssistMe
2. On the main screen, in the **Notifications** section, next to the **Please upload full data for [pay group name] pay group**, click the **'Go'** button

3. Select **Process data file** and browse to the location in your payroll where the **Scottish**

Widows V3 output file was created and click **Upload**.



For more information about uploading a **Scottish Widows V3** output file, please contact Scottish Widows.

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

KashFlow Payroll

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

Tel: 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 1)

Fax: 0844 815 5665

Email: payroll@iris.co.uk