

Peoples Pension – Pension 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:

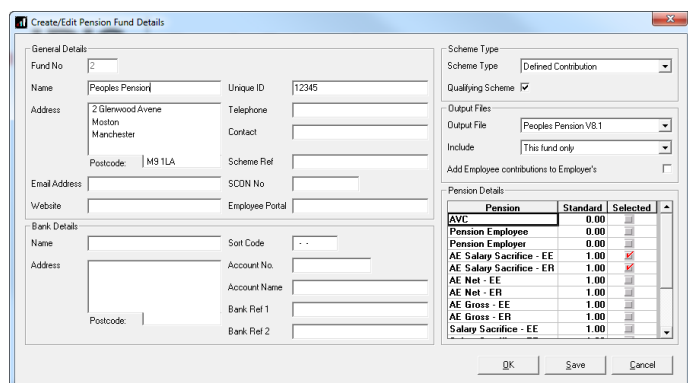
- Configuring output file information
- Creating an output file each period

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**'



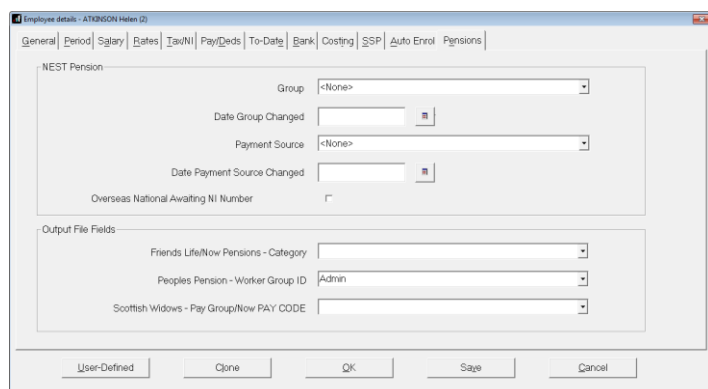
	Pension	Standard	Selected
AVC	0.00		
Pension Employee	0.00		
Pension Employer	0.00		
AE Salary Sacrifice - EE	1.00		
AE Salary Sacrifice - ER	1.00		
AE Net - EE	1.00		
AE Net - ER	1.00		
AE Gross - EE	1.00		
AE Gross - ER	1.00		
Salary Sacrifice - EE	1.00		

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

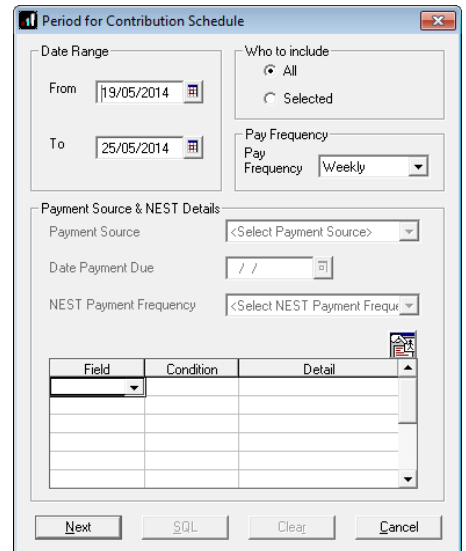
contain any options, you can create a new one by typing directly in the field and then click '**Save**'. The new **Peoples Pension – Worker Group ID** option will be available to select in the dropdown field.

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’**

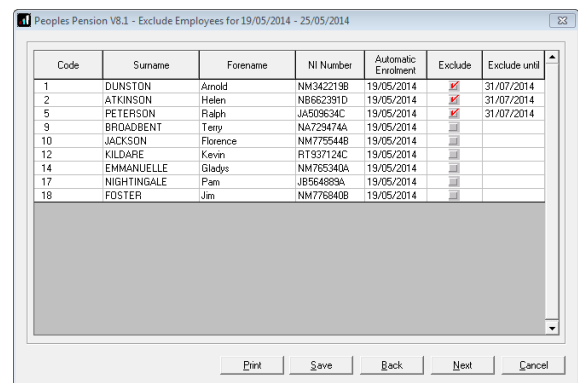


Your payroll has the ability to hold back contributions until the end of the opt-out window, as per the Pensions Regulator’s advice. However, Peoples Pension prefer you don’t use this option but instead send them contributions when they are deducted.

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

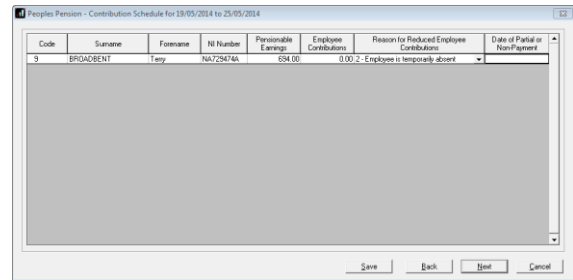
You must check with Peoples Pension if you are permitted this option.

9. Click **‘Next’**



Code	Surname	Forename	NI Number	Automatic Enrollment	Exclude	Exclude until
1	DUNSTON	Arnold	NM3422198	19/05/2014	<input checked="" type="checkbox"/>	31/07/2014
2	ATKINSON	Helen	NB662391D	19/05/2014	<input checked="" type="checkbox"/>	31/07/2014
5	PETERSON	Ralph	JA608634C	19/05/2014	<input checked="" type="checkbox"/>	31/07/2014
9	BROADBENT	Tery	NA723474A	19/05/2014	<input type="checkbox"/>	
10	JACKSON	Florence	NM775544B	19/05/2014	<input type="checkbox"/>	
12	KILDARE	Kevin	RT1927124C	19/05/2014	<input type="checkbox"/>	
14	EMMANUELLE	Gladys	NM785340A	19/05/2014	<input type="checkbox"/>	
17	NIGHTINGALE	Pam	JB564885A	19/05/2014	<input type="checkbox"/>	
18	FOSTER	Jim	NM776840B	19/05/2014	<input type="checkbox"/>	

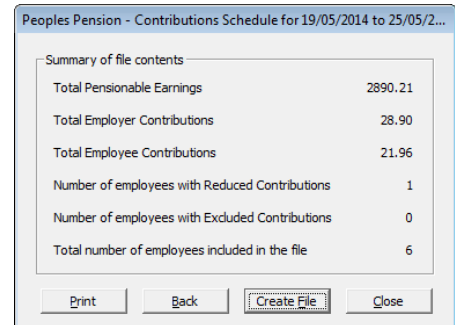
10. You must inform People’s Pension of any employees that made a reduced contribution, left the company or stopped contributions. Select the **‘Reason for Reduced Employee Contributions’** most appropriate for the employee.



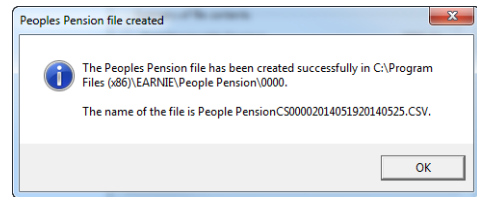
11. Click **‘Next’**

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