

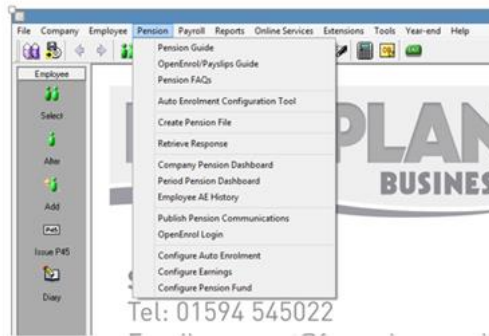


Auto Enrolment Module Overview

This guide is intended to give you an overview of setting up the Auto-Enrolment suite for Earnie. Detailed information can be found in the help guides located in the Pension menu of Earnie. These guides can be viewed on your computer or printed out for reference.

An overview of setting up the Earnie Automatic Enrolment Suite

This guide is intended to give you an overview of setting up the Auto-Enrol suite for Earnie. Detailed information can be found in the help guides located in the Pension menu. These guides can be viewed on your computer or printed out for reference.

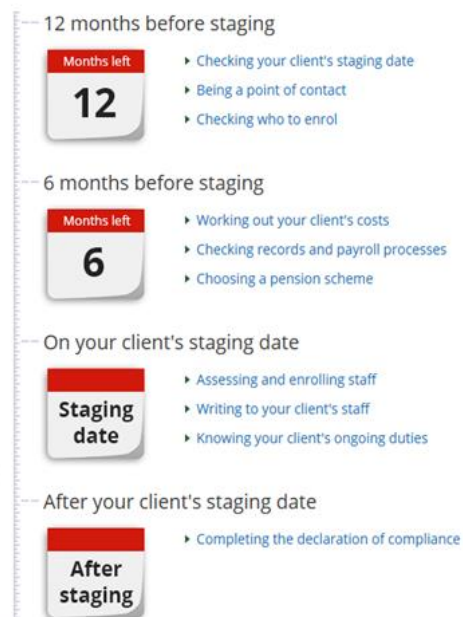


Crops | Livestock | Business & Accounts | Training | IT Solutions | Support

Farmplan
Time to grow

“Before anything else, preparation is the key to success.”

Alexander Graham Bell



Source: www.thepensionsregulator.gov.uk

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support

Farmplan
Time to grow

Find out your Staging Date and your duties as an Employer at
www.thepensionsregulator.gov.uk

Decided on your Pension Company? Staging Date approaching?

Gather together all the relevant information:

- ✓ Name and Address of Pension Company
- ✓ Who is sending the communications to Employees – Name, Address, Email etc.?
- ✓ How are the Contributions to be calculated – Pre Tax/NI, Post Tax/NI, Percentage?
- ✓ Specific references for your pension – Unique ID, Worker Group, Payment Source?

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)



Automatic Enrolment Configuration Tool - 10 Steps to Compliance

Automatic Enrolment Configuration Tool

Welcome to the Automatic Enrolment Configuration Tool. You need to complete all 10 steps to comply with legislation, however you don't need to complete the steps at the same time as you can return to this screen at any time.

1. Your company's Staging date	To Do	➡
2. Nominate a contact with The Pensions Regulator	To Do	➡
3. Contact details of the pension administrator at your company	To Do	➡
4. Pre-staging workforce assessment	To Do	➡
5. Choose your pension provider	To Do	➡
6. Pension Provider scheme details you will use for automatic enrolment	To Do	➡
7. Define the pay elements for Qualifying Earnings and Pensionable Earnings	To Do	➡
8. Pension Provider output file details	To Do	➡
9. Configure your Postponement Period	To Do	➡
10. Declaration of Compliance (register) for The Pensions Regulator	To Do	➡

After your Staging Date the IRIS AE Suite™ will start assessing your workforce using the rules you have entered. If at any stage you wish to amend any of the rules or details you can return to the Configuration Tool and make the necessary amendments.

[Next](#) [Close](#)

These are all the steps you need to take to comply with existing legislation. You don't need to complete all of 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 green arrow to open the relevant screen
- As you complete each step, 'To do' will change to 'Complete'
- Once all steps are marked as Complete, you can return to the Tool at any time to make changes

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)



1. Staging Date

Automatic Enrolment Configuration Tool - Step 1 - Staging Date

Step 1 - Staging Date

Your Staging Date is key because this date is when automatic enrolment duties start to apply to you, so you'll need to be ready by then.

Staging dates are determined by the total number of persons in your largest PAYE scheme at 1 April 2012.

If you don't know your Staging Date you can look it up on The Pensions Regulator website using the link below and entering your PAYE reference number (e.g. 913WZ5121A):

[Click here to check your Staging Date](#)

Enter your Staging Date:

Please Note: Your staging date doesn't change if you apply postponement. You will still need to comply with legislation from your staging date.

[Previous](#) [Next](#) [Close](#)

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

Click on the link find out your Staging Date this takes you to **The Pensions Regulator** website. Enter your PAYE Reference number (e.g. 913WZ5121A) to find your Staging Date.

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)



2. Contact for The Pension Regulator

Automatic Enrolment Configuration Tool - Step 2 - Nominate a Contact

Step 2 - Nominate a contact with The Pensions Regulator

The Pensions Regulator requires a nominated contact for automatic enrolment in your company to receive important communications. This is to ensure that The Pensions Regulator are sending the right information to the right person. They will receive:

- Key communications about the planning process
- Emails to help you keep on track

Click on the button below to register your nominated contact. This will take you to the Pensions Regulator website.

[Nominate a contact with The Pensions Regulator](#)

When you have completed this step please click the 'Mark as Complete' button below.

[Mark as complete](#) [Previous](#) [Next](#) [Close](#)

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

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)



3. Scheme Administrator

Step 3 - Company Pension Scheme Administrator Details

You should decide who will be communicating with your chosen pensions provider to enrol workers and process opt-in and opt-out requests.

It is important to complete the Contact Details because they will be included in communications generated to your employees using the IRIS AE Suite™.

Contact Details

Name: Mrs J Smith

☒ Use Company Address

Address: Ward House
Chapel Lane
Ilinois
Bedfordshire
Postcode: TS19 4QT

Country: United Kingdom

Telephone No: 01594 545022

Email Address: support@farmplan.co.uk

Signature: J Jones

Publish Communications

☒ Link to OpenEnrol

Warn if communications outstanding for: Days 7

Click 'AE is coming' button to generate a letter to your workforce informing them that automatic enrolment is coming.

The 'AE is coming' letter will only be generated if you enter a Staging Date in the future. This letter is not legally required but it is recommended.

The generated letter will appear in Pensions | Publish Pension Communications. Before you publish any letters, it is recommended that you complete all employee email addresses. This will ensure the employee receives the letters directly to their email account and prevent the need for printing.

You must have entered your Staging Date, by completing step 1, before you can generate this letter.

AE is coming

Previous Next Close

These are the details of the individual in your company who will be communicating with your pension provider regarding enrolling workers etc.

It's important to complete this section as these details are used in communications sent to your employees using the Auto Enrolment suite.

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support



4. Pre-Staging Assessment

Step 4 - Pre-staging Workforce Assessment

You can get an estimate of your workforce to establish how many people are likely to be automatically enrolled into a pension scheme, when you reach your staging date. This estimate is based on the following:

- All workers will be assessed on Qualifying Earnings, which are defined by The Pensions Regulator, to determine who should be automatically enrolled into a pension scheme. Qualifying Earnings include all payment elements, such as Salary, Bonus, Wages, SSP and SHP.
- Each pension provider has different schemes with different rules. For the purpose of this estimate, we are assuming that the pension contributions are based on Qualifying Earnings.

The actual cost of Automatic Enrolment will vary depending on the scheme chosen and what you include in Pensionable Earnings. Don't worry, your software will accurately calculate this everytime you run your payroll.

Employee Contribution %: 10.0

Employer Contribution %: 1.00

Assess the workforce

Worker Status	Number of Employees	Employee Contributions Cost per year(£)	Employer Contributions Cost per year(£)
Eligible Jobholder	14	3964.56	3964.56
Non-eligible Jobholder	5		
Enrolled Worker	0		
Others	0		
Total	19	3964.56	3964.56

Print Previous Next Close

This screen enables you to get an estimate of how many employees are likely to be automatically enrolled at your Staging Date.

You can print a report out of the estimated figures.

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support



5. Your Provider

Automatic Enrolment Configuration Tool - Step 5 - Pension Scheme Providers

Step 5 - Pension Scheme Providers

One of your key duties for Automatic Enrolment is to ensure that you automatically enrol workers into a qualifying pension scheme. There are several pension scheme providers that offer a qualifying automatic enrolment scheme; the dropdown field contains the ones we currently work with.

You can use the links below to get more information about the pension scheme providers.

NOTE: IRIS is not IFA approved and cannot provide any financial advice.

Name of Pension Scheme Provider: **NEST**

Aviva	Aviva Pension for Auto Enrolment
Friends Life	Friends Life Pension for Auto Enrolment
NEST	National Employment Savings Trust
NOW	Now Pensions for Auto Enrolment
Peoples Pension	The Peoples Pension for Auto Enrolment
Royal London	Royal London Pension for Auto Enrolment
Scottish Widows	Scottish Widows Pension for Auto Enrolment
Standard Life	Good to go workplace pension solutions
Other	Please contact your software provider for more information

Previous Next Close

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 Farmplan for assistance on 01594 545022.

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)



6. Pension Provider Details

Automatic Enrolment Configuration Tool - Step 6 - Pension Provider Details

Step 6 - Pension Provider Details

Your pension provider will be able to supply you with your pension scheme details. It is vital you set this up correctly. If you are unsure of any of the details below, please contact your pension provider who will provide you with the necessary information.

If you have a pension scheme in place prior to AE and it's qualifying, you can use the existing scheme details by ticking the box below, selecting your pension provider and complete any outstanding information. **PLEASE NOTE:** In most cases you will be setting up a scheme for the first time, however, if you are using an existing scheme and you need to alter any of the pension fund or deduction settings, you will need to do so either in the payment/deduction setup screen or in the Pension Fund Details screen.

☐ Use existing pension scheme **<None>**

Pension Scheme

Scheme Name: **NEST**

Scheme Reference No.: **BNP100024000**

Scheme Type: **Defined Contribution**

Unique ID:

Pension Contribution Basis

☒ After tax and NI - (with basic rate tax relief)

☐ After tax and NI - (no tax relief)

☐ Before tax and NI - (Salary Sacrifice)

☐ Before tax and after NI - (Net pay arrangement)

Calculation Basis: **Qualifying (Banded) Earnings**

Employee Contribution %: **1.00**

Employer Contribution %: **1.00**

Pension Provider Contact Details

Address: **Nene Hall**

Postcode:

Contact Name:

Telephone No.: **0300 020 0090**

Email Address:

Website: **www.nestpensions.org.uk**

Employee Portal:

Previous Next Close

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. 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.

Completing this screen creates your pension deductions for you. To ensure that these are setup correctly this screen all options **must be completed in full**. **If you do not have all the relevant information do not start to complete this screen until you do.**

Alternatively, you can set up your deductions via **Company - Alter Payment/Deductions**.

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)



7. Earnings

Automatic Enrolment Configuration Tool - Step 7 - Qualifying Earnings and Pensionable Earnings

Qualifying Earnings is the amount of earnings used to assess your workforce to determine who should be automatically enrolled. These earnings are defined by The Pensions Regulator and includes pay elements such as:

- Salary
- Wages
- Commission
- Bonus
- Holiday Pay
- Overtime
- SSP
- SHP
- SHPP
- SAP

Tick the pay elements that are Qualifying Earnings and Pensionable Earnings (if applicable) for the company. You cannot un-tick Qualifying Earnings pay elements such as Salary, Holiday Pay, SSP, SAP, SHP, SHPP because they are always included in Qualifying Earnings.

Pay Element	Qualifying Earnings	Pensionable Earnings
Salary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Statutory Maternity Pay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statutory Paternity Pay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shared Parental Pay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statutory Adoption Pay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statutory Sick Pay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holiday Pay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nurse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Surgeon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Porter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consultant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Matron	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cleaner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mortician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Midwife	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pharmacist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expenses	<input type="checkbox"/>	<input type="checkbox"/>
Lottery	<input type="checkbox"/>	<input type="checkbox"/>
Net to Gross	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you are operating an automatic enrolment type pension scheme, Qualifying Earnings will be used to calculate the pension contributions.

Your pension provider will be able to tell you the type of scheme you are operating and what constitutes as pensionable earnings.

When you have finished configuring your qualifying and pensionable earnings click the 'Mark as Complete' button below.

Mark as complete Previous Next Close

Qualifying Earnings and Pensionable Earnings

This screen describes the difference between the two, and enables you to tick/un-tick 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.

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support



8. Pension Output Files

Automatic Enrolment Configuration Tool - Step 8 - Pension Provider Output File Details

The IRIS AE Suite™ allows you to produce output files for your chosen provider so that they can be uploaded directly to your provider's portal. By default, your chosen provider will be selected.

Pension providers will require different employees including in the output file, depending on whether or not payroll is doing the assessment. Generally, payroll will do the assessment and the include option will be set to 'This fund only' by default. If you are unsure who should be included in your output files, please contact your pension provider for clarification.

File Output:

Include:

Set Default Values

NEST requires you to enter your Employer Reference Number. You also need to enter the Group and Payment Source you configured on NEST's website, which you want to use as default for all employees. If you want to enter multiple Groups or Payment Sources, you can type them in the combo box, press enter, and then type in the next one.

Employer Reference No.:

Group: Payment Source:

Previous Next Close

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

Pension providers will require different employees included in the output file depending on whether payroll is doing the assessment. Generally, payroll will do the assessment and the 'include' option will be set to 'This fund only' by default. If you are unsure who should be included in your output files, please contact your pension provider.

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support



9. Postponement

Step 9 - Postponement Period

Postponement at Staging Date and for New Starters

You can configure a Postponement Period to apply at Staging Date or for new starters. The Postponement Period allows you to delay automatic enrolment assessment for up to three months.

At Staging Date/employee's Start Date, all employees can be postponed for up to three months irrespective of their Worker Status.

Postponement Period: Months 3

Postponement for Eligible Jobholders

You can configure a Postponement Period to apply to an employee that becomes an Eligible Jobholder. The Postponement Period allows you to delay automatic enrolment assessment for up to 3 months.

Postponement Period: Months 3

Once you have configured your postponement periods, click the 'Mark as Complete' button below.

Mark as complete Previous Next Close

It is possible to delay automatic enrolment assessment for up to three months at 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.

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support



10. Declaration

Step 10 - Declaration of Compliance

Declaration of Compliance (registration) is the legal requirement to submit information to the regulator about how you've complied with your employer duties. If you do not provide the information required you may face enforcement action and incur a fine.

You need to provide the information online. You'll need to provide information like the details of the pension scheme you've used for automatic enrolment and how many people you've automatically enrolled into it.

Even if you haven't automatically enrolled anyone, you'll still need to complete a declaration. You should start as soon as possible but you will be unable to complete the full declaration until after you have staged. The Pensions Regulator has produced a declaration video demonstration that walks you through the process.

Declaration of Compliance Report

1. To help you complete the Declaration of Compliance we have created a report that includes some of the key information required from payroll. To produce the report click on the button below:
Gather payroll information
2. You can start the Declaration of Compliance at any time, but it can only be completed one month after your Staging Date. We recommend that you start this process as soon as possible by using the link below:
Complete Declaration of Compliance (registration)
3. When you have completed the above steps, click the 'Mark as Complete' button below.

Mark as complete Previous Next Close

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 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 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.

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support



Ready to Stage....



Backup Your Data and then Run your Payroll

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)



What happens when you run the Payroll?

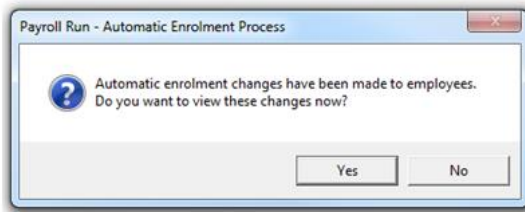
Behind the scenes, as you run your normal Payroll routine, Earnie will:

- Look at the Dates and apply a Postponement period if relevant or
- Assesses your employees – Eligible Worker, Non Eligible Worker, Entitled Worker?
- Decide on the correct communications to be published
- Those that are Eligible will be:
 - Enrolled into the Pension Fund
 - Employee and Employer Contributions are added to their record
 - The correct Worker Group/Payment Source (NEST) are assigned

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)



With Postponement, at the end of the Payroll....



At the end of the payroll run you will get a message

You should choose to print the report, this will show you what has happened

Riverside Hospital PLC		Date :	23/02/2016
Automatic Enrolment Summary for Week No. 04 and Month No. 01		Time :	01:33:38
Payroll Date : 30/04/2016		Page :	1
Deferral Dates Assigned			
Employee	Deferral Date		
4	OGILVY L	01/07/2016	

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)

Farmplan
Time to grow

Employee Record is updated.....

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)

Farmplan
Time to grow

When you arrive at the Staging date or Deferral date....

Input / Edit Payroll Details

Employee Code: 4
Name: OGILVY, Lucinda
Dept: Maternity

Period Month: 4 Number of Periods: 1

Statutory Payments: None 0.00

Assumed Pensionable Assumed Pay: 0.00

Pay Salary: 4555.00

Click arrow to view or alter details

Buttons: Previous, Cancel, Preview, Auto, Revert, Slip

No	Pay/Ded	Amount	Standard	To-Date	Lower	Upper
1	Bonus	0.00	0.00	0.00		
2	Expenses	300.00	300.00	900.00		
20	Medical Insurance Plan	93.62	93.62	290.86		1123.37
21	Employees Pension	1.00%	1.00%	0.00		
22	Employers Pension	1.00%	1.00%	0.00		

Pay Preview: OGILVY, L. 16

Employee: OGILVY, L. 16
Maternity
Period: 4

Hours	Rate	Ehr	Factor	Mult. By	To Pay
1	4555.00	1	1	1	4555.00

Payable	Amount	Standard	To-Date	Lower	Upper
1 Bonus	0.00	0.00	0.00		
2 Expenses	300.00	300.00	900.00		
20 Medical Insurance Plan	93.62	93.62	290.86		1123.37
21 Employees Pension	1.00%	1.00%	0.00		
22 Employers Pension	1.00%	1.00%	0.00		

Summary:

Net Pay: 3354.80

Buttons: OK

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support

Farmplan
Time to grow

At Staging date or Deferral date...

Payroll Run - Automatic Enrolment Process

Automatic enrolment changes have been made to employees.
Do you want to view these changes now?

Buttons: Yes, No

At the end of the payroll run you will get a message

You should choose to print the report, this will show you what has happened

Riverside Hospital PLC
Automatic Enrolment Summary for Week No. 17 and Month No. 04
Payroll Date: 31/07/2016
Employees Automatically Enrolled this period

Date: 23/02/2016
Time: 02:15:13
Page: 1

Employee	AE Date
4 OGILVY L	01/07/2016

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support

Farmplan
Time to grow

Correct as at 21/07/2016 - Please check for subsequent Legislative or Program Changes

Employee Record is updated

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support

Farmplan
Time to grow

Employee Record is updated

and Contributions are added to
Employee record

No	Description	Standard	Period Lower	Period Upper	To-Date	Carry Over	H
1	Bonus				0.00		
2	Expenses	300.00			1200.00		
20	Medical Insurance Plan	93.62		1123.37	374.48		
21	Employees Pension	1.00			-24.78		
22	Employers Pension	1.00			-30.97		

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support

Farmplan
Time to grow

Sending Information to Pension Provider

The 'Period for Contribution Schedule' dialog box contains the following sections:

- Date or Period:** Radio buttons for 'Period' (selected) and 'Date'.
- Who to include:** Radio buttons for 'All' (selected) and 'Selected'. A 'Pay Frequency' dropdown is set to 'Monthly'.
- Date Range:** 'From' and 'To' date pickers.
- Select Period:** 'Week No' (17), 'Month No' (4, checked), and 'Year' (2016/2017).
- Payment Source & NEST Details:** 'Payment Source' (My Source), 'Date Payment Due' (15/08/2016), and 'NEST Payment Frequency' (Monthly).
- Table:** A table with columns 'Field', 'Condition', and 'Detail'.
- Buttons:** 'Next', 'SQL', 'Clear', and 'Cancel'.

You will be able to create a file for your Pension provider to give them the information about contributions.

The 'Nest - Contribution Export for 01/07/2015 to 31/07/2015' window shows a summary of file contents:

Summary of file contents	
Total Pensionable Earnings	3097.00
Total Employer Contributions	30.97
Total Employee Contributions	24.78
Number of employees with Reduced Contributions	0
Number of employees with Excluded Contributions	0
Total number of employees included in the file	1

Buttons at the bottom: 'Print', 'Back', 'Create File' (highlighted), 'Send File', and 'Close'.

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)

Farmplan
Time to grow

Telling your Employees – Publishing Letters

The 'Publish Pension Communications' dialog box includes:

- Pension Communication Letters:** A 'View' dropdown set to 'Unpublished' and date pickers for 'From' and 'To'.
- Buttons:** 'Refresh' and 'Reset'.
- Table:** A table with columns: Code, Name, Date, Worker Status, Description, Period, and Sent.
- Data:** Two rows for 'OGILVY Lucinda' on '23/02/2016', both with status 'Eligible Jobholder'. The first row has description 'L1 - Auto-enrolment Date set' and period '2016-17 M 04'. The second row has description 'L6 - Postponement General Notice' and period '2016-17 M 01'.
- Buttons:** 'Delete', 'Print', 'Republish', 'Publish', and 'Close'.

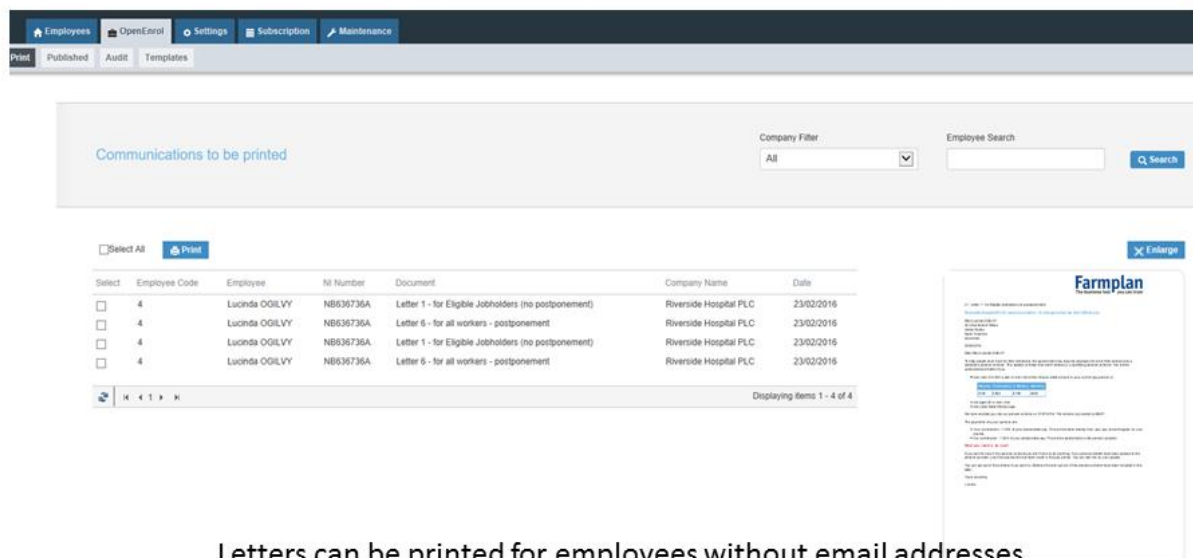
Earnie will tell Open Enrol which letters need to be published

The 'Pension Communications' dialog box displays an information icon and the message: 'Pension communications have been published successfully.' An 'OK' button is at the bottom right.

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)

Farmplan
Time to grow

Open Enrol Communications to Employees



The screenshot shows the 'Open Enrol' section of the Farmplan system. It includes a navigation bar with 'Employees', 'Open Enrol', 'Settings', 'Subscription', and 'Maintenance'. Below this is a sub-navigation bar with 'Print', 'Published', 'Audit', and 'Templates'. The main content area is titled 'Communications to be printed'. It features a 'Company Filter' dropdown set to 'All' and an 'Employee Search' field. A table lists communications for printing, with columns for 'Select', 'Employee Code', 'Employee', 'NI Number', 'Document', 'Company Name', and 'Date'. The table shows four entries for 'Riverside Hospital PLC' dated '23/02/2016'. A 'Print' button is visible next to the table. To the right, a preview of a printed letter is shown, featuring the Farmplan logo and the text 'Letter 1 - for Eligible Jobholders (no postponement)'.

Select	Employee Code	Employee	NI Number	Document	Company Name	Date
<input type="checkbox"/>	4	Lucinda OGILVY	NB636736A	Letter 1 - for Eligible Jobholders (no postponement)	Riverside Hospital PLC	23/02/2016
<input type="checkbox"/>	4	Lucinda OGILVY	NB636736A	Letter 6 - for all workers - postponement	Riverside Hospital PLC	23/02/2016
<input type="checkbox"/>	4	Lucinda OGILVY	NB636736A	Letter 1 - for Eligible Jobholders (no postponement)	Riverside Hospital PLC	23/02/2016
<input type="checkbox"/>	4	Lucinda OGILVY	NB636736A	Letter 6 - for all workers - postponement	Riverside Hospital PLC	23/02/2016

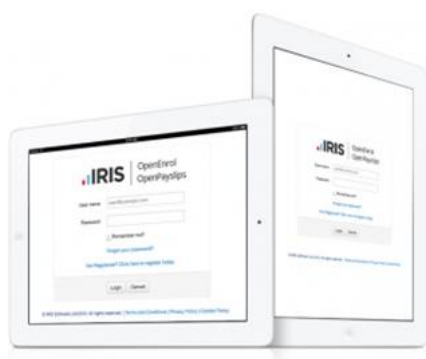
Letters can be printed for employees without email addresses.
Those with email addresses will receive a message.

Crops | Livestock | Business & Accounts | Training | IT Solutions | Support



For the Employees....

They can access their communications via Computer or by using the App.



Easy, Intuitive and Streamlined

The IRIS OpenPayslips app can be downloaded by employees for smartphone and tablet as well as being accessible via desktop. The payslips, P60s and pension letters are organised clearly into groups allowing you quick and easy access to the documents that you need. Need a payslip from 6 months ago? No problem, simply scroll through your payslips and locate all of your previous documents quickly and efficiently!

The electronic payslips app (IRIS OpenPayslips) is available to download for free on iOS, Android and Windows Mobile devices. Join the 6,000 plus people that have already downloaded the app. Simply search for "Payslips" in your app store or click on one of the links below:

[Get a free trial](#)



Crops | Livestock | Business & Accounts | Training | IT Solutions | Support





If you have already decided to have training one of our trainers will be contacting you directly.

If you have not arranged for training and would like to discuss the options available then please contact our Training Department on 01594 545014

Remote training

The trainer can call you and securely log in to your machine to guide you through using the program as you do it.

On-site training

We can come to you. This enables you learn how to use our software in familiar surroundings at a pace to suit you.

Training at our offices

You can come to us. This helps you to learn away from the distractions of your work environment.

[Crops](#) | [Livestock](#) | [Business & Accounts](#) | [Training](#) | [IT Solutions](#) | [Support](#)

