

Aviva – Pension File Creation

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Introduction

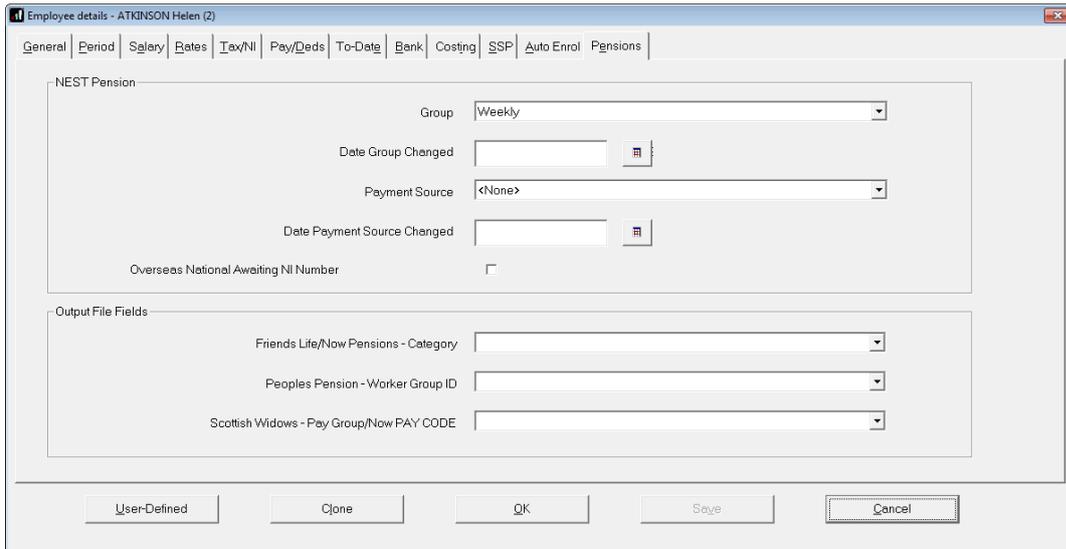
This guide will give you an overview of how to configure your payroll to include information required in the Aviva output file. You can create output files for Aviva to enrol workers and inform them of the contributions taken.

The guide covers:

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

Aviva configuration

Aviva require a **Category** for each employee to identify which category number the employee is being enrolled in. These numbers are assigned by Aviva once you have created a pension scheme with them and start with either "TK" or "SP". The category number prefix indicates which type of pension scheme you have, for more information click [here](#).



Employee Details configuration

1. Go to the **Employee** menu and choose **'Select Employee'**
2. Choose the employee and click **'OK'**
3. Select the **'Pensions'** tab
4. In the **Friends Life/Now Pensions - Category** field, choose the appropriate Group for each employee that is a member of the Aviva scheme

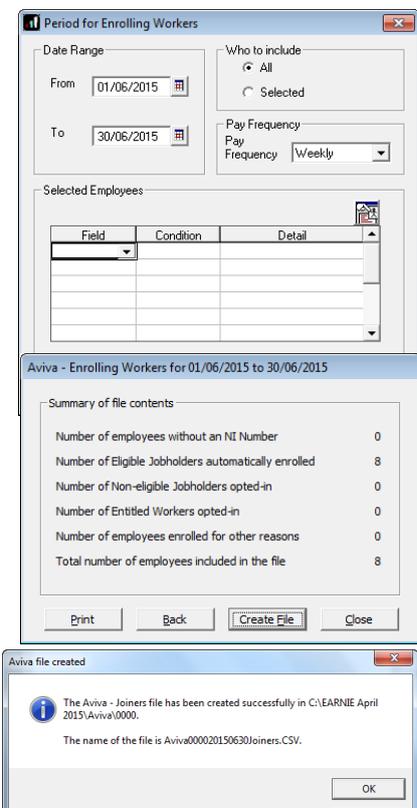
If the **Friends Life/Now Pensions - Category** doesn't contain any options, you can create a new one by typing directly in the field and then click **'Save'**. The new **Friends Life/Now Pensions - Category** option will be available to select in the dropdown field.

Aviva – Joiners file

You should send a Joiners file to Aviva if you have any employees automatically enrolled or opted in the pay period.

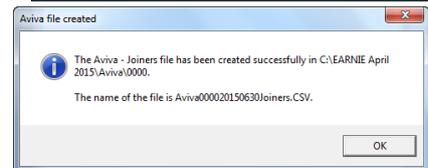
Create Aviva Joiners file:

1. Go to the **Pension** menu and select '**Create Pension File**'
2. On the **Select File to Create** screen, choose '**Aviva - Joiners**'
3. Click '**OK**'
4. On the **Period for Enrolling Workers** screen, enter the '**From**' and '**To**' dates for the date range to create the file.
5. In the **Who to include** section, accept the default of '**All**'
6. In the '**Pay Frequency**' field, to choose the payment frequency of employees you want to include in the output file
7. Click '**Next**'
8. On the **Aviva – Enrolling Workers for...**screen, click '**Print**' to print a report of the employees that are included in the file.
9. Click '**Create File**' to create the **Aviva Joiners** file
10. A message will advise the location where the **Aviva - Joiners** file has been created



Field	Condition	Detail

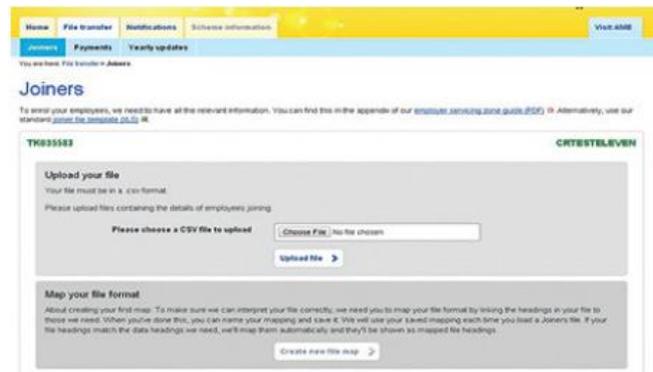
Summary of file contents	
Number of employees without an NI Number	0
Number of Eligible Jobholders automatically enrolled	8
Number of Non-eligible Jobholders opted-in	0
Number of Entitled Workers opted-in	0
Number of employees enrolled for other reasons	0
Total number of employees included in the file	8



The Aviva - Joiners file has been created successfully in C:\EARNIE April 2015\Aviva\0000.
The name of the file is Aviva000020150630Joiners.CSV.

Upload a Joiners file:

1. Login to your Aviva account on the **Employer servicing zone home page**
2. If you have more than one pension scheme with Aviva, select the scheme you want to upload the output file for
3. In the **File transfer** section, select **'Joiners'**
4. In the **Upload your file** section, in the **Please choose a CSV file to upload**, click **'Choose file'** and go to the location where your payroll created the **Aviva** output file. The output file from the payroll is in the format required by Aviva, so you shouldn't need to map your file.
5. Click **'Upload file'** button



Click [here](#) for more information about uploading a file to Aviva.

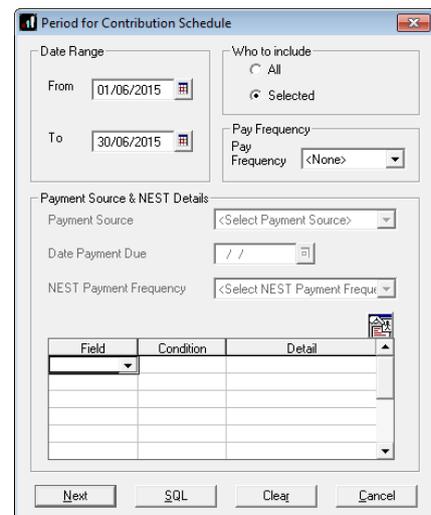
When uploading the file to Aviva, errors may occur if you have inaccurate employee data.

Aviva – Payments file

You should send a Payments file to Aviva each period you have paid your employees.

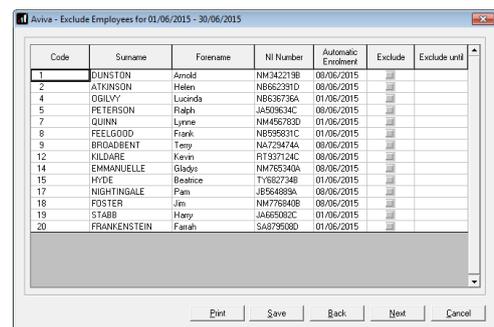
Create Aviva Payments file:

1. Go to the **Pension** menu and select '**Create Pension File**'
2. On the **Select File to Create** screen, choose '**Aviva - Payments**'
3. Click '**OK**'
4. On the **Period for Contribution Schedule** screen, enter the '**From**' and '**To**' dates for the date range to create the file. Aviva expect the payments file on a monthly basis.
5. In the **Who to include** section, accept the default of '**All**'
6. In the **Pay Frequency** field, choose the payment frequency of employees you want to include in the output file
7. Click '**Next**'

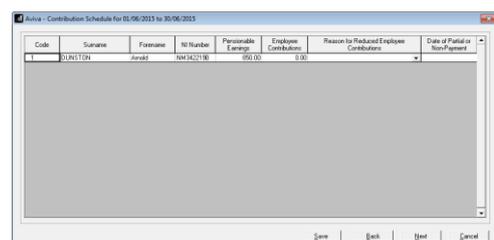


Your payroll has the ability to hold back contributions as per the Pensions Regulator's advice. However, Aviva said they prefer this option isn't used.

8. 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.
9. Click '**Next**'
10. You must inform Aviva of any employees that didn't have a pension contribution taken or made a reduced contribution. You can change the **Reason for Reduced Employee Contributions** if you want to by clicking in the field and selecting another option.
11. Click '**Next**'



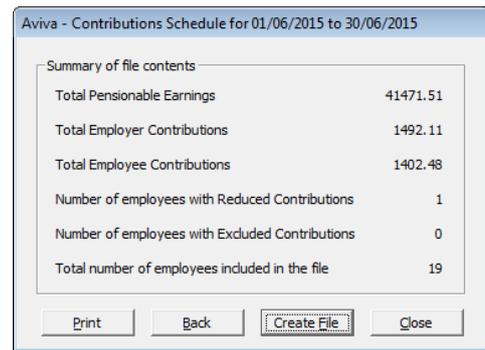
Code	Surname	Forename	NI Number	Automatic Enrolment	Exclude	Exclude until
1	DUNSTON	Amanda	NM34239B	01/06/2015	<input type="checkbox"/>	
2	ATKINSON	Helen	NB62330D	09/05/2015	<input type="checkbox"/>	
4	O'BILLY	Lucinda	NB63736A	01/06/2015	<input type="checkbox"/>	
5	PETERSON	Ralph	JA50834C	09/06/2015	<input type="checkbox"/>	
7	QUINN	Lynne	NM462703D	01/06/2015	<input type="checkbox"/>	
8	FEELGOOD	Frank	NB59331C	01/06/2015	<input type="checkbox"/>	
9	BROADBENT	Terry	NA728474A	09/06/2015	<input type="checkbox"/>	
12	KILDARE	Kevin	R1937104C	09/06/2015	<input type="checkbox"/>	
14	EMMANUELLE	Gladys	NM752500A	09/06/2015	<input type="checkbox"/>	
15	HYDE	Beatrice	TY82734B	01/06/2015	<input type="checkbox"/>	
17	NIGHTINGALE	Pam	J8564889A	09/06/2015	<input type="checkbox"/>	
18	FOSTER	Jim	NM775944B	09/06/2015	<input type="checkbox"/>	
19	STARR	Henry	JA65303C	01/06/2015	<input type="checkbox"/>	
20	FRANKENSTEIN	Farah	S4879508D	01/06/2015	<input type="checkbox"/>	



Code	Surname	Forename	NI Number	Pensionable Earnings	Employee Contributions	Reason for Reduced Employee Contributions	Date of Field or Non-Payment
1	DUNSTON	Amanda	NM34239B	90.00	0.00		

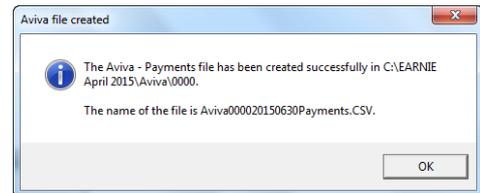
12. On the **Aviva – Contribution Schedule for...** screen, click **'Print'** to print a report of the employees that are included in the file.

13. Click **'Create File'** to create the **Aviva – Contribution Schedule** file



Summary of file contents	
Total Pensionable Earnings	41471.51
Total Employer Contributions	1492.11
Total Employee Contributions	1402.48
Number of employees with Reduced Contributions	1
Number of employees with Excluded Contributions	0
Total number of employees included in the file	19

14. A message will advise the location where the **Aviva Payments** file has been created



Upload a Payments file:

1. Login to your Aviva account on the **Employer servicing zone home page**
2. If you have more than one pension scheme with Aviva, select the scheme you want to upload the output file for
3. In the **File transfer** section, select **'Payments'** and follow the on screen instructions
4. The first time you upload a Payments file to Aviva, you will need to map the column headings in the file to Aviva data headings.
This file mapping will be remembered for all subsequent Payments file uploads.

Click [here](#) for more information about uploading a file to Aviva.