

Earnie

Guide to NEST Integration in the Payroll Software

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Introduction

This guide will give you an overview of how to configure your payroll to include information required to be sent to NEST. It also gives you instructions on the process you need to perform each period.

The guide covers:

- What is NEST integration?
- Configuring your payroll
- Sending information to NEST each period

What is NEST integration?

You can now send information online to NEST from within the payroll software, at the click of a button. This will inform NEST of any workers to enrol in the pension scheme and the amount of contributions taken. We have worked closely with NEST to bring you this time saving feature, which will also reduce potential errors.

NEST configuration

You only need to complete the NEST configuration process in your payroll once. The steps you need to complete are:



Admin Configuration

To enable NEST submissions in Admin:

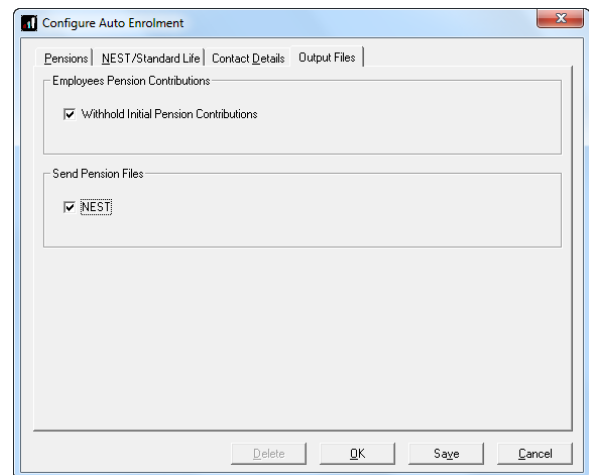
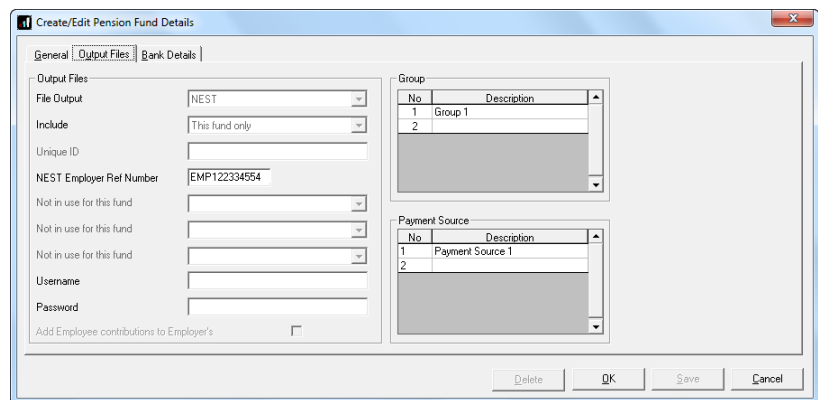
1. Log in as **System** with a password of **Admin**
2. From the **File** menu, select **Send Pension Files**

The **Send Pension Files** menu item will now be ticked.

Payroll Configuration

To enable NEST submissions in payroll:

1. Log into the payroll
2. From the **Pensions** menu select **Configure Auto Enrolment**
3. Open the new **Output Files** tab
4. If you want to withhold contributions to NEST, during the opt-out period, tick the **Withhold Initial Pension Contributions** box. This will display **the Exclude Employees** screen, during the submission to NEST process allowing you to choose the employees for whom you want to withhold contributions
5. In the **Send Pension Files** section, tick the **NEST** box
6. Click **OK**
7. From the **Pension** menu, select **Configure Pension Fund**
8. Select your NEST pension fund and click **Edit**
9. Open the **Output Files** tab
10. Enter your NEST **Username** and **Password**. These are the Username and Password you would use to log on to NEST's website
11. Click **OK**

If you haven't already completed your **NEST Employer Ref Number, Group** and **Payment Source** you should do so now.

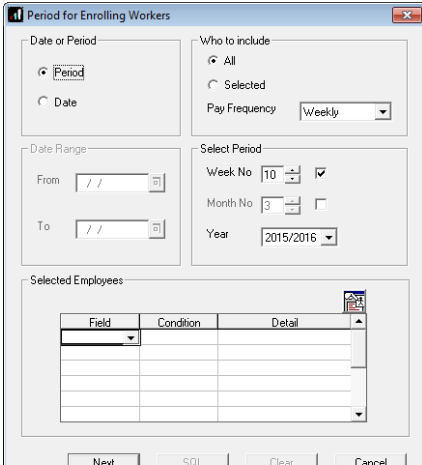
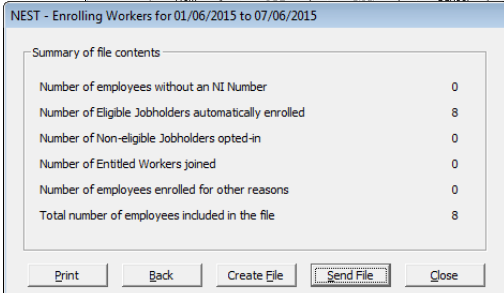
Sending files to NEST

In payroll, the process for sending information to NEST is almost the same as creating a CSV file. So, if you previously created a CSV file for NEST you will already know the processes to complete each period.

Enrolling Workers

To send Enrolling Workers information to NEST:

1. From the **Pension** menu, select **Create Pension File**
2. Select **NEST - Enrolling Workers**
3. Click **OK**
4. On the **Period for Enrolling Workers** screen, in the **Date or Period** section, select **Period**
5. In **Who to include**, accept the default of **All**
6. In the **Select Period** section, choose the pay period employees were automatically enrolled, opted in or joined
7. Alternatively, you could choose a date range to send the information for by selecting **Date** in the **Date or Period** section and in the **Date Range** section enter the **From** and **To** dates
8. Click **Next**
9. On the **NEST – Enrolling Workers for...** screen, click **Print** to print a report of the employees that are included in the file
10. Click **Send File** to send the **NEST – Enrolling Workers** file
11. On the confirmation screen, select **Send File**
12. Any errors will be displayed in a grid describing why they occurred
13. Otherwise a screen will appear indicating the file is being sent to NEST
14. If the file is sent successfully, you may see a message asking you if wish to wait for a response. If you don't wish to wait, you can retrieve the response later

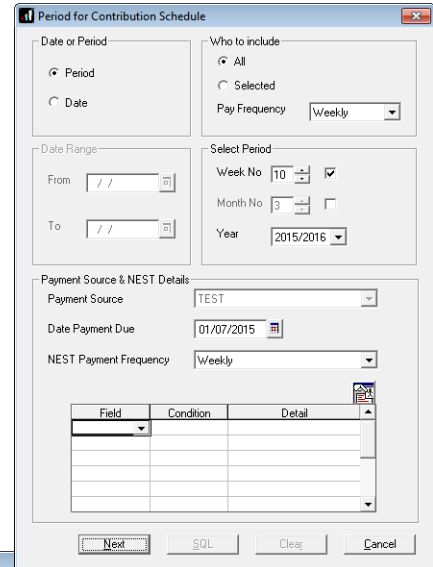
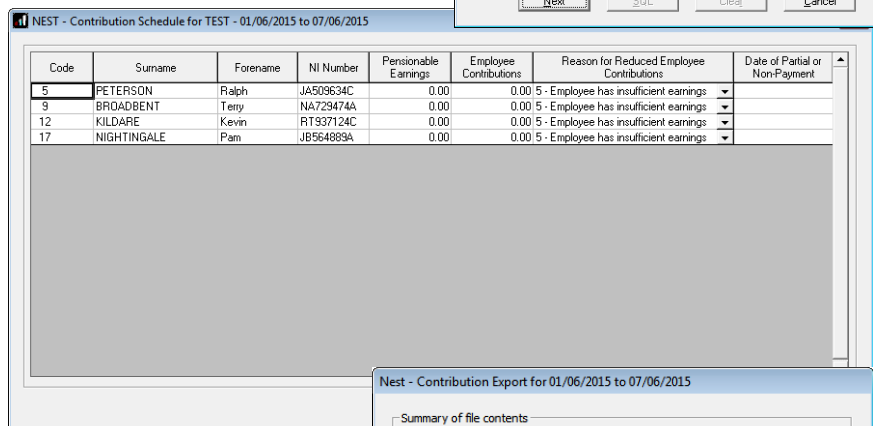



Summary of file contents	
Number of employees without an NI Number	0
Number of Eligible Jobholders automatically enrolled	8
Number of Non-eligible Jobholders opted-in	0
Number of Entitled Workers joined	0
Number of employees enrolled for other reasons	0
Total number of employees included in the file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

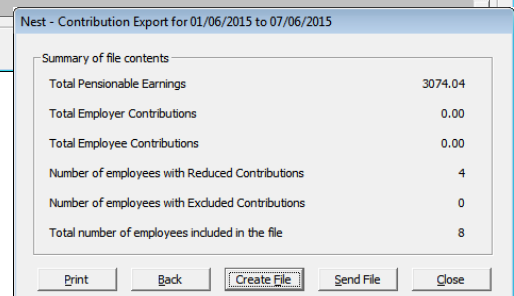
Contribution Schedule

To send a Contribution Schedule to NEST:

- From the **Pension** menu, select **Create Pension File**
- Select **NEST – Contribution Schedule**
- Click **OK**
- On the **Period for Contribution Schedule** screen, in the **Date or Period** section select **Period**
- In **Who to include**, accept the default of **All**
- In the Select **Period** section, choose the pay period contributions were made in
- Alternatively, you could choose a date range to send the information for by selecting **Date** in the **Date or Period** section and in the **Date Range** section enter the **From** and **To** dates
- Click **Next**
- Select the reasons for reduced contributions if required and click **Next**
- On the **Nest – Contribution Export for...** screen, click **Print** to print a report of the employees included in the file
- Click **Send File** to start the send process
- On the confirmation screen, select **Send File**
- Any errors will be displayed in a grid describing why they occurred
- Otherwise a screen will appear indicating the file is being sent to NEST
- If the file is sent successfully, you may see a message asking you if wish to wait for a response. If you don't wish to wait, you can retrieve the response later

Code	Surname	Forename	NI Number	Pensionable Earnings	Employee Contributions	Reason for Reduced Employee Contributions	Date of Partial or Non-Payment
5	PETERSON	Ralph	JA509634C	0.00	0.00	5 - Employee has insufficient earnings	
9	BROADBENT	Terry	NA729474A	0.00	0.00	5 - Employee has insufficient earnings	
12	KILDARE	Kevin	RT337124C	0.00	0.00	5 - Employee has insufficient earnings	
17	NIGHTINGALE	Pam	JB564889A	0.00	0.00	5 - Employee has insufficient earnings	



Summary of file contents	
Total Pensionable Earnings	3074.04
Total Employer Contributions	0.00
Total Employee Contributions	0.00
Number of employees with Reduced Contributions	4
Number of employees with Excluded Contributions	0
Total number of employees included in the file	8

How to retrieve a response from NEST

1. From the **Pension** menu, select **Retrieve Response**
 - If it is a single file, the next screen displayed will be for success or failure
 - If several files are waiting, the **Retrieve Response for Pending Submissions** screen will open
 - Two options, **Retrieve** and **Retrieve All** are available on this screen, allowing you to retrieve responses from NEST for a single selected file or for all listed files
2. Select either **Retrieve** or **Retrieve All** and a progress bar 'Retrieving Response from NEST' will be displayed. You can click **Cancel** at any time to stop the process
3. The next screen displayed is **Retrieve Files from NEST – File Status**. This screen shows the outcome of the retrieval process and the **Status** could be one of the following:

- **Success** – the file has been successfully validated by NEST

From this screen you can highlight a row and click **View**. For example, here you could view successfully enrolled workers with Employee Code; Surname and NI Number or a successful contributions schedule file detailing the total pension contributions

- **Partial** – the file submission was only partially successful and there were some failures

If the submission was a **Partial** success, the screen will display the successfully enrolled workers and you can click **View** to see the errors that were detected. If you view a **Partial Contributions Schedule**, the value is the sum of all contributions that were successfully uploaded and does not include rejected records *

- **Fail** – the file submission was unsuccessful *
- **Not Ready** – the response is not yet ready
- **No Response Received** – the process was cancelled before a response was requested

* Click **Print** when viewing the **Errors** detected if you require a hard copy.