

Friends Life – Pension File Creation

Introduction	2
Friends Life configuration	3
Employee Details configuration	3
Friends Life output file	4
Create Friends Life output file:.....	4
Upload the Friends Life new members file:.....	6
Upload the Friends Life Contribution Submission file:	8

Introduction

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

The guide covers:

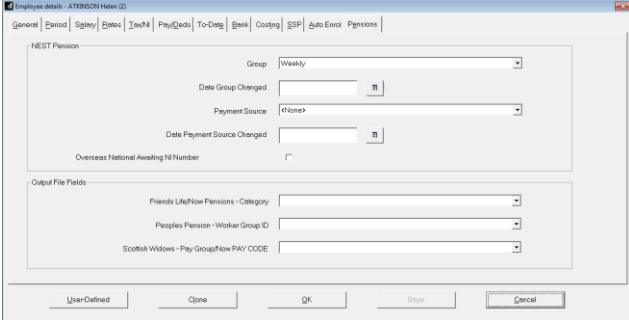
- Configuring output file information
- Creating an output file each period

Friends Life configuration

Friends Life require you to supply an employee category if you defined Pay Groups in Friends Life's AE Hub. If you didn't define Pay Groups in the AE hub, you don't need to complete this configuration.

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 Category for each employee that is a member of the Friends Life 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.

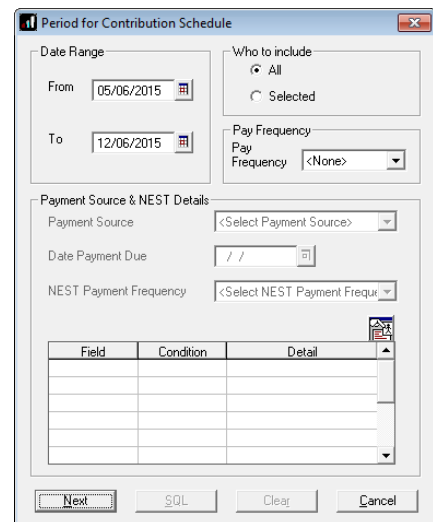
Friends Life output file

You should send a New Joiners output file to Friends Life if you have any employees automatically enrolled or opted in the pay period. You should also send a Contributions file to Friends Life each period you have paid your employees.

In the payroll, you create the same output file for both New Joiners and Contributions. When uploading the output file for New Joiners to Friends Life, for the first time you will need to map the fields. The same will apply when uploading the output file for Contributions for the first time

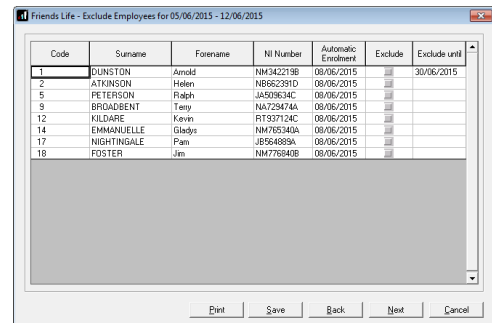
Create Friends Life output file:

1. Go to the **Pension** menu and select '**Create Pension File**'
2. On the **Select File to Create** screen, choose '**Friends Life**'
3. Click '**OK**'
4. On the **Period for Contribution** 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**'



Your payroll has the ability to hold back contributions as per the Pensions Regulator's advice. However, you should check with Friends Life to see if they permit this option.

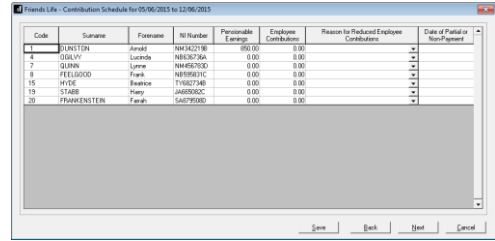
8. Tick the box in the '**Exclude**' column to exclude an employee from the file. This will hold back the employee's contributions until the date entered in the **Exclude until** column.
9. Click '**Next**'



Code	Surname	Forename	NI Number	Automatic Enrolment	Exclude	Exclude until
1	DUNSTON	Arnold	NM34219B	09/06/2015	<input type="checkbox"/>	
2	ATKINSON	Helen	NB65230D	09/06/2015	<input type="checkbox"/>	30/06/2015
5	PETERSON	Ralph	JA56962C	09/06/2015	<input type="checkbox"/>	
9	BROADBENT	Terry	NA72947AA	09/06/2015	<input type="checkbox"/>	
12	KILDARE	Kevin	R193724C	09/06/2015	<input type="checkbox"/>	
14	EMMAUELLE	Glady	NM765240A	09/06/2015	<input type="checkbox"/>	
17	NIGHTINGALE	Pam	JB54489A	09/06/2015	<input type="checkbox"/>	
18	FOSTER	Jim	NM778840B	09/06/2015	<input type="checkbox"/>	

10. You must inform Friends Life 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.

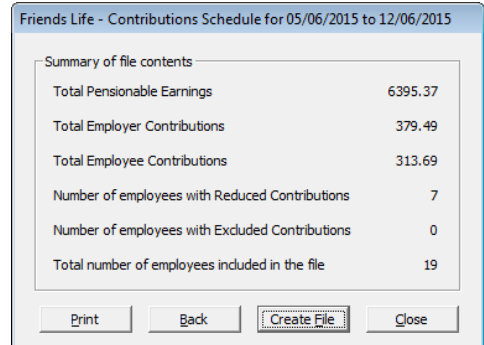


Code	Surname	Forename	NI Number	Pensionable Earnings	Employee Contributions	Reason for Reduced Employee Contributions	Date of Paid or Non-Payment
4	BLUNTON	Arndt	NM1422196	600.00	0.00		
5	GILBY	Lorraine	NM1839766	0.00	0.00		
7	GLANN	Lynne	NM4567900	0.00	0.00		
8	FIELGROD	Frank	NM1989710	0.00	0.00		
15	HYDE	Beatrice	T19527348	0.00	0.00		
19	STABE	Ray	SAP595000	0.00	0.00		
20	FRANKENSTEIN	Farah	SAP790000	0.00	0.00		

11. Click 'Next'

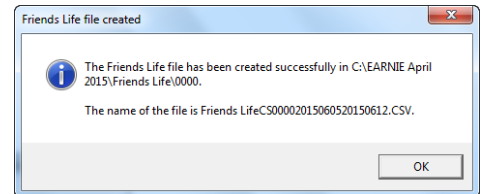
12. On the **Friends Life – Contribution Schedule for...** screen, click 'Print' to print a report of the employees that are included in the file.

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



Summary of file contents	
Total Pensionable Earnings	6395.37
Total Employer Contributions	379.49
Total Employee Contributions	313.69
Number of employees with Reduced Contributions	7
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 **Friends Life** output file has been created

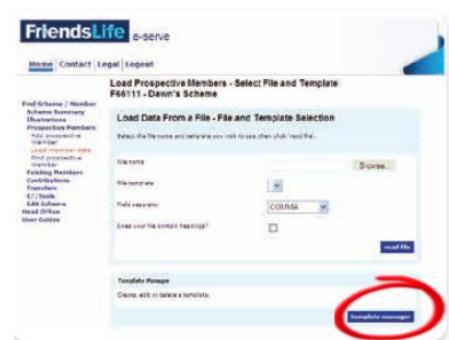


Upload the Friends Life new members file:

1. Login to Friends Life e-serve and go into your scheme by clicking '**Find Scheme**'
2. Once you have found your scheme, click on '**Prospective Members**' and then click on '**load member data**'



3. If this is the first time you are uploading you must configure a template by completing steps 4 to 9. If you have already configured your template for new members go to step [10](#)
4. Click '**template manager**'



5. Click '**Browse**' and go to the location where payroll created the **Friends Life** output file and select the file
6. In the **Field separator** dropdown field, choose '**COMMA**'
7. Click '**create**' to create a new template



8. Enter a name for the template in the **Template name** field
9. You need to match the output file column names on the left-hand side with appropriate dropdown field on the right-hand side. Click '**save**' to save your template.



10. Click '**Browse**' and go to the location where payroll created the **Friends Life** output file and select the file
11. In the drop down fields, choose your template and field separator. Tick the box to indicate that column heading exist in your file and then click '**read file**'.

Click [here](#) for more information about uploading new members file to Friends Life.



The screenshot shows the 'FriendsLife e-serve' web interface. The main heading is 'Load Prospective Members - Select File and Template'. Below this, there is a section for 'Load Data From a File - File and Template Selection'. The form includes a 'File name' field with the value 'Y\F8111.csv' and a 'Browse...' button. There are two dropdown menus: 'File separator' set to 'COMMA' and 'Field separator' set to 'COMMA'. A checkbox labeled 'Does your file contain headings?' is checked. At the bottom right of the form is a 'Load file' button. Below the form is a 'Template Manager' section with a link to 'Click here to select a template' and a 'Template manager' button.

Upload the Friends Life Contribution Submission file:

1. Login to Friends Life e-serve and go into your scheme by clicking **'Find Scheme'**
2. Once you have found your scheme, click on **'Contributions'** and then click on **'Load collection data'**
3. If this is the first time you are uploading you must configure a template by completing steps 4 to 9.
If you have already configured your template for collections go to step [10](#)

4. Click **'template manager'**



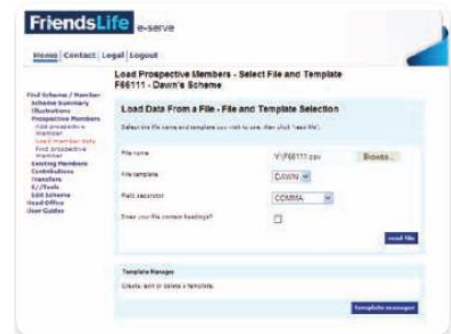
5. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file
6. In the **Field separator** dropdown field, choose **'COMMA'**
7. Click **'create'** to create a new template
8. Enter a name for the template in the **Template name** field

9. You need to match the output file column names on the left-hand side with appropriate dropdown field on the right-hand side.
Click **'save'** to save your template.



10. Click **'Browse'** and go to the location where payroll created the **Friends Life** output file and select the file

11. In the drop down fields, choose your template and field separator. Tick the **Does your file contain headings** box to indicate that column heading exist in your file and then click **'read file'**.



Click [here](#) for more information about uploading a Contribution Submission file to Friends Life.