

NEST – 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 NEST output file. You can create an output files for NEST to enrol workers and inform them of the contributions taken.

The guide covers:

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

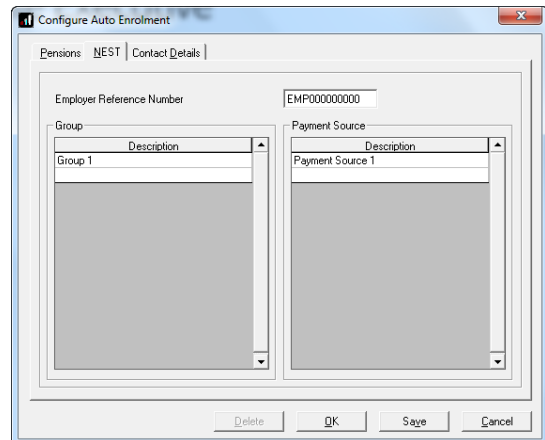
NEST configuration

NEST require you to supply your Employer Reference Number in each output file. Also as part of the configuration for NEST, you need to set up at least one Group and at least one Payment Source. For more information about configuring Groups and Payment Sources click [here](#)

Company configuration

If you have only one **Group** and one **Payment Source** configured, when employees are automatically enrolled during **Payroll**, these will be populated in **Employee Details**.

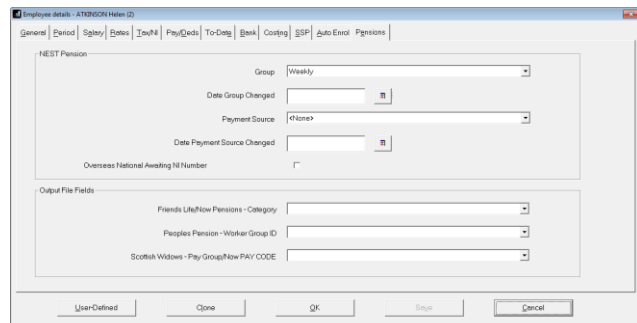
1. Go to the **Pension** menu and choose '**Configure Auto Enrolment**'
2. Select '**NEST**' tab
3. Enter your **Employer Reference Number** that is supplied by NEST
4. Create the '**Group**' and '**Payment Source**' exactly as you configured them on NEST's website. These fields are case sensitive, e.g. Group must be entered as 'Group' and not 'GROUP'.
5. Click '**OK**'



Employee Details configuration

If you have more than one **Group** and **Payment Source** configured, then you will need to select the appropriate one for the employee in **Employee Details** once the payroll has assessed and automatically enrolled the employee.

1. Go to the **Employee** menu and choose '**Select Employee**'
2. Choose the employee and click '**OK**'
3. Select the '**Pensions**' tab
4. Choose the appropriate **Group** and **Payment Source** from the dropdown fields
5. Click '**OK**'



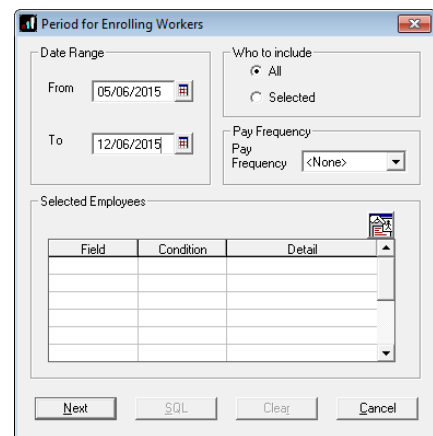
If you have any employees that are an overseas national waiting for an NI Number, in **Employee Details** you must tick the **Overseas National Awaiting NI Number** box before creating a NEST Enrolling Workers file that contains that employee

NEST – Enrolling Workers

You should create an Enrolling Workers file and upload to NEST each period you have employees that were automatically enrolled, opted in or joined the pension scheme

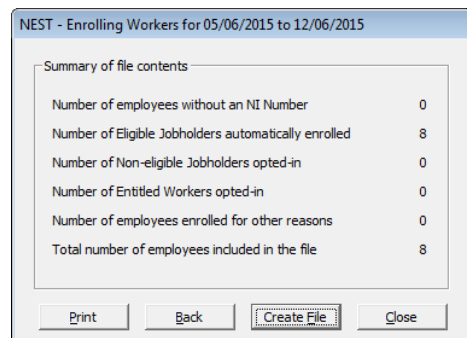
Create a NEST Enrolling Workers file:

1. Go to the **Pension** menu and select '**Create Pension File**'
2. On the **Select File to Create** screen, choose '**NEST – Enrolling Workers**'
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 **NEST – 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 **NEST – Enrolling Workers** file
10. A message will advise the location where the **NEST Enrolling Workers** file has been created



The dialog box 'Period for Enrolling Workers' contains the following fields and options:

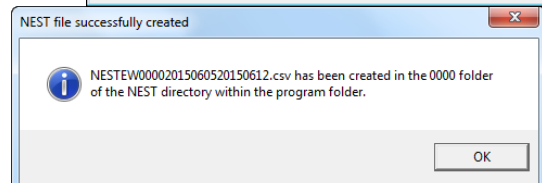
- Date Range:**
 - From: 05/06/2015
 - To: 12/06/2015
- Who to include:**
 - ☒ All
 - ☐ Selected
- Pay Frequency:**
 - Pay Frequency: <None>
- Selected Employees:** A table with columns: Field, Condition, Detail.
- Buttons:** Next, SQL, Clear, Cancel.



The screen displays a summary of file contents:

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

Buttons: Print, Back, Create File, Close.

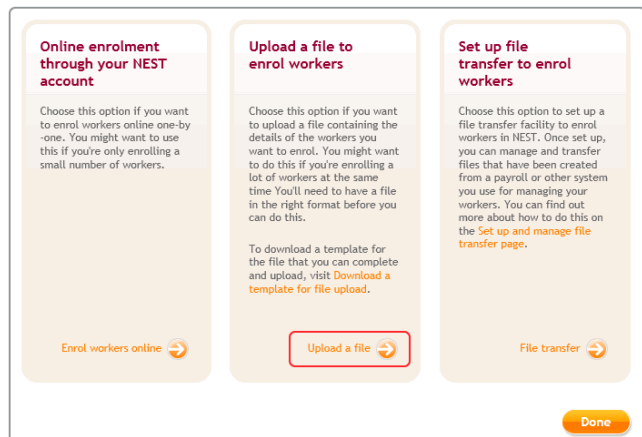


The message box states: "NEST file successfully created". It includes an information icon and the text: "NESTEW00002015060520150612.csv has been created in the 0000 folder of the NEST directory within the program folder." The OK button is visible.

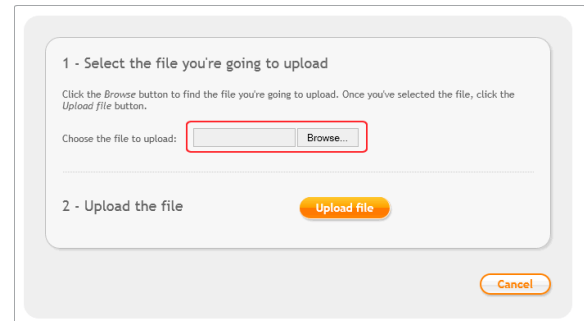
Upload the Enrolling Workers file to NEST

You shouldn't open the file in Excel prior to uploading it to NEST because Excel changes dates in to formats that will fail NEST's validation.

1. Login to your NEST account on NEST's website
2. On the '**Welcome to your NEST home**' page, select '**Enrol workers and view or edit their details. You can also view any inactive workers**'. This is where you enrol workers and perform other tasks, such as changing a member's group.
3. In **Your Workers**, go to **Upload a file to enrol workers** and then click '**Upload a file**'.



4. **Browse** to the location where payroll created the **NEST Enrolling Workers** output file, select the file and click the '**Upload file**' button.
NEST check the file, to ensure the format and Employer Reference number is correct.



5. Once the file checking has been completed successfully, click '**Process this file**' to upload the file to NEST.

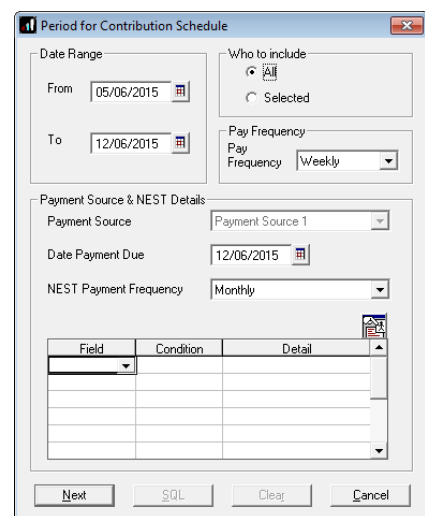
Click [here](#) for more information about uploading a **NEST Enrolling Workers** file to NEST.

NEST – Contribution Schedule

You should create a Contribution Schedule file and upload to NEST each period you have employee and/or employer pension deductions taken.

Create NEST Contribution Schedule file:

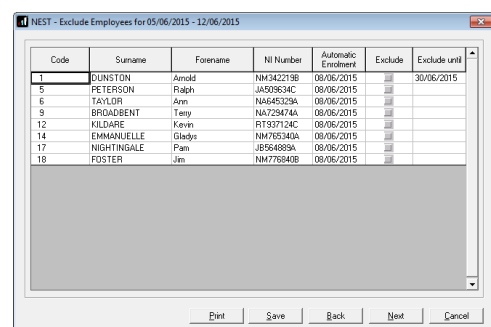
1. Go to the **Pension** tab and click '**Create Pension File**'
2. On the **Select File to Create** screen, choose '**NEST – Contribution Schedule**'
3. Click '**OK**'
4. On the **Period for Contribution Schedule** screen, enter the '**From**' and '**To**' dates for the date range to create the file.
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. If you have configured only one **Payment Source**, the field will be disabled. If you have more than one **Payment Source**, choose the appropriate one in the dropdown field
8. Enter the **Date Payment Due** to NEST in the field.
9. In the **NEST Payment Frequency** dropdown field, choose the frequency you will be paying NEST that you configured on NEST's website
10. Click '**Next**'



Your payroll has the ability to hold back contributions until the end of the opt-out window. This is available when creating the pension output files. Whilst an employee's contributions are being withheld, NEST expects the employee to be included in the file with zero contributions and pensionable earnings.

11. 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.

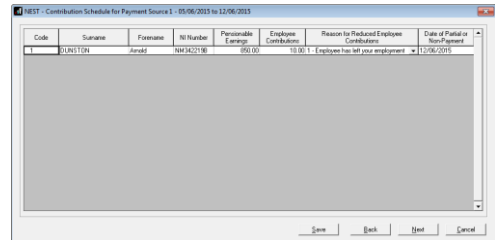
11. Click '**Next**'



Code	Surname	Forename	NI Number	Automatic Enrollment	Exclude	Exclude until
1	DUNSTON	Arnold	NM342219B	08/06/2015	<input type="checkbox"/>	30/06/2015
5	PETERSON	Ralph	JA509834C	08/06/2015	<input type="checkbox"/>	
6	TAYLOR	Aryn	NA645329A	08/06/2015	<input type="checkbox"/>	
9	BROADBENT	Terry	NA729474A	08/06/2015	<input type="checkbox"/>	
12	KILDARE	Kevin	RT937124C	08/06/2015	<input type="checkbox"/>	
14	EMMANUELLE	Gladys	NM765340A	08/06/2015	<input type="checkbox"/>	
17	NIGHTINGALE	Pam	JF564885A	08/06/2015	<input type="checkbox"/>	
18	FOSTER	Jim	NM776840B	08/06/2015	<input type="checkbox"/>	

12. You must inform NEST 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.

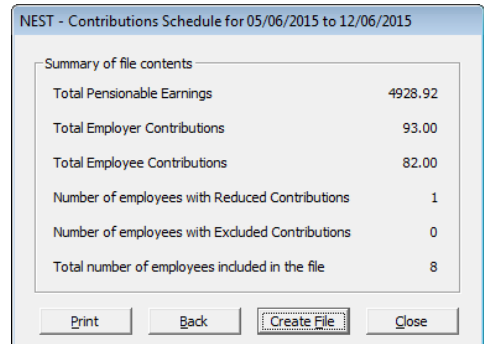


Code	Surname	Forename	NI Number	Pensionable Earnings	Employee Contributions	Reason for Reduced Employee Contributions	Date of Paid or Non-Payment
25/01/10	JANET	JON	NW423198	991.00	10.00	Employee has left your employment	17/06/2015

13. Click 'Next'

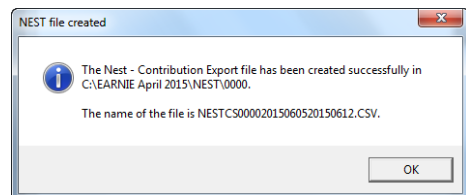
14. On the **NEST – Contribution Schedule for...** screen, click 'Print' to print a report of the employees that are included in the file.

15. Click 'Create File' to create the **NEST – Contribution Schedule** file



Summary of file contents	
Total Pensionable Earnings	4928.92
Total Employer Contributions	93.00
Total Employee Contributions	82.00
Number of employees with Reduced Contributions	1
Number of employees with Excluded Contributions	0
Total number of employees included in the file	8

16. A message will advise the location where the **NEST** output file has been created



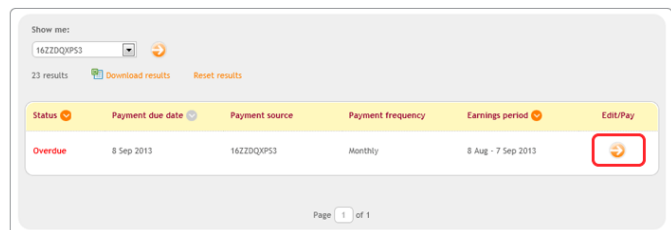
The Nest - Contribution Export file has been created successfully in C:\EARNIE April 2015\NEST\0000.
The name of the file is NESTCS00002015060520150612.CSV.

Upload the NEST Contribution Schedule file to NEST:

You shouldn't open the file in Excel prior to uploading it to NEST because Excel changes dates in to formats that will fail Nest's validation.

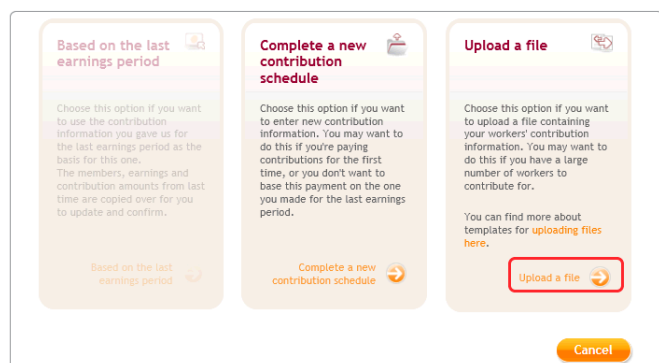
1. Login to your NEST account on NEST's website
2. On the '**Welcome to your NEST homepage**', select **Manage your contribution schedules**
3. In **Manage your contributions schedules**, go to **Your unpaid contribution schedules** and look at the table to find the contribution schedule you want to send to NEST

4. Select the link in the '**Edit/Pay**' column of the contribution schedule you want to send. The dates shown for the **Earnings period** and **Payment due date** must match those used to create the NEST Contribution Schedule file.



Status	Payment due date	Payment source	Payment frequency	Earnings period	Edit/Pay
Overdue	8 Sep 2013	16ZZDQXP53	Monthly	8 Aug - 7 Sep 2013	Edit/Pay

5. Click '**Upload file**'



Based on the last earnings period

Choose this option if you want to use the contribution information you gave us for the last earnings period as the basis for this one. The members, earnings and contribution amounts from last time are copied over for you to update and confirm.

Based on the last earnings period

Complete a new contribution schedule

Choose this option if you want to enter new contribution information. You may want to do this if you're paying contributions for the first time, or you don't want to base this payment on the one you made for the last earnings period.

Complete a new contribution schedule

Upload a file

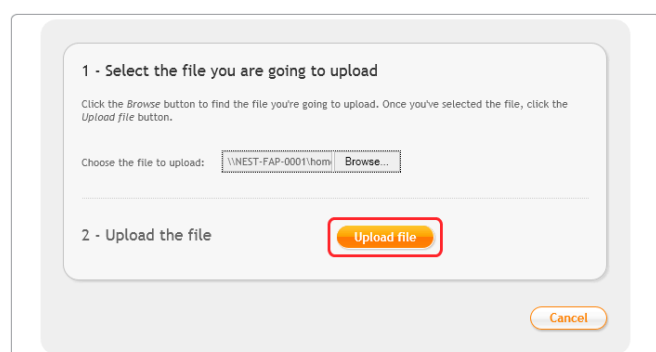
Choose this option if you want to upload a file containing your workers' contribution information. You may want to do this if you have a large number of workers to contribute for.

You can find more about templates for uploading files [here](#).

Upload a file

[Cancel](#)

6. **Browse** to the location in your payroll where the **NEST Contribution Schedule** output file was created, select the file and click '**Upload file**' button. NEST check the file, to ensure the format and Employer Reference number is correct.



1 - Select the file you are going to upload

Click the [Browse](#) button to find the file you're going to upload. Once you've selected the file, click the [Upload file](#) button.

Choose the file to upload: [Browse...](#)

2 - Upload the file

[Upload file](#)

[Cancel](#)

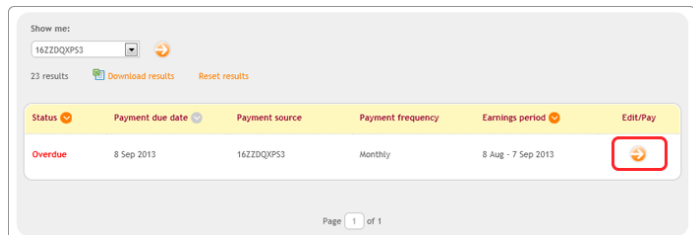
7. Once the file checking has been completed successfully, click '**Process this file**' to upload the file to NEST.

Click [here](#) for more information about uploading a **NEST Contribution Schedule** file to NEST.

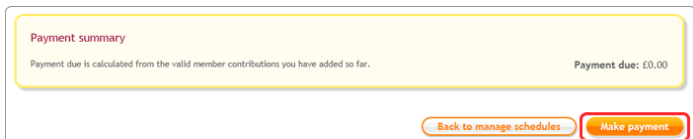
Approve your schedule for payment to NEST:

Once you have uploaded the NEST Contribution Schedule, you must manually approve your Contribution Schedule for payment on NEST's website.

1. Login to your NEST account on NEST's website
2. On the '**Welcome to your NEST homepage**', select **Manage your contribution schedules** and then select the link under the **Edit/Pay** column of the contribution schedule you want to submit
3. At the bottom of the same screen click '**Make payment**'



Status	Payment due date	Payment source	Payment frequency	Earnings period	Edit/Pay
Overdue	8 Sep 2013	16ZZDQXP53	Monthly	8 Aug - 7 Sep 2013	Edit/Pay



Payment summary

Payment due is calculated from the valid member contributions you have added so far.

Payment due: £0.00

[Back to manage schedules](#) [Make payment](#)

Click [here](#) for more information about approving a schedule for payment for NEST.