

Gross Deduction Pensions SELECTPAY

Version: v.6



COMMERCIAL STATEMENT

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INTRODUCTION

These training notes are designed to provide background information and useful hands-on experience for assigning pension pay elements within SelectPay and creating a contributions batch in TemplaCMS where the deductions need to be applied to gross rather than net earnings. They are designed to complement the training and assist you at a later stage when away from the training environment.

Please Note: At present only "The Creative Pension Trust" pension export format within TemplaCMS will include gross deductions

BEFORE PROCESSING PAY

Pension > Pension control

1. Highlight the employee's that require assessment and then click "Auto Enrol"

2		\$	BI0	्त् (2)			8					Y
Edit	Save	Assign	Pay A	uto	B	ulk	ulk Set/Clear P		Print		Search	
		Elements		nrol	Post	pone	-		· ·			Criteria
Win	Window			A	ctions	s			Print	& Analy	/se	
Welcom	ne x	Pension	Cont Au	uto Ei	nrol							
	Employ	ee Code	Sur	name		Fo	rename 1	De	epartment	Code 🏹	Status	Date/ I
•	907170		907170	surna	ame	90717	'0 forenam	ie Al	DMIN			
	907171		907171	surna	ame	90717	'1 forenam	ie Ol	PERATION	IS		
	907172		907172	surna	ame	90717	'2 forenam	ie Ol	PERATION	IS		
	900068		900068	surna	ame	90006	8 forenam	ie Di	IRECTORS	5	01/0	01/2014
	900173 9001		900173	surna	ame	90017	'3 forenam	e A	CCOUNTS		01/0	01/2014

2. The pension wizard will display any status changes which will be action, click "Next" to apply them and then "Finish"

Pension Wizard - Employee Checks

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- 🗆 X
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Your employees have been checked according to the Pensions Regulator criteria, please check through the list below to make sure you agree with the status they have been given before they are updated.

Drag a colum Select	nn header he Code	re to group by that column. Name	Department	
	900173	900173 surname 900173 forename	ACCOUNTS - 7002	Status
	907170	907170 surname 907170 forename	ADMIN - 7000	Eligible
\checkmark	907171	907171 surname 907171 forename	OPERATIONS - 7004	Eligible
\checkmark	907172	907172 surname 907172 forename	OPERATIONS - 7004	
Click Next to u	> Cancel			

3. Filter the pension control list to show only employees who are eligible for the pension enrolment i.e. Eligible is true

Welcom	ie 🗙	Pension	Control X										
	Employ	ee Code	Surname	Forename 1	Department Code 🛛	Status Date/	Postponed V	Active	Pension Pay Element	T	Qualifying 🛛	Worker	🝸 Eligible 🝸
	900068		900068 surnar	ne 900068 forename	DIRECTORS	01/01/2014						~	(All)
•	901061		901061 surna	ne 901061 forename	DIRECTORS	02/04/2014						v	(Blanks)
													(NonBlanks)
													False
													True

4. Highlight all employee's who do not have a pension pay element and click "Assign Pay Elements"

Edi	t Save		ssign Pay Ilements	Auto Enrol	Bulk Postpor	Set/Clean	r	Print Print	Sear Criter	Field (A Quick ch ia View	Chooser Find		
Welc	Welcome 🗙		nsion Con	trol x	1								
	Emp	loyee C	Code	Surname	8	Forename 1	Depa	artment Code 🏹	Status Date/	Postponed 🏹	Active	Pension Pay Element	t 🝸 (
•	900068 900068 surnam		ame 90	900068 forename		ECTORS	01/01/2014						
	901)61	901	061 surn	ame 90	1061 forename	DIRE	ECTORS	02/04/2014				

5. Tick the required pay element and click "Assign" and then "Close"

3	Assign Pay Elements													×	<
Selec	t Current Period only	Туре	V	Pay Eleme	nt Code	PAYE	NICees	NICers	Quantity	Rate	Gross	Sort Key 🖓	Start Date		Fi
		Deduction	s	PENSION					1.00	0.000	0.00				
		Deduction	S	SAL SACR	FICE ER ADM				1.00	0.000	0.00				
<															
Pay E	lement List Search													Ø	
Or	der By Type	Ŧ	Asce	ending 🗖	Run Searc	h 🔇	>								
Nam	e				Search Type			From				То			F
► F	Pay Element Code				Any Value										1
5	Sort Key				Any Value										
1	include Earnings				\checkmark										
1	Include Deductions				\checkmark										1
Sele Clic	ect the Pay Elements to k Assign to process.	o be assign	ed to	the 2 Empl	oyee(s).					< Prev	vious	Assign	Ca	ncel	

Payroll > Employee list

6. Highlight an employee who has been recently assigned the pay element via the above steps and click "Standard Pay"

	Ŧ													
	Home	Payro	oll	Pensio	on System		Utilities	Emj	ployee List					
New I	Employee Vizard	Open Employe Re	e 🖈	New E Duplic Delete	mployee ate Employee Employee	Sta	ndard Pay	P11 H Attac Paren Man	listory 🔜 hments 🚑 ital Pay agement	Expenses Sickness	•	Assign	E	Bulk Update f Tax Codes
Welcon	ne 🗙	Pension Co	ontrol	x	Employee List	x Star	ndard Pay]						
Drag a	a column ł	header he	re to gi	roup by	that column.									
Left∕ ∖ī	7 Employ	ee Code	Sun	name	Forename	1	UK Posto	ode	Departmen	t Code 🛛	Tax F	Regime	Y	Tax Code
	900068		900068	surnam	e 900068 foren	ame	TN119JG		DIRECTORS	;				K112

7. Click "New Pay Element"

Home Payroll Pension S	System Utilities	Standard Pay List - 9	00068, 900068	3 surname 90006	8 forename
New Pay Element	Include/Exclude App Pay Element Prof	ly Search Criteria A Q	eld Chooser earch Criteria uick Find		
Kecola	Actions	View	N		
New Pay Element sion Control X Employee	List x Standard Pa	ıy List - 900068, 9000	68 surname 90	00068 forename	: x
Drag a column header here to group by that col	lumn.				
System Type 🍸 🛛 Type 🖓 🛛 Pay Element Co	de Post 🗤	Status	PAYE NI	Cees NICers	Gross Σ
Standard Earnings EXPENSES		Included			0.00
Standard Earnings SALARY		Included	~	~ ~	1,000.00
Standard Deductions SAL SACRIFICE ER A	DM	Included			0.00

8. Select the code of the required pay element and go to the "Salary Sacrifice Pension" tab

9. In the "Er's Contribution Pay Element" field select the pension pay element which was assigned in step

SAL	ARY S	ACRIFICE AD	M (Ear	nings)					
Code		SALARY SACRIFICE	ADM	P	Ra	te	34.910		
Туре		Earnings			Qu	antity	-1.00		
Sort Key				P	Ne	w Rate			
Post				P	Eff	ective From			
General	Option	s Effective Dates	Notes	Multiple	Pension	Custom	Salary Sacrifice Pension	Categories	

10. Click "Save and close" then repeat steps 6 – 9 for all other employees who had a pay element assigned in step 5

Please Note: The Salary Sacrifice ADM pay element controls the employee contribution and the Salary Sacrifice ER ADM pay element controls the employer contribution, it is therefore essential that both pay elements are assigned prior to processing the pay.

AFTER PROCESSING PAY

Generating enrolment batch

1. Create a pension enrolment batch via Payroll> HMRC> Pension Enrolment Batches and clicking "new"



2. Select the required pension run (this will correspond to the payroll which the batch is for) i.e. Admin, ops etc. And click "Save"

	.	Pension Enro	Pension Enrolment Batch Details - (new)								
Gen	eral										
	8	👶 Notes	8	3							
Close	Save Delete	2	Employees	Post Export f	or						
Navigate	Save	Other		Batch	ovider						
General	Save										
Batch number	ſ	iew batch									
Pension run	1	ADM.			∞ 🔒						
Default enrolment date (use employee dates)											

3. Once the batch has generated, re-open it (by double-clicking). The employees included can be reviewed by clicking "Employees" if the employees are as expected click "Post"



Exclude employees from contribution batch

4. Go to Payroll> Employees and filter the based on left date to show all employees who left in the previous pay period to the one currently being processed

	a e	mployee Fi	lter Detai	l - default	filter for Te	mpla Supp	ort	
Gen	eral							
		2		0				
Close	Save	Default criteria	Select filter	Publish	Select format			
Navigate	Save		Fi	lter				
Employee filter	ing criteria	Employe	e properti	es filtering	criteria			
Employee cod	le						All dates ar	e relative?
Employee nar	ne							
Address								
Postcode								
Telephone								
Fax or mobile								
Email address	;							
NIC number					Has ph	ioto? 🔘	No 🔾 Yes	 Ignore
Joined betwee	en (no	ot set)	\sim	(not set)	~			
Left between	01	/11/2018	~	30/11/2018	~			

5. Group the results by "Datasource" (not required if TemplaCMS only has one linked payroll)

Alerts	Pension Enrolment	Batches	Employees				
Employees							
Datasource							
Type Name							
					1		
Datasource : ADM-PAY - Admin Payroll (20 items)							
Datasource : OPS-PAY - Operatives Payroll (461 items)							

6. Expand the datasource which corresponds to the enrolment batch used in steps 1-3 and open each employee in turn, setting the "Exclude from future contribution batches?" flag via the "Auto Enrolment" tab

🏹 🎾 🖨	🔿 🛃	Ŧ	Employee Detail - 101467 surnam	1e, 101467 forename
General				
Close Previous	Next	Save	 Notes Create mail Attachments Process sheets Other 	Quick Print email label +
General Auto E	nrolment	Banking		Necord
Pensions auto enr	olment	building		
Status	Eligible		✓ Worker?	
AE date	01/11/20	4 🗸	Active?	
Status date	01/11/20	4 🗸	Qualifying?	
Postpone	(not set)		Eligible?	
Opted-out	(not set)		Non-eligible?	
Opted-in	(not set)		Entitled?	
Joined	(not set)			
Ceased	(not set)			
Auto enrolment int	erface			
Pension group	ADM		0	
Enrolment date	01/11/20	4 🗸		
Enrolment batch	11			
	Exclue Require	le from futur es re-enroli	e contribution batches?] nent?	

Generating contribution batch

7. Once all employees who left in a previous pay period have the "Exclude from future contribution batches?" flag set, create a pension contribution batch via Payroll > HMRC > Pension Contribution Batches and clicking "New"



8. Select the required pension run (this must match the one chosen in step 2) and enter the Earnings end date (only required the first time this is run), then click save

	.	Pension Co	ontribution Bat	tch Detail	s - (new)		
Gen	eral						
Close	Save Delete	👶 Notes	8 Employees	Post	Export for pension provider		
Navigate	Save	Other					
General							
Batch number	new ba	tch					
Pension run ADM (n		never run)					\sim
Earnings end date 31/12/2018							

9. Once the batch has generated, re-open it (by double-clicking). Once generated the "Totals" should be checked and if any discrepancies are found each employee should be reviewed by clicking "Employees"

Pension Contribution Batch Details - 21									
General									
Close Previous Next	Save Delete	🧆 Notes Er	nployees Post	Export for					
Navigate	Save	Other	pension provider Batch						
General									
Batch number 21 Pension run ADM (01/12/2018 to 31/12/2018 payment by 17/01/2019)									
Totals									
	Included	Withheld	Released	Refunded					
Pensionable	£147,020.38	£0.00	£0.00	£0.00					
Employer contribution	£1,890.70	£0.00	£0.00	£0.00					
Employee contribution	£2,836.09	£0.00	£0.00	£0.00					
Total contribution £4,726.79 £0.00 £0.00 £0.00									

10. When the values are as expected the pension export file can be exported via clicking "Export for pension provider", the user will then be prompted for the location to save the file

🏹 🏓 🖨 🖶	₽ens	ion Contribution B	atch Details - 21		
General					
		🋸 Notes	8		
Close Previous Nex	t Save Delete	En	nployees Post	Export for pension provider	
Navigate	Save	Other	Bate	ch	
General				Export for pension p	rovic
Batch number	21				
Pension run	ADM (01/12/2018 to 3	1/12/2018 payment	by 17/01/2019)		\sim
Pension run Totals	ADM (01/12/2018 to 3	1/12/2018 payment	by 17/01/2019)		~
Pension run Totals	ADM (01/12/2018 to 3 Included	1/12/2018 payment Withheld	by 17/01/2019) Released	Refunded	~
Pension run Totals Pensionabl	ADM (01/12/2018 to 3 Included e £147,020.38	1/12/2018 payment Withheld £0.00	by 17/01/2019) Released £0.00	Refunded £0.00	~
Pension run Totals Pensionabl Employer contributio	ADM (01/12/2018 to 3 Included e £147,020.38 in £1,890.70	1/12/2018 payment Withheld £0.00	by 17/01/2019) Released £0.00 £0.00	Refunded £0.00 £0.00	~
Pension run Totals Pensionabl Employer contributio Employee contributio	ADM (01/12/2018 to 3 Included e £147,020.38 n £1,890.70 n £2,836.09	1/12/2018 payment Withheld £0.00 £0.00	by 17/01/2019) Released £0.00 £0.00 £0.00	Refunded £0.00 £0.00 £0.00	~

- 11. Upload/ send the file to the pension provider (this is not done in TemplaCMS)
- 12. Once the file has been sent the batch should be posted by clicking the "Post" button

A 🕈 🖉 🖉 🖉		Pension Contribution Batch Details - 21							
	General								
Close	Previous	Next	Save Delete	🋸 Notes	8 Employees	Post	Export for pension provider		
	Navigate		Save	Other		Bat	ch		
General						Post			
Batch nu	Batch number 21								
Pension	run	AD	M (01/12/2018 to 31/12/2018 payment by 17/01/2019)						
Totals									
			Included	Withhe	eld Re	eleased	Refunded		
	Pensi	onable	£147,020.38	£0.0	00	£0.00	£0.00		
Employer contribution			£1,890.70	£0.0	00	£0.00	£0.00		
Employee contribution			£2,836.09	£0.0	00	£0.00	£0.00		
Total contribution			£4,726.79	£0.0	00	£0.00	£0.00		



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