

# Gross Deduction Pensions

## SELECTPAY

Version: v.6



# COMMERCIAL STATEMENT

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# INTRODUCTION

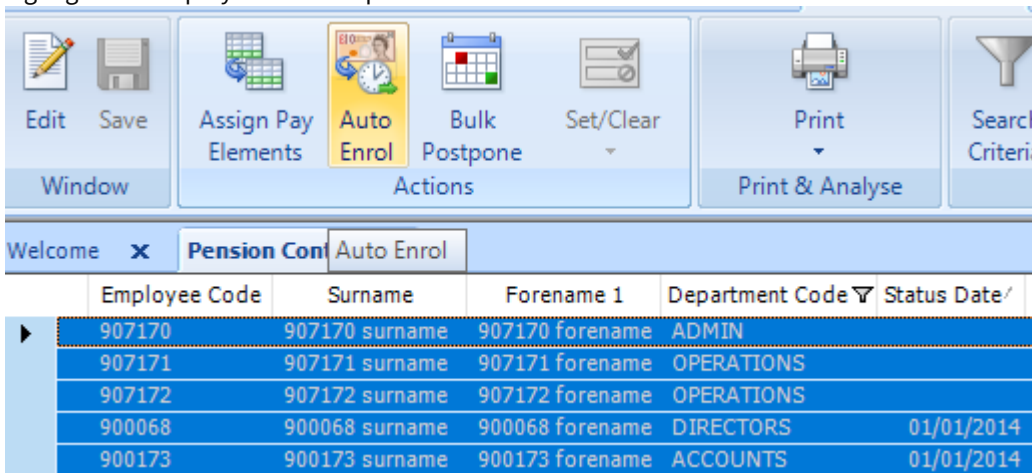
These training notes are designed to provide background information and useful hands-on experience for assigning pension pay elements within SelectPay and creating a contributions batch in TemplaCMS where the deductions need to be applied to gross rather than net earnings. They are designed to complement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

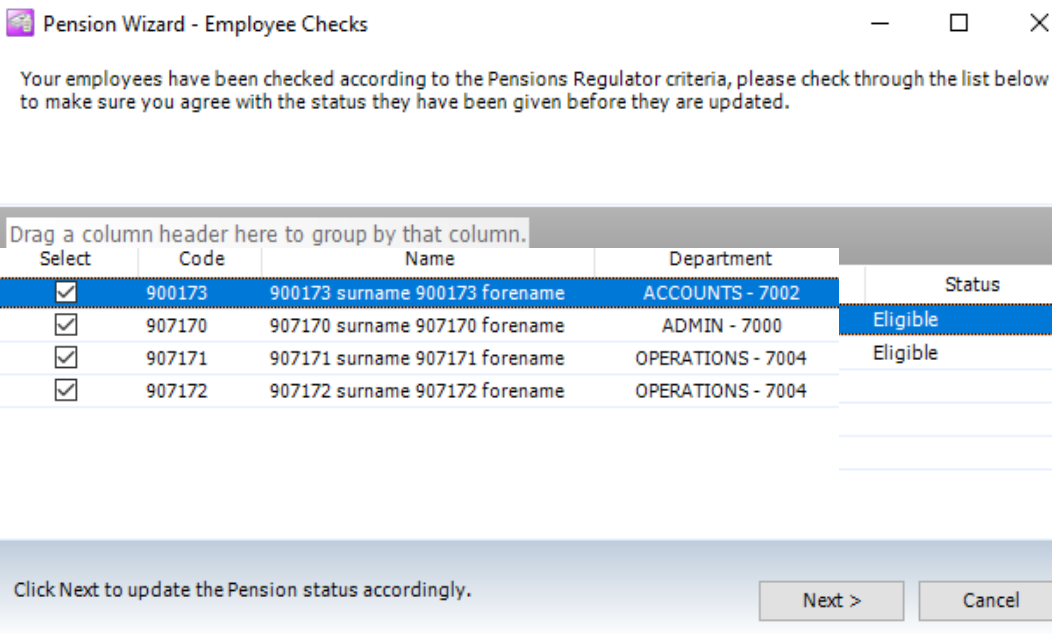
## BEFORE PROCESSING PAY

### Pension > Pension control

1. Highlight the employee’s that require assessment and then click “Auto Enrol”



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



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

Employee Code	Surname	Forename 1	Department Code	Status Date	Postponed	Active	Pension Pay Element	Qualifying	Worker	Eligible
900068	900068 surname	900068 forename	DIRECTORS	01/01/2014						(All)
901061	901061 surname	901061 forename	DIRECTORS	02/04/2014						(Blanks)

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

Employee Code	Surname	Forename 1	Department Code	Status Date	Postponed	Active	Pension Pay Element
900068	900068 surname	900068 forename	DIRECTORS	01/01/2014			
901061	901061 surname	901061 forename	DIRECTORS	02/04/2014			

- Tick the required pay element and click "Assign" and then "Close"

Select	Current Period only	Type	Pay Element Code	PAYE	NICees	NICers	Quantity	Rate	Gross	Sort Key	Start Date
<input type="checkbox"/>	<input type="checkbox"/>	Deductions	PENSION				1.00	0.000	0.00		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deductions	SAL SACRIFICE ER ADM				1.00	0.000	0.00		

Pay Element List Search

Order By: Type Ascending Run Search

Name	Search Type	From	To
Pay Element Code	Any Value		
Sort Key	Any Value		
Include Earnings	<input checked="" type="checkbox"/>		
Include Deductions	<input checked="" type="checkbox"/>		

Select the Pay Elements to be assigned to the 2 Employee(s). Click Assign to process.

< Previous Assign Cancel

## Payroll > Employee list

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

Left/	Employee Code	Surname	Forename 1	UK Postcode	Department Code	Tax Regime	Tax Code
	900068	900068 surname	900068 forename	TN119JG	DIRECTORS		K112

7. Click “New Pay Element”

The screenshot shows the 'Standard Pay List' window with the following data table:

System Type	Type	Pay Element Code	Post	Status	PAYE	NICEes	NICers	Gross	Σ
Standard	Earnings	EXPENSES		Included				0.00	
Standard	Earnings	SALARY		Included	✓	✓	✓	1,000.00	
Standard	Deductions	SAL SACRIFICE ER ADM		Included				0.00	

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

The screenshot shows the 'SALARY SACRIFICE ADM (Earnings)' form with the following fields:

- Code: SALARY SACRIFICE ADM
- Rate: 34.910
- Type: Earnings
- Quantity: -1.00
- Sort Key: [Empty]
- New Rate: [Empty]
- Post: [Empty]
- Effective From: [Empty]

The 'Salary Sacrifice Pension' tab is selected in the bottom navigation bar. Below the tabs, there is a text prompt: "Link this Salary Sacrifice Pension Pay Element to a deductions type Pension Pay Element which will be used to set the Employer's pension contribution". The 'Er's Contribution Pay Element' field is currently empty.

9. In the “Er’s Contribution Pay Element” field select the pension pay element which was assigned in step 5

The screenshot shows the 'SALARY SACRIFICE ADM (Earnings)' form with the following fields:

- Code: SALARY SACRIFICE ADM
- Rate: 34.910
- Type: Earnings
- Quantity: -1.00
- Sort Key: [Empty]
- New Rate: [Empty]
- Post: [Empty]
- Effective From: [Empty]

The 'Salary Sacrifice Pension' tab is selected in the bottom navigation bar. Below the tabs, there is a text prompt: "Link this Salary Sacrifice Pension Pay Element to a deductions type Pension Pay Element which will be used to set the Employer's pension contribution". The 'Er's Contribution Pay Element' field now contains the value 'SAL SACRIFICE ER ADM'.

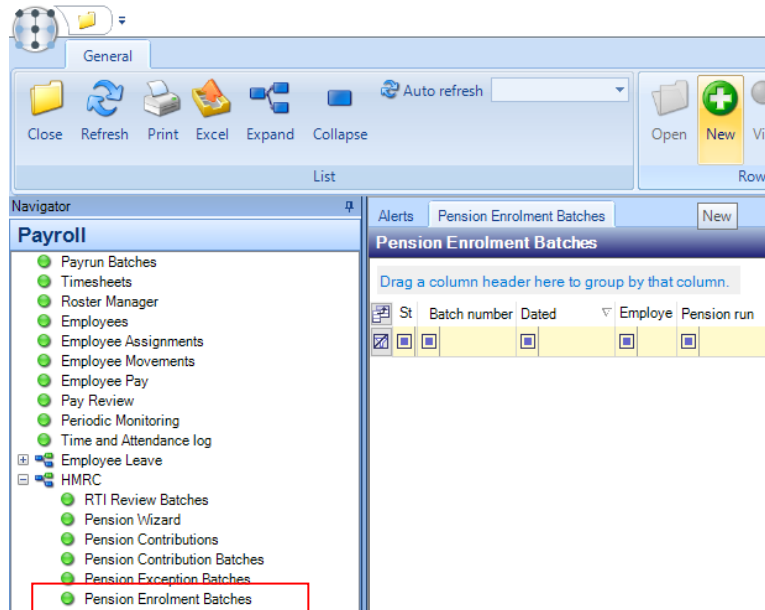
10. Click “Save and close” then repeat steps 6 – 9 for all other employees who had a pay element assigned in step 5

**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.**

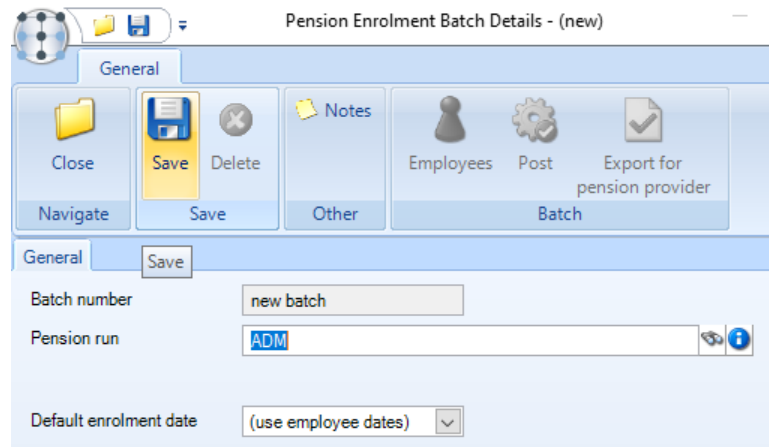
# AFTER PROCESSING PAY

## Generating enrolment batch

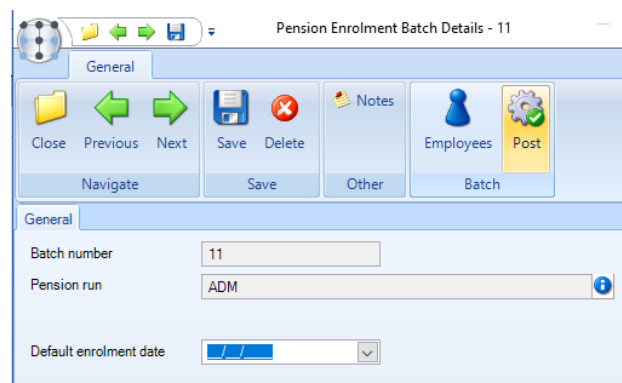
1. Create a pension enrolment batch via Payroll> HMRC> Pension Enrolment Batches and clicking “new”



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”

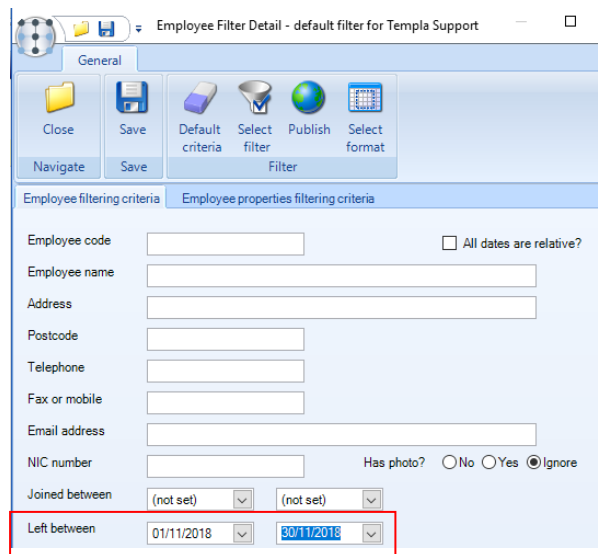


3. Once the batch has generated, re-open it (by double-clicking). The employees included can be reviewed by clicking “Employees” if the employees are as expected click “Post”



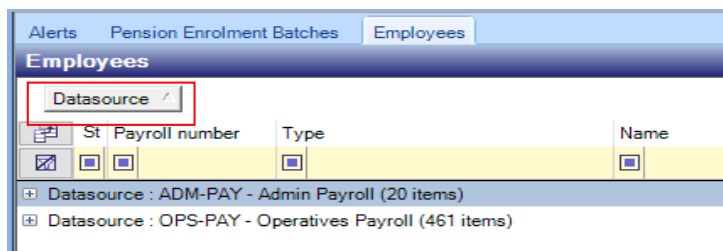
## Exclude employees from contribution batch

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



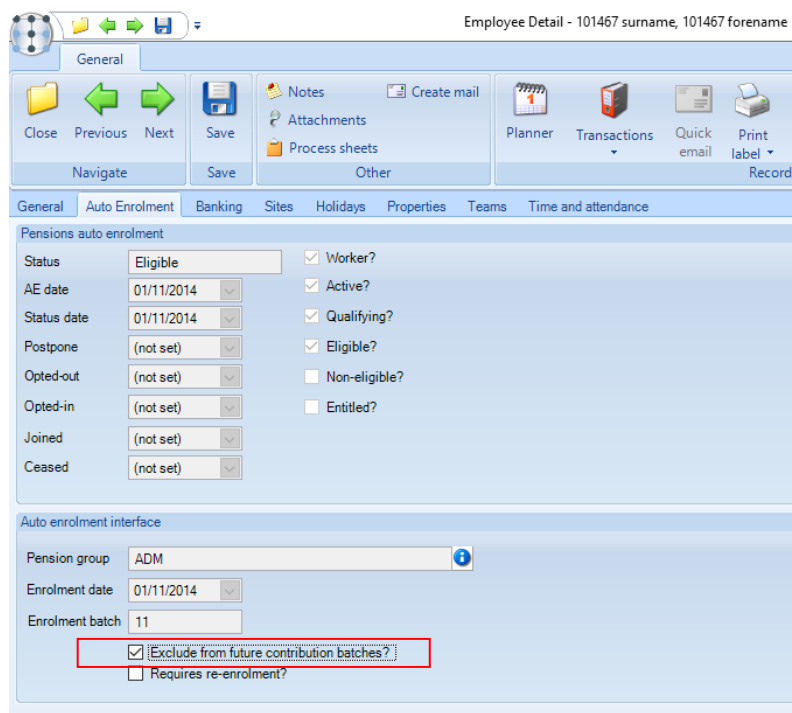
The screenshot shows the 'Employee Filter Detail' window for 'Templa Support'. The 'General' tab is active. The 'Employee filtering criteria' section includes fields for Employee code, name, address, postcode, telephone, fax/mobile, email, and NIC number. The 'Employee properties filtering criteria' section includes a checkbox for 'All dates are relative?' and a 'Has photo?' field with radio buttons for 'No', 'Yes', and 'Ignore'. The 'Left between' field is highlighted with a red box, showing a date range from 01/11/2018 to 30/11/2018.

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



The screenshot shows the 'Employees' list view. The 'Datasource' column is highlighted with a red box. The list shows two data sources: 'ADM-PAY - Admin Payroll (20 items)' and 'OPS-PAY - Operatives Payroll (461 items)'. The 'Employees' tab is selected in the top navigation bar.

- 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

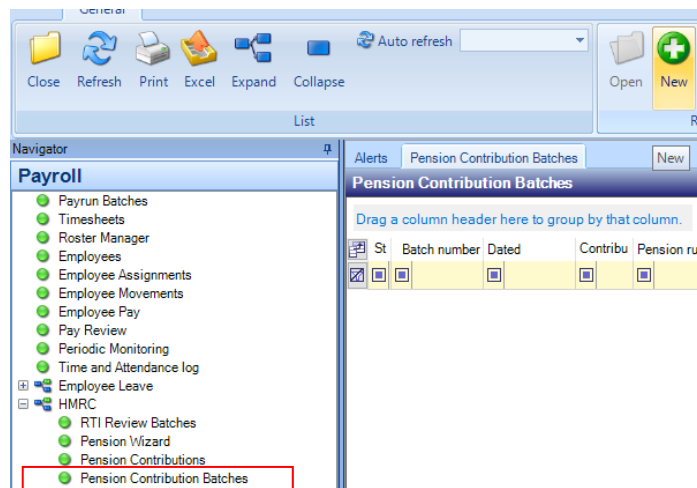


The screenshot shows the 'Employee Detail' window for '101467 surname, 101467 forename'. The 'Auto Enrolment' tab is selected. The 'Pensions auto enrolment' section includes fields for Status (Eligible), AE date (01/11/2014), Status date (01/11/2014), Postpone (not set), Opted-out (not set), Opted-in (not set), Joined (not set), and Ceased (not set). The 'Auto enrolment interface' section includes fields for Pension group (ADM), Enrolment date (01/11/2014), and Enrolment batch (11). The 'Exclude from future contribution batches?' checkbox is checked and highlighted with a red box.

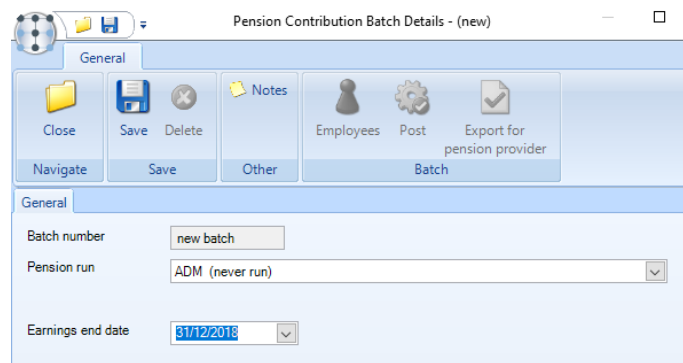


## Generating contribution batch

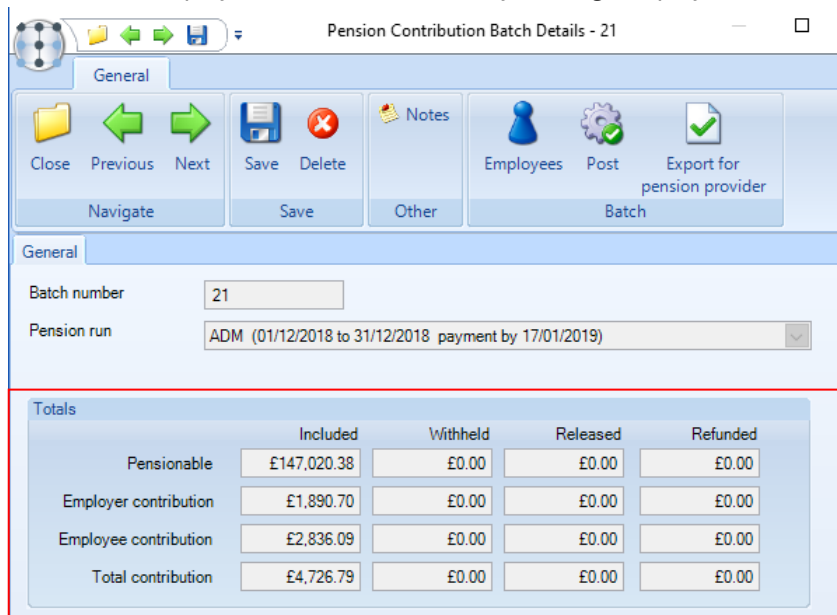
- Once all employees who left in a previous pay period have the “Exclude from future contribution batches?” flag set, create a pension contribution batch via Payroll > HMRC > Pension Contribution Batches and clicking “New”



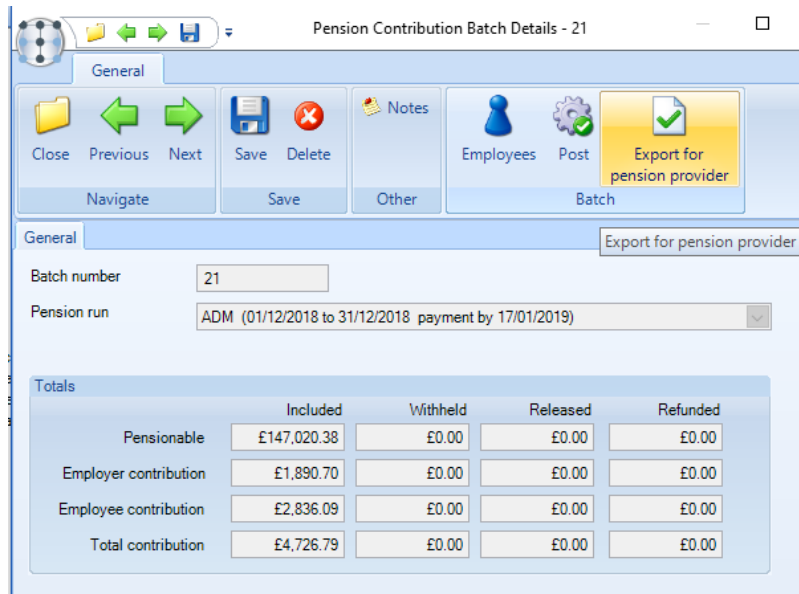
- Select the required pension run (this must match the one chosen in step 2) and enter the Earnings end date (only required the first time this is run), then click save



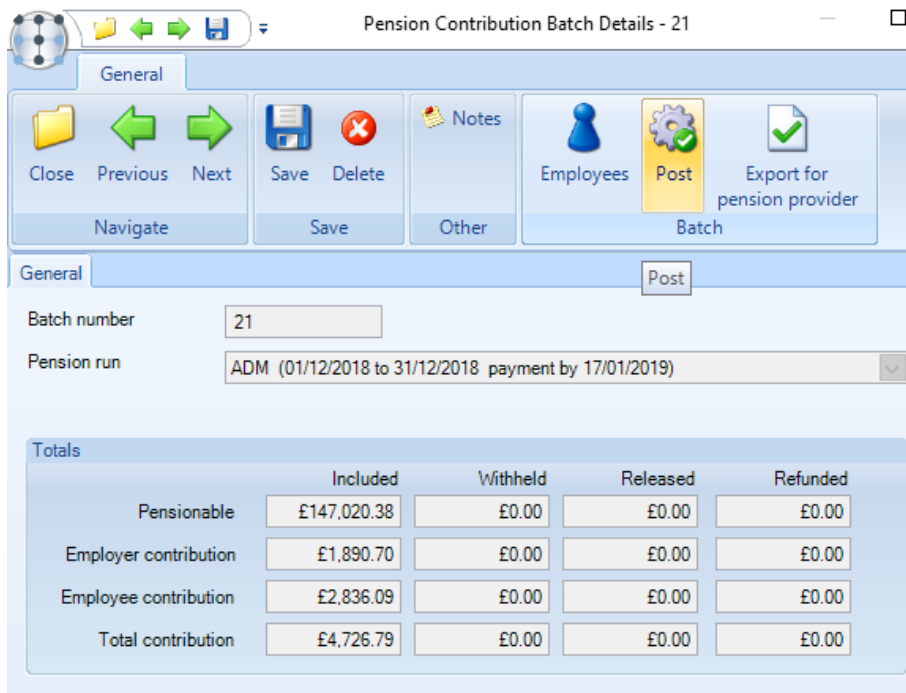
- Once the batch has generated, re-open it (by double-clicking). Once generated the “Totals” should be checked and if any discrepancies are found each employee should be reviewed by clicking “Employees”



- 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



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





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