E-File Pension Data to SMART Pension (through aeExchange) User Guidelines

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About this Guidance

This guidance provides you a detailed procedure about how to e-submit the auto enrolment pension data to Smart Pension(through aeExchange).This guidance details about how you can carry out all the AE related tasks such as create pension scheme, setup e-filing credentials, e-submit to Smart Pension (through aeExchange) etc using our payroll application. Apart from the well-explained steps with Road-maps, screenshots are also included in the guidance for your better understanding about the process.

Setup Smart Pension (through aeExchange)

Pension data submission has become more simple and less time consuming using our internet payroll application. We provide you the facility to directly e-file your AE pension data to SMART Pension from our payroll application (through aeExchange).

For a better understanding about how to make use of this feature, please follow the step by step guide given below.

STEP 1 : Create aeExchange Account

Firstly, you need to sign up and create an account with aeExchange given that your pension data E-Filling to SMART Pension will take place through aeExchange. Visit **www.aeExchange.com** to create an account.

STEP 2 : Add Clients to aeExchange Account

Log in to the aeExchange Account and add client(s) to the system. You can either add new client(s) manually or upload client data spreadsheet to aeExchange. If using the spreadsheet method please ensure all mandatory fields are filled in.

IMPORTANT: Do not add Employees to the system as you already have the Employees in your Payroll account.

Road Map :

Dashboard → Add New Client

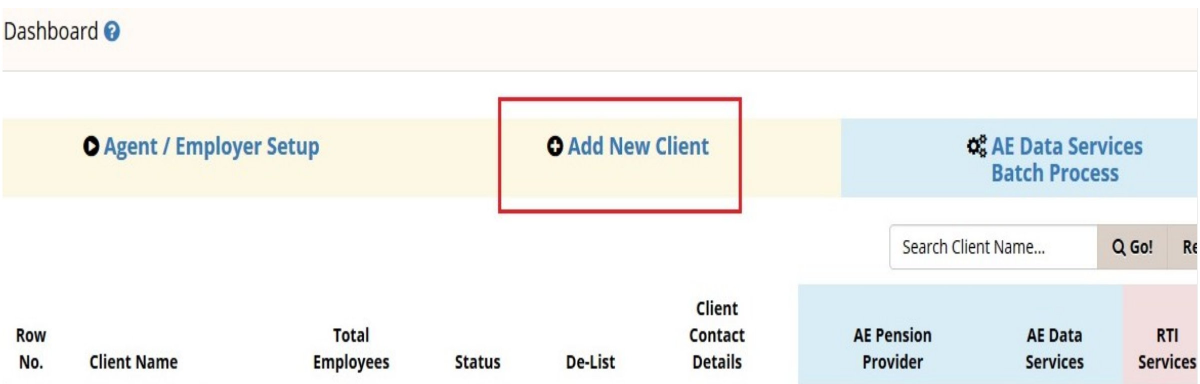

Figure.2.1

STEP 3 : Setup Pension Scheme in aeExchange

Once you have added a client, then you need to setup a pension scheme for that specific client. Please follow the below procedure to setup pension scheme in aeExchange.

Action 1 : Click 'Enter' link under the AE Data Services section .

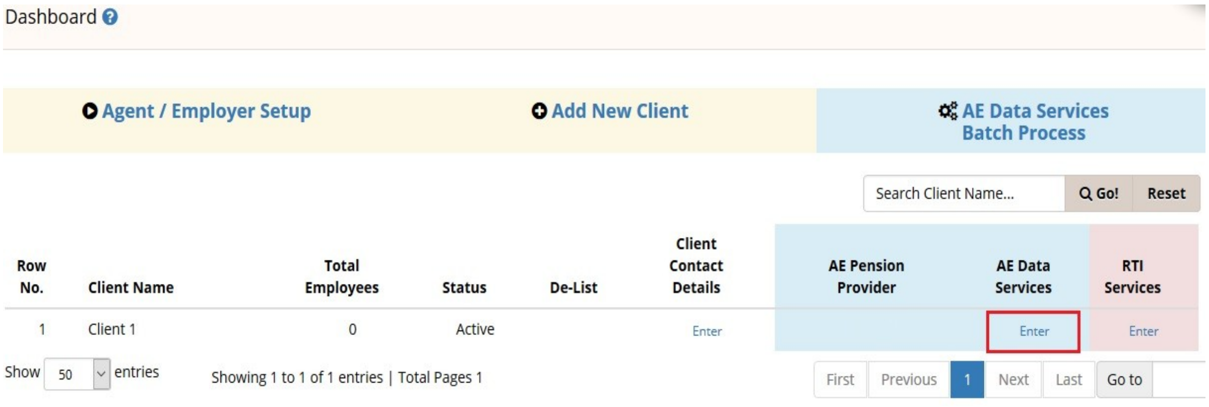

Figure 3.1

Action 2 : Then click 'Chart of Setup' menu in the tasking zone.

Action 3 : Select 'Smart Pension' from the list of pension providers.

Action 4 : Click 'Minimum Compliance AE Pension Settings' , enter Staging Date and the 'Employer Pension Scheme Reference (EPSR) / Employer ID ' that is the Company ID given by Smart Pension, click 'Save'.

Figure 3.2

Action 5 : Click 'Additional AE Pension Settings' , click 'View/Edit' . Enter in the information required, all mandatory fields must be filled, click 'Save'.

[**Please Note :** Ensure that the 'EPSR / Employer ID' and the 'Group Ref.' are correctly entered mirroring the setup in Smart Pension account. 'EPSR is the Company ID given by Smart Pension.]

STEP 4 : Setup E-Filling Credentials in aeExchange

To enable E-Filling you will need to go into 'Chart of Setup' and click on 'Smart E-Filing Credential Setup' option and enter your API Key. The API key is a unique key which is issued by Smart Pension to each individual company/client. In case you have an Advisory account in Smart Pension , which allows you to act on behalf of your clients, you can enter your 'Advisory API Key'.

Road Map : To Setup E-Filling Credentials

Chart of Setup → Smart E-Filing Credential Setup → Edit → Enter Smart Pension API Key → Save.

STEP 5 : Setup Pension within Payroll Account

You can now login into payroll account and setup your Smart pension scheme in the payroll. If you have already setup 'Auto Enrolment Pension Scheme' on the Payroll account then ignore this step, and proceed to STEP 6.T o setup 'Auto Enrolment Pension Scheme' within the Payroll follow the procedure below.

Action 1 : Click 'Pension' menu in the tasking zone.

Action 2 : Click 'Auto Enrolment Pension (AE) Setup' sub menu.

Action 3 : Select 'Smart Pension' from the list of pension providers.

Action 4 : Click 'Minimum Compliance AE Pension Settings' , enter Staging Date and the 'Pension Account Reference' that is Company ID given by Smart Pension, click 'Save'.

Action 5 : Click 'Additional AE Pension settings', click 'View/Edit'. Enter in the information required, all mandatory fields must be filled. **It is important that all information in this section matches the information saved in the aeExchange account.**

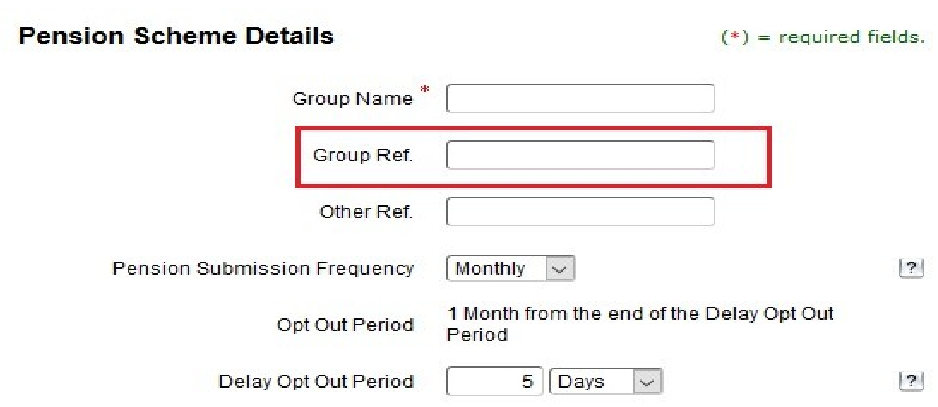

Figure 5.1

[**Please Note :** Ensure that the 'Pension Account Reference' and the 'Group Ref.' are correctly entered mirroring the setup in Smart Pension account. 'Pension Account Reference' is the Company ID given by Smart Pension.]

STEP 6 : Setup E-Filing Credentials in Payroll

To enable 'e-filing' to Smart Pension (through aeExchange), you need to setup the e-filing credentials in the payroll application. Please follow the procedure below :

Action 1 : Click 'Smart E-Filing Credential Setup'.

Action 2 : Enter your **aeExchange Account User ID or Sign In ID along with the password** used for aeExchange, click Save.

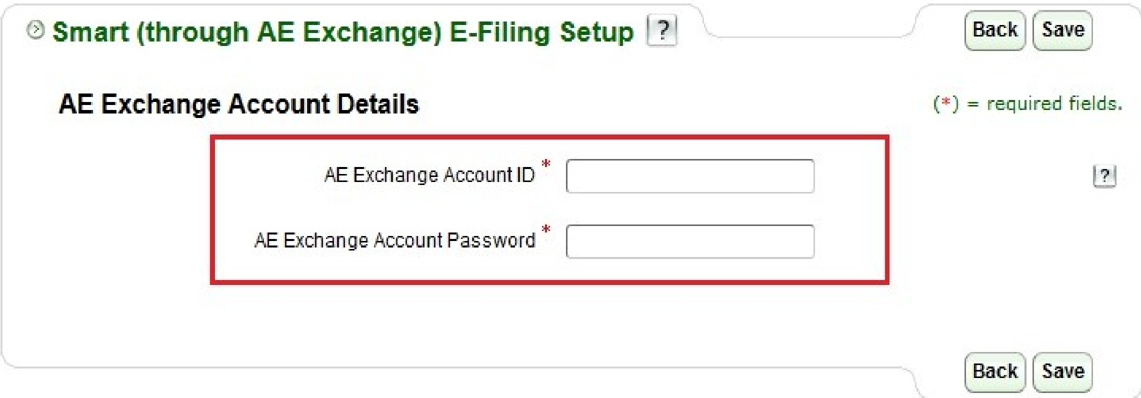

Figure 6.1

STEP 7 : Setup Payment Source

The Payment Source name that you have entered while setting up the Smart Pension online account should match the Employer Bank Ref. in our application. Please follow the road map to check whether both the Employer Bank Ref. and Payment Source matches.

Road Map:

Employer/Setup → Employer Details → Employer Bank Details - View / Edit → Employer Bank Ref.

E-Filling Pension Data from Payroll to Smart (through aeExchange)

Once the Payrun has been completed and YTD figures have been updated, a Contribution/Enrolment report will be generated automatically (assuming that you have already staged for Auto Enrolment). You then can directly e-file the pension report to Smart (through aeExchange). Please follow the procedure below:

STEP 1 : E-File Pension Data

Action 1 : Click 'Pension' menu in the tasking zone.

Action 2 : Click 'Auto Enrolment Pension (AE) Setup' sub menu.

Action 3 : Select 'Smart Pension' from the list of pension providers.

Action 4 : Click Smart Contribution / Enrolment report.

Action 5 : Select 'Submission Frequency'.

Action 6 : Click 'Continue' and enter Sign In password, click 'Confirm'.

Now you are provided with two options. **To 'e-file' use option 2.**

Option 1 – Download CSV file : This is the manual way of uploading which requires the user to log into the pension provider's site and uploading the file.

Option 2 – E-File to Smart (through aeExchange) : Your file will be checked in aeExchange, and if the file passes the checks, it will be sent to Smart Pension.

STEP 2 : Smart Pension Data E-Filing Status

Once you e-file the pension data you can get the latest E-Filing Status details , please follow the road map below.

Road Map :

Pension → Auto Enrolment Pension (AE) Setup → Smart Pension → Smart E-Filed Status → Get Status

Road Map (Optional) :

To view e-filled status, login to aeExchange, click on Admin AE Pension and then go to step 2, Action 2 – e-submit status and CSV download → Select period to view from the drop down menu located in the centre of the screen.