

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



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About this Guidance

This guidance document will provide you with the detailed procedures regarding e-Filing your auto enrolment pension data to NEST(through aeExchange). This guidance document details how you can carry out all the AE related tasks you will encounter using our payroll service, such as creating a pension scheme, setting up your e-filing credentials, e-Filing to NEST (through aeExchange) etc. Apart from the well-explained steps with Roadmaps, screenshots are also included in the guidance for your better understanding about the process.

Setup NEST 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 NEST 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-Filing to NEST 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

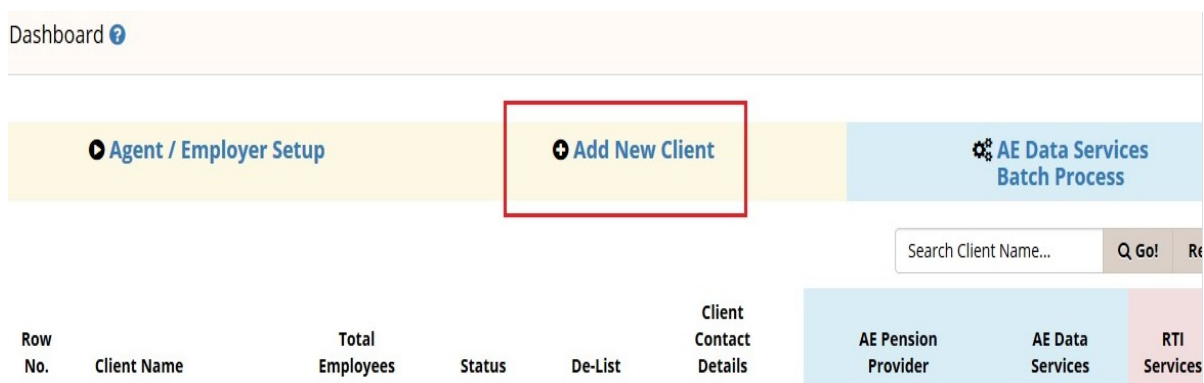


Figure.2.1

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 a pension scheme in aeExchange.

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

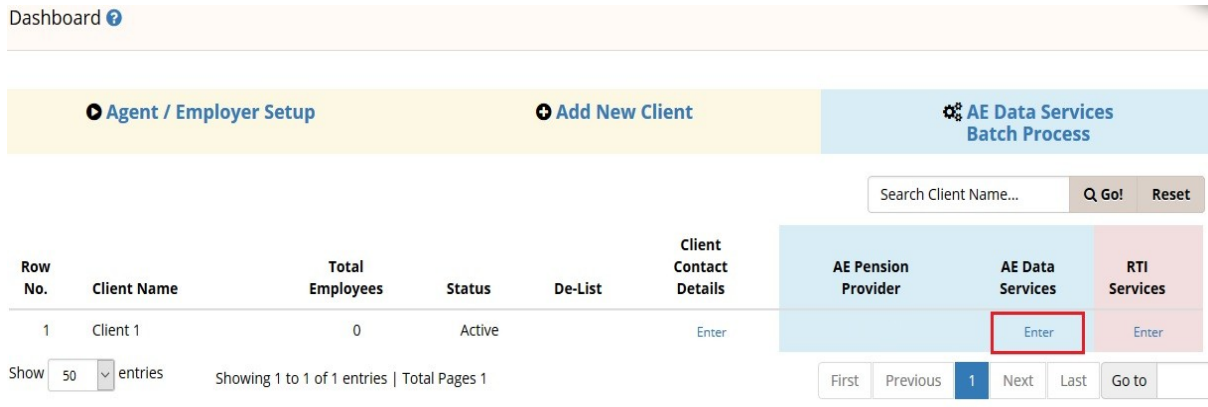


Figure 3.1

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

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

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

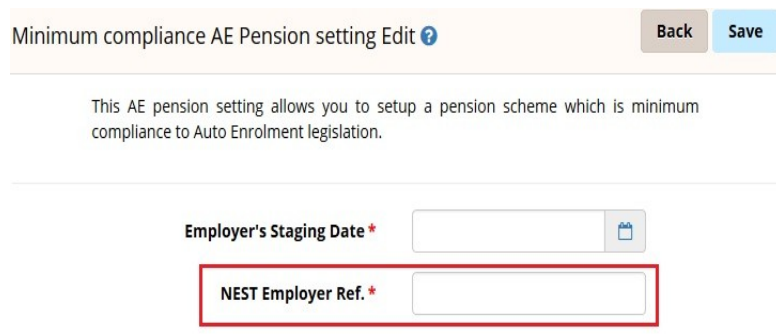


Figure 3.2

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 'NEST Employer Reference' and the 'Group Ref.' are correctly entered mirroring the setup for your NEST Pension account. 'NEST Employer Reference' is the Employer Reference given by NEST Pension.]

STEP 4 : Setup E-Filing Credentials in aeExchange

To enable E-Filing you will need to go into 'Chart of Setup' and click on 'NEST E-Filing Credential Setup' option and enter your NEST account ID and NEST password.

Road Map : To Setup E-Filing Credentials

Chart of Setup → NEST E-Filing Credential Setup → Edit → Enter NEST Account ID and NEST Password → Save.

STEP 5 : Setup Pension within Payroll Account

You can now login into your payroll account and setup your NEST AE pension scheme in the payroll. If you have already setup an 'Auto Enrolment Pension Scheme' on the Payroll account then ignore this step, and proceed to STEP 6. To 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 'NEST' from the list of pension providers.

Action 4 : Click 'Minimum Compliance AE Pension Settings', enter Staging Date and the 'NEST Employer Reference' that is the Employer Reference given by NEST 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.**

Pension Scheme Details (*) = required fields.

Group Name *

Group Ref.

Other Ref.

Pension Submission Frequency

Opt Out Period 1 Month from the end of the Delay Opt Out Period

Delay Opt Out Period Days

Figure 5.1

[Please Note : Ensure that the 'NEST Employer Reference' and the 'Group Ref.' are correctly entered mirroring the setup for your NEST Pension account. 'NEST Employer Reference ' is the Employer Reference given by NEST Pension. The 'Group Ref.' you enter should be same as the name given for 'Group' in the NEST account.]

STEP 6 : Setup E-Filing Credentials in Payroll

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

Action 1 : Click 'NEST 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.

NEST (through AE Exchange) E-Filing Setup ?

AE Exchange Account Details

(*) = required fields.

AE Exchange Account ID *

AE Exchange Account Password *

Back Save

Back Save

Figure 6.1

STEP 7 : Setup Payment Source

The Payment Source name that you entered while setting up your NEST 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 NEST (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 can then directly E-File the pension report to NEST (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 'NEST' from the list of pension providers.

Action 4 : Click NEST 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 their pension provider's site and upload the file.

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

STEP 2 : NEST 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 → NEST → NEST(AE) E-Filing 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-filled status and CSV download → Select period to view from the drop down menu located in the centre of the screen.