



IRISH LIFE PENSION CONTRIBUTIONS

DOWNLOAD

VERSION 1.0

core | International

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1 INTRODUCTION

The purpose of this document is to explain the CorePay functionality incorporated in the Irish Life Pension Contributions Download software module. In summary this module allows the user to return pension contributions to Irish Life via an electronic data file.

2 RUN TIME PARAMETERS

The software module prompts the user for the following run time parameters:

- Pay Group or ALL PAY GROUPS (MANDATORY)
- Scheme Reference (MANDATORY)
 - The Scheme Reference is maintained on each CorePay pension scheme.
- Period From (MANDATORY)
- Period To (MANDATORY)
- AVC Only (Tick Box) (OPTIONAL)
- Exclude Rate of Pay Details (Tick Box) (OPTIONAL)

See **Figure 1: Run Time Parameters** below.

The screenshot shows a Windows-style dialog box titled "Generate Pension Contributions Download". The window title bar includes "PAY660EX" and the "CORE" logo. The dialog box contains the following fields and controls:

- Pay Group**: A text input field.
- Scheme Reference**: A text input field.
- Period From**: A text input field.
- Period To**: A text input field.
- AVC Only**: A checkbox.
- Exclude Rate of Pay Details**: A checkbox.
- A **Browse** button next to an empty text input field.
- OK** and **Cancel** buttons at the bottom.

Figure 1: Run Time Parameters

The user can also Browse to specify the file name and location of the output file to be created.

Processing

1. Once the download procedure is initiated, all pension contributions (Employee, AVC and Employer) for the parameter Pay Group(s), Pension Scheme Reference, Period From and To range are downloaded for return to Irish Life.
2. If the AVC Only tick box is ticked, only employee AVC pension contributions are downloaded for return to Irish Life.
3. If the Exclude Rate of Pay Details tick box is ticked, the employee's rate of pay will not be downloaded (on the Contribution Deducted Record) for return to Irish Life.

3 PENSION SCHEME PARAMETERS

The screenshot shows a web application window titled 'Maintain Pension Schemes'. The window has a standard toolbar with navigation and utility icons. The main content area is titled 'Maintain Pension Message' and is labeled 'Page 3 of 3'. The form contains several sections:

- Maintain Pension Message:** Three empty text input fields.
- Provider Details:** A list of fields: Provider Identifier, Provider Address 1, Provider Address 2, Provider Address 3, Provider Address 4, and Provider E-mail Address, each with an empty text input field.
- Employer Details:** One field: Employer Identifier, with an empty text input field.
- Scheme Reference Details:** One field: Scheme Reference, with an empty text input field.

Figure 2: Pension Scheme Parameters

To support the Irish Life download functionality the following pension scheme parameters are required to be populated for the relevant pension scheme(s):

See **Figure 2: Pension Scheme Parameters** above.

- Provider Identifier
- Provider Address 1
- Provider Address 2
- Provider Address 3
- Provider Address 4
- Provider E-mail Address
- Employer Identifier
- Scheme Reference

Each of the above parameter values are output on the Header Record of the file downloaded from CorePay.

Configuration of CorePay Pension Scheme(s) regarding Irish Life Electronic File Download Facility

In summary the CorePay Irish Life download procedure returns pension contributions to Irish Life via an electronic data file. The contributions on the file can be broken down into three categories as follows:

- **Employee** Contributions
- **AVC** Contributions
- **Employer** Contributions

The configuration of your pension scheme(s) in CorePay is critical to achieving the above.

The following rules apply:

1. Irish Life contributions must be set up as Pension Scheme(s). They cannot be set up using the Maintain Employee Deductions screen as each Pension/AVC amount must be assigned to a Pension Scheme.
2. The Pension Scheme(s) in question must be unique to Irish Life i.e. no other third party Pension Scheme provider contribution should be on the same scheme code.
3. The Pay Codes on the Irish Life Pension Scheme(s) must be unique to Irish Life. For example, if pay code 500 is the Employee contribution pay code for an Irish Life Scheme and also exists on a Pension Scheme for another third party provider then this will need to be re-configured.
4. Given that the returns are broken down by Employee, AVC and Employer contributions you must have separate pay codes for each of the following on your Pension Scheme(s) record as per the Corepay Reference Menu:

Employee Pay Codes

- Deduction 1
- Deduction 2
- Deduction 3
- Pre Tax Adjustment
- AVC

Employer Pay Codes

- Adjustment
- Deduction

4 OUTPUT FILE FORMAT

The following is the file record layout:

Header Record

Record Type	:	Value of 1
Pension Download Standard Version No	:	Value of 01
Pension Provider Identifier	:	Picked up from pension scheme
Employer Identifier	:	Picked up from pension scheme
Payroll Identifier	:	Description of payroll pay group
Date of Payroll	:	Payroll week end date for Period To
Start Week Included	:	Last two digits of Period From
End Week Included	:	Last two digits of Period To
Provider Address 1	:	Picked up from pension scheme
Provider Address 2	:	Picked up from pension scheme
Provider Address 3	:	Picked up from pension scheme
Provider Address 4	:	Picked up from pension scheme
Provider E-Mail Address	:	Picked up from pension scheme
Payroll Source	:	Value of COREPAY

Contribution Deducted Record

Record Type	:	Value of 2.
Employee First Name	:	Employee first name.
Employee Surname	:	Employee surname.
PPS No.	:	Employee PPS No.
Payroll No.	:	Employee payroll number.
Date of Birth	:	Employee date of birth.
Annual Salary Amount	:	Employee annual salary. If the employee is not on an annual salary this will be their derived annual rate of pay.
Salary Basis Indicator	:	If the employee has an annual salary this field will have a value of P, otherwise it will have a value of H.
Provider Scheme Reference	:	Parameter pension scheme code on the extract.
Employer Pension Scheme Contribution Amount	:	Sum of employer contributions for the parameter pay group, pension scheme reference, period from and period to. In terms of pay codes totalled, the pay codes will be determined by the fields Deduction and Adjustment under Employer Pay Codes on the payroll pension scheme code.
Employee Pension Scheme Contribution Amount	:	Sum of employee contributions for the parameter pay group, pension scheme reference, period from and period to. In terms of pay codes totalled, the pay codes will be determined by the fields Deduction 1, Deduction 2, Deduction 3 and Pre-Tax Adjustment under Employee Pay Codes on the payroll pension scheme code.

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Employee Additional (AVC) Contribution Amount	:	Sum of employee AVC contributions for the parameter pay group, pension scheme reference, period from and period to. In terms of pay codes totalled, the pay codes will be determined by the field Pre-Tax AVC under Employee Pay Codes on the payroll pension scheme code.
Date of Starting Pension Deductions	:	Date of Joining on the form Maintain Pension Details for the employee/scheme code.
Date of Leaving	:	Pension End Date on the form Maintain Pension Details for the employee/scheme code.
Employee Address 1	:	Employee address (line 1).
Employee Address 2	:	Employee address (line 2).
Employee Address 3	:	Employee address (line 3).
Employee Address 4	:	Employee address (line 4).

Trailer Record

Record Type	:	Value of 3.
No of Records	:	Number of records in the file excluding header and trailer.
Overall Contribution Total	:	Total of all contributions.
Employer Pension Contribution Total	:	Total of Employer basic pension amounts deducted.
Employee Pension Basic Contribution Total	:	Total of Employee basic pension amounts deducted.
Employee Pension Additional Contribution Total	:	Total of Employee additional pension amounts deducted.

Header Record

No	Field Name	Type	Contents
1	Record Type	X(1)	1
2	Pension Download Standard Version No	X(2)	01
3	Pension Provider Identifier	X(32)	
4	Employer Identifier	X(32)	
5	Payroll Identifier	X(32)	
6	Date of Payroll	DATE 10	YYYY-MM-DD
7	Start Week Included	9(2)	

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8	End Week Included	9(2)	
9	Provider Address 1	X(32)	
10	Provider Address 2	X(32)	
11	Provider Address 3	X(32)	
12	Provider Address 4	X(32)	
13	Provider E-Mail Address	X(60)	
14	Payroll Source	X(32)	

Contribution Deducted Record

No	Field Name	Type	Contents
1	Record Type	X(1)	2
2	Employee First Name	X(32)	
3	Employee Surname	X(32)	
4	PPS No	X(9)	
5	Payroll No	X(9)	
6	Date of Birth	DATE 10	YYYY-MM-DD
7	Annual Salary Amount	9(12)	
8	Salary Basis Indicator	X(1)	
9	Provider Scheme Reference	X(10)	
10	Employer Pension Scheme Contribution Amount	9(12)	
11	Employee Pension Scheme Contribution Amount	9(12)	
12	Employee Additional (AVC) Contribution Amount	9(12)	
13	Date of Starting Pension Deductions	DATE 10	YYYY-MM-DD
14	Date of Leaving	DATE 10	YYYY-MM-DD
15	Employee Address 1	X(32)	
16	Employee Address 2	X(32)	
17	Employee Address 3	X(32)	
18	Employee Address 4	X(32)	

Trailer Record

No	Field Name	Type	Contents
1	Record Type	X(1)	3
2	No of Records	9(9)	
3	Overall Contribution Total	9(12)	
4	Employer Pension Contribution Total	9(12)	
5	Employee Pension Basic Contribution Total	9(12)	
6	Employee Pension Additional Contribution Total	9(12)	