

**HERBST HRM 14 (2011)**

**PENSION CONTRIBUTIONS DEDUCTED (PCD) FILE EXPORT**

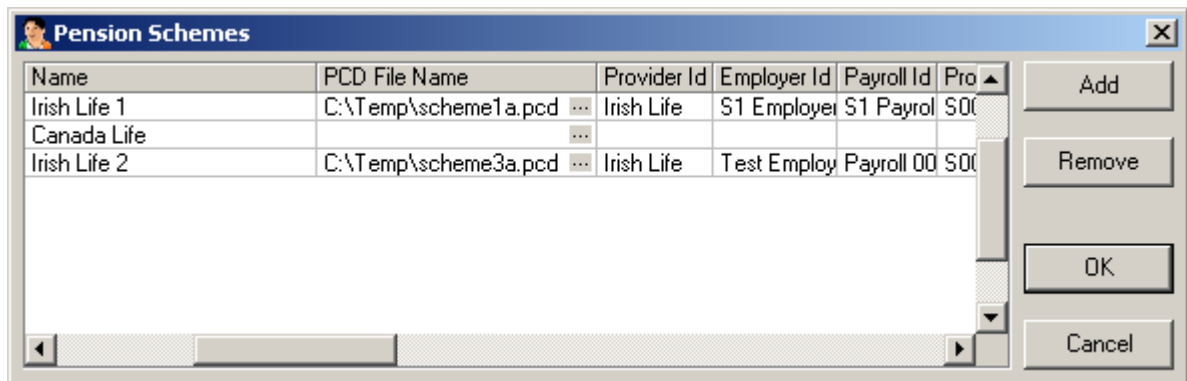
**USER'S MANUAL**

**DOCUMENT VERSION: 14.0.1.0.0**

**28 FEBRUARY 2011**

## SETTING UP PCD FILE PARAMETERS

PCD file parameters are set up through the Settings – Payroll – Pension Schemes menu.



If you are going to transmit pension contributions details to a pension provider electronically in a PCD file, you have to enter PCD File Name and a set of attributes which should be given to you by the pension provider:

- Provider Id (mandatory),
- Employer Id (mandatory),
- Payroll Id (mandatory),
- Provider Scheme Ref (mandatory),
- Provider Address Line 1,
- Provider Address Line 2,
- Provider Address Line 3,
- Provider Address Line 4,
- Provider Email Address.

Only schemes with specified PCD File Name will be picked up by the program to be exported to a file. If you don't need to export the data to a PCD file, leave the field blank for this scheme.



## CREATING A FILE

To prepare a PCD file, you should calculate payroll first, and then go to the Report Desktop – Routines section and start any pension contributions report. You will be asked to choose employees to include and weeks/months to cover. The Report Preview window will be shown on the screen. You should click the PCD button on the toolbar, and the data will be saved to PCD file(s) specified in settings of pension scheme(s). Note that pension schemes without PCD file name will be ignored.

New Company2

**Pension Contributions (by pension scheme)**

Weeks from 8 to 8 , months from 2 to 2

| Pension Scheme |           | Employee  |           | Contributions |          |      |
|----------------|-----------|-----------|-----------|---------------|----------|------|
| Code           | Name      | Works No. | Name      | EE Share      | ER Share | AVC  |
| PEN1           | Pension 1 | 1         | Test Test | 50.00         | 25.00    | 0.00 |
| Scheme totals  |           |           |           | 50.00         | 25.00    | 0.00 |
| PEN2           | Pension 2 | 1         | Test Test | 25.00         | 10.00    | 0.00 |
| Scheme totals  |           |           |           | 25.00         | 10.00    | 0.00 |
| Totals         |           |           |           | 75.00         | 35.00    | 0.00 |

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## **TECHNICAL NOTES**

PCD files are generated according to "Specification for Pension Contributions Deducted downloads from Payroll Packages" version 0.5 of 05/12/2002.

Optional fields Start Week Included, End Week Included, Annual Salary Amount, Salary Basis Indicator, Date Of Starting Pension Deductions, Date of Leaving are not supported and will be left blank.