

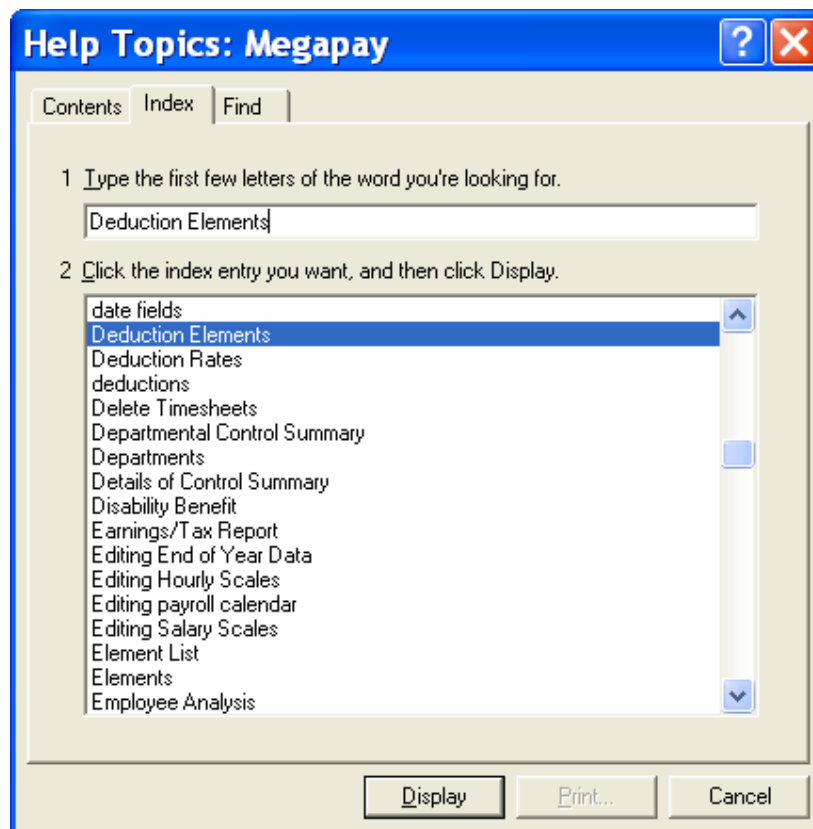
Irish Life Corporate Business has worked with Intelligo to develop an easy to use pension download facility from Megapay. This will allow employers to download their pension contribution details directly from the payroll package into a file for electronic submission.

To avail of the New Payroll Download Functionality the following are the requirements:

Intelligo Requirements:

- ◆ Megapay has the facility to dispatch Pension and PRSA contributions electronically.
- ◆ Please remember that all Megapay Clients with valid support contracts may contact Intelligo payroll support at 01 295 7779. The e-mail address is support@intelligo.ie. Intelligo will advise you of what is required in order to setup and transmit this Pension/PRSA electronic file to the Pension institution. For information we have included the setup detail below, under the section heading, "Electronic Pension and PRSA File setup detail"

It is important to understand that we are strictly outlining the process for the electronic file creation and transmission in this outline, establishing Pension Types or PRSA's is handled within the payroll system under the utility for creating deductions see under Megapay Help - deductions:



- ◆ Before downloading your pension contributions, please ensure that you have filled in all mandatory fields.
Particular attention should be paid to the mandatory field:
 - Provider Scheme Reference –
Irish Life will advise you of this Scheme Reference Number.

Irish Life Requirements:

- ◆ **This facility will be used to submit payroll files on a monthly basis (including weekly payrolls etc) as this is the preferred approach. Should this not be practical please contact Irish Life in advance of submission to discuss.**
- ◆ Send Payroll File by e-mail to code@irishlife.ie
- ◆ The following details must be included:
 - In the Subject Line of your e-mail please include the words “Payroll Download” and the Irish Life Scheme Number e.g. (60----).
 - In the body of the e-mail please include the Scheme Name, the method of payment, the period the contributions relate to and your own contact name and telephone number.
- ◆ If you conduct your business through a Broker, please copy your broker with your payroll submissions.
- ◆ Your file is validated on receipt by Irish Life.
- ◆ As our client you will receive one of the following two automated responses:
 - An acknowledgement of receipt of your correct payroll file including confirmation that everything is in order.
- OR**
- An acknowledgement that your payroll file has been received but that there are errors. The errors will be highlighted and the file and errors message will be returned to you by e-mail.
- ◆ If you have any questions in relation to the Irish Life requirements please e-mail code@irishlife.ie or telephone 01 8563031.



Electronic Pension and PRSA File setup detail

Megapay Pension/PRSA's electronic file

Using this option it is possible to setup a PRSA scheme which may be used to generate an export file for submission to the appropriate Pension Company.

As companies may have more than one PRSA provider a file must be created for each, using this option the user inputs the information required for inclusion on the export file.

To set up a PRSA Scheme within a payroll in Megapay

- 1 Select Setup followed by PRSA's. The following screen will be displayed:

A screenshot of a software dialog box titled "PRSA Scheme". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a "Scheme" dropdown menu and a "New" button. The main area contains several input fields: "Address 1" through "Address 4" on the left, and "File Name" (with a browse button "..."), "Email", "Providers Ref", and "Provider Name" on the right. At the bottom, there are two large empty boxes labeled "Available" and "Assigned", with four buttons between them: ">", ">>", "<", and "<<". At the very bottom of the dialog are three buttons: "Ok", "Cancel", and "Apply".

- 2 Click New. The following screen will now be displayed:

New PRSA Provider

PRSA ID Provider Name

Address 1 File Name ...

Address 2 Email

Address 3 Providers Ref

Address 4

Available Assigned

AVC
ICP
PEN
PN1

>
>>
<
<<

Ok Cancel Apply

What happens here is that the system will go looking at all the deduction elements in Megapay and select all those items (Via the 3 digit element ID) that are classified as Pensions or PRSA's and list them in the available column.

- 3 Enter the Provider Name.
- 4 Enter the Providers Address.
- 5 Enter the Output file name. (A location on your system where you can easily locate this file to attach it to an email).
- 6 Enter contact Email address.
- 7 Enter the Providers Reference Number.
- 8 From the Available list of elements, select the element(s) which should be assigned to this Provider.

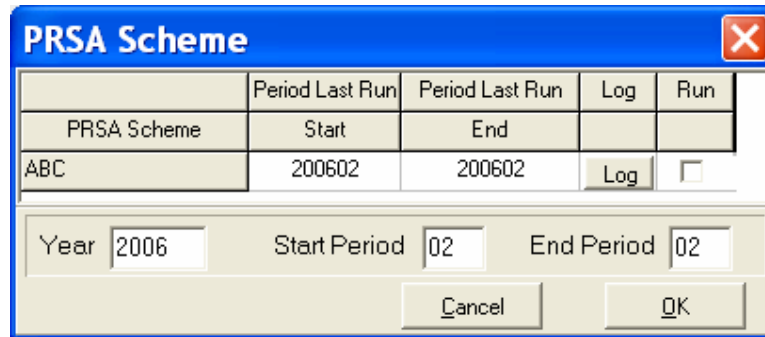
9 Click Ok.

The system is now set up and ready to produce electronic files.

To create Pension/PRSA output file

1 Select “File” followed by “Exports” and then “Export PRSA’s”.

2 The following screen will be displayed:

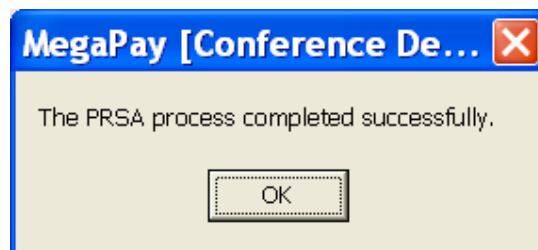


2 If there is more than one scheme available, check the relevant Run box(s) to select the scheme required.

3 Enter the Start and End Period required and select “OK”

4 A preview of the information contained on the file will be shown on screen. Click the “Print” icon to print a hard copy of the information.

5 Close the print preview screen and the following message will appear:



6 Click Ok to return to the main menu.

The file is now ready to attach to an email