

**Irish Life Corporate Business has worked with Thesaurus to develop an easy to use pension download facility. 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:

**Thesaurus Requirements:**

- ◆ Ensure you are using the latest version of your payroll – (see Thesaurus instructions attached).
- ◆ You are in a position to use the new payroll download functionality once you have the latest version.
- ◆ Before downloading your pension contributions, please ensure that you have filled in all mandatory fields (see Thesaurus documents).  
**Particular attention should be paid to the mandatory field: Provider Scheme Reference – Irish Life will phone you and advise you of this Scheme Reference Number.**
- ◆ If you need further assistance on how to use the payroll download functionality please contact Thesaurus on 01 8352074.

**Irish Life Requirements:**

- ◆ **Please use the new facility to submit weekly payroll files on a monthly basis, as this is our preferred approach. If you have any problems around this, please contact us in advance to discuss.**
  - ◆ Send payroll file by e-mail to [code@irishlife.ie](mailto:code@irishlife.ie)
  - ◆ The following details must be included:
    - In the subject line of your email please include the words “Payroll Download” and the Irish Life Scheme Number e.g. (60----).
    - In the body of the email 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](mailto:code@irishlife.ie) or telephone 01 7041805.

# Thesaurus Payroll 2006 Upgrade

## Internet Installation Instructions:

Ensure your payroll is **not** running in the background and follow the instructions below.

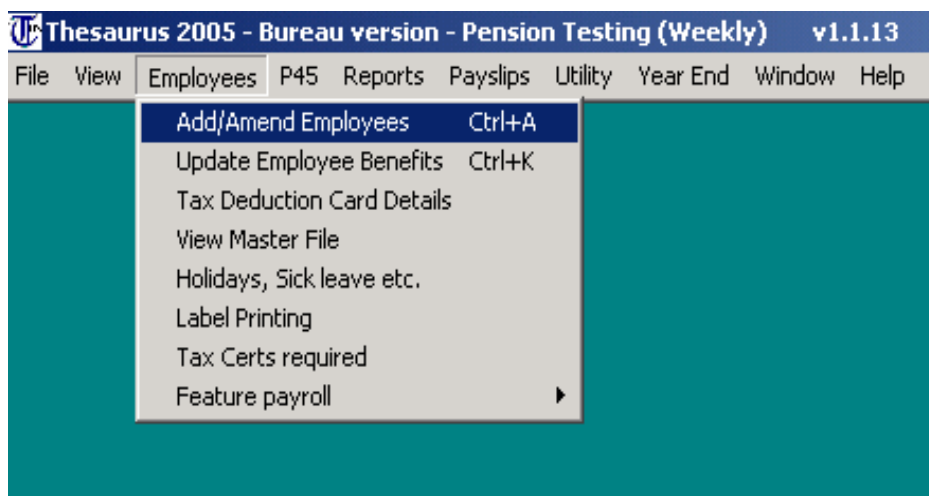
- Connect to the **internet**
- In the address line type [www.thesaurus.ie](http://www.thesaurus.ie)
- Click on **Products**
- Within Payroll Manager choose **Upgrade**
- Click on the relevant upgrade  
**Standard** (most users) or **Bureau**
- Click **Upgrade Now**
- Click **Run or Open**
- If asked a second time click **Run or Open** again
- Click on **OK**
- Click on **Unzip**
- You should get a message “22 files unzipped successfully” – Click on **OK**
- Click on **Close**
- Close out of the internet and return to payroll



**PRSA Contributions  
&  
THESAURUS PAYROLL**

## HOW TO ENTER PRSA CONTRIBUTION AMOUNTS

- Employees
- Add/Amend Employees



- Select an Employee from drop down list
- Go to Adds/Deds section

**Add and Change Employee Details - A Wkly Employee A**

Personal Details | Revenue Details | Adds/Deds | Departments | Cumulatives | HR

Surname: Wkly Employee A, A | First Name: A

Address: [ ] [ ] [ ] | Date of birth (ddmmyyyy): [ ]

Department: not assigned

PPS Number: 1234567E |  Tick if director

Hourly Rate: 0.00

Weekly Pay: 742.36

Pay Method:  Cash  Cheque  Credit Transfer

Credit Transfer Details:

Bank: [ ]

Branch: [ ]

Sort Code: [ ]

A/C Number: [ ]

Credit Union Ref (if applicable): [ ]

Short memo: [ ]

Benefits are entered in "Update Employee Benefits" in the Employee menu

Close

New

Update

Reset

Print

Help

Print List

Total # of employees on record: 7

- Choose a scheme reference/name/number from the drop down menu or type in new reference/name/number.

**Note : A scheme number must be entered otherwise the report will not copy to disk.  
There is no facility to allocate scheme numbers to already updated payroll.**

- Indicate the Pension type by ticking the appropriate box :
  - RBS Retirement Benefit Scheme
  - PRSA Pension Retirement Savings Account
  - RAC Retirement Annuity Contract

**Entering the Pension Deduction as an amount:**

- Enter amount for employee's contribution in the box provided.
- Enter amount for employer's contribution in the box provided.

The total amount entered will be deducted from the employees **weekly** or **monthly** gross pay as appropriate.

### Add and Change Employee Details - A Wkly Employee A

Personal Details | Revenue Details | **Adds/Deds** | Departments | Cumulatives | HR

Description	Amount
Taxable Addt. <i>e.g. commission</i>	0
	0
Non Tax Addt. <i>e.g. mileage</i>	0
	0
Allow Deducts. <i>e.g. pension</i>	25
<input type="text" value="Pension (ee)"/> <input type="text" value="123456"/> <input type="button" value="▼"/>	
<input type="text" value="Employers Contribution"/>	18.75
<input type="button" value="Click for help"/> Tick if pension amounts entered are percentages <input type="checkbox"/>	
<input type="button" value="AVCs ?"/> Pension Type <input type="radio"/> RBS <input checked="" type="radio"/> PRSA <input type="radio"/> RAC	
Other Allow Ded.	0
Non Allow Deducts.	0
<i>e.g. union dues</i>	0

Close

New

Update

Reset

Print

Help

Print List

Total # of employees on record

5

### Entering the Pension Deduction as a percentage :

- Enter the employee's percentage of gross salary to be deducted
- Enter the employer's percentage of gross salary to be deducted
- Tick the percentage check box

The percentage will be applied to the employees **weekly** or **monthly** gross pay as appropriate.

Description	Amount
Taxable Addt. <i>e.g. commission</i>	0
Non Tax Addt. <i>e.g. mileage</i>	0
Allow Deducts. <i>e.g. pension</i>	10.00
Employers Contribution	6.00
Other Allow Ded.	0
Non Allow Deducts. <i>e.g. union dues</i>	0

Buttons: Close, New, Update, Reset, Print, Help, Print List

Total # of employees on record: 6

### Second Pension Scheme

If there are contributions to a second pension scheme you must select "AVC's?" Under "Other Scheme" enter the second pension scheme contribution details.

**Ordinary** This refers to RBS/PRSA/RAC contributions made to a second scheme in addition to the main scheme. The employee and employer (if applicable) contributions are entered as the weekly or monthly contribution amounts. The employee amount entered is deducted from their weekly or monthly gross pay as appropriate.

**A scheme number must be entered for the secondary contributions otherwise the pension report will not copy to disk. There is no facility to allocate scheme numbers to already updated payroll.**

**Please note that the percentage basis of pension deduction will no longer work if this AVC input screen is used. Any percentage figures entered will revert to monetary amounts once this screen is selected and an amount entered to any of the additional AVC or Other Scheme facilities.**

## AVC contributions

- Employees
- Add/Amend Employees
- Select an Employee from drop down list
- Go to Adds/Deds section
- Click on the AVC's box

		Employees deduction	Employers contribution - if any
<b>Main Scheme</b>			
Ordinary	-----	<input type="text" value="20.00"/>	<input type="text" value="25.00"/>
AVC	-----	<input type="text" value="15.00"/>	
<b>Other Scheme</b> <input type="text" value="875421"/>			
Ordinary	-----	<input type="text" value="30.00"/>	<input type="text" value="40.00"/>
AVC	-----	<input type="text" value="25.00"/>	
Totals carried forward to main input screen		<input type="text" value="90.00"/>	<input type="text" value="65.00"/>

Please note that the percentage basis of pension deduction will no longer work for this employee if amounts are input on this screen

### Main Scheme

#### Ordinary

This refers to the main RBS/PRSA/RAC contributions as completed within the prior screen detailing the employees and employers contribution.

While the contributions may be completed for this main scheme on this screen also the scheme number **must** be completed on the prior screen.

#### AVC

Any Annual Voluntary Contributions (AVC) made by the employee in relation to this main scheme must be entered within the upper section of this box linking the contributions to the main scheme number.

### Other Scheme

**A scheme number must be entered for the secondary contributions otherwise the report will not copy to disk. There is no facility to allocate scheme numbers to already updated payroll.**

#### Ordinary

This refers to RBS/PRSA/RAC contributions made to a second scheme in addition to the main scheme. The employee and employer (if applicable) contributions are entered as the weekly or monthly contribution amounts. The employee amount entered is deducted from their weekly or monthly gross pay as appropriate.

#### AVC

Any Annual Voluntary Contributions (AVC) made by the employee in relation to this secondary scheme must be entered within this lower section of this box linking the contributions to the other scheme number.

**Please note that the percentage basis of pension deduction will no longer work if this AVC input screen is used. Any percentage figures entered will revert to monetary amounts once this screen is selected and an amount entered to any of the additional AVC or Other Scheme facilities.**



# REPORTS

- Reports
- Pensions
- Select all weekly/monthly employees's or choose an individual employee name from drop the down menu.
- Select 'scheme reference/name/number' from drop down menu
- Select the range of weeks/months to be viewed
- Click Prepare

Pension Report (2005) - All Weekly Employees Scheme: 123456 From week 1 to week 11							
Week	Employee	Pension ee	AVCs	Pension er	Total	Scheme	PPS Number
1	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
1	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
2	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
2	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
3	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
3	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
4	A Wkly Employee A	30.00	20.00	37.50	87.50	123456	1234567E
4	B Wkly Employee B	40.00	30.00	50.00	120.00	123456	1234567E
6	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
6	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
7	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
7	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
8	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
8	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
9	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
9	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
10	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
10	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
11	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
11	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
Totals		385.00	275.00	481.25	1,141.25		

All Weekly Employees ▼	From Week	1 ▼	To Week	11 ▼	Prepare	Copy
123456 ▼	To Week	11 ▼	Disk file	Print ...	Close	

- This report can be printed by clicking on the Print button or alternatively,
- Can be copied to a spreadsheet i.e. excel or lotus, by selecting the Copy button

If you are running weekly **and** monthly payroll this report does not merge both employee listings so the report must be run within both the weekly and monthly payrolls.

# REMITTANCE

- Reports
- Pensions

## Option 1:

- Select weeks/months to view
- Select a Scheme from drop down menu
- Click Prepare
- Select Print
- This can be forwarded on to the Pension Institution along with payment.

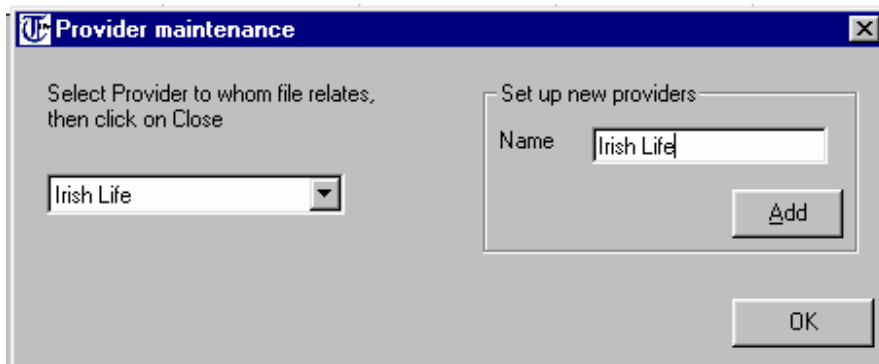
Pension Report (2005) - All Weekly Employees Scheme: 123456 From week 1 to week 11							
Week	Employee	Pension ee	AVCs	Pension er	Total	Scheme	PPS Number
1	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
1	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
2	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
2	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
3	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
3	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
4	A Wkly Employee A	30.00	20.00	37.50	87.50	123456	1234567E
4	B Wkly Employee B	40.00	30.00	50.00	120.00	123456	1234567E
6	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
6	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
7	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
7	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
8	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
8	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
9	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
9	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
10	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
10	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
11	A Wkly Employee A	15.00	10.00	18.75	43.75	123456	1234567E
11	B Wkly Employee B	20.00	15.00	25.00	60.00	123456	1234567E
Totals		385.00	275.00	481.25	1,141.25		

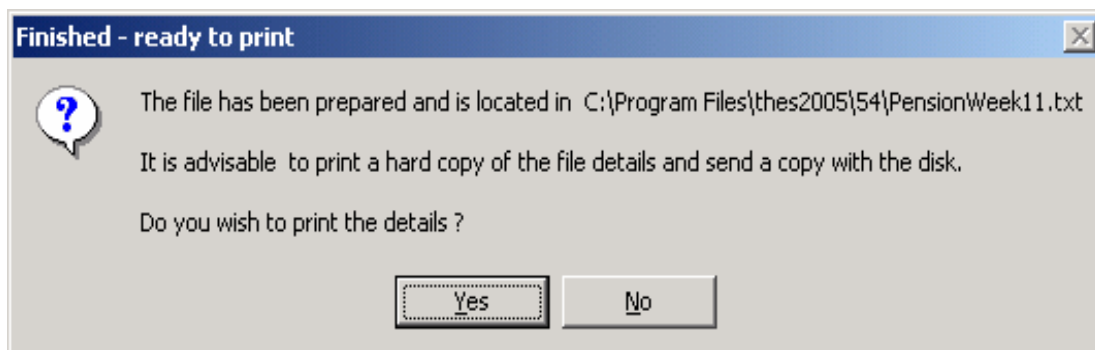
<input type="text" value="All Weekly Employees"/>	From Week <input type="text" value="1"/>	<input type="button" value="Prepare"/>	<input type="button" value="Copy"/>
<input type="text" value="123456"/>	To Week <input type="text" value="11"/>	<input type="button" value="Disk file"/>	<input type="button" value="Print ..."/>
			<input type="button" value="Close"/>

## Option 2:

- Select weeks/months to view
- Select a Scheme from drop down menu
- Click Prepare
- Click Disk File
- Select Provider from drop down menu or alternatively type the name of Provider “Set up New Providers” box and click on Add
- Click OK



- This file will be copied to the Payroll directory (see print screen below). If you wish to copy this file to a floppy disk take note of where the file was saved to and select
  - My Computer
  - Open the folder where the file was saved to. For example in the print screen below the folder is C:\Program Files\thes2005\54\ and the file is called PensionWeek11.txt
  - Right Click on the file and Send to 3½ Floppy A



- If you wish to keep a hard copy select YES on this screen to print.