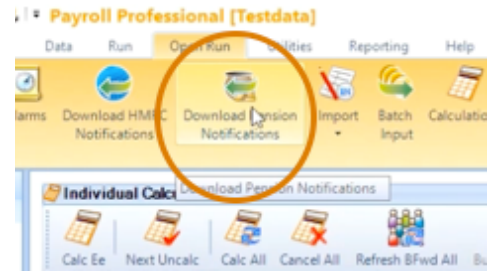


Using pensionsync to process your pension data should only take a few minutes per payroll, if you follow these simple steps:

Step 1 - Download Pension Notifications

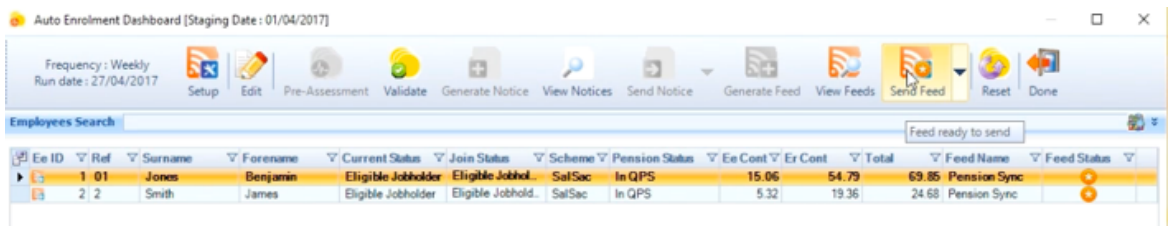
Click the button shown to download notifications and match them to employee records. This will fully update payroll with any changes such as opt outs. No manual keying is required.



Step 2 - Run your payroll as normal.

Step 3 - Send your pension feed

Click through the steps in the Auto Enrolment Dashboard in payroll to Validate the data, Generate and Send Notices (if applicable), Generate and Send Feed.



The View Feeds option allows you to see details of the feed before you send it (View Feeds > Details > Files). You can also access a CSV copy of your data if required (View Feeds > Open Folder).

After you click Send Feed

Go to the pensionsync Scheme Management Tool to track the progress of your feed (View Feeds > Details > Open SMT).

The Alerts page gives you colour coded alerts to tell you what is happening with your submission. The Dashboard page gives you more information about your schemes, including a Submission History (green calendar icon) showing the totals that were sent for each historic period for each pension scheme.