pensionsync

*"It should be natural for payroll and pension providers to be integrated, and pension**sync** technology does this, while making pension administration quicker, more secure and more efficient."*

Baroness Ros Altmann CBE - Chair of pension**sync**

What does pension**sync** do & how can we help?

We're integrated into the Star auto-enrolment module, so that your client's pension data can be electronically filed with NEST, The People's Pension, NOW: Pensions, Smart Pension and Aviva

- Saving you time
- Saving you money
- Removing the need to export client data into unencrypted spreadsheets

pension**sync** is free for Star customers

Our online marketplace - benefits.**market** - automatically prices group life, sickness and health insurances which can be purchased by your clients. In the future we'll add professional indemnity, public liability, contents, vehicle, property and other commercial insurances to our marketplace.

Commission from the sales of these products mean that we can provide pension**sync** to you as a free service.

Find out more about pension**sync**

At our website: www.pensionsync.com. Download our user guide for Star Payroll or read a case study from other Star Payroll customers.

Or ask your Star Payroll Account manager

Or send an email to hello@pensionsync.com, tell us you are a Star Payroll customer, and we will help get you up and running with pension**sync**.

STAR
The Professionals' Choice

How to turn on pension**sync**

1. Go to the Utilities area in Star and select Auto Enrolment Admin > PensionSync > Open PensionSync SMT
2. A new web browser window will open with a registration page. Complete the contact details and read and agree our T&Cs.
3. Select your Account type - the Basic Support package is free to use, or you can choose to upgrade to Premium Support for £20+VAT per calendar month.

We recommend all new customers select the Premium account type initially, as this will give you access via web-chat to our customer support team.

*"Fully implementing pension**sync** has been a key part of our GDPR program"*

Lisa Kennery & Philip Johnson, Pierce Chartered Accountants

Download the full case study

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Set up pension**sync** feeds in Star Payroll.

1. Remove any existing pension feed and create a new feed - using Version 42 - PensionSync PASS 1.1.

2. Click "Edit" to open the feed details and input the Pension Provider, Employer ID, Group, SubGroup and Contribution Deduction Date and save. The window will close.

3. Open the feed details again and click "Authorise Scheme". A new window will open asking you to enter your username and password for that pension scheme - this is a one-time authorisation which is then stored securely in pension**sync**

Send and receive pension data

To send and receive pension data - this takes a couple of minutes as part of your regular payroll routine:

1. In your open run, use the Download Pension Notifications button to pull back details of opt outs and other employee changes. This updates the employee records for you before you run payroll.

2. Run your payroll as normal, safe in the knowledge that your pension scheme population is up to date.

3. Open the Auto Enrolment Dashboard and click through the steps from left to right to validate the data, generate and send notices and generate and send your feed. When you click "Send Feed" pension**sync** takes over and delivers the data for you.

Use the pension**sync Scheme Management Tool to track and audit your submissions:**

1. Go to View Feeds > Details > Open SMT (or Open PensionSync SMT via the Utilities area)

2. Track submissions as they are validated by pensionsync (within 1 minute of clicking Send Feed) and as they are confirmed as successful by the pension provider.

3. Review totals accepted by the providers without logging in to their websites and export Alerts histories for your records.

4. Receive detailed, plain English error reports for any failures, designed to help you identify and resolve the source of the error quickly and easily.