



Auto enrolment: **How to export data from Opera 3**

September 2014

We think integration and simplicity is the key to successful auto enrolment. NOW: Pensions has worked with the UK's major payroll providers to create a simple, integrated payroll to pensions experience that can be replicated each time you run your payroll. This guide shows how easy it is to export data from Pegasus Opera 3 in just a few steps:

1. From the 'Payroll & HR – Pensions Reports' menu, select the 'Contribution File' option.



2. Select the required 'Pension Scheme' record and 'Scheme Code', then click 'Next'.

Report only Create contribution file				
Create contribution file	and an and a second			
	and report			
Pension Scheme Ref.	Code	Description	Selected	*
NOW:Pensions123	NOW	NOW: Pensions	~	
				Ŧ
Scheme Code	Code	Description		
		Description	Selected	^
101	101	101	Selected	1 [^]

3. Check the list of employees is correct and click 'Next'.

Contribution Please specify t Employees to b Select the en Employee Re	File - NO the emplo e included nployee re	W Pensions yees to be included in the contrib in the file ference required and then press	ution file. Enter to add the empl	oyee	to the list.	
Ref	Group	Name	NINO	*]	
1001		Godson, Richard	GY548374A			
				-		
Press F5 to r Press F7 to r	emove th emove all	e highlighted employee from the l employees from the list.	ist.			
2					Bik Ne	xt

4. The final page displays a summary of the selections made, click 'Start' to create the file.

Pensions 123					
ed in the file					51
0					
0					
1					
1					
	Pensions 123 ed in the file 0 1 1				

5. After the file has been created, submit it using the NOW: Pensions website.



Pegasus contact details Tel: 0800 919 704 www.pegasus.co.uk



Information correct as at September 2014

NOW: Pensions is a UK occupational pension plan. Membership is only available through an employer. This is written as a general guide only. It should not be relied upon as a substitute for specific professional advice and we are not under any obligation to update this. Please note, past performance is not a guarantee of future returns. PM00062.0914/1

NOW: Pensions 3rd Floor 164 Bishopsgate London EC2M 4LX

Tel: +44 (0) 330 100 33 99 nowpensions.com