Get the employee file from your pension provider

Pension and Automatic Enrolment (AE) · https://paiyroll.com/kb/get-the-employee-file-from-your-pension-provider/

The employee file from your pension provider

When you import your payroll, paiyroll® can read the auto-enrolment status of your employees from a CSV file which you download from your pension provider. paiyroll® then sets the **Migrated status** and **Migrated date** in the **AE** Pay Item of each employee. You do not enter them yourself.

paiyroll® reads the files from NEST, NOW: Pensions and The People's Pension. For another provider, enter the status yourself: see "Auto-enrolment status" in Alternative ways to import.

The menus on your provider's website can change. If you cannot find a button, contact your pension provider.

Before you start

You need a login to the employer website of your pension provider.

Get the files from NEST

You need two files from NEST: one for active workers and one for inactive workers.

1. Log in to your NEST account.
2. Click **Workers** (or **Manage Workers**).
3. Click the Excel icon **Download results**. You get a file named like EMP000912345_ACTIVE.csv.
4. Click **View inactive workers**.
5. Click the Excel icon **Download results**. You get a file named like EMP000912345_INACTIVE.csv.

Get the file from NOW: Pensions

NOW: Pensions calls this file the worker action file.

1. Log in to now:u.
2. In the left-hand navigation, click **Worker actions**. If you have more than one workplace, use **Get worker actions** above your list of active payrolls.
3. Enter a date range from the start of your scheme to today.
4. Click **Download the worker action file**.

Get the file from The People's Pension

1. Log in to your account with The People's Pension.
2. Select **Manage account**.
3. In the menu on the left, select **Manage employees**.
4. Select the **Manage employees details** view.
5. Select **Include recent leavers from the last 12 months**, so that the file includes the employees who left the scheme.
6. Click **Download Results**. You get a file named Peoplesexport.csv.

Next steps

- To use the file, do the steps in "Auto-enrolment status" in Alternative ways to import.
- Set up a pension scheme