New NEST Pension schemes (no schedules)

Pension and Automatic Enrolment (AE) · https://paiyroll.com/kb/new-nest-pension-schemes-no-schedules/

Follow this guide if you have set up a brand-new NEST scheme with no schedules. This is also the same situation if you find yourself with a scheme with only one member who has opted out and you therefore have **no schedules** in NEST.

Overview

A NEST scheme will not have any schedules if there are no workers.

Steps

if you are running a payroll for the first time, is easier not add or remove the **GB NEST Enrol and Contribute** API report definition. Instead, you will use the two standard NEST CSV Report definitions (GB NEST member and GB NEST contribution). These CSV files contain enrollment and contribution information. If you have other schedules or have been previously using the API integration, then you can leave **GB NEST Enrol and Contribute** as-is, but set dry-run as below.

For the first pay run, only you'll have to upload them manually to the NEST account.

We recommend this be done just before pay run approval, which will have the added benefit of checking everything for you and allowing you to modify the files if needed:

1. Exceptionally, if you already have a NEST enrol and contribute API report, for example, for other pay schedules, you will get an error in the submission, and you will have to handle the error by ending the report submission.
    - You can avoid the exception by setting the report submission to **dry run**, which will not submit any data, and pay run **Redo**
2. **Documents** > click the file icon to the left of **GB NEST member**; after a few seconds, the file member will be downloaded into your downloads folder.
3. Repeat the process for the contribution file **GB NEST contribution**
4. Log in to NEST and upload the *member* file to enrol the worker(s)
5. Wait until the member appears - usually 30 minutes, but can be longer

6. A schedule will then be created for you on NEST
7. Then upload the *contribution* file to the schedule
8. Approve the 1st schedule for payment
9. The next schedule will be created automatically

After the pay run is approved in paiyroll®, you can proceed to add the **GB NEST Enrol and Contribute** API reports following the guide NEST Pensions API Integration. NEST will now operate automatically, once the 2nd schedule has been created and is visible.