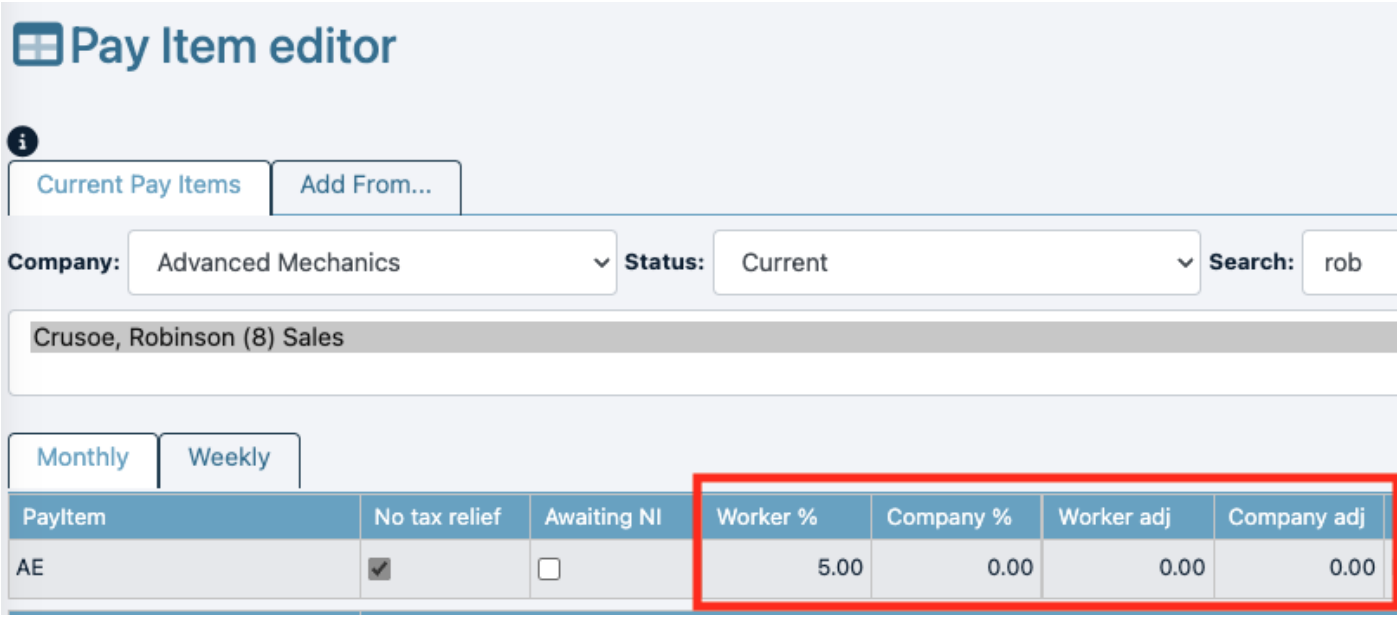
Pension adjustments or fixed values

Pension and Automatic Enrolment (AE) · https://paiyroll.com/kb/pension-adjustments-fixed-values/

Follow this guide to make **one-off adjustments** to pension contributions, use **fixed values** instead of the usual **Worker %** values or **override** the scheme Company %.

Worker %

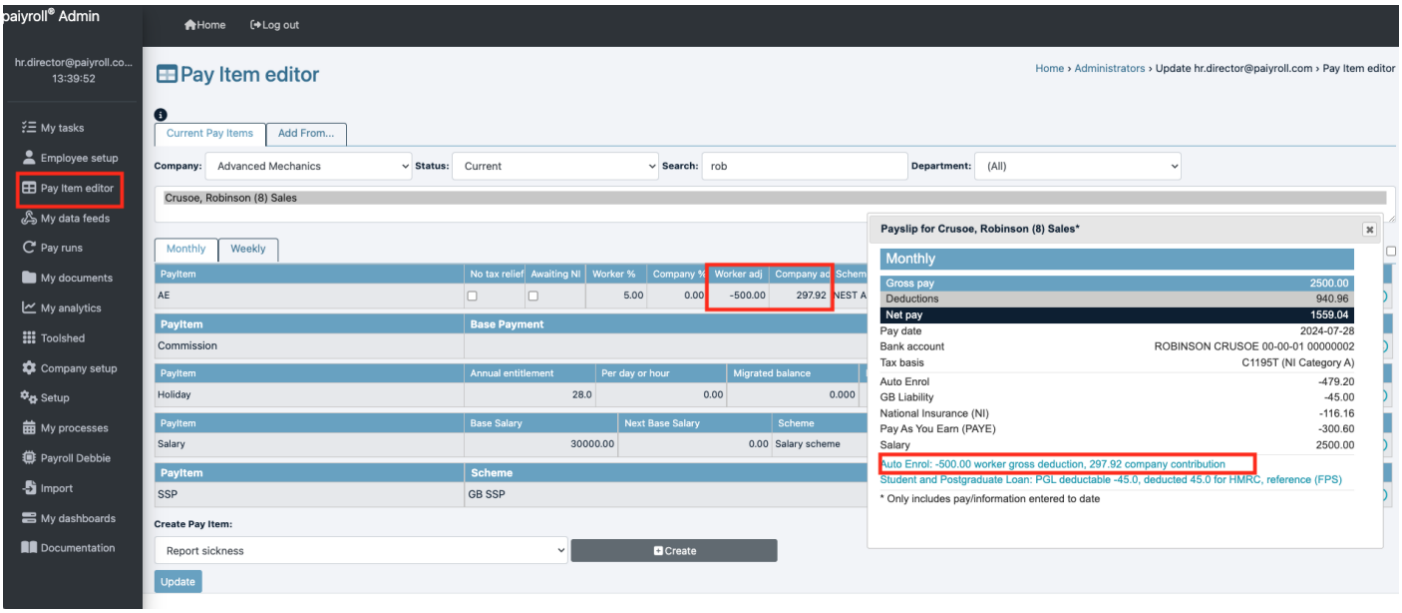
There are 4 different inputs on the auto-enrolment pay item. The **Worker %** is always set on the worker's Pay Item. Most users will set the **Worker %** to the required value and leave the other inputs at zero.



Adjustments

Pay Item Editor > **Search** or Select the employee.

There are 2 inputs on the AE (Auto Enrol) pay item: **Workers adj** and **Company adj**. Add Worker adjustment and/or Company adjustment values and click **Update** to check the operation on the pop-up payslip:



Note:

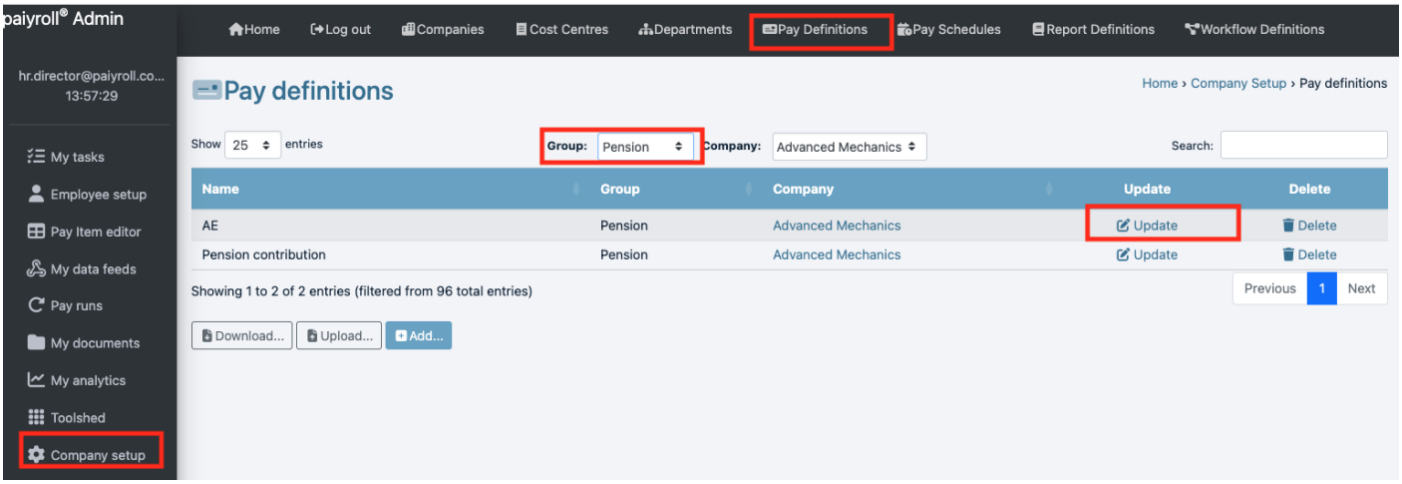
- The **percentage** basis contributions and deductions are calculated first, and then the fixed adjustment values are added.
- If you need the percentage values to be zero, set the scheme to **banded** - this is because unbranded schemes have minimum percentages. Create a different scheme if required.
- The **company adj** value is entered as a **positive** to make the usual company contributions. Use a negative value to reduce contributions.
- Because **Worker adj** is a deduction from the employee's pay, it is entered as a **negative** value. If you need to provide a **refund** amount then enter a positive value.
- Enter the Worker adj value as a Gross value before any tax relief for **Relief at Source (RAS)** schemes.
    - If the scheme has 20% tax relief, a 500 Gross Worker adjustment will mean an actual net worker deduction of 400.
- As Tax relief does not apply to **Salary Sacrifice (SS)** and **Net Pay Arrangement (NPA)** schemes, enter the actual Worker adj value.
- Both pay item adjustment inputs will auto-clear after the pay run is approved, so you do not need to remember to set them to zero.
- Select **No tax relief** if applicable to the worker.

Fixed Values

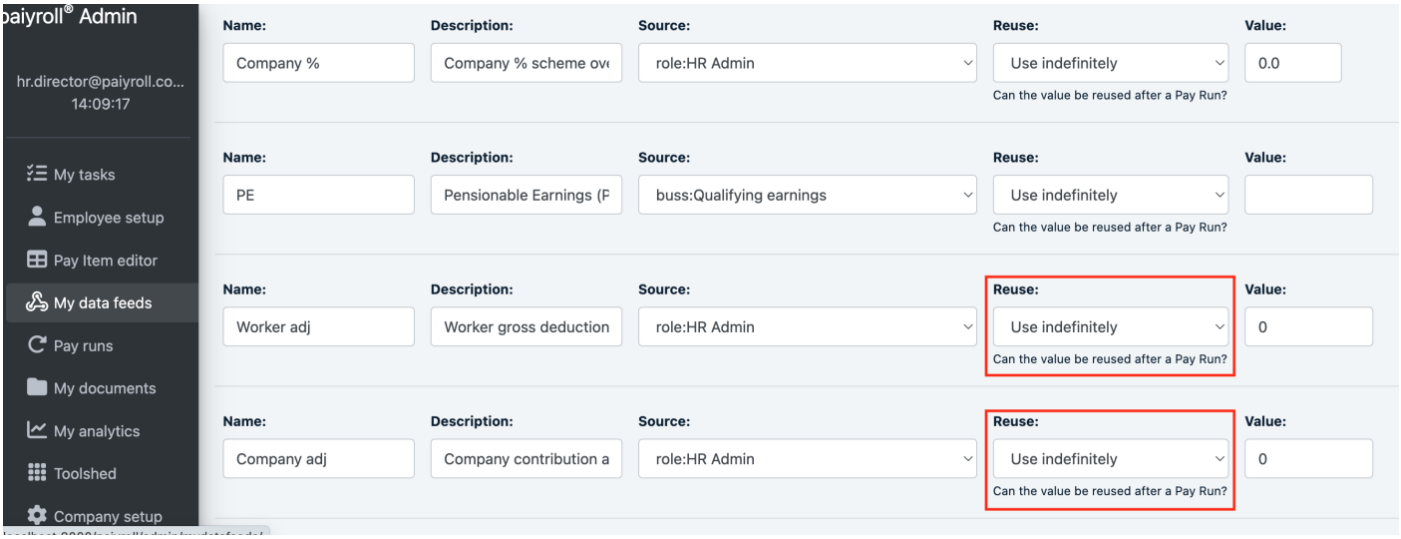
You can also use fixed pension values using the above approach. However, to ensure these are not auto-cleared after each payroll approval, you can to change the way the auto-enrolment pay definition is configured.

Use indefinitely

Company Setup > **Pay Definitions** > **Update** the **AE** Pay Definition:



Change the **Worker adj** and **Company adj** to **Use indefinitely**. This will leave the values unchanged after a pay run approval:



Click **Update**

Company % [Scheme Override]

The **Company %** is usually set on the Pension **scheme** (being a fixed % value across all workers). However, you can override the company scheme percentage using the Pay Item **Company %** Scheme Override. This is useful where a worker's individual company percentage differs from the usual scheme company %:

