NEST **employer factsheet**
Instructions for uploading files

Use this guide to help you understand the uploaded files we can accept from you. These files may contain details about workers you want to enrol in NEST or member contributions for contribution schedules. Use the table of contents below to find the information that's relevant to you.

Contents

General information about files you can upload

Employers and their delegates can send us certain information by uploading a file. You can do this when you want to:

> enrol workers in NEST

> provide details of member contributions for a schedule.

In both cases this might be helpful if you have more than a dozen or so workers to manage. You don't need to upload a file if you have fewer workers to manage because you can enter all the information directly onto our website. You are free to choose whichever method suits your circumstances.

If you do want to upload a file this guide helps you understand what details we need for each type of file. It also tells you how to create and upload them. We can accept files in Comma Separated Values (CSV) and Extensible Markup Language (XML) format.

When you send us a file it must be in exactly the right format for us to use it. We recommend you use one of the templates we provide. We provide a Microsoft® Excel® compatible worksheet that you can fill in and use to create a CSV file.

You can send us files in different ways. You can use file upload through the NEST website or transfer files using FTP. If you want to use FTP you need to inform us so we can help you set up your file transfer software. Once set up you'll be able to upload files whenever you need using a secure file transfer process.

File name	This will be in the format <filename>.CSV or <filename>.XML	When you create the file you can give it any name you want to help you identify the file. When you send us your file we'll add a unique identifier to the file name so we know it's from you and no-one else.
File type	Please send your files in either of these two formats: Comma Separated Values (CSV) Extensible Markup Language (XML)	Use CSV files for uploading through the NEST website or sending by File Transfer Protocol (FTP). You can only send XML format files by FTP.
File size	Up to 2MB	If your system creates a file larger than this you'll need to split it into separate smaller files. Each of these files needs to be no larger than 2MB.

Enrolling workers in NEST

You can upload a file containing details of the workers you're enrolling in NEST. If you're doing this manually we recommend you use a template. The template helps you put the data we need in the right order and makes sure you include the details we need. You can find instructions on how to do this under the *Using the CSV template* heading below. You'll need Microsoft® Excel® or a compatible spreadsheet program to use the template.

If you want to create a file to upload using a payroll or other system, read the *Working without the template* option.

Using the CSV template

The template for creating a CSV file is based on a Microsoft® Excel® compatible worksheet. This is set up to help guide you so you enter the right information in the right order. It includes a facility to create a CSV file which you can use to upload worker details to NEST.

To get a CSV template for enrolling workers

1   From your NEST home page, click the *Manage workers* icon. The *Your workers* web page appears.

2   Click the *Download a template for file upload* link. The *Templates for uploading files* web page appears.

3   Under *Templates for enrolling workers,* click the *Download Excel template* link.

4   Save the template to your PC.

The name of the template is *CSV_converter_enrol_ workers.xlsm.* You can open this template in Microsoft® Excel® or a compatible spreadsheet program.

The worksheet uses a macro to create a CSV file. The macro is a series of instructions that are carried out when you click the *Generate file* button in the worksheet. If you see a message when you open the file telling you that macros are disabled it is because of the security settings in the program. You'll need to enable macros to use the template. To find out about macro security, refer to the help or documentation for Microsoft® Excel® or the program you're using.

To complete the CSV template

Before you begin: make sure you always use the latest template by following the download steps above.

1   Open the template in Microsoft® Excel® or equivalent program.

2   Read the instructions on the *Read me* tab.

3   Type your employer reference in the *NEST employer reference* box in cell A5.

4   Under the *Detail records* headings type the information for each of the workers you want to enrol. Some columns have drop-down lists so you can select what needs to go in a field. Refer to the section *CSV file details for enrolling workers* for detailed information about the format of the data we expect.

5   When you've entered all the rows for the workers, type the total number of workers in the *Total number of workers to enrol or enrolments to cancel* box in cell C5.

6   Click the *Generate file* button.

7   Save the CSV file to your PC. You'll need to know where you've stored it for later when you upload it.

Any errors detected by the template when you click *Generate file* will appear before the file is created so you can fix them. This is not a full validation of the file's content which will be done after you've uploaded the file.
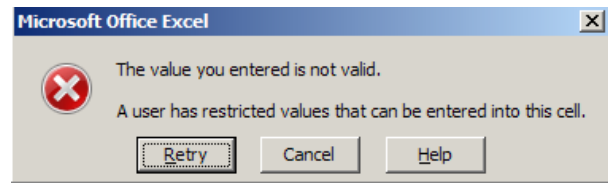
This error appears if you try to type something in a cell that has a drop-down selection list and your entry doesn't match one of the options.

This shows what the worker enrolment template looks like:

This is the header row.
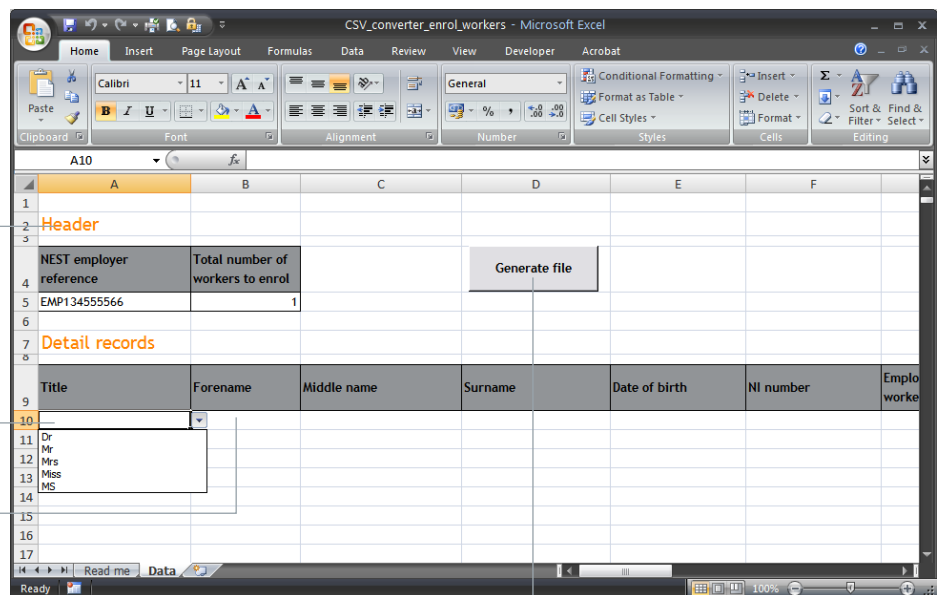
This is a drop-down list. You can select one option to fill in the cell.

You enter details of the workers you want to enrol in the rows beneath the headings. Each row represents one record. You need one row per worker.

When you've completed all the records, you enter the number of records in the file then click *Generate file*.

Using the XSD schema

We provide an XML schema definition (XSD) that describes the contents of the XML file you can create to enrol workers in NEST. The schema includes the data structures, properties, rules and validations of all the data elements. Only use it if you have sufficient technical knowledge and you're comfortable with the use of a schema to create XML files.

XML files are suitable for file transfer (FTP) upload only. If you want to upload a file using the NEST website you should create a CSV file instead.

To get an XSD schema for enrolling workers

1   From your NEST home page, click the *Manage workers* icon. The *Your workers* web page appears.

2   Click the *Download a template for file upload* link. The *Templates for uploading files* web page appears.

3   Under *Templates for enrolling workers*, click the *Download an XSD schema* link.

4   Save the template to your PC.

The name of the template is Member_Enrolment_XSD.doc. You can open this schema in Microsoft® Word or a compatible word processing program.

Working without the template

If you have a payroll or other system that can output the right information automatically you may not need a template. NEST accepts information from most payroll software packages. If you're unsure if you have the right software, please contact your payroll service or software provider.

You can create a file in either CSV or XML format. We recommend CSV.

Creating a CSV file

For information on the CSV file format, please see our Payroll Guide.

CSV files are organised in three sections. The **header** section tells us some information that applies to the whole file. The **details** section tells us about the individual records for each worker – with one line per worker. The **trailer** section indicates the end of the file and includes a count of the number of records in the file.

The example below shows a CSV file for enrolling workers. Rows or lines in the CSV file represent records and each field is separated by a comma. When there are blank fields, the commas are still used so that fields stay in the right order.

The header record starts with H, the detail lines with D and the trailer with T.

To create a CSV file

1 For detailed information about the format of the data we expect refer to the section *CSV file details for enrolling workers*. If you choose not to use our template you need to take extra care to make sure the values you use for fields are accurate and in the right order.

2 If you're using special software such as a payroll system to create the output you'll need to make sure you can create all the data items we need. Otherwise you'll need to edit the output before you can upload the file.

3 Save the CSV file to your PC. You'll need to know where you've stored it for later when you upload it.

4 If you need to add data items to match our template, import the CSV file into a spreadsheet program such as Microsoft® Excel® and add the columns you need. When you're happy that it contains the correct data, save the file in CSV format.

Creating an XML file

This guide does not cover instructions for creating XML files without a template. If you want to do this you can download the schema file mentioned earlier to help you understand what the file should contain.

Uploading a CSV file

When you've created the CSV file you can upload it to NEST to enrol your workers.

Using the website to upload a CSV file

Follow these instructions if you want to upload the CSV file through the NEST website.

To upload a CSV file

1 From your NEST home page, click the *Manage workers* icon. The *Your workers* web page appears.

2 Click the *Upload a file to enrol workers* link. The *Upload a file* web page appears.

3 Click the *Browse* button to find the file you're going to upload.

4 Click the *Upload file* button.

We'll check that the format is correct when it is uploaded. If we find any errors we'll let you know.

Using file transfer to upload files

You can use file transfer if you expect to have high numbers of workers to enrol. We can help you set up a method of transferring files using a File Transfer Protocol (FTP). You'll need an FTP program that can exchange files using either the Secure Shell File Transfer Protocol (SFTP) or the File Transfer Protocol over Secure Socket Layer (FTPS).

To set up file transfer

1   From your NEST home page, click the *Set up file transfer* icon. The *Set up file transfer* web page appears.

2   Do one of the following:

> To set up file transfer using FTPS, click the *I want to transfer files using FTPS* link.

> To set up file transfer using SFTP, click the *I want to transfer files using SFTP* link.

We'll then get in touch and provide instructions on how to set up the file transfer facility.

Member details for contribution schedules

You can upload a file containing contribution details for members. If you're doing this manually we recommend you use a template. The template helps you put the data we need in the right order and makes sure you include the details we need. You can find instructions on how to do this under the *Using the CSV template* heading below. You will need Microsoft® Excel® or a compatible spreadsheet program to use the template.

If you want to create a file to upload using a payroll or other system, read the *Working without a template* option.

You may need to create an exception schedule for payments that fall outside the normal contribution schedule process. You can also find out what information you need to provide for an exception schedule. For example you may need to do this if there is a shortfall in minimum contributions paid during the year or a member is enrolled late. Where the member's start date is backdated by more than one calendar month from the date of enrolment then you may need to use an exception schedule to make a payment for that member.

Please see the *Employer payroll guide* for more information on submitting an exception schedule.

Using the CSV template

The template for creating a CSV file is based on a Microsoft® Excel® compatible worksheet. This is set up to help guide you so you enter the right information in the right order. It includes a facility to create a CSV file which you can use to upload worker details to NEST.

To get a CSV template for contribution details

1   From your NEST home page, click the *Manage your schedules* icon. The *Manage your schedules* web page appears.

2   Click the *Upload a file* button on a schedule card. The *Upload a file* web page appears.

3   Click the *Find out more about templates provided by NEST* link. The *Templates for uploading files* web page appears.

4   Under *Templates for adding contributions details*, click the *Download Excel template* link.

5   Save the template to your PC.

The name of the template is *CSV_converter_contribution_schedule.xls*. You can open this template in Microsoft® Excel® or a compatible spreadsheet program.

The worksheet uses a macro to create a CSV file. The macro is a series of instructions that are carried out when you click the *Generate file* button in the worksheet. If you see a message when you open the file telling you that macros are disabled it's because of the security settings in the program. You'll need to enable macros to use the template. To find out about macro security, refer to the help or documentation for Microsoft® Excel® or the program you are using.

To complete the CSV template

1   Open the template in Microsoft® Excel® or equivalent program.

2   Read the instructions on the *Read me* tab.

3   In row 3 beneath the *Header*, enter in the following:

> NEST Employer reference number

> Earnings period end date (EPED)

> Payment source

> Payment due date

> Frequency

4 Under the *Detail records* headings type the contribution details for each of the members in the schedule. Some columns have drop-down lists so you can select what needs to go in a field. Refer to the section *CSV file details for contribution schedules* for detailed information about the format we expect data to be in.

5 When you've filled in all the rows, check how many members are listed in the template. Then type that number into the *Total number of member records box* in cell I5.

6 Click the *Generate file* button.

7 Save the CSV file to your PC. You'll need to know where you've stored it for later when you upload it.

Any errors detected by the template when you click *Generate file* will appear before the file is created so you can fix them. This is not a full validation of the file's content which will be done after you've uploaded the file.
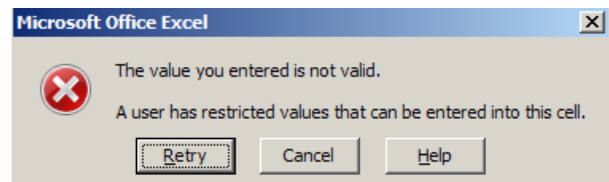

This error appears if you try to type something in a cell that has a drop-down selection list and your entry doesn't match one of the options.

This shows what the contribution details template looks like:

This is the header row.

This is a drop-down list. You can select one option to fill in the cell.

You enter details of the member-related contributions in the rows beneath the headings. Each row represents one record. You need one row per member.
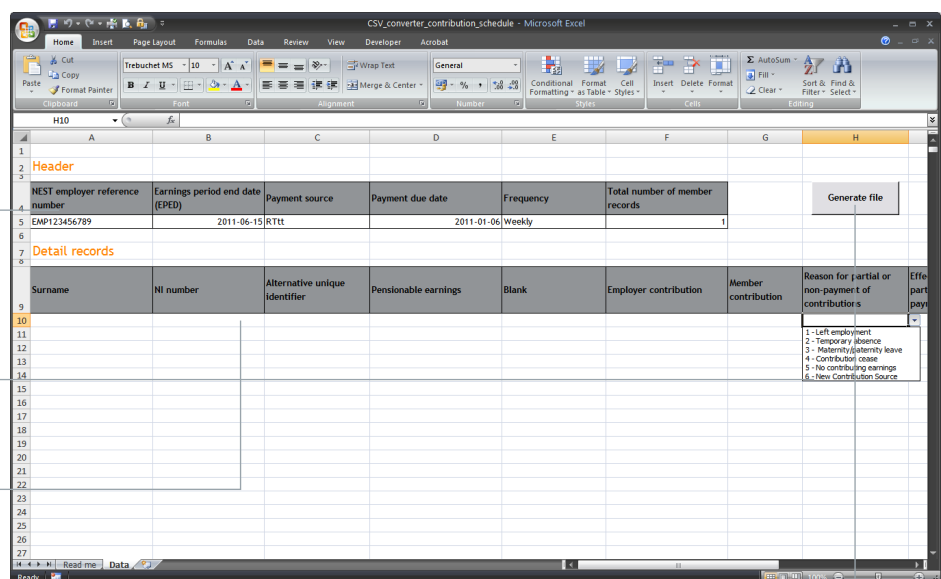
When you've completed all the records, you enter the number of records in the file then click *Generate file*.

Using the XSD schema

We provide an XML schema definition (XSD) that describes the contents of the XML file you can create to provide contribution details for members. The schema includes the data structures, properties, rules and validations of all the data elements. Only use it if you have sufficient technical knowledge and you are comfortable with the use of a schema to create XML files.

To get an XSD schema for contribution details

1   From your NEST home page, click the *Manage your schedules* icon. The *Manage your schedules* web page appears.

2   Click the *Upload a file* button on a schedule card. The *Upload a file* web page appears.

3   Click the *Find out more about templates provided by NEST* link. The *Templates for uploading files* web page appears.

4   Under *Templates for adding contribution details*, click the *Download an XSD schema* link.

5   Save the template to your PC.

The name of the template is ContributionSource_XSD.doc. You can open this schema in Microsoft® Word or a compatible word processing program.

Working without the template

If you've a payroll or other system that can output the right information automatically you may not need a template. NEST accepts information from most payroll software packages. If you're unsure if you have the right software, please contact your payroll service or software provider.

You can create a file in either CSV or XML format. We recommend CSV.

Creating a CSV file

For information on the CSV file format, please see our Payroll Guide.

CSV files are organised in three sections. The header section tells us some information that applies to the whole file. The details section tells us about the individual records for each worker or member. The trailer section indicates the end of the file and includes a count of the number of records in the file.

The example below shows a CSV file for contributions details. Rows or lines in the CSV file represent records and each field is separated by a comma. When there are blank fields, the commas are still used so that fields stay in the right order.

The header record starts with H, the detail lines with D and the trailer with T.

To create a CSV file

1   For detailed information about the format of the data we expect refer to the section *CSV file details for contribution schedules*. If you choose not to use our template you need to take extra care to make sure the values you use for fields are accurate and in the right order.

2   If you are using special software such as a payroll system to create the output you'll need to make sure you can create all the data items we need. Otherwise you'll need to edit the output before you can upload the file.

3   Save the CSV file to your PC. You'll need to know where you've stored it for later when you upload it.

4   If you need to add data items to match our template, import the CSV file into a spreadsheet program such as Microsoft® Excel® and add the columns you need. When you are happy that it contains the correct data, save the file in CSV format.

Creating an XML file

This guide does not cover instructions for creating XML files without a template. If you want to do this you can download the schema file mentioned earlier to help you understand what the file should contain.

Uploading a CSV file

When you've created the CSV file you can upload it to NEST to update a contribution schedule. You can upload the full schedule in one go or you can use more than one file to update a schedule. You can also upload amendments to existing records using the same file upload facility.

Using the website to upload a CSV file

Follow these instructions if you want to upload the CSV file through the NEST website.

To upload a CSV file

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2   Click the *Upload a file* button on a schedule card. The *Upload a file* web page appears.

3   Click the *Browse* button to find the file you're going to upload.

4   Click the *Upload file* button.

We'll check that the format is correct when it is uploaded.

Using file transfer to upload files

You can use file transfer if you have high numbers of members on contribution schedules. We can help you set up a method of transferring files using a File Transfer Protocol (FTP). You'll need an FTP program that can exchange files using either the Secure Shell File Transfer Protocol (SFTP) or the File Transfer Protocol over Secure Socket Layer (FTPS).

To set up file transfer

1   From your NEST home page, click the *Set up file transfer* icon. The *Set up file transfer* web page appears.

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We'll then get in touch and provide instructions on how to set up the file transfer facility.