How to enter an employer's pension contributions

To correctly record pension contributions made *only* by the employer (with no employee contribution) in your payroll software.

- **Why is this important?** If you do not record these contributions in payroll, NAERSA (National Automatic Enrolment Retirement Savings Authority) will assume the company has no pension scheme in place, which may trigger **Auto-Enrolment** for the company.
- **Cloudpay.** The instructions are based on using Cloudpay. If you use another software, it may be similar. Please contact your payroll software provider for advice.

Part 1: Updating the Employee Settings

Do this first to ensure the contribution applies to every future payroll period.

1. Log in to **CloudPay**.
2. Navigate to the **Employees** menu on the left-hand side.
3. **Select the Employee** for whom you are making the contribution.
4. Click the **Quick Setup** button (located in the top menu bar).
5. In the pop-up window:
    - **Tick the box** labelled **Pension - PRSA (**Personal Retirement Savings Account).
    - Locate the **Employer Contribution** field (usually at the bottom of the window).
    - **Enter the amount:**
        - *Note:* If the percentage option doesn't calculate correctly, calculate the exact fixed amount manually (e.g., Annual Contribution ÷ 52 weeks or 12 months, depending on the payroll frequency) and enter that figure.
6. Click **Save**.
7. Click **Update Employee** to finalise the changes.
8. Repeat the same steps for other employees.

Part 2: Processing the Payroll

Now you need to run the payroll to generate the payslip.

1. Navigate to the **Payroll** menu on the left-hand side.
2. Select the **Pay Period** (e.g., Monthly or Weekly).
3. Select the employee.
4. Click **Pay**.
5. **Review the Payslip:**
    - Click to view the payslip details.
    - The standard "Pension" line may read **0.00**. This is correct because the *employee* is not paying anything.

- Look for the section labelled **Employer Contribution**. Your entered amount (e.g., 1500.00) should appear there.

Part 3: Verifying the Revenue Submission

This step confirms that Revenue is being notified of the pension's existence.

1. Navigate to the **Revenue** menu on the left-hand side.
2. Click **Submit Payroll**.
3. Select the pay period you just processed.
4. Locate the employee in the list and click the **Eyeball Icon** (View Details).
5. This opens the **Submission Details** window.
6. Scroll down to the bottom right section.
7. Find the field labelled **Employer PRSA**.
    - Ensure the amount you entered earlier is listed here.
    - If this field is populated, Revenue knows a pension exists, preventing Auto-Enrollment triggers.

Important Notes

- **PRSA vs. Other Schemes:** The instructions above are specifically for **PRSA** pensions. If you are using a different type of pension scheme, the setup might differ slightly. Refer to your payroll provider's specific documentation for non-PRSA schemes.
- **Digital Certs:** You must have your digital certificate connected to CloudPay to view the live submission details in Part 3.
- More information in the video: Cloudpay ER Pension Contribution
- The link to the Help document from Eamon: How to for pensions other than PRSAs