

MiraclePay Pension Training Course

For Microsoft
Dynamics NAV



Helping you to plan for the new legislation and ensure compliance

Course Details

Duration - 1 day

Location - Tewkesbury

Introduction

We are running pension training courses to help our customers understand the new functionality within MiraclePay that has been introduced to allow you to comply with the new pension regulations. The course will cover the functionality outlined in this document and will help you to understand how it is set up in MiraclePay.

The course will provide detailed user training, help with the configuration of the system, definition of the interface files to and from the pension provider and the set-up of employee letters (for MiraclePay Enterprise users only).

We would recommend that at least one person from your organisation does attend, due to the complexity of the new regulations and to help you understand the implications to your business.

Course Content

- Introduction
- Staging Dates
- Initial Pension Selection
- Who is affected? (Different Types of Worker)
- Getting Ready
- Employer Duties
- Assessing Qualifying Earnings
- Automatic Enrolment and Qualifying Schemes
- Automatic Enrolment
- Opting-In & Joining
- Opting-Out
- Postponements & Refunds
- Safeguards
- Record Keeping
- Compliance

Agenda

Parameters

- Parameters and Rates
- Installation Parameters
- Using Employee Grouping
- Pay Company Parameters
- Process Order Parameters
- Other Parameters
- Payroll Diary
- Inheritance

Pension Schemes

- Pension Scheme List
- Creating a New Scheme
- Pension Scheme Card
- Bands
- Copy Facility

Pension Providers

- General Record
- Pension Parameters
- Defining Extract Files
- Defining Import Files
- Setting up new Pension Provider

Pension Processes

- Pension Assessment
- Employee Pension Status
- Pay Calculate
- Pay Reference Periods
- Assessment History
- Pension Assessment Review (What if)

Pension Letters

Employee Pensions

- Person Pension Status
- Personal Tab
- Contact Tab
- Status Tab
- Functions
- Pension History
- Pension Card



Enrolment

- Manual Enrolment
- Auto Enrolment
- Opting In
- Opting Out
- Right to Join
- Voluntary Cessation
- Changing Contributions
- Changing Pension Scheme

Pension List

Reports

Payments

- Agency BACS
- Pension Provider Notification

Letter Templates (for MiraclePay Enterprise Users only)

- Templates
- Text Controls
- Document Link
- Electronics Documents

Summary

Pre-requisites

Attendees should be familiar with MiraclePay

How to book

Visit the training section on our website and complete the booking form, alternatively call the office or email sales@miracle-dynamics.com.

Terms and Conditions

- Please note places are limited to 6 per course, bookings will be made on a first come first served basis.
- We can book accommodation on your behalf, however you will be liable for any cancellation fees if appropriate notice is not given.
- Confirmed bookings may be cancelled up to 3 working days from the course start date without any penalty. Cancellations within 3 working days from the course start date will be subject to the full fee of the training course.
- Miracle have the right to cancel training courses with 48 hours notice, if we do not receive a minimum number of attendees.



For further information and pricing contact us on **0845 634 5015** or email sales@miracle-dynamics.com

