

What Employers Need To Do

Start preparing as soon as possible – there is a lot to do.

Find out your key staging date ie the date you will need to start enrolling your employees.

Working backward from the staging date the plan should incorporate sufficient time to complete the required processes as well as developing admin procedures and setting up payroll.

Nominate a contact within the company who will be responsible for implementing the process.

What Employers Need To Know

The Pensions Act 2008 means that every employer must automatically enrol workers into a workplace pension scheme if they:

- Are aged between 22 and state pension age
- Earn more than £10,000 per year
- Work in the UK

This is called ‘automatic enrolment’.

It can take many months to implement the process so if you are a small business owner you need to think now about how you are going to tackle the process.

Pension auto enrolment is a statutory process and cannot be ignored.



PENSION AUTO ENROLMENT FOR SMALL BUSINESSES

A SIMPLE GUIDE

An existing pension scheme must meet the eligibility laid down by the Pensions Regulator. If no pension scheme is in place then the government NEST scheme or a private pension may be implemented.

The workforce should be categorised into eligible jobholders, non-eligible jobholders and entitled workers.

- Eligible jobholders will have to be automatically enrolled. They are aged between 22 and state pension age, have qualifying earnings that trigger automatic enrolment.
- Non-eligible jobholders are aged between 16-21 or state pension age and 74 and have qualifying earnings that trigger automatic enrolment.

- Entitled workers have the right to join the pension scheme but do not have qualifying earnings aged between 16 and 74.

Information about pension auto enrolment must be provided to the workers by the employer in writing.

An employer must keep certain records in support of the employer duties that will enable them to demonstrate their ongoing compliance and should build these record-keeping requirements into their existing processes.

The scheme should be registered with the Pensions Regulator.

How we can help

We can help make pension auto enrolment simple by providing the following services tailored to your requirements:

- Advice & guidance on procedure
- Information workshops for staff
- Employee information booklets
- Access to pension providers
- Admin support
- Essential letter templates

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