



PENSIONS

A Guide to the basics of **AUTO ENROLMENT**

the**accountancy**partnership

“There has been new legislation brought in for workplace pensions which affects every employer with staff working for them in the UK.”

The Basics of Auto Enrolment

There has been new legislation brought in for workplace pensions which affects every employer with staff working for them in the UK.

Nominating a Contact

You will probably have already received a letter from The Pensions Regulator asking you to nominate a contact. You can have two contacts; a primary contact, which must be the business owner (cannot be us or another advisor) and a secondary contact. We recommend that you choose us as your secondary contact so that we can receive copies of your correspondence and help with communications where necessary.

You must select your contact by 31st July 2015 and it's very easy to do. Simply click on the following link:

<https://automation.thepensionsregulator.gov.uk/Nomination>

You will need the reference from your letter, but if you have misplaced it you can recover it from the link by entering your Accounts Office Reference Number. If you need a copy of your PAYE reference number or Accounts Office Reference number then please get in contact and we will provide them to you straight away.

Then, simply complete the forms and submit online, it's as easy as that!

The Pensions Regulator

[Employers](#)[Business advisers](#)[Trustees](#)[Individuals](#)

Nominate a contact

Please use this form to confirm the following:

Primary contact

The most senior responsible person within the employing organisation (for example, the business owner or director) should be nominated as the primary contact. We'll continue to keep this person informed of their duties through a series of letters. If no secondary contact is provided, they'll also receive emails.

Secondary contact

The primary contact may choose to delegate the day-to-day tasks of managing automatic enrolment to an additional contact (for example, an accountant, bookkeeper, financial adviser or payroll provider). In this instance, please provide their contact details and we'll send them the emails offering help and guidance. The primary contact will still receive letters to keep them updated.

All fields marked with * are mandatory.

Your details

Organisation name *



Contacts

If you want to nominate both primary and secondary contacts please select both check boxes.

☒ Primary contact *

☐ Secondary contact

Primary contact for automatic enrolment

Find out your 'Staging Date'

Each employer will have a 'staging date' which is the date the new duties come into force for that employer. It is important that you check your staging date at the following link so that you're ready for it!

<http://tpr.gov.uk/employers/staging-date.aspx>

If you do not know your PAYE reference number then we will be happy to supply it to you.

If you are a small business it may be possible to delay your staging date, so please contact us if this is something that you would like to do.

Choose a Pension Provider

When choosing a pension scheme for auto enrolment you must ensure it meets a certain criteria and it's also important that you choose a scheme that will give your staff a good return on their pension to protect their retirement savings.

The government have set up a scheme especially for auto enrolment called NEST to ensure that every employer has access to a workplace pension scheme that meets all the requirements.

You may choose to use the government's scheme or you may want to choose an alternative. We work with a financial advisor who is able to guide you through the process and find the right scheme to suit you. If you would like a consultation with our financial advisor then please get in touch.

The screenshot shows a web form titled 'Primary contact for automatic enrolment'. At the top, under a 'Contacts' header, there is a note: 'If you want to nominate both primary and secondary contacts please select both check boxes.' Below this are two checkboxes: 'Primary contact' (checked) and 'Secondary contact' (unchecked). The main section of the form contains several input fields: 'Title' (a dropdown menu with 'Please select' as the current selection), 'First name', 'Last name', 'Job title', 'Email address', 'Confirm email address', 'Business phone number (including area code)', and 'Mobile phone number'. Below these is a section for 'Preferred correspondence address' which includes an 'Enter postcode' field with a 'Find address' button, an 'Addresses found' dropdown list, and a 'Select address' button. At the bottom, there are five more input fields: 'Address line 1', 'Address line 2', 'Address line 3', 'Address line 4', and 'Address line 5', followed by a 'Postcode' field.

From your Staging Date

Some employees must be 'automatically enrolled' into your pension scheme at the staging date, whilst others have the right to 'opt in' or 'join' your scheme. Whether or not an employee needs to be auto enrolled will depend on their age and earnings. The criteria is shown opposite.

Your contributions

Employers must contribute at least the minimum amount towards the pension scheme which increases over time. The minimum contributions are shown in the table below:

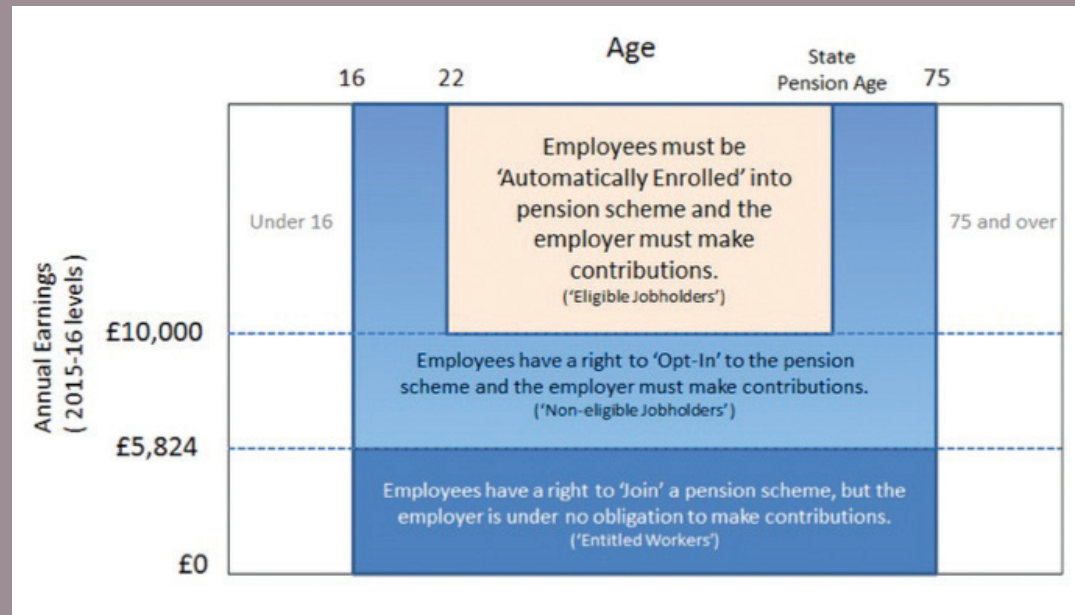
Dates	Employer	Employee
Staging date until Oct 2017	1%	1%
Oct 2017 to Oct 2018	2%	3%
Oct 2018 onwards	3%	5%

Communicate With Each Employee

You have a legal obligation to notify each member of staff to tell them how auto enrolment affects them and to inform them of their rights. Each employee has the right to 'opt out' of the scheme within 6 weeks of enrolment but they must be automatically re-enrolled every 3rd anniversary of your staging date. This should be made clear to them so that contributions are not deducted.

Continuous Assessment

You must continue to assess your employee's circumstances in case they cross age or earning thresholds that change their rights. They should then be notified of the changes



**Employees under 16 or over 75 are excluded from the auto enrolment process.*

You must 'assess' each employee to see what category they fall in and take the appropriate action based on your assessment.

If you would like any further help regarding auto enrolment then please contact our Payroll Clerk Robert Neish on **0800 0430 007** or robert@theaccountancy.co.uk