

Making the numbers work!

Auto Enrolment

Things to do

Ensure you understand your legal requirements in relation to auto enrolment	
Check your staging date	
Nominate a point of contact with the pension regulator	
Ensure you have a pension scheme in place that meets the auto enrolment legal requirements.	
Inform workers about auto enrolment and what it means to them within 6 weeks from the staging date. Template letters can be found at www.thepensionsregulator.gov.uk/employers/write-to-your-staff	
<p>Ensure you are ready for auto enrolment for when your staging date arrives by considering the following:</p> <ul style="list-style-type: none"> • You have software in place to fulfil your ongoing requirements of on each pay day: <ul style="list-style-type: none"> ➤ assessing workers ➤ enrol workers ➤ calculating contributions ➤ issuing the necessary communications ➤ producing report as required by pension provider ➤ making payment to pension provider <u>OR</u> • You have outsourced this function and agreed a split of responsibilities. 	
Complete your declaration of compliance within 5 months from the staging date	