

Completed	
NOW:	
<input type="checkbox"/>	<p>Check your staging date</p> <p><i>This is the date your automatic enrolment duties come into effect. To find out your staging date go to www.thepensionsregulator.gov.uk. You will need your business PAYE reference number and the 10 digit code issued to you by The Pensions Regulator</i></p>
<input type="checkbox"/>	<p>Check if your current pension scheme (if applicable) complies with the new regulations</p> <p><i>This can be done via www.thepensionsregulator.gov.uk/en/employers</i></p>
<input type="checkbox"/>	<p>Investigate setting up a new scheme</p> <p><i>If you do not have a plan or your existing plan doesn't comply, decide if you are going to set up the scheme yourself or use the advice of an independent financial adviser (IFA)</i></p>
<input type="checkbox"/>	<p>Nominate a point of contact</p> <p><i>12 months before staging provide The Pensions Regulator (TPR) with a point of contact in your business (they should be sending you a letter to remind you at this point)</i></p>
<input type="checkbox"/>	<p>Work out the costs</p> <p><i>Work out how much your regular pension payments and set up costs are likely to be. We or an IFA can help do this for you. You will need to decide on a basis of earnings and assess your future costs based on this</i></p>
<input type="checkbox"/>	<p>Ensure your record-keeping and payroll processes are robust</p> <p><i>Choose the best way to create an effective audit trail to evidence how you will comply with your employer automatic enrolment duties</i></p>
BEFORE STAGING DATE:	
<input type="checkbox"/>	<p>Assess your workforce</p> <p><i>Identify those workers who will be automatically enrolled and those who must be offered the opportunity to opt in. Classify them into 4 categories (Eligible / Non-eligible / Entitled / Other)</i></p>
<input type="checkbox"/>	<p>Choose a pension scheme and provider</p> <p><i>If you already offer your staff a pension scheme, make sure it can be used for automatic enrolment. If it can't, now is the time to find a different one. Be aware that within most schemes different levels of deductions can be set up for directors or management</i></p>
<input type="checkbox"/>	<p>Consider the default fund</p> <p><i>You should have a default investment fund for your plan, which enrolled staff can change. If you have ethical or religious factors within your business that are important, then this needs to be considered more carefully. Speak to your IFA</i></p>
<input type="checkbox"/>	<p>Postponement</p> <p><i>Decide whether you plan to implement a postponement period for automatically enrolling eligible jobholders – if so, you must let staff know of your intentions. Seek help from us or an IFA on this</i></p>

AFTER STAGING DATE:	
Payroll alignment	<i>Align your payroll to your new scheme so it can calculate contributions and assess workers (covered by us if we currently provide you with payroll services)</i>
Enrolment	<i>Automatically enrol eligible job holders. Under the new regulations, employers are required to: provide information to the pension scheme about the eligible jobholder; give enrolment information to the eligible jobholder; and make arrangements to achieve active membership for the eligible jobholder</i>
Communicate with staff	<i>Employers are required by law to write to all workers (except those aged under 16, or 75 and over) explaining what automatic enrolment into a workplace pension means for them. This must be done within six weeks of your staging date</i>
Involvement with staff	<i>Be prepared to answer employee questions but be careful not to influence any decisions they need to make and do not offer any advice regarding investment choices</i>
Manage the opt-out process	<i>You must not influence this decision and the pension provider should tell you this information. The pension provider will inform you of those workers who have opted out. If we run payroll then you will need to liaise with us about this too</i>
Managing your ongoing duties	<i>At the end of your first and subsequent pay periods you will need to export an Excel CSV payroll file and upload this to your pension provider in their preferred Excel template, unless direct feeds are available</i> <i>Pay regular contributions and monitor the ages and earnings of your staff (including new starters) and enrol them or postpone them if they become eligible. If we run payroll then we will support you with this</i>
Complete the declaration of compliance	<i>Introduce controls to ensure mandatory disclosure requirements are met, including communications with TPR. Even if you have not had to automatically enrol anyone, you must still complete a declaration. Keep all letters and other information in a secure file as they may be reviewed by The Pensions Regulator</i>
Reenrolment	<i>Decide how you are going to handle the re-enrolment process – see www.thepensionsregulator.gov.uk/docs/detailed-guidance-11.pdf</i>

Moore Accountancy can assist with much of the above; so contact us to help you along your AE journey

Please look at our AE offering to see if we can help:

(available via the website at www.mooreaccountancy.co.uk, by emailing info@mooreaccountancy.co.uk or by calling us on 07542 299 247)

