



Information Sheet

Workplace Pensions & Automatic Enrolment

Here are some brief notes on Workplace Pensions and automatic enrolment but we would urge you to visit The Pensions Regulator website which contains a good deal of useful information.

What is automatic enrolment?

In 2012, the UK introduced The Pensions Act, part of which requires all employers to enrol their qualifying employees into a workplace pension.

Who qualifies for automatic enrolment?

All employees are put into one of three categories depending on their age and earnings:

1. An Eligible Jobholder will have to be automatically enrolled into a pension scheme. They can opt out but will be automatically opted in every 3 years.
2. A Non-eligible Jobholder does not have to be automatically enrolled but will have the right to opt into a pension scheme which the employer will also pay into.
3. An Entitled Worker will have the right to join a pension scheme but the employer does not have to contribute

The table below shows the different categories. You only take into account the earnings from the job for which you employ them; any job they may have with a different employer is treated separately.

Age	Annual Salary		
	Up to £5824	£5824 to £10,000	Over £10,000
Under 16	Outside legislation	Outside legislation	Outside legislation
16 - 22	Entitled Worker	Non-eligible Jobholder	Non-eligible Jobholder
22 – State Pension age	Entitled Worker	Non-eligible Jobholder	Eligible Jobholder
State Pension age – 75	Entitled Worker	Non-eligible Jobholder	Non-eligible Jobholder
Over 75	Outside legislation	Outside legislation	Outside legislation



When does automatic enrolment start?

From **1 October 2017**, your legal duties as an employer begin on the day your first member of staff starts work. However, in order to allow you time to assess the options and for any paperwork to be completed, enrolment of your employees will take place 3 months later.

What will it cost?

There are three contributors to the scheme: the employer, the employee and the Government. Pension contributions will be a percentage of your employee's salary. The current percentages payable by each contributor are:

Minimum % contributions			Total
Employer	Employee	Government	
3%	4%	1%	8%

Finding a Pension Scheme

The Wiltshire CIL Payroll Service will be able to offer considerable support in relation to pensions but cannot provide financial advice and you will need to find your own pension scheme provider. The Pensions Regulator website is a good source of information. You can also contact the Association of British Insurers for advice on which schemes may be suitable for a micro-employer. In addition, the Government has set up a scheme called the National Employment Savings Trust (NEST) which has a public service obligation to accept all employers that apply to join it.

Wiltshire CIL Payroll will be in touch when your first payroll is run to provide more guidance.

FOR MORE INFORMATION

The Pensions Regulator

<http://www.the-pensionsregulator.gov.uk>

T: 0845 600 1011 E: customersupport@autoenrol.tpr.gov.uk

Write to: The Pensions Regulator, PO Box 16314, Birmingham B23 3JP

Association of British Insurers (ABI):

for advice on pension providers for micro employers

<https://www.abi.org.uk/Insurance-and-savings/Products/Pensions/Saving-into-a-pension/Automatic-enrolment>

NEST (Government Pension Scheme)

T: 0300 020 0393

<http://www.nestpensions.org.uk/schemeweb/NestWeb/public/home/contents/homepage.html>

If you have any queries about the information provided or you would like further information, please contact the DP Adviser Team at Wiltshire Centre for Independent Living on **0300 1233 442** or admin@wiltshirecil.org.uk.