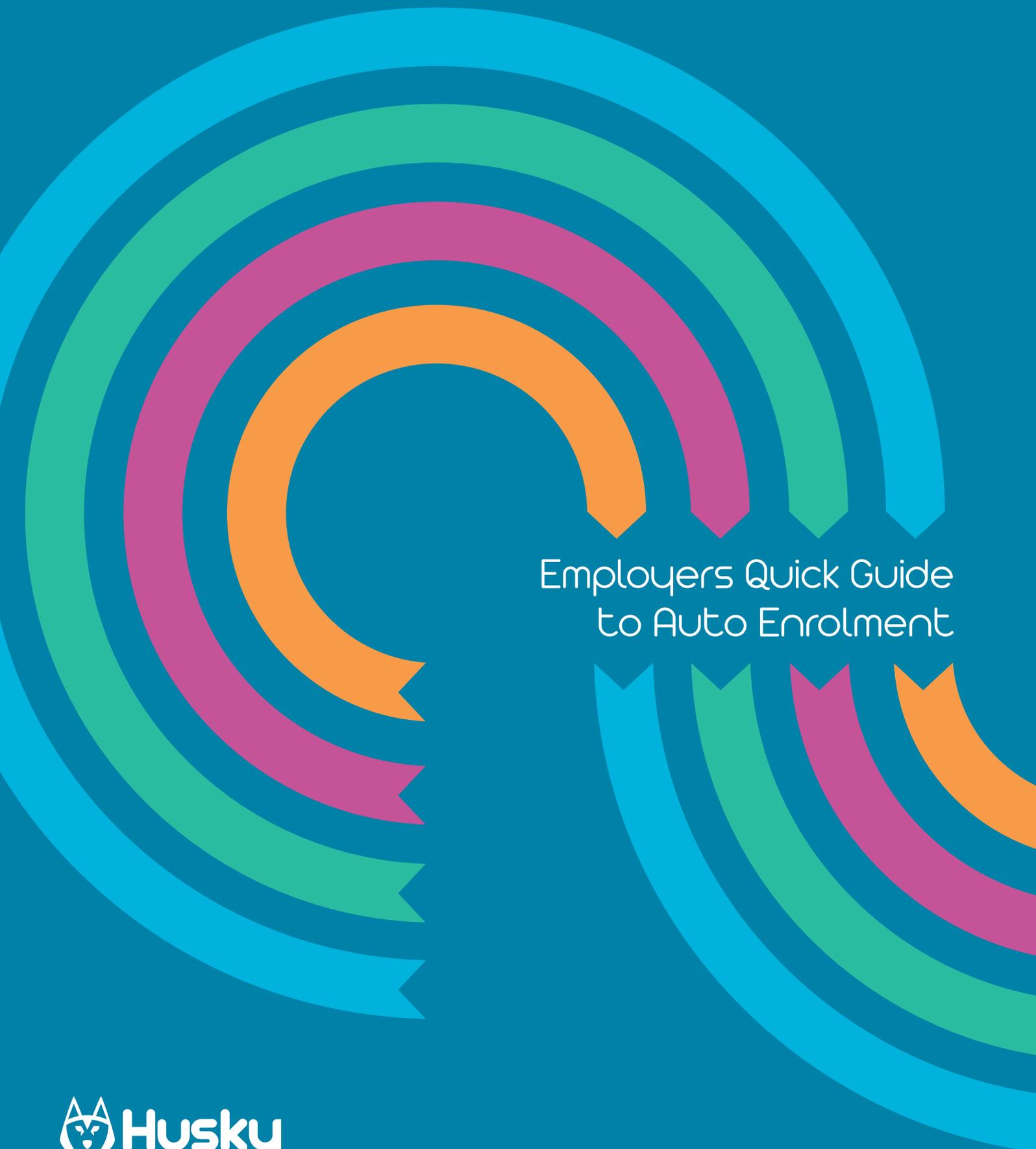


The biggest change to pensions for 100 years
Quick Guide



Employers Quick Guide
to Auto Enrolment

Auto Enrolment – the biggest change to pensions for 100 years

Auto Enrolment is a government initiative to encourage more people to save for retirement through a workplace pension scheme.

Unlike in the past when businesses might not offer a workplace pension, or workers didn't join, Auto Enrolment requires employers with at least one member of staff to set up a scheme, and for all eligible workers to be joined up unless they specifically choose not to.

You might be struggling to understand what is needed, let alone to choose a pension scheme and get it up and running. As an employer, there are a number of things that you must do. They mainly involve making sure that the right workers are enrolled, that they and you as employer pay the correct amounts into their pension promptly, and that at the right time, your employees are given the correct notices and opportunity to join or not.

This Quick Guide aims to help by describing very briefly 7 key steps that you'll need to think about as your planning begins. It's not exhaustive, greater details can be found on www.huskyfinance.com.

Above all, don't worry – if you think ahead and get on with it, it will be easier and less daunting.

It may seem complicated but it's important. Husky makes it simple from outset. Get in touch to find out how we can help.
0800 044 8114

Employers Quick Guide to Auto Enrolment

Starting out

Things will be much easier if you think ahead. The Pensions Regulator recommends 6-9 months preparation.

We have summarised **7 key steps** you'll want to consider taking. Remember, Husky is there to help take out the complexity.

1

Know your Staging Date

The Regulator will write to you with your date. If you don't remember it you can look up your **staging date** on the Husky website.

2

Provide a point of contact

Decide who in your company will be responsible for looking after your Auto Enrolment pension scheme. You have to tell The Pensions Regulator who that will be.

3

Identify who you will need to enrol and the potential costs

You need to identify which staff to enrol. Eligibility of each member of staff will depend on age, gender and earnings. Start planning early to work out the likely costs and the best approach for your business.

Husky's simple **Contribution Calculator** tool will show you the cost of contributions to your business

Contributions and definition of earnings

Most employers we speak to ask "how much is Auto Enrolment going to cost my company?". The costs will vary, depending on your business, staff eligibility and the level of contributions you choose.

Whether you decide to pay the minimum or make higher contributions to increase the value of the pension as a staff benefit, you'll need to think about which earnings to include.

To begin with you have to decide on what definition of earnings to base your contributions on, and there are differences with each approach.

Many employers will include all wages including overtime, bonuses and benefits. There are alternatives though which exclude any variable elements such as overtime, commission or bonuses, and allows three additional ways you could calculate earnings.

You must set these rules and apply them in your payroll as well as advising your staff about your decisions.

Using Postponement

You can delay assessing and enrolling staff for up to three months from your staging date. Your responsibilities don't stop by doing this, they're just deferred a little.



4

Choosing a Pension Scheme

As a business owner it is your responsibility to choose a pension scheme, and it is important you choose the right one for your business and your staff. It's a big responsibility and making the right decision will affect both of you from now on.

Get Started

getstarted.huskyfinance.com



5

Responsibility and Assessment

Who is responsible for getting it right? If you're the business owner, ultimately it's probably you. The Pensions Regulator may ask for reports, records and proof that the right processes were followed. You need to assess your workforce and enrol your staff. You'll need to assess your workforce whenever the payroll is run.

6

Communication with employees

You have a number of responsibilities to communicate to your employees. There are strict guidelines both in content and when these must be issued, so it is one of the most important elements of the auto Enrolment process.

Most software services or pension providers will not manage the communications for you. Finding someone that helps could save you time and a fine!

7

Ongoing auto Enrolment duties

Remember, auto Enrolment is your responsibility. Your duties don't end at staging. You need to:

- Assess and manage contributions each pay run
- Ensure that you deal with any new employees
- Manage those of your staff that don't want to join, in the correct legal way
- Keep certain records about your employees and the whole scheme for anywhere between 4-6 years, and be able to provide them to the regulator if asked.

You might be thinking that all these steps seem complicated. But remember that Husky can walk you through the process and answer any questions you may have, so call the team direct.

T: 0800 044 8114

E: sales@huskyfinance.com

www.huskyfinance.com

About Husky Finance

Husky Auto Enrolment is a workplace pension service designed specifically for small and micro size employers. The service allows small businesses to compare pension providers based on their specific needs.

The service takes care of the ongoing administration required to assess a workforce accurately, calculate contributions, and ensure small business schemes remain compliant at every payroll with the lowest effort possible.

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