

## **Workplace Pensions and Automatic enrolment**

The UK Government has introduced legislation to give workers the opportunity to contribute to saving in a pension for retirement. They introduced the Pensions Act 2008 stating every employer employing at least one employee must have a workplace pension scheme in place. "Auto-enrolment" is a quick way of describing the duties of Employers to enrol their employees into a pension scheme as and where applicable.

A workplace pension scheme comes into force on the start date of the Employer's first employee. Not all employees will be eligible for auto-enrolment: pension contributions are earnings related and only become payable if assessed earnings fall into a particular category.

[The Pensions Regulator](#) (TPR) is the public body that protects workplace pensions in the UK. And they will write to employers to advise when their legal duties start, can impose fines if you do not comply with your duties and will advise when re-enrolment is due.

### **What does an Employer need to do for Automatic Enrolment?**

- Choose a pension provider and set up a pension scheme
- Assess your employees to see who needs to be auto-enrolled on your duties start date
- Inform your employee about:
  - The scheme you have chosen
  - How much they will have to pay into the scheme
  - How much you as the employer will pay into the scheme
  - Their rights to opt in or out of the scheme
- Enrol your employees into your pension scheme
- Submit your Declaration of Compliance to the Pension Regulator

### **What are Employers ongoing responsibilities for pensions?**

- pay all contributions (employer & employee) to the pension provider every time a payroll is run
- keep records of:
  - payments sent to pension provider
  - requests from workers to opt out of scheme
  - assess every payday to see if any workers qualify for auto-enrolment

- Re-enrolment every 3 years on the anniversary of your staging date you will have to put your staff back into the pension scheme if they have left it
- Submit your Re-Declaration of Compliance to the Pension Regulator

GCIL has identified that the [NEST](#) (National Employment Savings Trust) set up by the Government is willing to provide a pension scheme to PA employers.

There may be others which you can look into if you wish. The Pensions Regulator provides more information on how to choose a pension provider – [www.tpr.gov.uk/scheme](http://www.tpr.gov.uk/scheme)

**GCIL cannot recommend any one provider.** We are not qualified to give you financial advice. If you want independent financial advice you can contact [www.unbiased.co.uk](http://www.unbiased.co.uk) or [www.vouchedfor.co.uk/services/auto-enrolment/](http://www.vouchedfor.co.uk/services/auto-enrolment/)

**When you use GCIL's payroll service the payroll team will help you with all things pension.**

If you choose NEST as your Pension Provider GCIL will administer the pension on your behalf from setting up the pension for you, enrolling employees when required and uploading the contribution amounts and scheduling the payments.

Employers who use the standard payroll service and make their own payments will need to provide bank details to set up direct debit set up for pension contributions. This will be the account your direct payment funding is managed from.

If you would prefer to use a different Pension Provider you will need to set this up and give GCIL the information needed to include the pension contributions in your payroll paperwork. GCIL will be unable to full administer other Pension Providers but we will work with you to support you to do so.

# Glasgow Centre for Inclusive Living Pension Auto-Enrolment Employer Agreement

I understand that by law I need to:

- set up an Auto-Enrolment Pension Scheme
- enrol employees who qualify into the scheme
- allow other employees who qualify to opt in
- make payment to my chosen Pension Scheme for all my employer and employee contributions on time each month

I also understand that if I do not do this I am breaking the law and could face fines which my Direct Payment / Individual Budget will not cover.

Please register me with the NEST Pension Provider

I give GCIL my authority to deal with above Pension Provider on my behalf

OR: I will set up and register with a Pension Provider myself

Signed: \_\_\_\_\_(Employer)

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

*** This section for Standard Payroll Clients only ***		
Which bank account are any pension contributions to be paid from?		
Account name:		
Sort code:		
Account number:		
I agree to setting up a direct debit for pension contributions	Account holder signature	