

# Workplace Pensions

## We're all in....

### Are YOU?



Starting from OCTOBER 2012, employers will be required BY LAW to:

- Automatically enrol all their eligible employees, not already in a pension scheme, into a Qualifying Workplace Pension Scheme (QWPS) within ONE MONTH of becoming eligible
- Pay contributions for every employee who does not opt out of the QWPS

### What's the timetable I need to work to?

Larger employers have had their duties imposed first, smaller employers last. ANY employer with less than 50 employees will have their Staging Date set depending on the last two digits of their PAYE reference number.

Full details of every staging date can be found on the Pensions Regulator website:

[www.thepensionsregulator.gov.uk/employers/tools/staging-date](http://www.thepensionsregulator.gov.uk/employers/tools/staging-date).

### Who do I need to enrol in a Workplace Pension?

Employers will need to automatically enrol workers into a Workplace Pension who:

- Are not already in a qualifying pension scheme
- Are aged 22 or over
- Are under the State Pension Age
- Earn more than £10,000 per year (this figure is reviewed every year) and work or usually work in the UK.

### What happens if I don't do this?

If employers do not meet the timescales and their obligations under automatic enrolment, they are liable for a fine imposed by the Pensions Regulator.

## What steps do I need to take?

1. Find out your Staging Date, if you do not already know this
2. Identify a named contact in your organisation
3. Assess who, within your workforce, is eligible for a workplace pension
4. Review your current pension arrangements, if any, to check if they meet the criteria for auto-enrolment (if you do not have a pension scheme that is suitable for auto-enrolment, you will need to find one)
5. Choose a qualifying pension scheme if your existing scheme is unsuitable (details of suitable providers can be found on the Pensions Regulator's website: [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk).)
6. Communicate the changes to workplace pensions to all your workers
7. Automatically enrol all your eligible employees
8. Register with the Pensions Regulator and keep records
9. Continue to contribute to the workplace pension scheme.

## How much will I need to contribute?

The amount of contributions that must be paid in order for the scheme to be treated as a QWPS is being phased in as follows:

Date:	Total minimum contribution (%):	Minimum employer contribution (%)	Minimum difference to be made up by employee (%) gross*
October 2012 to September 2016	2%	1%	1%
October 2016 to September 2017	5%	2%	3%
October 2017 onwards	8%	3%	5%

\*The minimum difference includes tax relief available on employee contributions

## How can Voluntary Action Rotherham help me?

Our Payroll Bureau can offer low-cost full support packages to employers, which includes: letters to employees, opt-out forms and full set up on payslips.

For our existing payroll clients, we can offer auto-enrolment as an add-on service.

Please contact us at: [hr@varotherham.org.uk](mailto:hr@varotherham.org.uk) or 01709 829821 for further information and pricing packages.