**9 Step Guide to Auto-Enrolment**

It is now law for every employer with 1 or more workers to comply with auto-enrolment. Employers will have to make pension contributions from their start date. Here at Richard Jacobs Pension & Trustee Services we have put together this simple guide to take Employers through 9 easy steps to prepare for automatic enrolment. We recommend preparing 14 months in advance.

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| 1. Find your start date Now
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| Your start date is called your ‘Staging Date’. To find your staging date you will need to know the number of workers at 1st April 2012 and your PAYE Ref number or for new businesses the date you first made a payment through PAYE.Then visit <http://www.jacobs-pensions.co.uk/auto-enrolment> |
| 1. Nominate responsible person Approx 12 Months
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| Following your letter from the regulator confirming your staging date, you will need to nominate a person to The Pension Regulator, of sufficient authority, who will have access to all payroll information including dates of birth, sex and salary for all workers. |
| 1. Assess your workforce 12 – 6 Months
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| There are three categories of work force. Each of those categories create different responsibilities concerning auto- enrolment. Every worker will have to be placed into a category.For definitions of the categories visit <http://www.jacobs-pensions.co.uk/auto-enrolment> |
| 1. Review any existing pension arrangements 9 - 6 Months
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| If you are to use any existing arrangements a thorough, time consuming, investigation will have to take place to make sure they match auto enrolment conditions, some don’t. |
| 1. Choose a pension scheme 6 Months
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| This decision is probably the most important decision as it will affect your time and charges for a long time in the future. |
| 1. Communicate changes to your workers 3 Months
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| Each worker will require several specific letters, relative to their category. |
| 1. Automatically enrol eligible jobholders into a scheme
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| We can guide you through the correct process |
| 1. Register with The Pensions Regulator and keep records
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| It is essential to comply with Pension law to register and maintain your records. |
| 1. Contribute to your employees pensions
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| Contributions must be paid from the specified date at the appropriate rate. |

**“The changing nature of retirement, with the introduction of auto-enrolment, means that we need to start thinking differently about our savings”**

**“The most important thing is for providers to take the Governments lead and simply get people saving. The amount is perhaps less critical at first; it is the culture of saving that needs to be pushed through. People must feel that it is important to save a little now, but work towards saving more tomorrow.”**

Quoted from

Paul Gilbody, Head of UK DC Consultant Relations, Black Rock

Money Marketing Article: Pensions – A Shifting Debate

28th March 2013

**“Providers have been increasingly choosy about who they deal with”**

**“ Many of these employers are blissfully unaware of the task they face in meeting their auto-enrolment obligations .**

Quoted from

Money Marketing Article: John Greenwood: Crunch time for pension scheme capacity

28th March 2013

**“Wide discrepancy in industry opt-out rate projections”**

**“figures from Legal & General show that less than 10 per cent of employees have opted out of the few schemes it runs that have staged and passed the three month opt out window.”**

Quoted from

Money Marketing Article: Huge discrepancy in industry opt-out rate projections

28th February 2013