




Our Auto Enrolment service for employers



Welcome to Whiteleaf Financial Plc

Pension Auto Enrolment is hot on the agenda and you could well be one of the thousands of employers that have received a letter from the Pensions Regulator detailing your Auto Enrolment requirements. If you're anything like many other employers it could well be in the 'not sure what to do with' tray. We don't blame you.

You would not be alone in burying your head in the sand as complying with the extensive Auto Enrolment requirements is enough to give any employer a headache. The good news is that we can offer you a solution that will enable you to meet your Auto Enrolment obligations with complete peace of mind.



Pension Auto Enrolment

What does it mean?

What do you have to do?

How do you do it?

How much will it cost?

Where do you start?

Well to start with it is important you know exactly what you want to achieve; whether it's just about compliance and meeting your duties or you want to add value by providing more than the minimum requirements. The answer to this question might be different for separate groups of employees.

You can't avoid the legislation. The reality is that just like PAYE, VAT and NIC, Auto Enrolment is another compliance requirement you will need to deal with and, like the other compliance requirements, there are punitive fines if you don't.

Chances are you will need help. Help to understand what the legislation requires you to do. Help to understand the options you have. Help to assess the

costs of Auto Enrolment and how to minimise those costs. Help to assess your current arrangements and resources to see how they can be utilised to meet your obligations. Help to put together your solution. And help to deliver that solution to make you compliant both at your staging date and on an on-going basis.

We provide a solution that will help you to proactively deal with your forthcoming obligations, establish a straightforward project plan and turn what could be problematic into a manageable, efficient and undistruptive process. Most of all, we can reduce the distraction of Auto Enrolment to your business, reduce cost and resources that would need to be applied if you were doing it yourself, and give you the assurance you will be compliant.

Why do you need help with Auto Enrolment?

Complying with Auto Enrolment is not a straightforward process to implement and it can take 12 months to work through the detailed pension scheme requirements. It's not surprising when you consider that, in addition to a review of pension arrangements, it involves reviews and analysis of payroll systems, employee categories, IT systems, Terms and Conditions of employment, and various HR policies.

It's not just about time though. An announcement from the Pensions Regulator indicated that it is investigating over 500 of employers which have already been through the process about their compliance with the legislation and has indicated that it may take enforcement action regarding non-compliance. The financial penalties for non-compliance are significant but it also serves to highlight the complexity of complying with the legislation.

Questions you need to ask yourself:

- Have you chosen a pension scheme yet?
- What software are you going to use to manage your scheme, ensuring leavers and joiners are catered for?
- How will it work with your payroll processes and software?
- Which of your workforce will need to be automatically enrolled?
- Which of your workforce can request to join your pension scheme?
- How will you communicate with your staff?
- What help can be provided by professionals to help you meet all the requirements of Auto Enrolment and ensure you're compliant?

What is NEST?

NEST (National Employment Savings Trust) is a pension scheme that you can use to meet your employer duties. It's a simple, low cost option that's primarily aimed at low to medium earners that don't have access to a company pension scheme.

We highly recommend you get expert financial advice and take a look at other options before proceeding with NEST.

Which employees are eligible?

There are three different categories of workers, defined by their age and how much they earn.

Eligible employees are people who:

- work or ordinarily work in the UK;
- are aged between 22 to 74 (inclusive);
- earn £10,000 p.a. or over.

These people are eligible to join the scheme but do have the freedom to opt out.

Non-eligible employees are people who:

- work or ordinarily work in the UK;
- are aged 16-74 (inclusive);
- earn £5,824 or more but less than £10,000.

or

- earn £10,000 or more and are under 22 or are over 74.

These people can opt-in to the scheme if they choose to do so.

Entitled workers are people who:

- work or ordinarily work in the UK;
- are aged between 16 and 74 (inclusive);
- earn less than £5,824.

These people can join the scheme but the employer does not have to make contributions.

All figures quoted are based on earnings thresholds in the 2015/16 tax year.



Your requirements

Your employer duties will depend on the types of worker as identified on the previous page.

Category of worker	Summary of employer duties
Eligible worker	<ul style="list-style-type: none">• Enrol them into an Auto Enrolment scheme• Make contributions• Set up and manage process for employees to opt-out• Keep robust records
Non-eligible worker	<ul style="list-style-type: none">• Provide effective communication on your scheme and their rights to opt-in• If requested, arrange scheme membership and make contributions• Set up and manage process for employees to opt-out• Continually assess individuals in this group – they may become eligible e.g. age and earnings• Keep robust records
Entitled worker	<ul style="list-style-type: none">• Provide effective communication on your scheme and their rights to join the scheme• If requested, arrange scheme membership and make contributions (only applicable if you choose to do so)• Deduct contributions from their salary and pay into the scheme• Continually assess individuals in this group – they may move into the Eligible or Non-eligible groups at a later date• Keep robust records

What do you need to contribute?

The minimum contributions rate must be at least 8% of the employees' 'qualifying earnings' by 2018, with employers picking up at least 3% of that amount. You can phase in the cost of your employer duties up until 2018, which is designed to help you manage the impact on your cashflow.

'Qualifying earnings' are a band of earnings from £5,824 to £42,385 (figures correct for the 2015/16 tax year). These earnings include salary, wage, overtime, bonuses, commission, statutory sick pay, statutory maternity pay, ordinary or additional statutory paternity pay and statutory adoption pay.

As an alternative to using the qualifying earnings definition, you can choose to use 'certification'. A certificate can cover all workers or groups of workers.

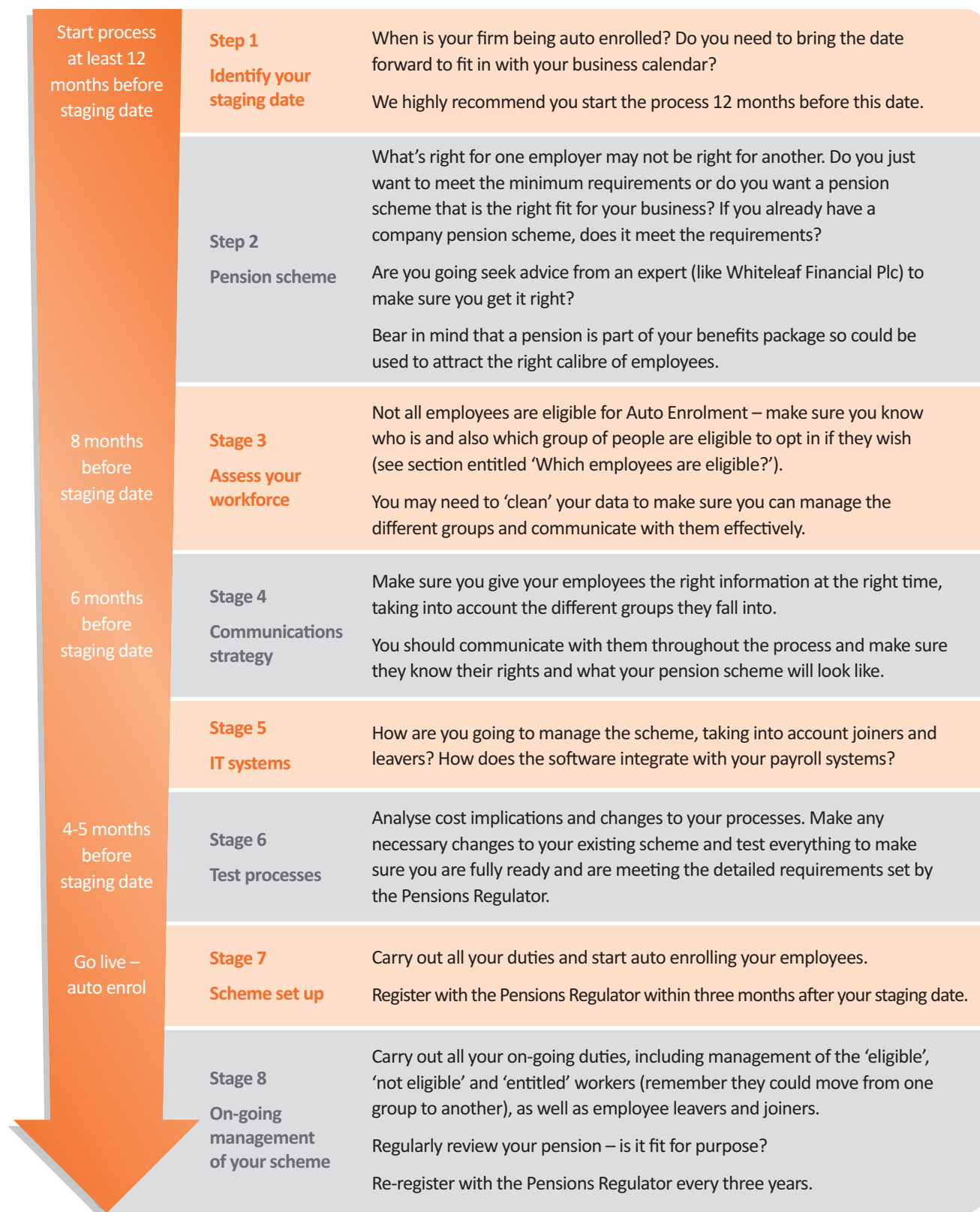


Getting it right – the process you should follow

As stated earlier in this brochure, we recommend you start your scheme set up process at least 12 months before your staging date. This is based on feedback from many large employers who have already been through Auto Enrolment and stated that in reality they needed 12 months to go through the different stages effectively.

Of course, as part of our service we can do a lot of this legwork for you and provide you with expert guidance throughout the process.

SME's will only in reality require 6-8 months, but the longer the time, the more choices you have.



What happens if you don't meet your Auto Enrolment requirements?

The Pensions Regulator has the power to investigate firms who it believes are not meeting the requirements and issue penalties for non-compliance.



Large employers have already gone through the Auto Enrolment process and the Pensions Regulator indicated that it is investigating over 500 of them about their compliance with the legislation and may take enforcement action regarding non-compliance. The financial penalties for non-compliance are significant but it also serves to highlight the complexity of complying with the legislation.

Why choose us?

Put simply, we can take the pain out of meeting your Auto Enrolment duties.

Our Auto Enrolment service is extensive and you can have as little or as much support as you need. We can set you on the right course for an efficient and effective solution to ensure you meet your new statutory employer duties and avoid fines. We can also provide a solution that will help you to proactively deal with your forthcoming obligations, establish a straightforward project plan and turn what could be problematic into a manageable, efficient and undistruptive process.

Key benefits

- Fit for purpose pension scheme that meets the requirements of Auto Enrolment. This includes reviewing your existing pension scheme (if applicable)
- Expert guidance and assistance through the different stages of pension scheme set up (including communication/presentations to your employees)
- Access to HR systems – to be used by you and employees
- On-going support and management of your scheme
- Detailed annual report of the scheme

“We make it sound simple, don't we? That's because it's our specialist subject and our job is to make it simple for you so that you can get on with running your business.”



Let us take the pain out of meeting your Auto Enrolment duties.

If you have any questions, or would like to have a chat about how we could help you meet your Auto Enrolment obligations, please give us a call today.

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