



# A FULLY-AUTOMATED AUTO ENROLMENT SERVICE

Learn how online payroll solutions can streamline the transition and solve complex automatic enrolment challenges for your business.

## Company Details

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## Why, What and When?

As a society, we are not preparing effectively enough for our later years. As the ratio of those in work to those in retirement steadily decreases, the government decided that it was time to take action.



## automatic enrolment

New Pension legislation introduced in October 2012, means that all enrolment eligible employees must be automatically enrolled into a qualifying pension scheme.

The Pensions Regulator (TPR) have set out a specific date for each employer from which they will be legally required to comply with the legislation. This is called your "Staging Date" and can be found using your PAYE reference on The Pension Regulator website.



## TPR Process & Penalties

The Centre for Economics and Business Research (CEBR) estimate that it takes approximately 103 days to set up and prepare for auto enrolment and then 3.5 days per month as an ongoing burden.

The ongoing process that is required for every payroll includes checking employee eligibility, enrolling those that have become eligible into a chosen pension scheme, deferring those that may not want to be enrolled and sending out communications in line with the new legislation.



You are also now required by law to retain all documents and information for a minimum of 6 years.

The government's requirement for auto enrolment means that TPR see it necessary to meet non-compliance with fines.

An initial £400 penalty can be administered to those that do not comply with the legislation and this can be followed up with the daily fines until compliance is met. This daily fine can be anything up to a maximum of £10,000, dependant on the size of the business. There are separate daily fines for inducing employees to opt-out.



## A FULLY-AUTOMATED AUTO ENROLMENT SERVICE

### Our AE Solution

We believe that we provide the best auto enrolment solution for you and your business. The solution, Payroll Hub AE™, assesses your employees as part of the payroll process, auto enrolling employees into a qualifying pension scheme.

In addition to this, we provide an e-payslips service which publishes P60s, payslips and pensions communications directly to your employees. This happens from within the system, and can then be viewed by your employees online, or directly on their smart-phone or tablet. This alleviates the entire burden of distribution from you.

### Our AE Setup Service

We can take care of the initial process of setting up auto enrolment for your company. We take care of the Initial planning for auto enrolment including nominating contacts for your company and setting dates for certain milestones, set-up of the process and also the implementation.

### Our AE Ongoing Service

We take care of the ongoing process that is needed to undertake auto enrolment on a recurring basis, per payroll period. This is achieved by:

- **Running the auto enrolment assessments**
- **Submitting pension files to your pension provider**
- **Distribution of auto enrolment pension letters to your employees**
- **Distribution of payslips and P60s**

The distribution of P60s and payslips is available to your employees' smartphones. For those that do not have a smartphone, they can access their files via a web browser.



### Summary

**Allow us to take care of your auto enrolment responsibilities and alleviate the headache that comes with it and be totally confident that all your legislative obligations have been met.**

**There is no need for you to spend 103 days to implement auto enrolment, nor a 3.5 days per month time burden to deal with the auto enrolment process.**