

Automatic enrolment

Your six month checkpoint

The law on workplace pensions has changed. All employers are required to automatically enrol certain workers into a pension scheme and make contributions to that scheme.

By six months before your deadline ('staging date') you should have:

- checked which workers might need to be automatically enrolled into a pension scheme
- chosen a pension scheme and confirmed that the pension provider will accept all your workers
- ensured that your payroll system supports automatic enrolment, and
- started to make your workers aware of automatic enrolment.



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If you haven't completed these steps six months before your staging date you should start immediately. Once your staging date arrives you must:

- enrol workers into your chosen pension scheme
- make contributions to that scheme
- keep records, and
- complete registration with The Pensions Regulator.

If you fail to automatically enrol your workers into a pension scheme you could face fines of up to £10,000 per day.

Act now to make sure this doesn't happen to you.

To find out more about automatic enrolment and your pension duties speak to a pension provider, a financial adviser or your payroll provider.

For more information and to confirm your staging date, visit www.tpr.gov.uk/planner.

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