

OUR QUICK GUIDE TO THE AUTO ENROLMENT PROCESS



Do you currently operate a pension scheme?

Yes No

Is your current pension scheme auto enrolment compliant?

Yes Don't know No

Would you want to operate at the minimum level (this starts at 2% with the employer contributing a minimum of 1%), as required by the government, or pay above this rate?

Minimum Higher

Is the scheme open to all staff? Especially new recruits!

Yes No

Contact Julie Perrin on 01245 261818 for advice on Auto Enrolment procedures.

Do you want us to help with the auto enrolment administration work?

Yes No

You know where we are if you need us!

Contact the partner who is responsible for looking after your affairs, who will seek advice from ECFS and arrange a meeting for you.

Contact Julie Perrin on 01245 261818 for how we can help on a payroll/admin front.

Frequently Asked Questions

Are directors exempt from Auto Enrolment?

Unfortunately there is no easy answer to this one! The main questions that need to be asked are:-

- **Does the director have a contract of employment?**
- **Is there more than one director or other employees with the company?**

If the answer to both of these questions is yes then you will have to be assessed for auto enrolment.

What schemes are available to me?

- Master Trusts (Nest, The Peoples Pension, NOW Pensions, others are available);
- Group/Personal Pension;
- Occupational Pension.

How do I calculate pensionable earnings?

This is a decision that must be made by employer.

What are the costs to the employer?

Firstly, a percentage contribution of qualifying earnings;

Secondly, the costs to cover the additional administration including payroll processing;

The ongoing cost of the scheme is suffered by the employee and is deducted from their pension pot.

What happens to employees with more than one job?

Each employer will assess them separately.

If they earn over £10,000 in each job (for 2017-18) and are aged between 22 and state pension age they will have to be auto enrolled with both employers.

If my employees want to opt-out what do I need to do and how long does the opt-out last?

The employee must contact the pension provider if they want to opt out. The pension provider will then contact the employer to advise them of this.

If they opt out you have to reassess them in three years' time and repeat the process!

Do I have to automatically enrol a new employee from their first day of employment?

The employer can postpone automatic enrolment for a new employee for up to 3 months.



Proposed Auto Enrolment Charges

Edmund Carr Payroll set up a master trust:-

0-10 Employees £330 plus VAT
11-20 Employees £380 plus VAT
21-30 Employees £430 plus VAT
31-40 Employees £480 plus VAT
41-50 Employees £530 plus VAT

51-60 Employees £580 plus VAT
61-70 Employees £630 plus VAT
71-80 Employees £680 plus VAT
81-90 Employees £730 plus VAT
91-100 Employees £780 plus VAT

ECFS set up a pension plan with an insurance company -

£200 per employee

Additional payroll charges where Edmund Carr currently process your payroll:

Gold Charge £4 per person per quarter plus VAT

- Make necessary deductions from employees as and when the payroll is due and send the feeds to pension provider;
- If registered for BACS or EC have been authorised to pay by direct debit, payroll will make payments to pension providers in respect of pension contributions.
- Send statutory correspondence to all employees as and when required;
- EC retain the history, for 6 years, of all correspondence in case of investigation;

Silver Charge £3 per person per quarter plus VAT

- Make necessary deductions from employees as instructed and send the feeds to pension providers;
- If registered for BACS or EC have been authorised to pay by direct debit, payroll will make payments to pension providers in respect of pension contributions.
- All correspondence and other administration work is handled by you.

Bronze Charge £2 per person per quarter plus VAT

- Make necessary deductions from employees as instructed. All other work is handled by you.

Completion of the Declaration of Compliance £85 plus VAT