

# Your Auto-enrolment Solution

The government has introduced changes to workplace pensions which affect all employers

This guide explains the changes



## What is Auto-enrolment?

---

Under the Pensions Act 2008, every employer in the UK must put certain staff into a workplace pension scheme and contribute towards it. This is called auto-enrolment. If you employ at least one person you are an employer and you have certain legal duties.

Workers Pension, part of Cushon Master Trust is designed to make it simple for you to put this in place.

## Does Auto-enrolment apply to me?

---

If you are employing staff for the first time, your legal duties for auto-enrolment begin on the day your first member of staff starts work.

It's important that you understand what you'll need to do and prepare early.

You will need to provide a pension scheme and pay contributions into it if anyone who works for you is:

- aged between 22 and up to state pension age, and
- earns more than £833 per month (£192 per week)

## The Key Steps to Auto-enrolment

---

- ✓ Plan early – know when you need to be ready
- ✓ Review your existing pension arrangements (if any)
- ✓ Assess your workforce
- ✓ Choose your pension scheme
- ✓ Communicate with your workers
- ✓ Enrol your staff and make contributions
- ✓ Complete your Declaration of Compliance
- ✓ Manage ongoing auto-enrolment responsibilities

## Assess Your Workforce

You must monitor the ages of your staff and their earnings (including new starters) to see if you need to put any of them into a pension scheme.

|          | Age              | 16 to 21    | 22 to State pension age | State pension age to 74 |
|----------|------------------|-------------|-------------------------|-------------------------|
| Earnings | Less than £6,240 | Can join    | Can join                | Can join                |
|          | £6,240 – £10,000 | Can opt in* | Can opt in*             | Can opt in*             |
|          | £10,000 and over | Can opt in* | Auto-enrol*             | Can opt in*             |

\*Employer must also contribute  
Earnings amounts are subject to change

|                        |                                      |
|------------------------|--------------------------------------|
| Eligible Jobholder     | Someone you must automatically enrol |
| Non-Eligible Jobholder | Someone who can opt in               |
| Entitled Worker        | Someone who can join                 |

## Contributions

The minimum level of pension contribution that employers will be required to make is shown in the table below:

| Date  | Employer Minimum Contribution | Employee Contribution | Total Minimum Contribution |
|---|-------------------------------|-----------------------|----------------------------|
| Current rate: 6 April 2019 onwards          | 3%                            | 5%                    | 8%                         |
| Previous rate: 6 April 2018 to 5 April 2019 | 2%                            | 3%                    | 5%                         |

Employees may receive tax relief on their pension contributions through a net pay arrangement. The table above relates to contributions deducted from gross qualifying earnings i.e. all earnings between £6,240 and £50,270 per year (2023/24).

## Communication

---

It is your legal duty to write to all your staff individually to explain how automatic enrolment applies to them. To raise awareness and help workers understand automatic enrolment we can provide you with template documents to help you communicate with staff.

## Why join Workers Pension, part of Cushon Master Trust?

---

By using Workers Pension, part of Cushon Master Trust, employers can ensure they are compliant with the legal requirements at every stage.

Our Scheme Administrator has successfully delivered pensions since 1982.

- ✓ No shareholders
- ✓ Local and personal service
- ✓ Available to all employees
- ✓ Flexible contributions with no limits
- ✓ Transfers permitted
- ✓ Simple administration

## Here for you

---

We are based in Belfast, providing pensions for all employees.

Our local team is here to help

**0345 475 0555**

### **Workers Pension**

4th Floor  
State Buildings  
2 Arthur Place  
Belfast  
BT1 4HG

Telephone **0345 475 0555**  
Email [info@workerspensiontrust.co.uk](mailto:info@workerspensiontrust.co.uk)  
Web [www.workerspensiontrust.co.uk](http://www.workerspensiontrust.co.uk)

Auto-enrolment Solution V17.0 January 2024

