



AN EMPLOYER'S GUIDE TO  
THE AUTO ENROLMENT  
PENSION REFORMS

**STAFF**PLAN

Solutions to auto enrolment so you can focus on running your business

# A COMPLETE SOLUTION IN AUTO ENROLMENT

**STAFFPLAN** creates a partnership that encompasses every part of the journey facing businesses in Auto Enrolment. By using **STAFFPLAN** Businesses can be confident that their auto enrolment obligations will be satisfied and that they have complied with their staging dates and the rules and regulations that apply in the workplace pension environment.

## WHAT IS AUTO ENROLMENT?

Auto Enrolment will have an effect on all businesses whether they employ just 1 person or 1000. The Government's desire for self-sufficiency in workplace pensions resulted in Auto Enrolment legislation being executed. The largest companies were required to establish their compliant schemes from October 2012, with a series of staging dates being introduced determined by the number of employees in a company over the next few years. All eligible workers will need to be automatically enrolled into a Qualifying Workplace Pension Scheme with mandatory minimum contributions from the employer and the employee, the only criteria is when and how much!

It is estimated that at its peak, quarter 4 2016/17 there will be over 200,000 businesses trying to "stage" (set up their own scheme) in the same quarter. All businesses will be required to have a qualifying workplace pension scheme in place and will be required to have a system capable of administering employer and employee contributions and benefits. In addition businesses must maintain adequate records and meet all the requirements of the Pensions Regulator.

The resources available to help businesses comply with

their requirements are going to become increasingly in demand and possibly scarce. This will mean that the price for support or assistance may well rise. This is described as a predicted "Capacity Crunch" and is a very serious matter that should not be underestimated by employers. STAFFPLAN is unique in that it allows the employer to set up a qualifying scheme well in advance of the staging date with significant discounts on the implementation fees.

It is essential for all Businesses to be prepared, to ensure the changes required to internal systems are identified and that all parties, including any HR and/or payroll functions fully understand what is required of them.

Employers need to fully understand their duties associated with these new pension requirements. They could be potentially time consuming, complex to manage and costly to administer. STAFFPLAN has been designed to meet all of your needs in providing a comprehensive auto enrolment solution.

An action plan for Employers is essential and Staff Plan is available to assist all businesses, irrespective of their size or structure, in meeting their obligations.

### Q: WHEN DOES THIS ALL HAPPEN?

#### A: Now!

The government has set a number of 'staging dates'. These are the final day on which employers must have an appropriate auto enrolment scheme in place. The Staging dates for businesses with more than 10,000 employees has already passed.

Large employers	250+ Workers	October 2012 to February 2014
Medium employers	50 to 249 Workers	April 2014 to April 2015
Small employers	49 or less	June 2015 to August 2017
New employers	Will start automatically enrolling their workers from May 2017 to February 2018	

### Q: AND IF I MISS MY DATE?

#### A: You may have to pay heavy fines!

It is essential that Auto Enrolment is taken on board fully and appropriately as failure to comply will mean employers face the potential following consequences:

- A "Wake up call" fine of £400
- Persistent offenders will have escalating fines
- 5-49 employees up to **£500 per day**
- 50-249 employees up to **£2,500 per day**
- 250- 499 employees up **£5,000 per day**

Businesses who consider that their staging dates are not yet a priority should take the time now to learn about Auto Enrolment and the effects it will have on them. **STAFFPLAN** has been designed to assist employers to meet their needs well in advance so that they can continue to run their business in the meantime with the confidence of knowing that when their time comes they will already have the necessary solution in place (and with a known cost).

### Q: WHAT MUST I DO TO BE READY?

#### A: Unfortunately there is a lot you must do.

You, as an employer are required by law to implement the following by your staging date:

- Assess eligibility of all employees
- Register with the Pensions Regulator
- Ensure that existing schemes comply with all regulations
- Manage the initial enrolment process for all employees
- Manage and update the opting in and out of employees
- Manage contributions
- Ensure that inducements to opt out are not offered
- Provide regular updates and employee communications
- Keep accurate records of all the above

### Q: CAN STAFFPLAN HELP?

#### A: Absolutely.

STAFFPLAN creates a partnership that encompasses every part of the journey facing businesses in Auto Enrolment. You as the employer can be confident in being compliant at your staging date and that you meet the rules and regulations that apply in the workplace pension environment.

Our consultants will create a tailored plan for your business and be with you through every step.

**STAFFPLAN allows you to focus on managing your business**

### Q: WHAT IS STAFFPLAN?

#### A: STAFF Plan has been created to provide an all encompassing solution that can be tailored to meet your auto enrollment needs working together to create and manage your auto-enrolment solution.

STAFFPLAN is a market leading solution to your Auto Enrolment needs. Set up in 2014 by leading figures from the pension industry, STAFFPLAN offers schemes that are open to every business, not just a select few.

Designed in conjunction with best of breed fund management and trustee solutions, STAFFPLAN provides a "one stop" simple application and payroll deduction process.

STAFFPLAN meets your needs to find a straightforward Auto Enrolment scheme, at the lowest possible cost, making sure your staff make the most of the money you and they are saving for their future.

### Q: WHAT ARE MY NEXT STEPS?

#### A: Follow some simple and straight forward steps

1. Complete Your Staff Plan Master Trust Document – this sets up the trust that will hold the pension contributions and guarantees that you will have a scheme that meet Auto Enrolment regulations
2. Complete Your Employer's Application- this ensures that we capture all of the information that we need to set up the scheme
3. Review Data Capture Document- this is an example spreadsheet of the employee information that we will require prior to your staging date - we can accept this in a variety of formats- contact us for more information
4. Direct Debit form

STAFFPLAN will:

- Provide a certificate- this shows you have an appropriate scheme
- Set up the trust
- Provide you with a web portal
- For reserved schemes this concludes the process until at least 6 months prior to staging. We will contact you and advise you of the requirements at that point. These are included below for active schemes
- We will prepare the auto-enrolment population
- We will notify all staff who will be auto-enrolled and advise them of their rights and how they can view their benefits
- All other eligible employees will be notified of their rights and we will manage their responses
- We will provide you with management information to complete appropriate deductions from payroll on a basis to suit your payment patterns
- We will manage any other questions you have regarding the running of the scheme via our website and dedicated helpline.



**Corpad** were established as an independent business eight years ago and provide pension administration services to many thousands of members. They are therefore ideally equipped to provide a full-featured Master Trust pension scheme, the Corpad Trust, provides flexibility and choice for employees. They guarantee the availability of the trust as an alternative to conventional pension providers, who are increasingly turning prospective business away. In providing a Master Trust it is important to highlight that the administration processes are approved under the Quality standard ISO9001 and that, for pension payroll, they are an approved BACS bureau.

[www.corpad.co.uk](http://www.corpad.co.uk)

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**TAM Asset Management Limited (TAM)** is a discretionary portfolio manager of pension assets. Through an efficient administrative process and with a robust investment capability TAM has developed a range of risk graded portfolios suitable for regular contribution schemes of all sizes. With high levels of transparency and a diversified product offering TAM is offering a management solution with all the benefits of full portfolio management in an efficient and cost effective manner. TAM is authorised and regulated in the United Kingdom by the Financial Conduct Authority 208243.

[www.tamassetmanagement.com](http://www.tamassetmanagement.com)

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**STAFFPLAN Pensions Ltd.** was set up in 2014 to meet the requirements of the new legislation. Its board and staff have over a hundred years of experience in the company pension scheme market. The business prides itself in providing first class service at market leading prices. Staff Plan introduced its unique reserve account to the market along with bringing together in one market leading product the fund management and trustee arrangements of our partners.

**STAFFPLAN Pensions Ltd.**

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