



Telling your staff about their new pension scheme

—
Statutory information when setting up your scheme

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Telling your staff about their pension

As an employer, your auto enrolment duties start on the day your first employee starts working for you. You're required to give them access to a workplace pension scheme that meets certain legal standards, such as Nest.

You need to tell them:

- what rights they have to a workplace pension
- whether they're going to be auto enrolled or if they have the right to opt in or join
- relevant details about the scheme

You don't have to put this information in a formal document, but it must be posted or emailed to all your eligible workers' personal addresses and sent at the appropriate time. It's referred to by The Pensions Regulator (TPR) as a 'notice'.

This document tells you what you need to send, and when.



Getting it right

TPR holds you responsible for sending the right information to your workers at the right time.

Find out more



Who do I need to put into the scheme?

All staff who ordinarily work in the UK and who qualify will need to be put into a workplace pension scheme. Most payroll software should work this out for you, but you can use this guide to understand who's eligible if this option isn't available to you.

First, assess your staff to see if they fall into any of the following categories. Each category comes with different levels of pension rights, such as the right to be automatically enrolled into your scheme.

Each pay period, you'll need to keep assessing everyone who isn't in your pension scheme and paying at least the minimum level of contributions.

Eligible jobholders

You need to automatically enrol these workers into a qualifying pension scheme that you've set up and regularly pay money into their pots. They are:

- aged at least 22 but under State Pension age
- earning more than the earnings trigger for auto enrolment

Non-eligible jobholders

These workers aren't eligible for auto enrolment but they have the right to opt into your workplace pension scheme, so you'll need to arrange a way for them to let you know if they want to opt in. Once they're in the scheme, you need to pay into their pension pots.

They are:

- aged at least 16 but under 75
 - earning between the lower earnings level and the earnings trigger for auto enrolment
- or
- aged at least 16 but under 22, or at least State Pension age and under 75
 - earning more than the earnings trigger for auto enrolment

Entitled workers

Also known as workers without qualifying earnings, these employees can ask to join your workplace pension scheme. You don't have to pay money into their pension pots unless you'd like to. They are:

- aged at least 16 but under 75
- earning less than the lower earnings level

Workers you can choose to exclude

You can exclude certain eligible jobholders from auto enrolment, although they still have the right to opt in. On a practical level, that means you'll need to send them the same information as non-eligible jobholders. You can exclude:

- workers in their notice period to leave, unless they take it back
- workers who you have given notice of dismissal
- workers who have registered with HMRC to protect their pension allowance

No employer duties

If any of your staff fall outside of these criteria, there's no obligation to enrol them into any pension scheme.

Can my staff opt out of the scheme?

Of course. Both eligible jobholders and non-eligible jobholders can opt out of Nest if they're still in their opt-out period. This starts three working days after you've enrolled them into Nest and ends one calendar month later. You'll need to give back any contributions these members have made during the opt-out period. We'll refund all the money in the worker's Nest account to you.

If someone chooses to opt out, you'll need to tell them to use Nest's opt-out process, available online, over the phone or through a paper form available from Nest.

When do I need to inform my staff?

Are you postponing the enrolment date?

Postponement allows you to delay the date you automatically enrol your new workers into Nest by up to three months.

Yes, I'm using the standard postponement process

If you're using postponement, you don't need to assess your workforce right away. You'll need to tell your staff that you're using a postponement period within six weeks of their start date – simply send them our standard postponement notice.

Your workers still have the right to opt in or join the scheme in this time though. If they opt in, you'll need to pay employer contributions into their pot as long as they're an eligible or non-eligible jobholder.

In the pay period immediately following the end of your postponement period, you need to assess your staff to see what category they fall into. Anyone who qualifies as an eligible jobholder needs to be automatically enrolled, and you'll need to send them an enrolment letter within six weeks of their enrolment date.

You don't need to send any further notices to your remaining staff who don't qualify as eligible jobholders. However, you'll need to keep assessing them each pay period to see if they qualify to join in the future.

Yes, I'm using the short postponement process

If your scheme start date falls just after your payroll cut-off date has passed, you might want to use a short postponement period to bring your employees' enrolment dates in line with the start of your next payroll cycle. The short timeframe means you can tell staff about the postponement period and send them their statutory information all in one go, rather than sending out two sets of notices.

No, I'm not using postponement

You need to assess your workforce in their first pay period. You'll need to send an enrolment notice to all eligible jobholders, an opt in notice to all non-eligible jobholders, and a joining notice to all entitled workers within six weeks of their start date.

If a worker asks to be put into Nest

If a jobholder opts in, you need to send them an opt in confirmation notice within six weeks of them asking. You must also start paying contributions in your current pay period or the next if you've gone past your payroll cut-off date.

If an entitled worker asks to join, you don't need to make contributions to their pot. You do need to send them a joining notice within six weeks of them asking to be put into the scheme. This will tell them how they can make personal contributions.

— [See the standard postponement letters](#) →

— [See the standard letters without postponement](#) →



Before enrolling

Please send the necessary statutory information to each jobholder before you enrol them into Nest.

Want to use the tailored route?

The standard route works for most businesses, but you can choose to use the tailored route.

After assessing your staff at the start of the postponement period, anyone who qualifies as an eligible worker can be postponed for up to three months before they need to be automatically enrolled. They should be sent a postponement notice within six weeks of their start date.

After assessing your remaining staff, non-eligible jobholders should be sent an opt in notice and entitled workers should be sent a joining notice within six weeks of their start date.

You'll need to keep assessing your staff at each pay period to see if more workers qualify as eligible jobholders. If they do, they can be postponed for up to three months before they need to be automatically enrolled. They should be sent a postponement notice within six weeks of their assessment date.

Once the eligible jobholder's postponement period has ended, you'll need to assess them again. If they're still an eligible jobholder then they qualify for auto enrolment. You should enrol them into Nest and send them an enrolment notice within six weeks of their enrolment date.

If a worker asks to be put into Nest

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If an entitled worker asks to join, you don't need to make contributions to their pot. You do need to send them a joining notice within six weeks of them asking to be put into the scheme. This will tell them how they can make personal contributions.

See the tailored letters →



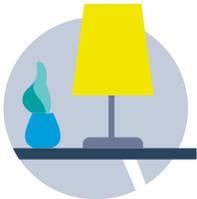
Which standard notice should you use?

Use this process if you're postponing your enrolment date

At the start of the postponement period

At the start of your postponement period, you need to send the standard postponement notice to all your workers.

Send standard postponement notice

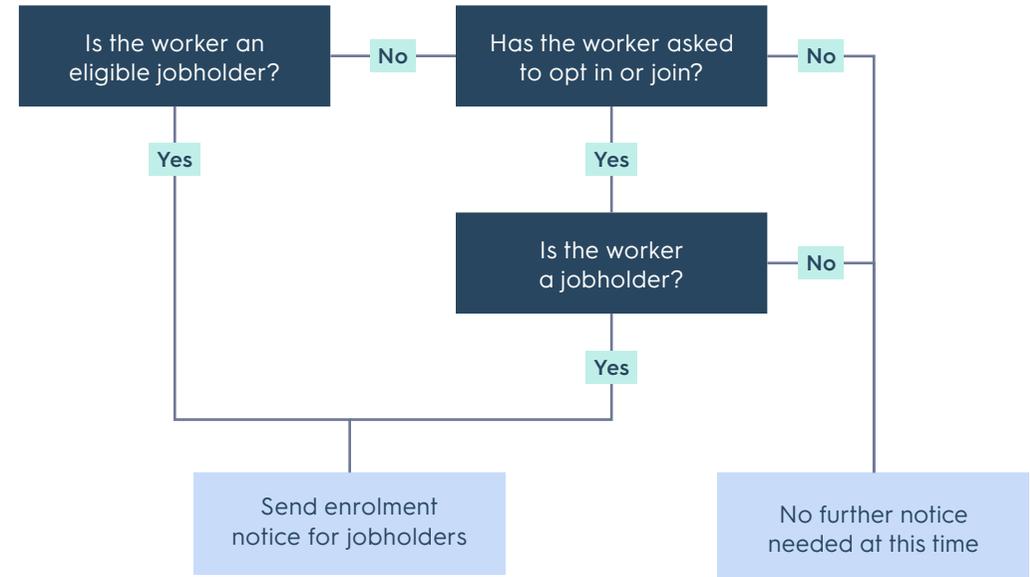


In this section

Hover over the **i** for further information and click on **↓** to download a document.

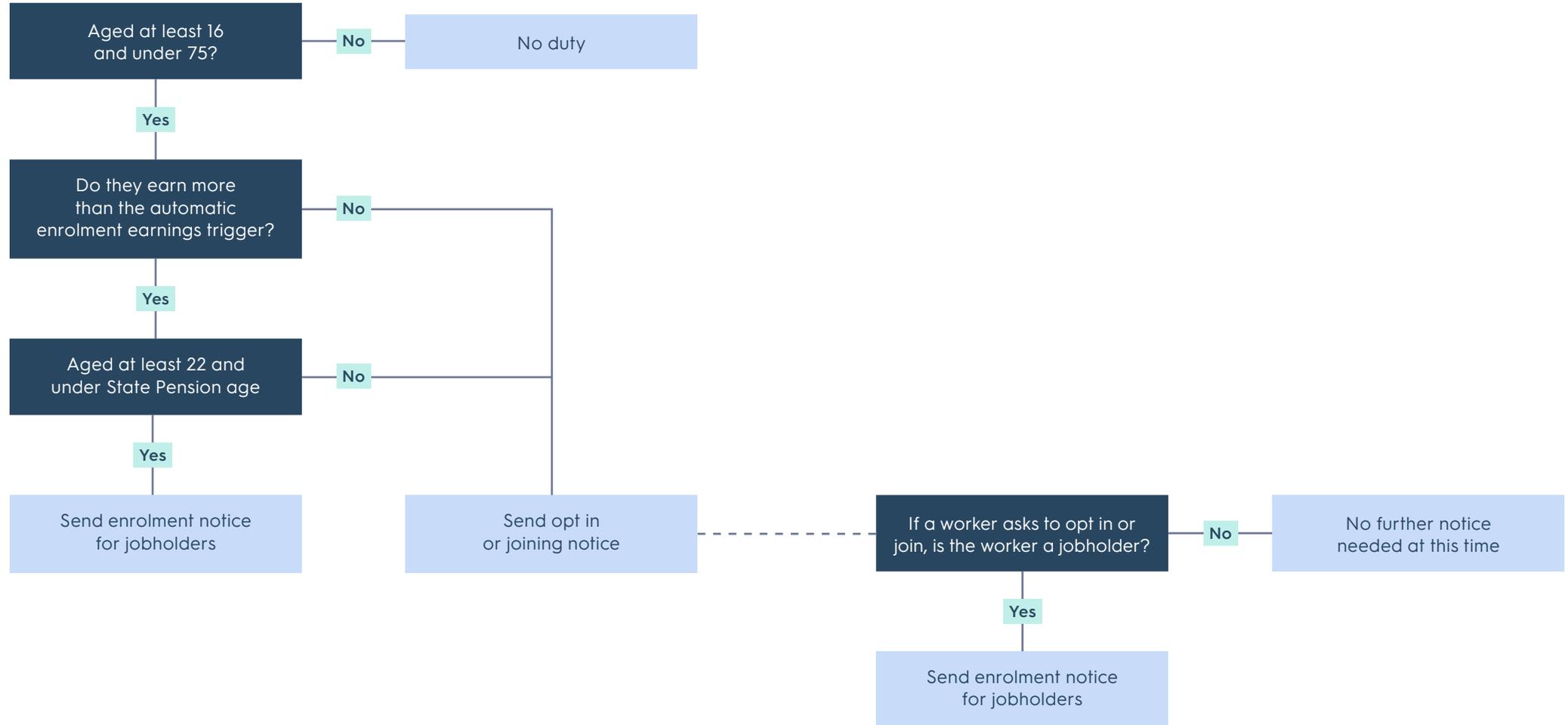
After postponement period ends

At the end of your postponement period, you need to assess your workers using this chart and send an enrolment notice to all jobholders.



Which standard notice should you use?

Use this chart to work out which notices to send if you're setting up your scheme without a postponement period

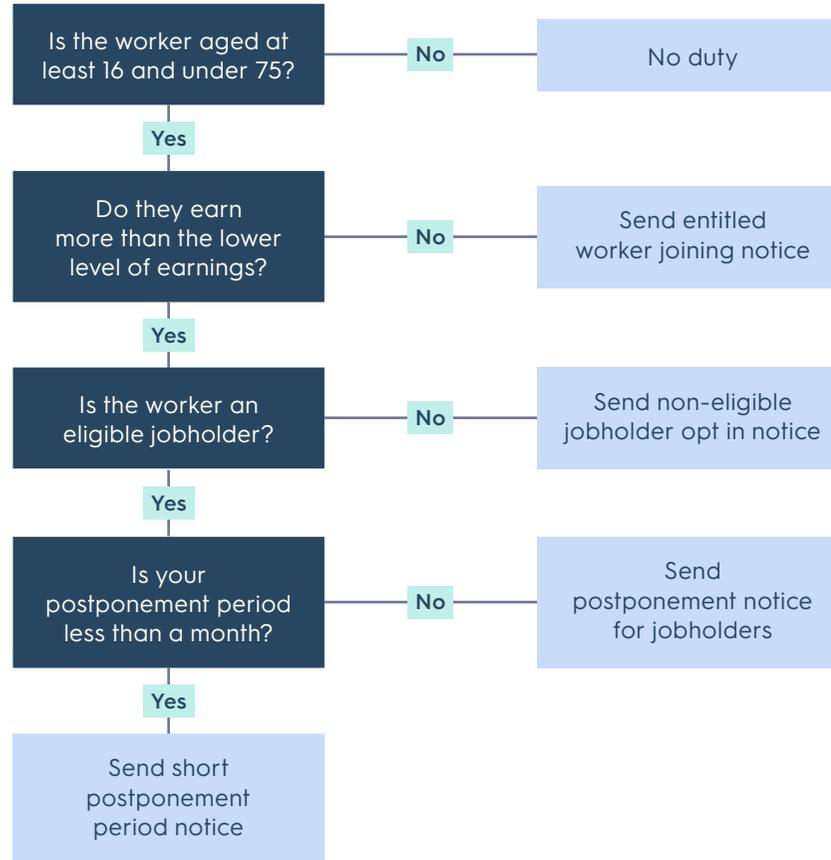


Which tailored notice should you use?

Use this chart to work out which notices to send if you're setting up your scheme with a postponement period

At the start of the postponement period

Use this chart to work out which notices to send if you're enrolling a new worker with postponement.



After postponement period ends

Once postponement ends, you should assess your existing workforce and send an enrolment notice to all eligible jobholders. You don't need to send any further communications to non-eligible jobholders or entitled workers, unless they subsequently qualify as an eligible jobholder. If they do, you can postpone their enrolment by up to three months.

Send enrolment notice

If a non-eligible jobholder opts in, you should send an enrolment notice within six weeks of their start date.

Send opt-in confirmation notice

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