

LET US TAKE THE STRAIN OF AUTOMATIC ENROLMENT FOR PENSIONS

Our payroll service is designed to meet your needs. Efficient yet flexible, we take away the stress of payroll administration to make life easier for you - whether you are a large organisation with high numbers of employees, a small business or self-employed. We can take care of everything, including ensuring that your business follows the rules when it comes to the legal requirement of automatic enrolment (known as auto-enrolment).

How can the Davies Tracey payroll department help?

We can assist you with running the payroll and setting up your chosen pension scheme. An employer can nominate us as an additional contact who will receive information from the Pensions Regulator, including regular emails letting us know what you need to do to meet your auto-enrolment duties.

We can identify which workers are eligible for auto-enrolment, ensure systems are compliant, and explain the tax implications of the changes.

We can also offer a payroll bureau service ensuring all eligible employees are set up, their contributions are paid and new eligible employees are included. The payroll software used must be well equipped to handle the changes and keep all records up to date. Our bureau software has this functionality.

Workplace Pension FAQs

When does an employee need setting up with a pension?

All employers now have an obligation to set up a workplace pension from the day they add an employee onto the company payroll.

How do I choose a pension scheme?

As long as you choose a pension scheme that meets all of the auto-enrolment criteria, your company will remain compliant under the Pensions Act 2008. We have experience of dealing with many pension schemes, with the most popular being NEST Pensions, True Potential, and The People's Pension who offer tailored packages.

Other providers can be found on the Pensions Regulator Master Trust Assurance List. Please talk to us – our team can help to identify the right scheme for you.

What are the pension rates?

The current pension rates are set at 2% employer and 3% employee (statutory minimum of 5% combined). In April 2019 this will increase to 3% employer and 5% employee (statutory minimum of 8% combined). A company may choose to offer higher percentage rates if they wish to.

What are the costs, should I outsource?

Costs vary depending on the provider – please ask us for a price list.

After a one-off initial payment for setup, we can take the strain away, and manage all of your pension requirements from start to finish, for a minimal monthly fee.

Do I need to be a Davies Tracey payroll client?

No – if you are not a payroll client but would still like our help and support with auto-enrolment, we will assess your needs and offer a price for this work only.

What about re-auto enrolment?

Information on re-auto enrolment can be found overleaf.

Did you know...?

The Pensions Regulator has powers to raise fines of £50 per day (1-4 employees) to £500 per day (5-49 employees) when small employers fail to follow the rules.

Our Payroll Team

Our experienced Payroll Managers can answer any of your questions regarding auto-enrolment for Pensions or help with any other payroll requirements you may have. Our friendly team provides support on a daily basis and delivers payroll, pension payments and tax services for your business and employees.

Our staff are available to answer any questions you may have over the telephone and we are happy to meet with you to discuss our wider payroll service.

Get in touch with our Payroll Team today, who can help you choose which Davies Tracey service plan best suits the needs of your business.

Call 01642 606003 or email payroll@daviestracey.co.uk



Sarah Gosney, Ian Kelly ATT and Karen Fowler



RE-AUTO ENROLMENT

Here at Davies Tracey, we have already helped a number of clients through their re-auto enrolment process, and started to prepare others ready for their forthcoming re-auto enrolment dates.

If you haven't yet considered what this entails, then we have outlined the steps below.

As part of auto-enrolment legislation, you have a duty to assess and re-enrol eligible employees into your workplace pension scheme every three years.

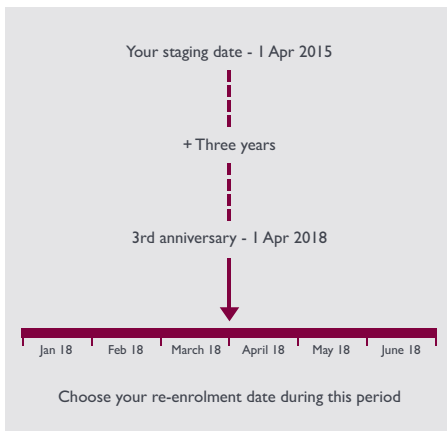
Since you started your pension scheme, some of your employees may have left, stopped paying pension contributions, or chosen to pay less than the minimum

auto-enrolment contributions. In any case when there's a change of circumstances, it's up to you to make sure you're up to date.

1. Choose your re-enrolment date

Your re-enrolment date is your staging or duties start date plus three years. You have a window of three months before the anniversary of your staging or duties start date to three months after that anniversary to complete your re-enrolment duties.

Once you've decided when your re-enrolment date is, you'll need to re-enrol all eligible employees within six weeks of that date.



Can I use postponement for re-enrolment?

You can't apply a postponement period when re-enrolling employees, but because you have a six-month window to complete your re-enrolment duties, you can choose a re-enrolment date that suits your business.

2. Assess your workforce

The employees that you'll need to assess for re-enrolment will be employees who were previously auto-enrolled onto your pension scheme but have since:

- Opted out; or
- Chosen to pay in less than the minimum contributions of auto-enrolment; or
- Stopped paying pension contributions

There is an exception to think about. If any of your jobholders have taken these actions in the 12 months leading up to your re-enrolment date, you can choose not to assess them until your next re-enrolment date.

Once you've decided who to assess, you'll assess them using the same assessment criteria for re-enrolment as you used at your staging or duties start date. That means if any of the people you assess are eligible jobholders – that is, they're aged 22 or over and earn above the minimum earnings threshold for auto-enrolment, you'll need to set up and contribute to a pension for them.

3. Write to the employees that you've re-enrolled

You'll need to write to any employees that you've re-enrolled to let them know. This communication should be sent during the same six-week window that you have to re-enrol all eligible employees. In this letter, you'll also need to let them know that they have one month to opt-out of the pension scheme if they'd like to.

4. Manage opt-outs

If any of your employees choose not to be re-enrolled in your workplace pension scheme, they'll need to opt out. If you use our workplace pension, we'll handle opt-outs for you and let you know when we receive them.

Some of your employees might have opted out previously, in which case they'll need to opt out each time they're re-enrolled if they'd rather not contribute to a pension scheme.

5. Re-declaration of compliance

You'll need to submit a re-declaration of compliance to The Pensions Regulator within five months of the three-year anniversary of your staging or duties start date. Even if you don't have any employees that need to be re-enrolled, you still have to declare that you're compliant.

NEXT STEPS

Re-enrolment is an ongoing process. You'll need to re-enrol all eligible employees on a three-year cycle and follow the steps above. Please do not hesitate to contact us to discuss the above or to request further information on how our payroll service can support your business.

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