



Auto Enrolment duties & the impact on your business!

Once you've been running auto-enrolment for three years you'll need to re-enrol all workers.

Are you concerned that you are not fully up to date with all current payroll and auto enrolment legislation?

As an employer you have probably been through the process of starting auto-enrolment and should be managing your ongoing responsibilities on a regular basis.

These include making contributions, deducting employee contributions through payroll and making sure you're paying at least the minimum employer contributions.

But auto-enrolment doesn't stop with the routine tasks.

Every three years employers have to re-enrol eligible workers who are not part of a scheme. These are usually workers who opted out when you first began auto-enrolment.

Although this may sound like another administrative burden to get your head around, this process is very similar to getting started with auto-enrolment. And, like starting auto-enrolment, it pays to plan ahead.

Setting your re-enrolment date

The process centres on your original staging date, which marks the start of a six-week period you have to complete your duties. So the first step is to set this date. You can choose any day within three months either side of the third anniversary of your original staging date.

For example, if your initial staging date was 1 February 2015, you could choose a re-enrolment date any time between 1 November 2017 and 30 April 2018.

This six-month window gives you the chance to align your re-enrolment date with other business events, such as your financial year-end or perhaps to avoid a busy period.



On your re-enrolment date

Re-enrolment only applies to certain staff and you won't have any re-enrolment responsibilities towards staff who are already paying into a workplace pension as part of auto-enrolment.

What do you need to do?

- Identify staff
- Access staff
- Re-enrol staff

After your re-enrolment date

You will need to:

- Inform staff
- Re-declaration of compliance - online completion. All employers have to complete a re-declaration of compliance even if they don't have any eligible staff to re-enrol. The deadline is five calendar months after the third anniversary of your original staging date.

Planning pointers

Let your pension provider know you are approaching your re-enrolment date, particularly if you are likely to re-enrol a significant number of staff.

Similarly, you should make sure your payroll systems are able to handle any changes.

Re-enrolment is a good time to look at whether your pension scheme meets your needs. Your organisation may have changed considerably since you started auto-enrolment.

If all this sounds like a headache you could consider outsourcing your payroll.

The main benefits of outsourcing your Payroll

- Reduction in your direct costs or processing payments
- Accuracy
- Worry-Free , no stress, no hassles, no headaches! Have peace of mind that your payroll is being run by our experienced professionals.
- Quick Transfer - we make the transfer process seamless
- Auto-Enrolment – Avoid Serious Penalties!

The next step

We would be pleased to meet you for a free initial consultation, without obligation, at a time convenient to you. In handling your affairs we believe you will find that we represent value for money and represent a considerable saving compared to in-house payroll production.

If you would like an initial free consultation at your premises or at one of our regional offices, please contact our payroll bureau on 01792 790444 or email payroll@broomfield.co.uk

“ *We have extensive experience so we can ensure your Workplace Pension Scheme is set up correctly to avoid any penalties.* ”

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