



Checklist for Workplace Pensions

- 1** Check your staging date. This is the date your automatic enrolment duties come into effect. To find out your staging date go to www.thepensionsregulator.gov.uk. You will need your business PAYE reference number and the 10 digit code issued to you by The Pensions Regulator.
- 2** Check if your current pension scheme complies with the new regulations - www.thepensionsregulator.gov.uk/en/employers.
- 3** If you do not have a plan or your existing plan doesn't comply, decide if you are going to set up the scheme yourself or use the advice of an independent financial adviser.
- 4** Approximately 12 months before staging provide The Pensions Regulator (TPR) with a point of contact in your business.
- 5** Work out the costs. Work out how much your regular pension payments and set up costs are likely to be. A financial adviser can do this for you.
- 6** Ensure your record-keeping and payroll processes are robust. Choose the best way to create an effective audit trail to evidence how you will comply with your employer Workplace Pension duties.
- 7** Assess your workforce. Identify those workers who will be automatically enrolled and those who must be offered the opportunity to opt in.
- 8** Choose a pension scheme. If you already offer your staff a pension scheme, make sure it can be used for automatic enrolment. If it can't, now is the time to find a different one.
- 9** You should have a default investment fund for your plan. Speak to your financial adviser.

- 10 Decide whether you plan to implement a postponement period for automatically enrolling eligible jobholders – if so, you must let staff know of your intentions. Seek help from a financial adviser on this.
- 11 Align your payroll to your new scheme so it can calculate contributions and assess workers.
- 12 Enrol staff.
- 13 Liaise with staff. Write to your staff to let them know how automatic enrolment affects them. This must be done within six weeks of your staging date.
- 14 Be prepared to answer employee questions but be careful not to influence any decisions they need to make and do not offer any advice regarding investment choices.
- 15 Manage the opt-out process. You must not influence this decision and the pension provider should tell you this information. The pension provider will inform you of those workers who have opted out.
- 16 Ensure your record-keeping processes can handle the new demands. Keep all letters and other information in a secure file as they may be reviewed by The Pensions Regulator.
- 17 Your ongoing duties. Pay regular contributions and monitor the ages and earnings of your staff (including new starters) and enrol them or postpone them if they become eligible.
- 18 Introduce controls to ensure mandatory disclosure requirements are met, including communications with The Pensions Regulator. Even if you haven't had to automatically enrol anyone, you must still complete a declaration.
- 19 At the end of your first and subsequent pay periods you will need to export an Excel CSV payroll file and upload this to your pension provider in their preferred Excel template.
- 20 Decide how you are going to handle the re-enrolment process – see www.thepensionsregulator.gov.uk/docs/detailed-guidance-11.pdf.

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This checklist is designed to help you comply with your legal duties. But it is only a guide and you should enlist the help of an independent financial adviser and accountant to take your new Workplace Pension duties off your hands. And remember, it is a timely process and work needs to start well in advance of your staging date.