

AUTO-ENROLMENT CHECKLIST

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| <input type="checkbox"/> Know your staging date | Find out the date your automatic enrolment duties come into effect for you. This is known as your staging date. |
| <input type="checkbox"/> Provide a point of contact | Tell us who we can contact with information about your automatic enrolment duties. |
| <input type="checkbox"/> Check who you need to enrol | Check if you'll need to automatically enrol any of your staff. This will help you plan what you need to do next. |
| <input type="checkbox"/> Create your action plan | Create a plan to help you make sure you meet your automatic enrolment duties in time. |
| <input type="checkbox"/> Work out your costs | Work out how much your regular pension payments and setup costs are likely to be. |
| <input type="checkbox"/> Check your records and payroll process | Check your records and choose the best way to keep track of these once your duties take effect. Ensure that your payroll process will work with automatic enrolment. |
| <input type="checkbox"/> Choose a pension scheme (or check your existing one) | 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. |
| <input type="checkbox"/> Assess and enrol your staff | Enrol your staff into the pension scheme(s) you're providing for them. |
| <input type="checkbox"/> Write to your staff | You must write to your staff to let them know how automatic enrolment applies to them within six weeks of your staging date. |
| <input type="checkbox"/> Your ongoing automatic enrolment duties | Pay regular contributions, keep records of your automatic enrolment activities and monitor the ages and earnings of your staff (including new starters) and enrol them if they become eligible. |
| <input type="checkbox"/> Complete your declaration of compliance | Let us know how you've met your automatic enrolment duties by completing your declaration of compliance. Even if you haven't had to automatically enrol anyone, you must still complete your declaration. |

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CHARTERED ACCOUNTANTS AND BUSINESS ADVISERS

HOW CAN WE HELP?

If payroll is done by HB&Co:

Now:

- ✓ We can help find out your staging date
- ✓ We can help sign up your nominated contact details (primary contact has to be you, secondary contact can be us)
- ✓ Enrol you on our NOW:Pensions microsite

Two months before staging date we will

- ✓ remind you it is approaching
- ✓ Email various documents for you and your employees to assist with process

Immediately before staging date we will

- ✓ configure your payroll
- ✓ Send you a direct debit mandate for the pension contribution collection

First payroll run in period covering the staging date we will

- ✓ Assess your workforce
- ✓ Export data from payroll software
- ✓ Send to NOW for validation
- ✓ Once validated we will then import the file into NOW:Pensions employer microsite
- ✓ Before second payroll run we will
- ✓ Retrieve any opt out data and contribution changes
- ✓ Update payroll software and process any refunds or changes
- ✓ Repeat the two above steps every payroll run

Within 5 months of staging we will

- ✓ Assist with completion of the online declaration of compliance with the regulator

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HOW CAN WE HELP?

Specific advice:

Now:

- ✓ We can help find out your staging date
- ✓ Help sign up your nominated contact details (primary contact has to be you, secondary contact can be us)
- ✓ Help check who to enrol by carrying out preliminary assessment
- ✓ Help create action plan
- ✓ Help work out the cost of the pension

At least 6 months before staging:

- ✓ Help check your records and payroll software
- ✓ Help enrol you online with NOW:Pensions

On your staging date:

- ✓ Assist with the assessment and enrolment of staff
- ✓ Assist with the communications with your staff

After your staging date

- ✓ Assist with the completion of the declaration of compliance (within 5 months)
- ✓ Assist with re-enrolment (approximately 3 years on)

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