

# 7 STEPS TO AUTO ENROLMENT ENLIGHTENMENT

Follow the seven steps below to prepare your business for Automatic Enrolment of Workplace Pensions

## STEP 1. KNOW YOUR 'STAGING DATE'



Employers with **30 employees or fewer** will have to start complying from 1st March 2017

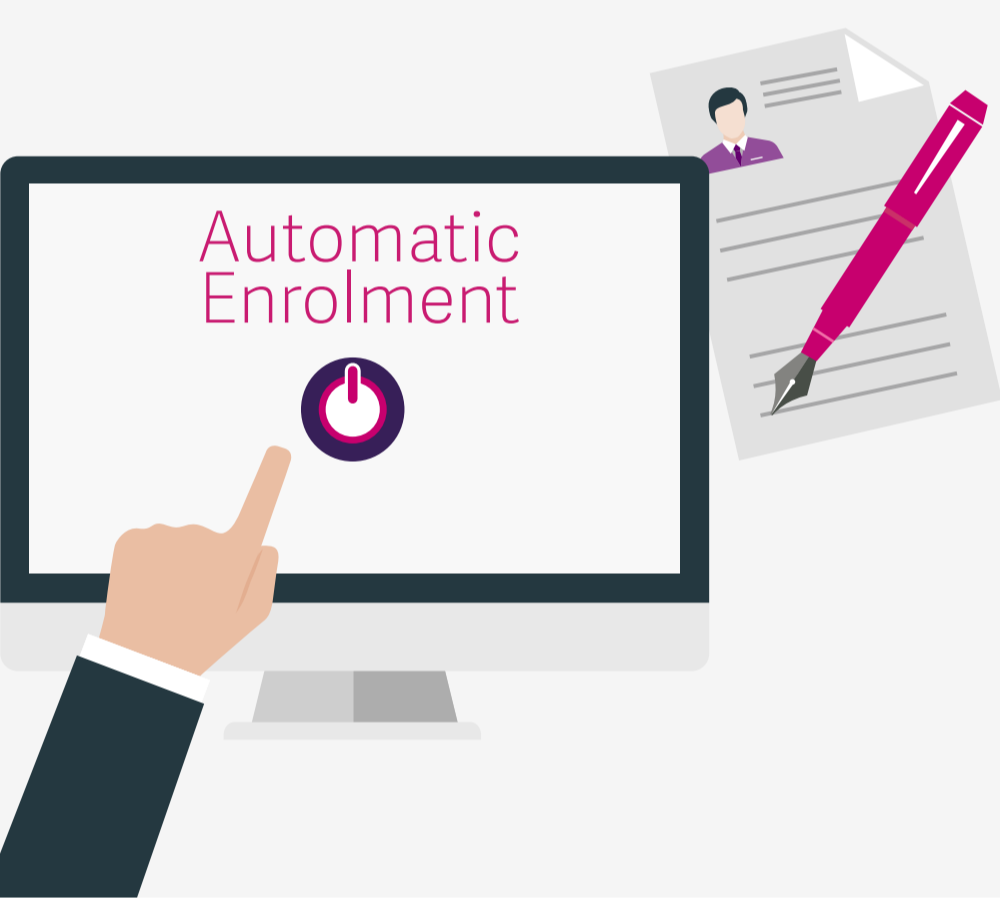


## STEP 2. ASSESS YOUR WORKFORCE

Employers must identify who is:  
a) Eligible b) Non-eligible c) Entitled

## STEP 3. ACCESS TO QUALIFYING PENSION SCHEME

Employers must provide access to a **qualifying pension scheme**

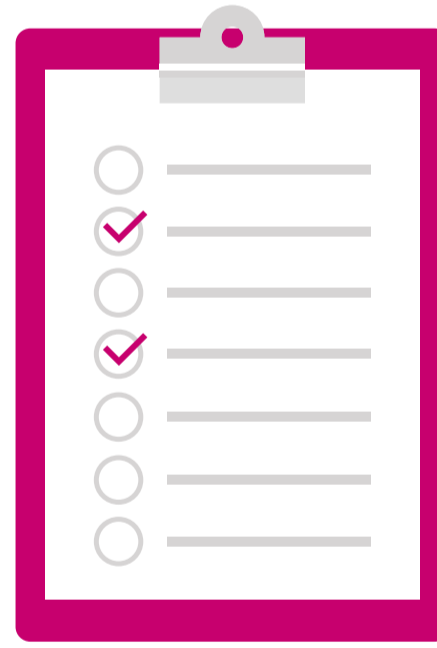


## STEP 4. INFORM YOUR EMPLOYEES ABOUT AUTOMATIC ENROLMENT

Employers must communicate to **all employees** in writing to inform about Automatic Enrolment

## STEP 5. ENROL ELIGIBLE JOBHOLDERS

Employers must enrol Eligible Jobholders with **pension provider**



## STEP 6. REGISTER WITH TPR

Within 4 months of staging date employer must register with The Pensions Regulator and keep records for up to **6 years**

## STEP 7. EMPLOYERS CONTRIBUTION

Employers must make a **minimum contribution** on behalf of employees



**Get enlightened now!**

See how easy it is to get prepared using Sage One Payroll at:  
[Sageone.com/auto-enrolment](http://Sageone.com/auto-enrolment)