



Auto-enrolment

Top tips for employers



A more human resource.™



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It's the law: all employers must offer a workplace pension scheme and automatically enrol eligible workers in it.

Here are some top tips on auto-enrolment (AE) from ADP, a UK leader in payroll and human capital management solutions.

Find out more about AE

Visit <http://www.workplacepensions.gov.uk> and www.thepensionsregulator.gov.uk.

These sites cover your duties as an employer, the staging dates by which you must have processes and pension schemes in place and more besides.

1

Decide on an approach

AE isn't just about enrolment. You need to show you've assessed who's eligible. You also have to demonstrate you're communicating with everyone. And three years after rollout you have to run a re-enrolment process too. There are penalties for companies who are not compliant by their staging date.

So you need to decide if you're going to handle all these things in-house or seek outside help.

4

Explore options for comprehensive support

AE Connect from ADP is an assessment, enrolment and communications offering provided as a fully managed service. It's suitable for those with no AE solution in place or for those seeking to replace an existing in-house solution with one managed on their behalf.

2

Conduct an internal audit

See how many eligible people you employ. For instance, anyone over the age of 22 but under state pension age and earning more than £10,000 a year must be automatically enrolled if they aren't already part of a qualifying workplace pension scheme.

This will help you quantify the task ahead of you and the timescales by which it must be completed.

5

Explore options for self-service support

AE Connect can also be offered as a self-service SaaS solution from ADP. The portal is designed for businesses that like to manage their payroll in-house using ADP's software and support and that would like to discharge their on-going AE responsibilities in the same way. It significantly reduces administrative overheads and ensures employees receive all the information they need about their AE pension position.

3

Find out who can help

AE needn't be a path on which you travel alone. For instance, ADP offers a comprehensive solution called AE Connect that will help you meet your AE assessment, enrolment and communications obligations. See below for more information.

This solution is delivered in conjunction with ADP Payroll services.

How ADP can help

ADP AE Connect.

Simple, straightforward, streamlined, cost-effective and secure solutions to auto-enrolment, designed to free up your time and HR resources and help you to meet your obligations as an employer.

More information

For more information on AE Connect please contact **0800 180 4994**

Or please contact ADP at:

0800 1707 677