

Your 5-step action checklist

From 2012 onwards, all employers with workers in the UK will need to:

- Automatically enrol eligible jobholders into a pension scheme
- Make contributions on behalf of their workers
- Register with The Pensions Regulator
- Communicate certain information to their workers.

This checklist highlights some of the key steps you need to take as a large employer to prepare for these duties.

1 Know when you need to act

The date from which the new duties apply to you is known as your staging date. Your staging date is based on the number of people in your largest PAYE scheme. To get started, you should:

- Assess your corporate PAYE structure
- Find your provisional staging date at www.tpr.gov.uk/pensions-reform (you will need your PAYE references to hand).

2 Start the planning process

In advance of your staging date, you should:

- Assess your whole workforce to identify the staff members you need to automatically enrol
- Review your existing pension provision
- Talk to your pension provider and trustees to establish whether your existing arrangements need to be changed.

3 Brief key management personnel

The new employer duties will impact a number of areas in your organisation, and you will need to talk to:

- Payroll (in-house and outsourced)
- HR
- Finance
- IT
- Internal communications.

4 Mobilise an implementation team

- Establish who will be responsible for automatic enrolment within your organisation
- Understand the legal requirements and timeframes
- Assess the impact on systems, processes and interfaces
- Put a plan in place to ensure you can comply on time.

5 Communicate the changes to all staff

Your staff will need to know:

- How the changes affect them
- When the changes will occur
- What to expect next from you as their employer.

Guidance will be available on the Business Link website later in the year to help you communicate with your staff in advance of automatic enrolment being introduced.

Where can I find more information?

To find out more on workplace pensions reform, to download our detailed guides and to sign up for email updates visit:
www.tpr.gov.uk/pensions-reform

To find out more on workplace pensions reform, visit:

Department for Work and Pensions (DWP)
www.dwp.gov.uk/policy/pensions-reform

More general information about pensions can be found on the following websites:

Financial Services Authority
www.moneymadeclear.fsa.gov.uk

The Pensions Advisory Service
www.pensionsadvisoryservice.org.uk

Business Link
www.businesslink.gov.uk

To find a financial adviser or financial planner, you can contact:

IFA Promotion
www.unbiased.co.uk



Workplace pensions reform

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