

# PENSIONS



All employers must provide a workplace pension scheme. This is called 'automatic enrolment'.



Employees aged between 22 and the State Pension age, earning over £10,000 per year must be automatically enrolled in a pension scheme.



Other employed staff must be offered the option to join a pension scheme, but do not need to be automatically enrolled.

You will need to:

- Find out if you have any staff who must be 'automatically enrolled' in a pension scheme
- Choose a pension scheme
- Talk to your staff about pensions
- Enrol relevant staff in the pension scheme
- Register with The Pensions Regulator to confirm you have done what is required



Every three years after your pension staging date, eligible employees who opted out over a year ago will be re-enrolled into the pension scheme.



If your PA is auto-enrolled and does not want to stay in a pension, they need to contact your pension provider after the enrollment and opt out.



If your PA is not auto-enrolled, but wants to join a pension scheme, they must put it in writing to you.

The percentage of wages that must be paid into a pension scheme is 8%, which is made up of 5% from the employee and 3% from the employer. See the below table for pensionable earnings.

Wages	Contributions	Actions
If the PA earns over £10,000 per annum, they will be automatically enrolled	Employer contributes 3% on earnings about the lower earnings limit (£120)	Employer must prepare for auto-enrolment
If the PA earns between £6,240 and £10,000	Employee contributes 5% on earnings about the lower earnings limit (£120)	Employer must write to PAs offering pension enrolment
If the PA earns under the lower earnings threshold of £6,240	There are no employer contributions. Employee contributes 5% on all earnings	Employer must write to PAs offering pension enrolment

For more information and guidance, please contact Independent Lives.

Useful information can also be found online on [The Pensions Regulator](https://www.thepensionsregulator.gov.uk/).

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