



# SIMPLIFYING AUTO ENROLMENT FOR SMALL BUSINESSES

[workplacepensionsdirect.co.uk](http://workplacepensionsdirect.co.uk)

Partner Code

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## AUTO ENROLMENT - GETTING YOU & YOUR STAFF IN.

Our clients do not want to become pensions experts but instead want pension experts to deal with their new auto-enrolment employer duties.

Our service achieves this in a simple, reliable & cost effective way.

AT WORKPLACE PENSIONS DIRECT

**WE SIMPLIFY  
AUTO ENROLMENT  
FOR SMALL  
BUSINESSES.**

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## THE PROBLEM

The new employer duties affect every business in the UK and require each business, by law, to assess their workforce both initially and on an ongoing basis. All eligible employees must then be enrolled by the business into a qualifying workplace pension scheme. **Failure to comply will result in businesses being fined.**

Workplace Pensions Direct will set up and manage your qualifying pension scheme and provide all you need to correctly assess your workforce.

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## FINES

**£400 fixed penalty notices**

**£50-£500 daily fines**

Fines have been issued by The Pensions Regulator for non-compliance.

# EMPLOYER JOURNEY



WPD - ONLINE  
SIGN UP

FROM STAGING DATE - 6 MONTHS TO 2 YEARS

STAGING  
DATE

ONGOING

## Workplace Pensions *direct*

**NO MORE CHOICES OR DECISIONS TO MAKE:**

WPD will tell you what to do and when to do it, providing expert support and guidance all the way.

WPD will work closely with your payroll provider to facilitate integration of payroll.

### EMPLOYER CHOICES

#### DECIDE ON:

- Pensionable earnings
- Phased contributions
- Postponement period



DIY  
METHOD

### INITIAL EMPLOYEE ASSESSMENT

#### TALK TO ADVISER OR:

- Some providers have tools that an employer can use
- Set up spreadsheet

### CHOOSING A PENSION SCHEME

#### RESEARCH MARKET:

- Request terms or complete online form
- Return documents

### COMMUNICATION

#### SCHEME SET UP:

- Pension provider may help
- Payroll or assessment software should provide required letters.

### LINK WITH PAYROLL\*

#### DECIDE ON ASSESSMENT SOFTWARE:

- Required for ongoing assessment of workforce (at every pay period)

### CERTIFICATE OF COMPLIANCE

#### CONTACT PENSION PROVIDER:

- for required information
- Complete online form on TPR website

### ONGOING DUTIES

#### RE-ENROLMENT

- Ensure that any eligible worker who has opted out is auto enrolled again every 3 years



DIY  
METHOD

Any employer who fails to meet their legal obligation will be deemed non-compliant by The Pension Regulator (TPR). The TPR are fining non compliant employers.

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## FEE STRUCTURE

Number of Employees	Initial Fee	Employer Monthly Fee
1 - 2	£390	£19
3 - 10	£525	£19
11 - 25	£750	£29
26 - 49	£925	£39
50+	Contact WPD	Contact WPD

All prices are exclusive of VAT. Minimum 24 month contract, monthly payments start 6 months prior to staging date. **\*If an employer has passed their staging date, contact WPD directly for a quote.**

### AE RESCUE

If you are not happy with your current Auto Enrolment solution or finding things tougher than expected, WPD can help.

### AE MAINTENANCE

Looking for additional support with Auto Enrolment? WPD can offer monthly support, guidance and updates on your AE duties.

### AE DUTIES ONLY

One or two director companies or employers with staff earning less than 10K still have AE duties to adhere to.

**Contact WPD directly for a quote for Rescue, Maintenance or Duties services.**

#### Workplace Pensions Direct

4235 Park Approach, Thorpe Park  
Leeds, LS15 8GB

t: **0113 457 4574**

e: **info@wpd.email**

w: **workplacepensionsdirect.co.uk**



## MOVING FORWARD

Visit [www.workplacepensionsdirect.co.uk/scheme](http://www.workplacepensionsdirect.co.uk/scheme) and simply follow these three easy steps;

**01**

**EMPLOYER  
DETAILS**

**02**

**FEE  
AGREEMENT**

**03**

**YOUR SCHEME  
WILL BE SET UP**

#### THAT'S IT.

We will then send you a Pension Scheme Document to sign and return and keep you up to date of progress and any action you need to take.

Remember our experienced consultants are just a phone call away...