



## THINKING OF EMPLOYING SOMEONE FOR THE FIRST TIME?

### **Auto Enrolment - Know your responsibilities.**

Every employer in the UK must put certain staff into a workplace pension and contribute to it. This is called automatic enrolment.

If you're employing staff for the first time from **1 October 2017**, your automatic enrolment duties begin on the day your first member of staff starts work.



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## What do I need to do?

On the date your duties start, which is the day your first member of staff starts work, you must assess them to see if they meet the age and earnings criteria to be put into a pension scheme.

**This includes staff who are:**

- ✓ aged between 22 up to State Pension Age
- ✓ and earn over £10,000 per year or £833 per month or £192 per week

If they meet these criteria, you'll need to choose and set up a pension scheme that can be used for automatic enrolment. You and your staff will pay money into this scheme to help them save for their retirement.

If you've worked out that you don't have anyone to put into a pension scheme, you'll still need to write to your staff and tell The Pensions Regulator how you've met your duties.

## Where can I get help?

The Pensions Regulator is responsible for ensuring that all employers comply with workplace pension law. Please contact us to confirm that you are complying with all appropriate regulations.

For any queries or information, visit our website [www.ekwgroup.co.uk](http://www.ekwgroup.co.uk)  
or call 01942 816512



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