Automatic enrolment webinar for advisers: useful links

Key to icons

Detailed guidance

Guidance

Download

Link

Your services

View the guide for business advisers:
https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers

Supporting resources

https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/supporting-resources

Automatic enrolment – new employers

View the step-by-step guide for employers:
https://www.thepensionsregulator.gov.uk/en/employers/new-employers

Tell us you are not an employer

https://not-employer.ae.tpr.gov.uk/

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March 2023

Who is included

View the detailed guidance on who is and isn't included: **https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/check-who-to-enrol-in-a-workplace-pension**

View the detailed guidance about assessing staff eligibility: **https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/1-employer-duties-and-defining-the-workforce**

View the guidance for business advisers about directors: **https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/director-exemptions-from-automatic-enrolment**

How and when to communicate to staff

'Entitled worker' and 'eligible jobholder' are categories for staff based on age and earnings. Read the definitions in the detailed guidance: **https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/resources-the-different-types-of-worker**

Sample template letters are available to download from our website and in over 30 different languages: **https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/write-to-your-clients-staff**

Postponement

View the guidance for business advisers about postponement: **https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/postponement**

View the detailed guidance about postponement: **https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/3a-postponement**

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Opting in, joining and opting out

View the detailed guidance about the opt in and joining process: **https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/6-opting-in-joining-and-contractual-enrolment**

View the detailed guidance about opting out: **https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/7-opting-out-how-to-process-opt-outs-from-workers-who-want-to-leave-a-pension-scheme**

TUPE

Visit the ACAS website for further information about TUPE: **https://employeradvice.org/tupe/**

Re-enrolment webinar

View the more detailed re-enrolment webinar: **https://www.thepensionsregulator.gov.uk/en/media-hub/speeches-and-speakers/automatic-enrolment-adviser-webinar-february-2022**

Re-enrolment and who to re-enrol

View the guidance for business advisers about re-enrolment and re-declaration: **https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/re-enrolment-and-re-declaration**

Find out your re-enrolment date range: **https://reenrolment-date.ae.tpr.gov.uk/**

Find out your letter code: **https://letter-code.ae.tpr.gov.uk/**

View the detailed guidance from para 83 for Exceptions about who to re-enrol: **https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/1-employer-duties-and-defining-the-workforce**

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Avoiding common errors with automatic re-enrolment

Don't miss important communications, check and update contact details: **https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/be-a-point-of-contact**

View the detailed guidance on re-enrolment: **https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/11-automatic-re-enrolment-putting-workers-back-into-pension-scheme-membership**

Maintaining contributions

View the guidance for employers: **https://www.thepensionsregulator.gov.uk/en/employers/new-employers/im-an-employer-who-has-to-provide-a-pension/choose-a-pension-scheme/understanding-your-costs/making-contributions-to-your-pension-scheme-**

Detailed guidance is available within the **codes of practice** on our website:

- Code 05: Reporting late payment of contributions to occupational pension schemes: **https://www.thepensionsregulator.gov.uk/en/document-library/codes-of-practice/code-5-reporting-late-payment-of-contributions-to-occupational-pension-schemes**
- Code 06: Reporting late payment of contributions to personal pension schemes: **https://www.thepensionsregulator.gov.uk/en/document-library/codes-of-practice/code-6-reporting-late-payment-of-contributions-to-personal-pension-schemes**

Common errors

Visit the MoneyHelper website for more information: **https://www.moneyhelper.org.uk/en/family-and-care/becoming-a-parent/maternity-and-paternity-leave-and-your-pension**

Find out the current levels of qualifying earnings in the employer guidance: **https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/automatic-enrolment-earnings-threshold**

For information about tax relief methods, view the guidance for business advisers: **https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/what-to-consider-when-choosing-a-pension-scheme**

Verify your letters against our letter template in the employer guidance: **https://www.thepensionsregulator.gov.uk/en/employers/new-employers/im-an-employer-who-has-to-provide-a-pension/write-to-your-staff**

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How we regulate

See our latest Compliance and Enforcement bulletin for more information: **https://www.thepensionsregulator.gov.uk/en/document-library/enforcement-activity/enforcement-bulletins/compliance-and-enforcement-bulletin-january-to-june-2022**

Apply for a review: **https://review.ae.tpr.gov.uk/**

What if an employer makes a mistake?

View the guidance for business advisers: **https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/what-happens-if-my-client-doesnt-comply-or-is-late-complying**

View information for employers: **https://www.thepensionsregulator.gov.uk/en/employers/warnings-notices-and-payment-of-fines**