Re-enrolment Checklist for EPM Payroll Customers

Re-enrolment Checklist for EPM Payroll Customers

Auto-enrolment refers to the arrangements that the Government introduced for pension provision, designed to help people save more for their retirement. It is mandatory for employers to apply the provisions of the auto-enrolment legislation, and then to reassess and apply these provisions every three years, which is known as re-enrolment.

For EPM Payroll & Pension service customers, we support you with your auto-enrolment and reenrolment obligations and responsibilities as outlined below.

Area	Description	Action Taken	Date
Prepare			
Establishment	Determine the date for re-enrolment • The Pension Regulator will use the third anniversary of your staging date, or previous re-enrolment date, as your next date for re-enrolment. The registered employer can choose any date that falls within a sixmonth timeframe as outlined in your recent communication from the Pension Regulator. • If you have been through re-enrolment with EPM before, we will assume your re-enrolment date is the third anniversary of your staging date or previous reenrolment date. You will need to notify EPM of any variations to this by emailing autoenrolment@epm.co.uk • If you are unsure of your timeframe for re-enrolment, you can check your most recent communications from the Pension Regulator or check the Pension Regulator Website and use their 'check your re-enrolment date' tool. • You will not need to tell the Pension Regulator of your chosen re-enrolment date until you complete your Declaration of Compliance. • Confirm your re-enrolment date with EPM 3 months prior to your chosen re-enrolment date. • It is recommended that you inform your employees of your re-enrolment date three months prior. • Your internal communications can be accompanied by the EPM document 'A Brief Guide to Auto-enrolment and Re-enrolment' which can be found on the EPM website. This guide outlines what employees can expect during the process.		

Asess			
EPM	• EPM will identify eligible staff and re-enrol them from your chosen re-enrolment date. • Employee and employer contributions will be deducted from the re-enrolment date. • Ongoing responsibilities include monitoring appointment eligibility and EPM will action and re-enrol eligible appointments accordingly.		
Write			

EPM	• EPM will produce draft letters for staff appointments affected by re-enrolment including:
	  • Appointments which have been re-enrolled
	  • Appointments which have opted out within 12 months of the re-enrolment date
	  • Those that we need to monitor as they are not currently eligible		

Establishment	• As an employer, you must issue the letters to staff within 6 weeks of the date of re-enrolment to comply with legislation.		
Declare (Declaration of Compliance)			
Registered Employer	• EPM will provide as much information as possible for the registered employer to complete the declaration. This information is issued with the draft letters for your staff. It is the registered employer's responsibility to complete the Declaration of Compliance on the Pension Regulator website.		
Miscellaneous			
Establishment	• Keep your details up to date with the Pension Regulator. There should be a named key contact within your establishment to ensure you receive timely reminders and guidance regarding re-enrolment and your responsibilities.		

Useful Links from the Pension Regulator:

Re-enrolment for Schools and Academies

Completing your Re-Declaration of Compliance

Update your Employer Contact Details with the Pension Regulator

South Office
St Johns House
Spitfire Close
Ermine Business Park
Huntingdon
Cambridgeshire
PE29 6EP

North Office
21 Parsons Court
Welbury Way
Newton Aycliffe
DL5 6ZE.

T: 01480 431993
E: epm@epm.co.uk

epm.co.uk