

Re-enrolment Frequently Asked Questions

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What are Auto-enrolment and Re-enrolment?

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 with your auto-enrolment and re-enrolment obligations and responsibilities.

What is the re-enrolment process, and how can EPM support with this?

There are four key steps to the re-enrolment process – Prepare, Assess, Write and Declare. A quick reference guide with full details of each step is available to download [here](#).

I'm not sure what our re-enrolment date is, where can I check this?

For LA Maintained Schools – check with the Local Authority for confirmation.

For Academies and Trusts – check the [Pension Regulator Website](#).

We have recently converted, what does this mean for our re-enrolment date?

If you are an employer that offers a pension scheme that is eligible for contractual enrolment (LGPS and TPS included) then employee appointments will have been contractually enrolled into the relevant schemes on conversion. This would apply to both stand-alone conversions as well as conversions to a Multi-Academy Trust.

Where the conversion results in a new legal employer, your automatic enrolment duties will coincide with the contractual enrolment of employee appointments on the date of conversion. Your reenrolment duties will then occur approximately three years thereafter.

You must inform the Pension Regulator of your conversion and any changes to your HMRC Pay As You Earn (PAYE) Reference number so they can update your employer records.

Further guidance for re-enrolment for Schools and Academies can be found [here](#).

We want to change our re-enrolment date, what should I do?

Firstly, check your recent communications from the Pension Regulator. The communication would outline your re-enrolment window; as an employer, you can choose a date within that period. You do not need to inform the pension regulator of the chosen date until you complete your declaration of compliance after you have assessed your employee's eligibility on the chosen re-enrolment date.

If you are going through re-enrolment for the first time with EPM then please email autoenrolment@epm.co.uk to confirm your re-enrolment date.

If you have been through re-enrolment with EPM before, we will assume the re-enrolment date is the third anniversary of the staging date or previous re-enrolment date. You will need to notify EPM of any variations to this by emailing autoenrolment@epm.co.uk

Now that we've chosen a date for re-enrolment, how should we inform employees?

Best practice is to let employees know the date you will be going through re-enrolment three months prior to the re-enrolment date. Your internal communications can be accompanied by the EPM Brief Guide to re-enrolment process document which can be found [here](#). This explains what colleagues can expect during the process.

We have a legal obligation to write to employees affected by re-enrolment, what support can EPM provide us with?

Draft letters will be prepared by EPM and will be sent to you within the re-enrolment month. As an employer, you must issue the letters to employees within six weeks of the date of re-enrolment. You must do this to comply with legislation.

The letters provided will cover the following categories:

Eligible Job Holder:

These are employees who:

- Are aged between 22 years and state pension age;
- Have qualifying earnings payable by the employer that in excess of the auto-enrolment earnings threshold. This is currently £10,00 per annum;
- Have not opted out from the relevant scheme within 12 months prior to the re-enrolment date.
- Is an eligible job holder and has been enrolled into the appropriate pension scheme from the re-enrolment date.
- Please note these employees can choose to opt-out (after the re-enrolment date) should they wish.

Opted Out Within 12 months:

The employee is an eligible job holder but has not been automatically enrolled into the appropriate pension scheme from the staging date as they have opted out of the scheme within the last 12 months.

Please note these employees can choose to opt-in should they wish.

Non-Eligible Job Holder:

The employee is not an eligible job holder and has not met the criteria for re-enrolment. They will not be enrolled into the relevant pension scheme as a result of re-enrolment. These employees will need to be monitored for future eligibility, at which point they would be auto-enrolled.

Please note these employees can choose to opt-in should they wish.

I need to complete the Declaration of Compliance; what information do I need and can EPM support me with this?

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

If you are unsure what information you need to complete for the Declaration of Compliance, please refer to the Pension Regulator's checklist found [here](#).

EPM will provide information for the registered employer to complete the declaration. This information is issued with the draft letters for your employees.

It is the employer's responsibility to complete the Declaration of Compliance on The Pension Regulator website.

If you are a maintained provision, you will need to liaise with the Local Authority as they will need to complete the Declaration of Compliance on your behalf as the legal employer.

For more information about employer's responsibilities and re-enrolment please visit [The Pensions Regulator Website](#)