

Work Place Pensions Re-enrolment



EASY WITH EA ASSIST

Every three years you must put certain staff back into a pension scheme. This is called 're-enrolment'

Your re-enrolment duties must be carried out approximately three years after your automatic enrolment staging date. Your duties will vary depending on whether you identify that you have staff to re-enrol, or whether you have no staff to re-enrol. Remember, re-enrolment and re-declaration is your legal duty and if you don't act you could be fined.

We will complete all re-enrolment tasks on your behalf. Contact us now.

There are 4 steps to re-enrolment:

Step 1 - Choose your re-enrolment date.

We suggest you keep to your original enrolment date for re-enrolment to keep things simple. You do have a 6 month window to choose your date which starts 3 months before and finishes 3 months after your 3 year anniversary date.

If you don't know when you are due to re-enrol - check [here](#).

Step 3 – Write to your staff

We will provide you with the re-enrolment letters for your staff who need to be re-enrolled. All you need to do is print them and hand to the eligible members of your team.

This must be done within 6 weeks of your re-enrolment date so we will make sure you have what you need when you need it.

Step 2 – Assess Your Staff

Once you have chosen your re-enrolment date, you'll need to assess certain staff to work out if you need to put them back into your pension scheme.

We will complete a staff assessment based on the Pension Regulator guidelines and make sure you know who you need to inform regarding re-enrol.

Step 4 – Complete your re-declaration of Compliance

In order to tell the Pensions Regulator that you have re-enrolled all eligible employees you need to complete the declaration of compliance.

This must be done within 5 months of the third anniversary of your staging date. We'll make sure this is done for you.

No need to stress about re-enrolment. We will do it all for you.

Talk to a member of our team now on 01379 646943