

A brief guide to automatic enrolment pensions – June 2021

What is automatic enrolment?

All employers are required to enrol eligible workers into a pension scheme, if they are not already in one.

Automatic enrolment aims to encourage more people to save in pension schemes while they are working and help them to build up another income, on top of the State Pension, for when they retire.

What are an employer's duties?

1. Enrolment

Employers must enrol **Eligible Jobholders**, that is workers who;

- Are not currently a member of their employer's pension scheme;
- Are aged between 22 years and state pension age;
- Earn over £833 each month in the 2021/22 tax year.

Other workers, **Non Eligible Jobholders**, can opt-in to membership and their employer must pay a contribution. These are workers who:

- Are aged between 16 and 74 years AND
- Earn between £486 and £833 each month in the 2021/22 tax year, OR
- Are aged between 16 and 21 years or between state pension age and 74 years AND
- Earn over £833 each month in the 2021/22 tax year.

Entitled Workers can apply for membership but their employer is not required to make a contribution. These are workers who:

- Are aged between 16 and 74 years;
- Earn less than £486 each month in the 2021/22 tax year.

2. Postponement

An employer can postpone enrolling workers into a pension scheme by up to three months. Workers must be notified of this and Eligible Jobholders and Non Eligible Jobholders be permitted to opt-in during the postponed period.

3. Contributions

The minimum contribution rate for workplace pension schemes is currently 8% of qualifying earnings. Employers must pay contributions for Eligible Jobholders and Non Eligible Jobholders, starting at a minimum of 3% for employees and 5% for employers of earnings between £5,824 and £43,000 for the 2021/22 tax year.

4. Tell workers they have been enrolled

When a worker is automatically enrolled the employer must confirm in writing, the date of joining the scheme, the type of pension scheme and contact details for the scheme, amount of contributions due from the worker and employer and how to opt-out of membership.

5. Re-enrolment

An employer must:

- Let a worker rejoin the scheme on request at least once a year following opt-out
- Re-enrol Eligible Jobholders every 3 years – the University's auto re-enrolment date was 1 May 2019

6. An employer must not

- Encourage or force anyone to opt-out of membership
- Unfairly dismiss or discriminate against a worker for remaining in membership
- Suggest a job offer may be made if the worker would opt-out of membership
- Close the pension scheme without transferring all members to a new arrangement.

Can workers opt-out of membership of a pension scheme?

Once enrolled into a pension scheme, a worker can opt out by giving the statutory notice which is available from the scheme administrator. A refund of contributions can be made if the opt-out notice is given within one month for the University of Manchester Pension Saver and three months for USS.

For further information, go to:

📄 <https://www.gov.uk/employers-workplace-pensions-rules>

What the terms mean

Auto-enrolment	The requirement to enrol every Eligible Jobholder into a Qualifying Pension Scheme.
Eligible Jobholder	A Jobholder who is aged between 22 years and State Pension Age, with Qualifying Earnings of more than £10,000 pa in the 2021/22 tax year and who works or ordinarily works in the UK. An Eligible Jobholder must be auto enrolled.
Entitled Worker	A Worker aged between 16 and 75 years with Qualifying Earnings below £5,824 pa in the 2021/22 tax year who works or ordinarily works in the UK can opt in to a Qualifying Pension Scheme but the employer is not required to contribute.
Jobholder	A Worker aged between 16 and 75 years with Qualifying Earnings of at least £5,824 pa in the 2021/22 tax year and who works or ordinarily works in the UK.
NEST	National Employment Savings Trust, a defined contribution multi-employer Qualifying Pension Scheme set up by the government, http://www.nestpensions.org.uk
Non-eligible Jobholder	Can opt in to a Qualifying Pension Scheme if aged between 16 and 75 years with Qualifying Earnings between £5,824 and £10,000 pa in the 2021/22 tax year, or aged between 16 and 22 years or between State Pension Age and age 75 with Qualifying Earnings of more than £10,000 pa in the 2021/22 tax year.
Postponement	The deferral of Auto-enrolment by up to three months.
Qualifying Earnings	Levels set in regulations each year for the purposes of assessing auto enrolment eligibility - these include bonuses, commission, overtime, sick pay, maternity pay and other items.
Qualifying Pension Scheme	A pension scheme that meets the requirements of the Pensions Act 2008 – the Worker must not be required to take any action to become a member, nor must the employer be able to prevent a qualifying individual from being automatically enrolled.
Staging date	The first effective date when an employer must assess the workforce
State Pension Age	The earliest age at which a basic state pension can be paid. This is currently age 66. .
Waiting period	Postpones Auto-enrolment for new joiners and Workers who become Eligible Jobholders.
Worker	A person who works under a contract of employment (an employee) or who has a contract to perform work or services personally and is not undertaking the work as part of own business.