

Pension schemes

Pension schemes under the new employer duties

February 2012 v3.0

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About this guidance

- This guidance is aimed at professional advisers and employers with in-house pensions professionals. Trustees, managers and providers of pension schemes will also find it useful.
- It provides factual information on the required criteria for a pension scheme to be an automatic enrolment scheme and/or a qualifying scheme, as set out in legislation. This includes the requirements for both UK and non-UK pension schemes.
- Employers reading this guidance should already understand whether they need an automatic enrolment scheme, a qualifying scheme, or a combination of the two, to meet their duties. In order to understand this, employers should first read:
 - **Detailed guidance no. 1 – Employer duties and defining the workforce**
 - **Detailed guidance no. 2 – Getting ready**
- We recognise that many employers will already have pension provision for their workers, and that this will often match or exceed the minimum requirements contained in the duties.
- In these cases, such employers may just need to check that the minimum requirements are covered in their existing processes.
- There are certain terms used in this guidance that are explained further in other guidance in this series, specifically **Detailed guidance no. 5 – Automatic enrolment** and **Detailed guidance no. 6 – Opting in, joining and contractual enrolment**. It may be useful to have them to hand as a point of reference when reading this guidance.
- We have identified **7 steps to prepare for automatic enrolment**, which summarises the main steps towards achieving compliance. Employers may find this helpful when navigating this guidance: www.tpr.gov.uk/7-steps
- It will be helpful to employers to be familiar with the different categories of workers. These are explained in detail in **Detailed guidance no. 1 – Employer duties and defining the workforce** or a quick reminder is available in **Key terms** on page 34.
- This guidance has been updated as a result of recent legislative changes including the Pensions Act 2011 receiving Royal Assent. Additionally, some content has been updated as a result of feedback from employers and general review. Appendix F provides details of significant changes made to this guidance. Further minor changes have been made but where these do not significantly impact on the structure or content, they are not listed in the appendix.
- The Department for Work and Pensions (DWP) has announced that it will be consulting on proposed changes to some staging dates. We will be updating this guidance when the revised staging profile and phasing timescales are published and also on publication of the revised figure for the lower and higher level of qualifying earnings.



Employers need to be familiar with the different categories of workers

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Key points

- To be an automatic enrolment scheme, a scheme must meet the qualifying criteria and the automatic enrolment criteria.
- To be a qualifying scheme, a scheme need only meet the qualifying criteria.
- As part of the qualifying criteria, the pension scheme must meet certain minimum requirements, which differ according to the type of pension scheme.
- The minimum requirements for defined contribution (DC) pension schemes are based on the contribution rate and require a minimum total contribution based on qualifying earnings, of which a specified amount must come from the employer.
- Certification allows employers with DC schemes that calculate contributions from the first pound earned (ie do not use qualifying earnings in their definition of pensionable pay) to self-certify that their scheme meets the requirements.
- If employers have DC pension schemes that do not meet the minimum requirements, they may instead meet the certification criteria.
- The minimum requirements for defined benefit (DB) pension schemes are based on the benefits a jobholder is entitled to under the scheme.
- 'Hybrid' pension schemes have elements of DB and DC and, depending on what type of hybrid they are, will have to meet either the same, or a modified version of, the minimum requirements for DB or DC pension schemes or a combination of both.

Introduction: Automatic enrolment and qualifying pension schemes

1. The new employer duties will require employers to put certain jobholders into a pension scheme. An employer must:
 - automatically enrol any eligible jobholders into an automatic enrolment scheme, unless they are already an active member of a qualifying scheme with that employer
 - enrol any non-eligible jobholders who give the employer an opt-in notice into an automatic enrolment scheme, unless they are already an active member of a qualifying scheme with that employer.
2. Employers who already provide a pension scheme (or schemes) for some or all of their workers, will need to decide whether and how they want to use this pension scheme to meet their duties for existing members, as well as how they will fulfil their new automatic enrolment responsibilities.
3. Ahead of the date that the duties will first apply to them, an employer with an existing pension scheme will have to identify into which category of worker the active members of that pension scheme fall.
4. If they have eligible jobholders who are already active members of their existing pension scheme, they will need to consider whether they wish to use their existing pension scheme as a qualifying scheme for existing members who are eligible jobholders. This will mean that they will not have an automatic enrolment duty for these eligible jobholders but will be required to issue them with information. More details can be found in **Detailed guidance no. 3 – Assessing the workforce**.
5. To make this decision, an employer will need to understand the qualifying scheme criteria and satisfy themselves that their pension scheme meets, or can be amended to meet, these criteria.
6. For members of their workforce that are not already members of a pension scheme, an employer will need to decide whether they are likely to have automatic enrolment duties in respect of them. They should know this from completing their initial assessment of the workforce as part of getting ready for their duties (see **Detailed guidance no. 2 – Getting ready**).
7. If they are likely to have an automatic enrolment duty, they will need to consider whether they wish to:
 - A. Use their existing pension scheme for automatic enrolment, or
 - B. Put a new pension scheme in place and ensure it meets the automatic enrolment criteria.
8. To make this decision, an employer will need to understand the automatic enrolment scheme criteria and satisfy themselves that their pension scheme meets, or can be amended to meet, these criteria.

Employers without an existing pension scheme

9. An employer without existing pension provision, who is putting a pension scheme in place for the first time to fulfil their enrolment duties, will need to put an automatic enrolment scheme in place with effect from the date the duties first apply.

All employers

10. All employers will need to understand what makes a pension scheme an automatic enrolment scheme, and what makes it a qualifying scheme.
11. This guidance describes the required criteria. The guidance is divided into 5 sections:
 - Section 1 gives an overview of automatic enrolment and qualifying schemes.
 - Section 2 describes the automatic enrolment criteria for UK and non-UK pension schemes, and what the criteria mean in practice.
 - Section 3 describes the qualifying criteria for UK and non-UK pension schemes.
 - Section 4 describes the minimum requirements for UK and non-UK pension schemes by scheme type.
 - Section 5 describes what the qualifying criteria and minimum requirements mean in practice.
12. When choosing a pension scheme to fulfil their duties, an employer might use an existing pension scheme or set up a new occupational or personal pension scheme.
13. Among the choices of new schemes for employers is **NEST**, the **National Employment Savings Trust**, which is a pension scheme with the following characteristics:
 - It has a public service obligation, meaning it must accept all employers who apply to join.
 - It has been established by Government to ensure that employers, including those that employ low to medium earners, can access pension saving and comply with their automatic enrolment duties.
14. Alternatively, employers may find a pension provider offering pension schemes for automatic enrolment by contacting the **Association of British Insurers** at www.abi.org.uk/pensionproviders
15. An employer may wish to take advice on how to find a suitable pension scheme, or an employer can find general information about pensions on the following websites:
 - Money Advice Service
www.moneyadviceservice.org.uk
 - The Pensions Advisory Service
www.pensionsadvisoryservice.org.uk
 - Business Link
www.businesslink.gov.uk
 - The National Association of Pension Funds
www.napf.co.uk
16. To find a financial adviser or financial planner, an employer can contact:
 - IFA Promotion
www.unbiased.co.uk
17. Whether it is a new or existing pension scheme, an employer must be satisfied that it meets the criteria to be an automatic enrolment scheme or to be a qualifying scheme before they can use it.
18. It is important to note that the criteria are the minimum features the pension scheme is required to have. There will be other things to consider before an employer makes a decision about what type of pension scheme to use.
19. Some employers will pay for professional advice while others will make decisions with information from a range of sources. The Pensions Regulator ('the regulator') will be supporting employers in understanding the process for selecting a pension scheme for automatic enrolment. We will be providing further information for employers to help them understand types of good quality features that will help deliver good member outcomes and should therefore be present in pension products.

Location of the pension scheme

20. The location of the main administration of the pension scheme is a relevant consideration when an employer is considering their options.
21. A pension scheme whose main administration is in the UK or other European Economic Area (EEA) state can be used for automatic enrolment and can also be used as a qualifying scheme, provided it meets the relevant criteria.
22. A pension scheme whose main administration is in a country outside the EEA cannot be used for automatic enrolment. It can be a qualifying scheme, provided it meets the relevant criteria, and so may be used for existing members of the pension scheme.
23. Table 1 shows what criteria the different types of non-UK pension schemes must meet, and for which of the duties they can be used.

Table 1

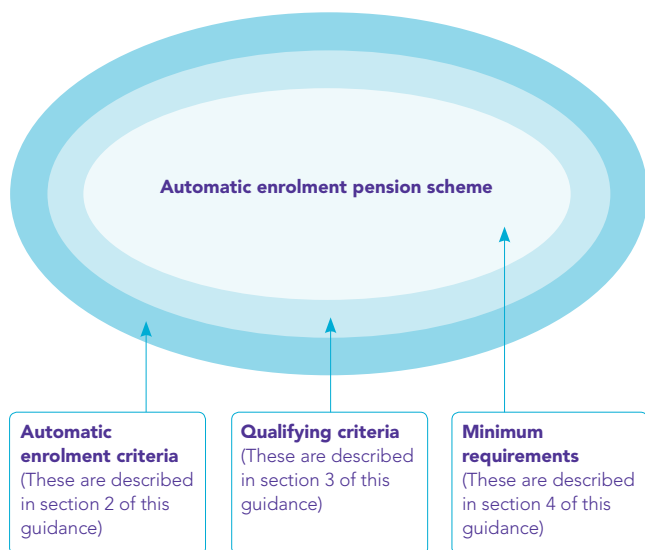
Criteria the different types of non-UK pension schemes must meet

In respect of:	What requirements EEA pension schemes must meet		What requirements non-EEA pension schemes must meet	
	Scheme in existence prior to duties first applying to an employer	New scheme set up after duties first apply to employer	Scheme in existence prior to duties first applying to an employer	New scheme set up after duties first apply to employer
Existing members who are eligible jobholders	Qualifying criteria for non-UK schemes	Not applicable	Qualifying criteria for non-UK schemes	Not applicable
Eligible jobholders who are not existing members	Qualifying criteria for non-UK schemes and automatic enrolment requirement for non-UK schemes		Cannot be used	
Non-eligible jobholders who wish to opt in	Qualifying criteria for non-UK schemes and automatic enrolment requirement for non-UK schemes		Cannot be used	
Entitled workers	Tax registered in the UK and direct payment arrangements in place between the worker and employer			

Section 1: Overview of automatic enrolment and qualifying schemes

24. There are three tiers of requirements that a pension scheme must meet in order to be an automatic enrolment scheme. Figure 1 illustrates these tiers.

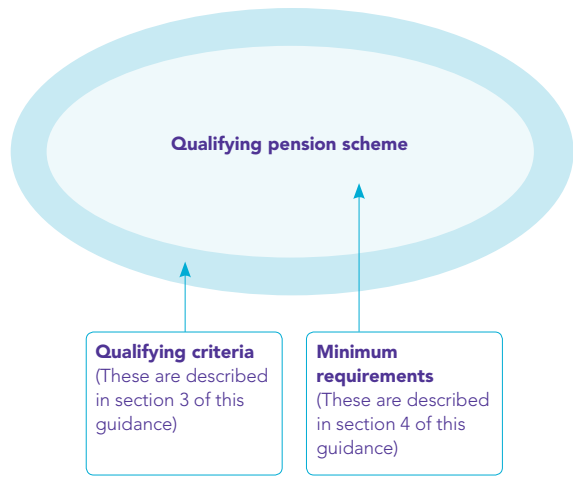
Figure 1
The three tiers of requirements pension schemes must meet



25. An automatic enrolment scheme must meet the automatic enrolment criteria, the qualifying criteria and the minimum requirements. An employer must ensure that their pension scheme meets the criteria to be an automatic enrolment scheme if they want to use it for automatic enrolment, or for enrolling any jobholders who have opted in.
26. The minimum requirements differ depending on the type of pension scheme (eg whether the scheme is a DC or DB pension scheme). The minimum requirements are described in section 4 of this guidance.

27. There are two tiers of requirements that a pension scheme must meet in order to be a qualifying scheme. Figure 2 illustrates these tiers.

Figure 2
The two tiers of requirements pension schemes must meet in order to be a qualifying scheme

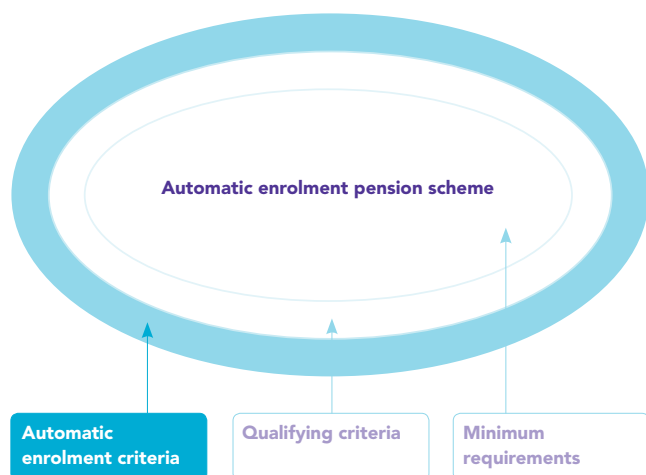


28. A qualifying scheme must meet the qualifying criteria and the minimum requirements.

In summary

29. A qualifying scheme is a scheme that meet certain minimum requirements with some additional conditions (the 'qualifying criteria'). These are described in section 3 of this guidance.
30. An automatic enrolment scheme is a qualifying scheme with some additional features (the 'automatic enrolment criteria') which means the employer can use it for automatic enrolment. These additional features are described in section 2 of this guidance. Broadly, this means that there should be nothing in the rules of the pension scheme which would act as a barrier to automatic enrolment.

Section 2: Automatic enrolment criteria



31. An employer must ensure that their pension scheme meets the criteria (set out below) if they want to use it for automatic enrolment, or for enrolling any jobholders who have opted in.
32. To be an automatic enrolment scheme, a scheme must meet the qualifying criteria (set out in section 3) and in addition, it must not contain any provisions that:
 - prevent the employer from making the required arrangements to automatically enrol, opt in or re-enrol a jobholder
 - require the jobholder to express a choice in relation to any matter, or to provide any information, in order to remain an active member of the pension scheme.

Additional criteria for non-UK pension schemes

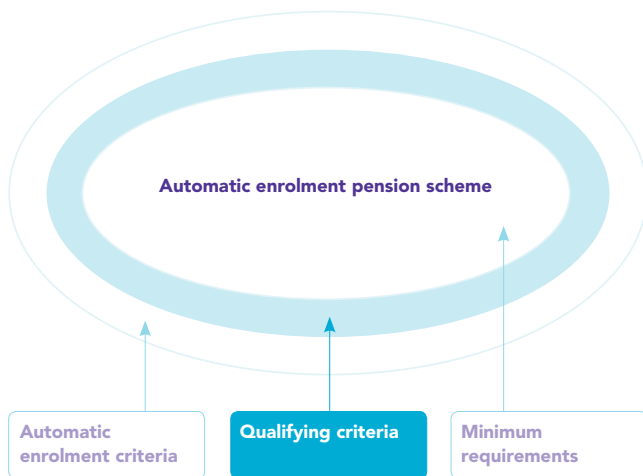
33. Pension schemes with their main administration in an EEA state outside the UK can be used for automatic enrolment, providing they meet the following additional criteria. They must:
 - be an institution for occupational retirement provision within the meaning of Article 6(a) of the IORP (Institution for Occupational Retirement Provision) Directive, or a personal pension scheme that is regulated by the relevant competent authority in its home state and operated by a person authorised by that authority, in relation to that activity, and
 - be subject to the following regulatory requirements:
 - At least 70% of any jobholder's money purchase benefits (or lump-sum accrual) must be used to provide them with an income for life.
 - Benefits must be paid no earlier than age 55 (unless on grounds of ill health).
34. Pension schemes with their main administration outside the EEA cannot be used for automatic enrolment,

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What the automatic enrolment criteria mean in practice

35. Practically, the automatic enrolment criteria mean that the rules of the pension scheme cannot:
- contain any barrier to enrolment into the pension scheme, eg if a scheme has an age restriction of 21, the employer may use it for automatic enrolment but will need to change the scheme rules or provide another automatic enrolment scheme for any jobholders under 21 who wish to opt in.
 - require a jobholder to provide information to become or remain a member, eg to complete an application form or give consent
 - require an employer to provide information about the jobholder as a condition of joining beyond the specified information required for automatic enrolment, unless the employer is satisfied that they will be able to provide this information within a period of time short enough to not hamper the automatic enrolment process
 - require a jobholder to make any choice to join or remain a member of a pension scheme, eg to make any choice about the fund their contributions will be invested in before they can become a member. However, the jobholder may express a choice voluntarily, if they wish, and if the scheme rules allow for it. An automatic enrolment scheme will therefore have to provide a default fund for all jobholders who do not express an opinion or choice. The DWP has published default guidance setting out industry standards for governance of funds, charging structure and communications. This guidance can be viewed at: www.dwp.gov.uk/policy/pensions-reform/workplace-pension-reforms/guidance
36. Employers with non-UK EEA pension schemes should also check with the trustees or scheme administrator, as the pension scheme may also need to comply with the existing cross-border requirements. Our **Cross-border schemes guidance**, available on our website, has more information: www.tpr.gov.uk/cross-border

Section 3: Qualifying criteria



37. All automatic enrolment schemes must also meet the qualifying criteria. Any existing pension scheme that the employer already provides before their staging date will also have to meet the qualifying criteria, if the employer wants to continue to use it for those workers that are already active members.
38. A qualifying scheme may be a UK scheme (one with its main administration in the UK) or a non-UK scheme (with its main administration outside the UK). This includes non-UK pension schemes with their main administration outside the EEA (unlike the automatic enrolment criteria).
39. For a UK pension scheme to be qualifying in relation to a jobholder, it must:
- be an occupational or personal pension scheme
 - be tax registered, and
 - satisfy certain minimum requirements. (The requirements differ according to the type of pension scheme and are described in section 4.)

¹ **Occupational pension scheme (non-UK) is:**

- an institution for occupational retirement provision (IORP) that has its main administration in an EEA state other than the UK, or
- a pension scheme that has its main administration outside an EEA state, and meets the definition of an occupational pension scheme as set out in section 1(1) of the Pension Schemes Act 1993.

40. For a non-UK pension scheme to be qualifying in relation to a jobholder, it must:
- be an occupational pension scheme¹ and, in the country where it has its main administration, there must be a body that regulates occupational pension schemes and that scheme itself, or
 - be a personal pension scheme² and, in the country where it is established, there must be a body that regulates personal pension schemes and the provider of that scheme, and
 - where the pension scheme provides defined contribution benefits, those required regulatory requirements may provide that some of these benefits are used to provide the jobholder with an income for life.

41. In addition, the non-UK pension scheme must:

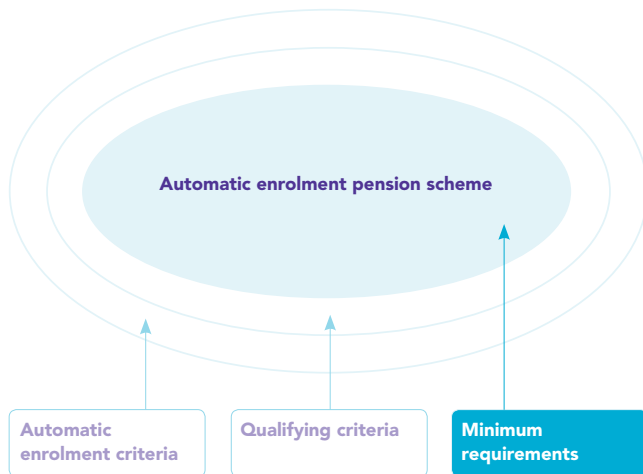
- meet one of the following criteria:
 - It is a qualifying overseas pension scheme (QOPS), or
 - Jobholders receive tax relief on their contributions because of a double taxation agreement, or
 - Jobholders receive tax relief on their contributions under chapter 2, part 5 of the Income Tax (Earnings and Pensions) Act 2003 in accordance with paragraph 51 of Schedule 36 of the Finance Act 2004, or
 - It is a money purchase pension scheme whose jobholders do not receive any tax relief on their contributions but the employer's contribution includes an additional amount, which is equivalent in value to the tax relief that jobholders would have received, had the pension scheme been tax registered in the UK, and
- satisfy the same minimum requirements as for UK pension schemes, as set out in section 4, unless the scheme is a supplementary pension scheme³ to which Directive 98/49/EC applies in relation to the jobholder.

² **Personal pension scheme (non-UK):**

- Within the EEA a personal pension scheme must be:**
- regulated by a competent authority, and
 - carried on by a person who is in relation to that activity authorised by a competent authority.

³ A scheme within the meaning of Article 3(b) of Directive 98/49/EC.

Section 4: Minimum requirements by pension scheme type



42. These minimum requirements differ according to the type of pension scheme. They apply to both UK pension schemes and non-UK pension schemes, except where indicated. An employer need only consider the minimum requirements that are relevant to their pension scheme type.
43. The minimum requirements for DC pension schemes set a minimum contributions entitlement. There are some additional requirements where the DC pension scheme is a contract-based scheme (ie a personal pension). For employers who provide a DC pension scheme, there is an alternative way of meeting the requirements called 'certification'.
44. The minimum requirements for DC pension schemes, including certification, are described in paragraphs 46-73.
45. The minimum requirements for DB pension schemes set a benchmark for a jobholder's entitlement to benefits, and are described in paragraphs 74-85.
46. The minimum requirements for hybrid pension schemes (a scheme which is neither only a DB nor only a DC, but which generally has elements of both) are described in paragraphs 86-89.

Defined contribution (DC) occupational pension schemes

47. The minimum requirements for DC occupational pension schemes are based on the contribution rate and require that under the scheme:

- the employer must make contributions in respect of the jobholder
- a total minimum contribution, however calculated, must be at least 8% of the jobholder's qualifying earnings (see paragraph 50) in the relevant pay reference period
- a minimum employer's contribution, however calculated, must be at least 3% of the jobholder's qualifying earnings in the relevant pay reference period.

48. Note that contribution levels are being phased in. Appendix A has more details.

49. 'Under the scheme' means under the rules of the pension scheme or other binding agreement with the employer.

50. 'Qualifying earnings' is a reference to earnings of between £5,035 and £33,540⁴ made up of any of the following components of pay that are due to be paid to the worker:

- salary
- wages
- commission
- bonuses
- overtime
- statutory sick pay
- statutory maternity pay
- ordinary or additional statutory paternity pay
- statutory adoption pay.

51. The assessment of whether a component of pay constitutes an element of qualifying earnings is for the employer to make. It is a separate and distinct assessment to deciding what constitutes basic pay for the purposes of a pension scheme that is using certification to meet minimum requirements as part of the qualifying criteria.

52. However, when deciding what constitutes salary or wages for the purposes of a worker's qualifying earnings, an employer may find it useful to refer to the basic pay definition used for certification which is set out in paragraph 69.

Defined contribution (DC) personal pension schemes

53. The minimum requirements for personal pension schemes are also based on the contribution rate but, in addition, include requirements governing the mechanism for paying those contributions and the type of pension benefit provided.

54. Therefore, to be a qualifying scheme, a personal pension scheme must:

- be subject to regulation by the **Financial Services Authority**, and
- have its operations carried out in the UK by a person who is an authorised person or an exempt person under section 19 of the Financial Services and Markets Act 2000, and
- provide money purchase benefits, and
- have certain types of agreements in place between the employer, the jobholder and the provider of the personal pension scheme.

⁴ These figures are for the year 2006-2007. On 15 December 2011, the DWP published a consultation on the amount of the lower and higher levels of qualifying earnings for the 2012-2013 tax year.

55. The agreements are as follows:

A. Agreement between the provider of the pension scheme and the employer

56. There must be an agreement between the provider of the pension scheme and the employer under which:
- the employer must make contributions in respect of the jobholder, and
 - the employer's contribution, however calculated, must be at least 3% of the jobholder's qualifying earnings in the relevant pay reference period.
57. Note that contribution levels are being phased in. Appendix A has more details.
58. We expect the agreement to create a legally binding obligation (preferably by means of a written contract) on the employer to pay minimum contributions in respect of the jobholder to the provider of the pension scheme. It is unlikely that an existing group personal pension scheme or stakeholder pension scheme will have such an agreement in place.

B. Agreement between the provider of the pension scheme and the jobholder

59. This agreement is only needed if the employer's contribution is less than 8% of the jobholder's qualifying earnings and the jobholder is therefore required to make contributions.
60. Where this is the case, there must be an agreement between the provider of the pension scheme and the jobholder, under which:
- the jobholder must make contributions which, however calculated, are equal to the difference between:
 - 8% of the jobholder's qualifying earnings in the relevant pay reference period, and
 - the employer's contribution under the agreement in (A) above.
- The jobholder can choose to pay more than any shortfall if they wish.
61. Note that contribution levels are being phased in. Appendix A has more details.

C. Direct payment arrangements

62. There must be direct payment arrangements between the employer and the jobholder. Direct payment arrangements are arrangements under which the employer (or someone acting on their behalf) pays contributions to the pension scheme. The contributions are either:
- on the employer's own account but in respect of the jobholder (ie employer contributions), or
 - on behalf of the jobholder (jobholder contributions if the jobholder is making any out of deductions from the jobholder's pay.
63. The direct payment arrangements must set out the due dates for paying these contributions.
64. **Jobholder contributions** deducted from pay must be paid to the pension scheme by the 19th day of the month following deduction (or 22nd day if the payment is by electronic means). Or, if the contributions were deducted in the period between the eligible jobholder's automatic enrolment date and the end of their opt-out period, they must be paid across to the pension scheme by the end of the second month after the month in which the automatic enrolment date fell.
65. **Employer contributions** must be paid by the latest date set out under the arrangements for paying them to the pension scheme.
66. Direct payment arrangements are not required to be a written agreement on a single document. Essentially, direct payment arrangements exist where:
- the employer makes employer contributions to a personal pension scheme (as is required under agreement (A)), or
 - the employer deducts the jobholder's contributions from pay and pays them across to the pension scheme for the jobholder, or
 - the employer does both.

67. A combination of other written and verbal agreements may exist between the provider of the pension scheme, the employer and the jobholder that constitute direct payment arrangements. In fact, because as part of the minimum requirements, there must be an agreement between the provider of the pensionscheme and the employer under which the employer must make contributions, this will likely constitute and evidence the direct payment arrangements.

Certification

68. Existing DC pension schemes, whether occupational or personal pension schemes, will base contributions on percentage rates of pensionable pay. The definition of pensionable pay in the scheme rules is likely to be different to qualifying earnings. Pensionable pay may just include basic pay and not overtime or bonuses and may require contributions to be deducted from the first pound earned, rather than from a band of earnings.

69. In recognition of this, employers with schemes of this type are able to self-certify that their scheme meets the minimum qualifying criteria if the scheme (or agreements, in the case of a personal pension scheme) requires contributions in accordance with one of the following tiers:

Tier 1

A total minimum contribution of at least 9% of pensionable pay (at least 4% of which must be the employer's contribution), or

Tier 2

A total minimum contribution of at least 8% of pensionable pay (at least 3% of which must be the employer's contribution), provided that pensionable pay constitutes at least 85% of earnings (the ratio of pensionable pay to earnings can be calculated as an average at scheme level), or

Tier 3

A total minimum contribution of at least 7% of all earnings (at least 3% of which must be the employer's contribution).

70. For tiers one and two, pensionable pay must be at least equivalent to basic pay. Basic pay is defined as the gross earnings of the jobholder, disregarding the gross amount of:

- any commission, bonuses, overtime or similar payments
- any shift premium pay, and
- any reasonable allowance with respect to:
 - (i) any duty of the jobholder, such as a duty in connection with the role of fire or bomb warden, that is ancillary to the main duties of the jobholder's employment
 - (ii) the cost of relocation of the jobholder to a different place of work
 - (iii) in a case not covered by (ii), the purchase, lease or maintenance of a vehicle
 - (iv) in a case not covered by (ii) or (iii), the purchase, lease or maintenance of an item, or
 - (v) in a case not covered by (ii), (iii) or (iv), the delivery of a service to the jobholder.

71. This definition of basic pay is separate to the assessment of what components of pay make up qualifying earnings. Qualifying earnings are described in paragraph 49. When an employer is assessing their worker to identify into which category of worker they fall, they must assess whether qualifying earnings are payable in the relevant pay reference period. This is explained in **Detailed guidance no. 3 – Assessing the workforce**.

72. However, when deciding what constitutes salary or wages for the purposes of a worker's qualifying earnings, an employer may find it useful to refer to the basic pay definition as set out in paragraph 69.

73. The employer has one month from the effective date of the certificate to carry out any necessary checks and calculations and sign the certificate. They may look forward for up to 18 months (the maximum certification period) to certify that their scheme will be qualifying for that period. At the end of the period, if the employer wishes to re-certify, they must do so within one month.

74. The DWP has practical guidance for employers and their advisers on the certification of DC schemes and the DC element of certain hybrid schemes. This can be viewed at www.dwp.gov.uk/docs/money-purchase-schemes-guidance-2012.pdf

Defined benefit (DB) pension schemes

75. The minimum requirements for DB pension schemes are based on the benefits to which a jobholder is entitled under the pension scheme at retirement.
76. Most DB pension schemes will satisfy the minimum requirement if the employer has been issued with a contracting-out certificate by the **National Insurance Services to the Pensions Industry (NISPI)**, part of HMRC (**Her Majesty's Revenue and Customs**). However, average salary pension schemes that are contracted out will also have to meet certain additional criteria (see paragraphs 84-85).
77. If a contracting-out certificate is cancelled by HMRC, or if the pension scheme is not contracted-out of State Second Pension, it may still satisfy the minimum requirement, if it meets the 'test scheme standard' in relation to the jobholder.

Test scheme standard

78. The test scheme is a hypothetical scheme, which is used as a benchmark. A pension scheme will satisfy the test scheme standard if it provides benefits that are broadly equivalent to, or better than, the benefits the test scheme would provide.
79. A pension scheme does not have to exactly match the structure of the test scheme to satisfy the test scheme standard but must be broadly equivalent to, or better than those in the test scheme.

80. The key features of the test scheme include:
- entitlement to a pension from age 65, gradually increasing to 68 (to reflect increases in state pension age) and continuing for life
 - an annual pension of 1/120th of average qualifying earnings in the three tax years before the end of pensionable service, multiplied by the number of years of pensionable service, up to a maximum of 40 years
 - revaluation of accrued benefits by a specified method
 - the annual increase in the rate of pensions in payment. This must be at least the increase in the consumer prices index (CPI), capped at either 5% or 2.5%, depending on factors such as the date the pension came into payment and the periods of pensionable service to which the pension relates.
81. The comparison of a pension scheme's benefits with those provided by the test scheme will usually be done by the scheme actuary.
82. In some circumstances, the employer may self-certify that their pension scheme meets the standards of the test scheme, providing no actuarial calculations or comparisons are required. If the employer does self-certify, they can delegate calculations, if they prefer, but the employer remains responsible for ensuring the pension scheme meets the requirement.
83. The DWP will be issuing guidance notes for employers and actuaries on the certification of qualifying schemes and the comparison to the test scheme.
84. Schemes that are not contracted-out DB pension schemes, and which fail to satisfy the test scheme standard, cannot be qualifying schemes.

continued over...

Average salary pension schemes

85. As well as being broadly equivalent to, or better than the test scheme (or being contracted out), average salary pension schemes must meet certain additional criteria in respect of accrued benefits, in order to meet the minimum requirements.
86. The additional criteria are that, during a jobholder's pensionable service, any benefits that accrue to the jobholder must be revalued:
- by at least the annual increase in the CPI, capped at 2.5%, and
 - if revaluation takes place only on the exercise of a discretionary power contained in the scheme rules:
 - the funding of the pension scheme must take into account the exercise of the discretionary power and must do so on the assumption that the minimum revaluation rate is at least the annual increase in the CPI, capped at 2.5%, and
 - such funding is provided for in the pension scheme's statement of funding principles required under Part 3 of the Pensions Act 2004, or in an equivalent funding statement if the pension scheme is not subject to the Part 3 funding requirements of the Pensions Act 2004 (for example a non-UK pension scheme).

Hybrid pension schemes

87. A hybrid pension scheme is a scheme which is neither only a DB nor only a DC, but which generally has elements of both.
88. Depending on the type of pension scheme, it will have to meet:
- the same minimum requirements as for DB pension schemes or a modified version, or
 - the same minimum requirements as a DC pension scheme or a modified version, including the option to use the certification process, or
 - a combination of the above.
89. The DWP will be publishing the details of the minimum requirements for hybrid pension schemes in due course. They will also be publishing guidance to help employers determine whether their hybrid pension scheme meets the minimum requirements. This section will be updated when the new details are published.

Section 5: What the qualifying criteria mean in practice

90. An employer has to be satisfied that the pension scheme they are using to fulfil their duties meets the qualifying criteria. This is either as part of being satisfied that the pension scheme is an automatic enrolment scheme, or for checking that their existing pension scheme meets the qualifying criteria so they can continue to use it for existing members.
91. For DB pension schemes or those hybrid pension schemes which have to meet the DB minimum criteria, this might be straightforward, eg by simply checking the contracting out certificate that the employer holds. Appendix B has a flowchart showing the steps an employer may use in determining whether the qualifying criteria are met for a pension scheme with its main administration in the UK.
92. For DC pension schemes or those hybrid pension schemes that must meet the DC minimum requirements, the employer will need to be satisfied that the entitlement under the rules of the pension scheme (or agreements in the case of personal pensions) is equivalent to, or better than, a total contribution of 8% of a jobholder's qualifying earnings in the relevant pay reference period.
93. An employer should first check the rules of the scheme (or agreements). If they explicitly state that:
 - the pension scheme requires, as a minimum, a total contribution of 8% of the jobholder's qualifying earnings in the relevant pay reference period,
 - of which the employer's contribution is at least 3%, then the employer can then be satisfied that the pension scheme meets the minimum requirements.
94. There is no requirement to check the amount of contributions that are actually paid for the purposes of establishing if the pension scheme meets the minimum requirements. However, an employer will still need to ensure that they are making the correct payments on time, as required by the pension scheme under the existing law on payment of contributions.
95. Note that contribution levels are being phased in. Appendix A has more details.
96. If the rules do not explicitly meet these requirements, the employer may carry out an entitlement check to establish if the entitlement under the scheme rules is at least equivalent to 8% of the jobholder's qualifying earnings. This is an individual check for each worker, although it may be possible to group similar workers together.
97. Appendix D explains how to carry out an entitlement check.
98. Alternatively, the employer may choose to use certification. They may do this if the rules of the scheme they want to use:
 - require contributions to be deducted from the first pound earned
 - do not use qualifying earnings as the definition of pensionable pay, and
 - pensionable pay is at least equivalent to basic pay.

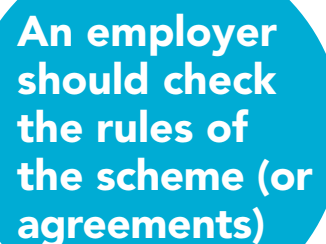
99. If the rules of the scheme (or agreements) explicitly state that:
- the pension scheme requires as a minimum a total contribution of at least 9% of pensionable pay (of which at least 4% must be the employer's contribution), or
 - the pension scheme requires as a minimum a total contribution of at least 8% of pensionable pay (at least 3% of which must be the employer's contribution) provided that pensionable pay constitutes at least 85% of earnings (the ratio of pensionable pay to earnings can be calculated as an average at scheme level), or
 - the pension scheme requires as a minimum a total contribution of at least 7% of earnings (at least 3% of which must be the employer's contribution), provided that all earnings are pensionable,
- then the employer can certify the pension scheme as meeting the minimum requirements. The DWP has practical guidance on the process of certification for DC schemes.
100. These contribution levels are also being phased in. Appendix B has more details.
101. Appendix D has a flowchart showing the steps an employer may use to determine whether the qualifying criteria are met for a DC pension scheme with its main administration in the UK.
102. If after these checks the minimum requirements cannot be met, an employer may choose to change the scheme rules or agreements in one or a number of ways, including:
- increasing the rate of contributions required from the employer and/or the jobholder
 - widening elements of pay included within the pension scheme definition (or definition set out in the agreements) of pensionable pay
 - adopting a definition of pensionable pay, which is based on qualifying earnings and a contribution rate that meets the minimum required (ie 3% and 8% in total)
 - changing the scheme rules (or agreements) to meet the DC certification criteria.
103. When an employer is satisfied that the effect of any change(s) fulfils the minimum requirements, they are then able to use it as a qualifying scheme in relation to the jobholder (provided it meets the other qualifying requirements).
104. The employer should discuss any amendments to the scheme rules, and the process for making them, with the trustees, manager or providers of the pension scheme.

Salary sacrifice

105. Some employers make pension contribution payments by a salary sacrifice arrangement. This is a contractual agreement between the worker and the employer by which the worker agrees to forego salary in return for pension contributions. An employer operating a pension scheme and enrolling workers using salary sacrifice is doing so outside the automatic enrolment provisions.
106. An eligible jobholder who must be automatically enrolled (or non-eligible jobholder who opts in) cannot be required to commit to a salary sacrifice arrangement in order to become (or remain) an active member of the employer's automatic enrolment scheme by the automatic enrolment date.
107. An employer may ask the jobholder if they want to put in place a salary sacrifice arrangement but they must do so ahead of the jobholder's automatic enrolment date, so that the jobholder can become a member of the qualifying scheme from that date.
108. Employers may decide to use postponement in respect of the jobholder to give them time to make these arrangements. However, if the jobholder declines to set up a salary sacrifice arrangement, or they do not respond to the employer's offer, the employer must automatically enrol in line with the automatic enrolment provisions.
109. The pension scheme the employer uses for enrolling under a contractual agreement using salary sacrifice must be qualifying. If it is not, the employer duties will still apply and, if the worker meets the eligible jobholder category, the employer will still have an automatic enrolment duty for them. More information about the considerations for employers who are using contractual joining can be found in section 5 of **Detailed guidance no. 6 – Opting in, joining and contractual enrolment**.
110. If the employer is using a DC scheme then the qualifying earnings used to meet the minimum requirement are the post-sacrifice level of salary.

Flexible benefits packages

111. Similarly, some employers include their pension provision in a wider flexible benefits scheme that they provide to their workers.
112. Flexible benefits schemes allow workers some freedom of choice about how they apportion their total pay and benefits. Traditionally, these schemes allow workers to choose what level of pay is committed to pension contributions alongside other benefits, such as healthcare, life assurance or cash.
113. Employers can still offer this choice as long as they comply with the underlying employer duties. Therefore, an eligible jobholder (or jobholder who has chosen to opt in) must first be enrolled into the scheme at or above the relevant minimum contribution level required to make the scheme qualifying. Enrolment must be able to take place at the minimum contribution level (of 8% in total) even if the jobholder has not made any specific election regarding their flexible benefits options.
114. Having been enrolled with effect from the automatic enrolment date, the jobholder is free to reduce or increase the level of contributions in accordance with the rules of the flexible benefits arrangement and of the scheme.



An employer should check the rules of the scheme (or agreements)

What next?

Once an employer is able to identify the criteria a pension scheme must meet in order to be used to fulfil their new employer duties, the next step should be to learn about the processes they will need to put in place.

For employers who know they will, or are likely to have, an automatic enrolment duty, the next step should be to read **Detailed guidance no. 5 – Automatic enrolment**. It contains detailed information on the automatic enrolment process, from identifying who, when and how to automatically enrol, to an employer's ongoing responsibilities once the automatic enrolment process is complete.

It is also important for employers to understand the position of those workers who fall outside the automatic enrolment criteria, but who have a right to require their employer to enrol them into a pension scheme. **Detailed guidance no. 6 – Opting in, joining and contractual enrolment** explains what an employer must do if they receive a request from such a worker.



Appendix A

The phasing in of contribution levels

The contribution rate for DC pension schemes, personal pension schemes and some hybrid pension schemes is being phased in. The DWP has announced that it will be consulting on proposed changes to the staging dates which will impact on the duration of the transitional periods for phasing. The proposed duration periods are set out below and will be updated once the DWP has completed its consultation.

Table 3

Contribution rates for DC, personal pension and some hybrid pension schemes

Transitional period	Duration	Employer minimum contribution	Total minimum contribution
1	Employer's staging date to 30 September 2017	1%	2%
2	1 October 2017 to 30 September 2018	2%	5%
1 October 2018 onwards		3%	8%

Appendix B

The phasing in of contributions for certification

The contribution rate for schemes using certification is also being phased in. The rate will depend on which tier of certification is being used. The rates for all three tiers are set out below. Please note, as with appendix A, the duration periods are at proposal stage and will be updated when the consultation is complete.

Tier 1 phasing

Transitional period	Duration	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
1	Employer's staging date to 30 September 2017	2%	1%	3%
2	1 October 2017 to 30 September 2018	3%	3%	6%
1 October 2018 onwards		4%	5%	9%

Tier 2 phasing

Transitional period	Duration	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
1	Employer's staging date to 30 September 2017	1%	1%	2%
2	1 October 2017 to 30 September 2018	2%	3%	5%
1 October 2018 onwards		3%	5%	8%

Tier 3 phasing

Transitional period	Duration	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
1	Employer's staging date to 30 September 2017	1%	1%	2%
2	1 October 2017 to 30 September 2018	2%	3%	5%
1 October 2018 onwards		3%	4%	7%

Appendix C

Steps to take to determine if your DB pension scheme is a qualifying scheme

This flowchart is intended as supporting material for Detailed guidance no. 4 – Pension schemes.

It's best viewed as A3 size. Before you print, you'll need to ensure that the A3 paper tray is selected on your printer. If your printer doesn't have an A3 tray, the document will print on A4 but you may find the text size too small to read comfortably.

Download the flowchart: www.tpr.gov.uk/docs/pensions-reform-pension-schemes-appendix-c.pdf

Appendix D

Steps to take to determine if your DC pension scheme is a qualifying scheme

These flowcharts are intended as supporting material for [Detailed guidance no. 4 – Pension schemes](#).

They're best viewed as A3 size. Before you print, you'll need to ensure that the A3 paper tray is selected on your printer. If your printer doesn't have an A3 tray, the document will print on A4 but you may find the text size too small to read comfortably.

Occupational – Download the flowchart:
www.tpr.gov.uk/docs/pensions-reform-pension-schemes-appendix-d-occupational.pdf

Personal – Download the flowchart:
www.tpr.gov.uk/docs/pensions-reform-pension-schemes-appendix-d-personal.pdf

Appendix E

Entitlement check for DC occupational and personal pension schemes

If the minimum requirements have not been met and the employer does not want to use certification, then they may carry out an entitlement check. This is to establish if the entitlement under the scheme rules, however calculated, is at least equivalent to 8% of the jobholder's qualifying earnings with at least 3% being the employer's contribution. This means an individual check for each worker, although it may be possible to group similar workers together for the purpose of the entitlement assessment.

In describing the process for checking that an individual jobholder's entitlement under the scheme rules (or agreements in the case of personal pension schemes) is at least equivalent to the minimum requirements, we have broken it down into a number of steps:

- Step A Determine the pay reference period for the purposes of meeting the minimum requirements.
- Step B Assess qualifying earnings for the pay reference period or part pay reference period.
- Step C Calculate 3% and 8% of the qualifying earnings assessed in step B (Note that contribution levels are being phased in (Appendix A has more details))
- Step D Assess pensionable pay for the pay reference period or part pay reference period.
- Step E Apply the rate of contributions required under the pension scheme from the employer. See the examples for more information.

In some respects, the distinction between the steps is artificial – for some jobholders, such as those who receive a regular monthly or weekly salary, the process is straightforward. For jobholders with fluctuating earnings or commission and bonus payments, it is less straightforward.

To check individual entitlement, an employer must look forward from the eligible jobholder's automatic enrolment date or the non-eligible jobholder's enrolment date and take the following steps. (The automatic enrolment date is explained in **Detailed guidance no. 5 – Automatic enrolment**. The enrolment date is explained in **Detailed guidance no. 6 – Opting in, joining and contractual enrolment**.)

Step A: Determine the pay reference period for the purposes of meeting the minimum requirements

Here we describe how to identify the relevant pay reference period for the purposes of meeting the minimum requirements, part of the qualifying criteria described in section 2 of this guidance.

The relevant pay reference period for these purposes is a 12-month period starting on the employer's staging date and then on each subsequent anniversary.

A jobholder who starts membership part way through the pay reference period has an initial pay reference period that starts on their automatic enrolment date and ends the day before the anniversary of the employer's staging date. Subsequent pay reference periods start on the anniversary of the employer's staging date.

The relevant pay reference period is likely to be different to the existing scheme year, as defined in the rules of the pension scheme

The relevant pay reference period is likely to be different to the existing scheme year, as defined in the rules of the pension scheme.

Example 1a

Feather Cushions designs and makes cushions to order. It has a sales staff as well as the home workers who make the cushions and of members of staff who work as customer service agents. Their main office is run by Melissa as office manager. Melissa is responsible for HR functions, payroll and pensions.

Feather Cushions provides a DC occupational pension scheme for its staff and has done since 2010. The rules of this scheme require Feather Cushions to make an employer contribution of 2% and a total contribution of 6.5% of pensionable pay.

Feather Cushions' staging date was 1 August 2014.

Feather Cushions has recruited a new worker, Malik, to work in their customer service team. Malik is starting work on 1 October 2018. Malik's annual salary will be £18,000 a year and will be paid monthly (£1,500 a month).

Melissa must first assess whether Malik will be an eligible jobholder on his first day of employment because, if he is, this will be his automatic enrolment date. (More information on assessing a worker can be found in **Detailed guidance no. 3 – Assessing the workforce**),

Having completed the assessment, Melissa identifies that Malik's automatic enrolment date will be 1 October 2018.

The relevant pay reference period for the purposes of meeting the minimum requirements for Malik is 1 October 2018 (his automatic enrolment date) to 31 July 2019 (the day before the anniversary of Feather Cushions' staging date).

continued over...

Step B: Assess qualifying earnings for the pay reference period or part pay reference period

Looking forward, the employer will need to estimate what amount of qualifying earnings will be paid to the eligible jobholder in the pay reference period identified in step A on page 28.

Qualifying earnings is a reference to earnings of between £5,035 and £33,540⁵, made up of any of the following components of pay that are due to be paid to the worker:

- salary
- wages
- commission
- bonuses
- overtime
- statutory sick pay
- statutory maternity pay
- ordinary or additional statutory paternity pay
- statutory adoption pay.

The assessment of whether a component of pay constitutes an element of qualifying earnings is for the employer to make. It is a separate and distinct assessment to deciding what constitutes basic pay for the purposes of a pension scheme using certification to meet minimum requirements as part of the qualifying criteria. Certification and the relevance of basic pay is explained in paragraph 69.

However, when deciding what constitutes salary or wages for the purposes of a worker's qualifying earnings, an employer may find it useful to refer to this basic pay definition.

To make this assessment, an employer will need to make assumptions for the pay reference period going forward, concerning:

- salary levels
- salary increases
- absences due to sickness (depending on the scheme rules), eg using their average sickness rates
- absences on maternity pay (depending on the scheme rules)
- absences on paternity pay
- absences on adoption pay
- overtime payments
- commission payments, if appropriate
- bonus payments.

This assessment will be more straightforward for people who are salaried with regular payments of a fixed amount, than for someone with fluctuating earnings (eg commission-based).

⁵ These figures are for the year 2006-2007. On 15 December 2011, the DWP published a consultation on the amount of the lower and higher levels of qualifying earnings for the 2012-2013 tax year.

Example 1b

As a member of the customer service team, Malik will not earn commission. Occasionally at peak times, such as during the seasonal sales, Feather Cushions may ask its customer service team to work overtime.

Melissa runs the office at Feather Cushions. Melissa knows that Malik will be an eligible jobholder and will need to be automatically enrolled into an automatic enrolment scheme. Before Feather Cushions can enrol him into a pension scheme it needs to be satisfied that the scheme meets the automatic enrolment criteria.

Melissa assesses that in the period 1 October 2018 to 31 July 2019, Malik's salary will be £15,000. Feather Cushions usually gives its staff a cost of living increase in April each year, but this is only for those members of staff who have been in employment for more than six months by April. Melissa therefore assumes that Malik will not receive any increase in salary in this period.

She makes an assumption that he will earn £650 in overtime in January 2019 during the winter sale, and £350 in overtime in June 2019 during the summer sale. This is based on the average amount of overtime earned by customer service staff during the previous June and January.

Feather Cushions only pays commission to its sales staff so Melissa assumes that no commission will be payable to Malik in this period. Bonuses are only paid to the directors so Melissa assumes that Malik will receive no bonus payment.

Feather Cushions continues to pay full pay for periods of sickness up to six months. Looking at Feather Cushions' average sickness rates and Malik's previous employment history, Melissa assumes that Malik's earnings will not drop due to sickness.

Finally, Melissa assumes that Malik will not have any statutory maternity, paternity or adoption pay payable during this period.

This gives Malik a total of £16,000 in earnings. Melissa now needs to apply the lower earnings threshold of the qualifying earnings band.

The lower threshold in a 12-month period is £5,035. For this pay reference period (of 10 months) the lower earnings threshold is £4,195.83.

Melissa assesses therefore that the qualifying earnings payable to Malik in the relevant pay reference period will be £11,804.17 (ie pro-rata for 10 months: £16,000 – £4,195.83).

Step C: Calculate 3% and 8% of the qualifying earnings assessed in step B

This will give the employer both the minimum total amount of contributions (8%) and the minimum amount of employer contributions (3%) to which the jobholder would be entitled under the minimum requirements for DC and personal pension schemes. It is necessary to check both, as a pension scheme may have equivalent entitlement for one and not the other.

Note that contribution levels are being phased in. Appendix A has more details.

Example 1c

Melissa applies 8% to the qualifying earnings identified in example 1b (£11,804.17) to give a minimum requirement entitlement to total contributions of £944.33.

She applies 3% to the qualifying earnings (£11,804.17) to give an entitlement under the minimum requirements to an employer contribution of £354.13.

Step D: Assess pensionable pay for the pay reference period or part pay reference period

Using the definition of pensionable pay in the scheme rules (or agreements in the case of personal pensions), the employer will now need to consider what amount of pensionable pay is due to be paid to the eligible jobholder in the pay reference period identified in step A on page 28.

To do this, an employer will need to make the same assumptions they made in step B on page 29.

Example 1d

The next step is for Melissa to assess what pensionable pay would be payable to Malik during the period 1 October 2018 to 31 July 2019.

Melissa checks the scheme rules. In the rules of the pension scheme, pensionable pay is defined as basic salary and it does not include commission or bonus payments. Basic salary changes to statutory maternity, paternity or adoption pay during periods of absence for these reasons, but does not drop to statutory sickness pay during periods of sickness.

Melissa knows she needs to apply the same assumptions that she made when assessing what qualifying earnings were payable. So she assumes that there will be no statutory maternity, paternity or adoption pay. She also assumes that there will be no increase in salary for Malik during this period.

Therefore, Melissa assesses that during the period 1 October 2018 to 31 July 2019 the pensionable pay payable to Malik will be £15,000, as the overtime she anticipates he will earn is not included in basic salary and is therefore excluded under the scheme rules.

Step E: Apply the rate of contributions required under the pension scheme from the employer

This will give the employer both the minimum total amount of contributions and the minimum amount of employer contributions to which the jobholder would be entitled under the pension scheme.

Example 1e

Having checked the scheme rules, Melissa sees they require an employer contribution of 2% and a total contribution of 6.5% of pensionable pay.

So she applies 6.5% to the pensionable pay identified in example 1d (£15,000) to give an entitlement under the pension scheme to total contributions of £975.

She applies 2% to the pensionable pay (£15,000) to give an entitlement under the pension scheme to an employer contribution of £300.

The jobholder's entitlement under the existing scheme rules (or agreements) is equivalent to the entitlement required under the qualifying requirements if:

- the amount for the total contribution in (E) equals or better the amount in (C), and
- the amount for the employer contribution in (E) equals or better the amount in (C), and
- the employer is certain that the assumptions used will not change in the future in a way which would cause the amounts in (E) to fall below (C).

Example 1f

Although from her assessment, Melissa can see the total contribution entitlement under the pension scheme is at least equivalent to that required to be a qualifying scheme (£975 vs £944.33), when she compares the employer contribution it shows that the entitlement under the scheme is less than that required to be a qualifying scheme.

Therefore, Melissa has identified that Feather Cushions' DC pension scheme is not a qualifying scheme in relation to Malik and cannot be used for automatic enrolment for him.

Once the check is complete, providing the employer is satisfied that the necessary entitlement for the jobholder exists under the pension scheme, there is no requirement for the employer to undertake any further checks unless the assumptions change, eg the expectation of commission or overtime. The pension scheme will satisfy the minimum requirements in relation to the jobholder.

There is also no requirement to check the amount of contributions that are actually paid to the scheme, for the purposes of establishing if the scheme meets the minimum requirements. However, going forward, an employer will still need to ensure that they are making the correct payments on time as required by the pension scheme under the existing law on payment of contributions.

Where the entitlement is not at least equivalent to one or both of the minimum contribution requirements, the options open to the employer are to:

- amend the scheme rules or agreements in such a way that it does meet the minimum requirements or certification requirements, or
- create a jobholder's entitlement to a payment of the difference between the entitlement check and the minimum requirements in the scheme rules or agreements, or
- choose a different pension scheme that meets the automatic enrolment criteria.

Appendix F

Changes from v2.0

This guidance has been updated in light of changes to legislation made by the Pensions Act 2011, which has now received Royal Assent. Specifically, new content has been added relating to DC certification.

Additionally, we have further clarified the position on salary sacrifice and flexible benefits arrangements, in response to general feedback.

Further information is also included relating to the minimum requirements for hybrid pension schemes.

Significant changes from v2.0 (published July 2011) as a result of the above are as follows:

New and updated content in key points, sections 4 and 5 and appendices B, C and D relating to certification.

Additional content in paragraphs 86-89 relating to the minimum requirements for hybrid pension schemes

Updated content in paragraphs 105-114 relating to salary sacrifice and flexible benefits pension arrangements.

Table 4 lists other substantial changes included in version 3. This list is not exhaustive. It does not include minor editorial changes.

Table 4
Record of additional changes included in v3.0

Page	Location	Change
4	Key points	Additional: bullet point 2 – for clarification
6	Paragraph 18	Updated: content relating to selecting a good quality pension scheme
13 + 29	Footnote 4 and 5	Updated: to reflect publication of DWP consultation since v2
23 + 24	Appendices A and B	Transitional periods for phasing updated to reflect DWP proposals to make changes to staging dates

Key terms

Summary of the different categories of worker

Category of worker	Description of worker
Worker	<ul style="list-style-type: none">• An employee or <ul style="list-style-type: none">• Someone who has a contract to perform work or services personally, that is not undertaking the work as part of their own business.
Jobholder	A worker who: <ul style="list-style-type: none">• is aged between 16 and 74• is working or ordinarily works in the UK under their contract• has qualifying earnings.
Eligible jobholder	A jobholder who: <ul style="list-style-type: none">• is aged between 22 and state pension age• has qualifying earnings above the earnings trigger for automatic enrolment.
Non-eligible jobholder	A jobholder who: <ul style="list-style-type: none">• is aged between 16 and 21 or state pension age and 74• has qualifying earnings above the earnings trigger for automatic enrolment or <ul style="list-style-type: none">• is aged between 16 and 74• has qualifying earnings below the earnings trigger for automatic enrolment.
Entitled worker	A worker who: <ul style="list-style-type: none">• is aged between 16 and 74• is working or ordinarily works in the UK under their contract• does not have qualifying earnings.

How to contact us

PO Box 16314
Birmingham
B23 3JP

T 0845 600 1011

F 0845 606 9970

E customersupport@autoenrol.tpr.gov.uk

www.thepensionsregulator.gov.uk

www.trusteetoolkit.com

Detailed guidance no. 4

Pension schemes

Pension schemes under the new employer duties

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