

# Thinking of employing someone for the first time?

Every employer in the UK must put certain staff into a workplace pension and contribute to it. This is called automatic enrolment.

If you're employing staff for the first time from 1 October 2017, your automatic enrolment duties begin on the day your first member of staff starts work.

The Pensions  
Regulator



## What do I need to do?

On the date your duties start, which is the day your first member of staff starts work, you must assess them to see if they meet the age and earnings criteria to be put into a pension scheme. This includes staff who are:

- ▶ aged between 22 up to State Pension Age
- ▶ and earn over £10,000 per year or £833 per month or £192 per week

If they meet these criteria, you'll need to choose and set up a pension scheme that can be used for automatic enrolment. You and your staff will pay money into this scheme to help them save for their retirement.

If you've worked out that you don't have anyone to put into a pension scheme, you'll still need to write to your staff and tell The Pensions Regulator how you've met your duties.

## Where can I get help?

The Pensions Regulator is responsible for ensuring that all employers comply with workplace pension law. You can find out about automatic enrolment on its website, along with guidance and tools to help you meet your duties. You may also choose to speak with a business adviser such as your accountant to see what support they can give you.

Automatic enrolment is the law, so visit:

**[www.tpr.gov.uk/newemployers](http://www.tpr.gov.uk/newemployers)** today to get to know your responsibilities.



## How to contact us

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[www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

This guide is designed to assist employers in complying with their duties. This guide is not intended to be a definitive way of complying with the duties of the Pensions Act 2008 and the regulations made under the Act.

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