

# Automatic enrolment webinar for advisers: useful links

## Key to icons



Detailed  
guidance



Guidance



Download



Link

## Your services



View the guide for business advisers:

<https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers>

## Supporting resources



<https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/supporting-resources>

## Automatic enrolment – new employers



View the step-by-step guide for employers:

<https://www.thepensionsregulator.gov.uk/en/employers/new-employers>

## Tell us you are not an employer



<https://not-employer.ae.tpr.gov.uk/>

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## Who is included



View the detailed guidance on who is and isn't included:  
<https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/check-who-to-enrol-in-a-workplace-pension>



View the detailed guidance about assessing staff eligibility:  
<https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/1-employer-duties-and-defining-the-workforce>



View the guidance for business advisers about directors:  
<https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/director-exemptions-from-automatic-enrolment>

## How and when to communicate to staff



'Entitled worker' and 'eligible jobholder' are categories for staff based on age and earnings. Read the definitions in the detailed guidance:  
<https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/resources-the-different-types-of-worker>



Sample template letters are available to download from our website and in over 30 different languages: <https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/write-to-your-clients-staff>

## Postponement



View the guidance for business advisers about postponement:  
<https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/postponement>



View the detailed guidance about postponement:  
<https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/3a-postponement>

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## Opting in, joining and opting out



View the detailed guidance about the opt in and joining process:  
<https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/6-opting-in-joining-and-contractual-enrolment>



View the detailed guidance about opting out:  
<https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/7-opting-out-how-to-process-opt-outs-from-workers-who-want-to-leave-a-pension-scheme>

## TUPE



Visit the ACAS website for further information about TUPE:  
<https://employeradvice.org/tupe/>

## Re-enrolment webinar



View the more detailed re-enrolment webinar on our YouTube channel:  
[https://www.youtube.com/watch?v=e8wy\\_uEIDT4](https://www.youtube.com/watch?v=e8wy_uEIDT4)

## Re-enrolment and who to re-enrol



View the guidance for business advisers about re-enrolment and re-declaration: <https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/re-enrolment-and-re-declaration>



Find out your re-enrolment date range:  
<https://reenrolment-date.ae.tpr.gov.uk/>



Find out your letter code:  
<https://letter-code.ae.tpr.gov.uk/>



View the detailed guidance from para 83 for Exceptions about who to re-enrol: <https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/1-employer-duties-and-defining-the-workforce>

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## Avoiding common errors with automatic re-enrolment



Don't miss important communications, check and update contact details: <https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/be-a-point-of-contact>



View the detailed guidance on re-enrolment: <https://www.thepensionsregulator.gov.uk/en/document-library/automatic-enrolment-detailed-guidance/11-automatic-re-enrolment-putting-workers-back-into-pension-scheme-membership>

## Maintaining contributions



View the guidance for employers: <https://www.thepensionsregulator.gov.uk/en/employers/new-employers/im-an-employer-who-has-to-provide-a-pension/choose-a-pension-scheme/understanding-your-costs/making-contributions-to-your-pension-scheme->

Detailed guidance is available within the **codes of practice** on our website:



- Code 05: Reporting late payment of contributions to occupational pension schemes: <https://www.thepensionsregulator.gov.uk/en/document-library/codes-of-practice/code-5-reporting-late-payment-of-contributions-to-occupational-pension-schemes>



- Code 06: Reporting late payment of contributions to personal pension schemes: <https://www.thepensionsregulator.gov.uk/en/document-library/codes-of-practice/code-6-reporting-late-payment-of-contributions-to-personal-pension-schemes>

## Common errors



Visit the MoneyHelper website for more information: <https://www.moneyhelper.org.uk/en/family-and-care/becoming-a-parent/maternity-and-paternity-leave-and-your-pension>



Find out the current levels of qualifying earnings in the employer guidance: <https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/automatic-enrolment-earnings-threshold>



For information about tax relief methods, view the guidance for business advisers: <https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/what-to-consider-when-choosing-a-pension-scheme>



Verify your letters against our letter template in the employer guidance: <https://www.thepensionsregulator.gov.uk/en/employers/new-employers/im-an-employer-who-has-to-provide-a-pension/write-to-your-staff>

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## How we regulate



See our latest Compliance and Enforcement bulletin for more information: <https://www.thepensionsregulator.gov.uk/en/document-library/enforcement-activity/enforcement-bulletins/compliance-and-enforcement-bulletin-january-to-june-2022>

Apply for a review: <https://review.ae.tpr.gov.uk/>



## What if an employer makes a mistake?



View the guidance for business advisers: <https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/what-happens-if-my-client-doesnt-comply-or-is-late-complying>



View information for employers: <https://www.thepensionsregulator.gov.uk/en/employers/warnings-notice-and-payment-of-fines>