Detailed guidance for employers

Appendix C: Assessing groups of workers

This document accompanies:
Detailed guidance no. 3 – Assessing the workforce

If you decide to print it out it’s best viewed at A3 size, so 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.
Appendix C – Assessing groups of workers

1. Identify pay reference period
2. Assess qualifying earnings payable in that pay reference period
3. Compare against the earnings trigger for automatic enrolment (£10,000) appropriate to the pay reference period

£10,000 (pro rata)* or below

More than £10,000 (pro rata)*

16-21 or state pension age to 74

At least 22 but under state pension age

Eligible jobholders

To distinguish between jobholder and entitled worker on these occasions:
1. Identify pay reference period
2. Assess qualifying earnings payable in that pay reference period
3. Compare against the lower level of qualifying earnings (£6,240) appropriate to the pay reference period

£6,240 (pro rata)* or below

More than £6,240 (pro rata)*

Entitled workers

Non-eligible jobholders

Appendix C – Assessing groups of workers

Identify your workers

Exclude any workers under 16 or over 74

Exclude any workers who do not work, or ordinarily work, in the UK under their contract

Assess earnings

1. Identify pay reference period
2. Assess qualifying earnings payable in that pay reference period
3. Compare against the earnings trigger for automatic enrolment (£10,000) appropriate to the pay reference period

Does not need to be automatically enrolled but as a jobholder they can choose to opt in to an automatic enrolment scheme or as an entitled worker they can choose to join a pension scheme. An employer will need to separately identify a jobholder or an entitled worker within this age bracket when:
   a. they are given an opt in of joining notice
   b. immediate re-enrolment is triggered
   c. if the worker is an active member of a scheme that is not qualifying, or
   d. if they choose to give separate information about either opt in or joining**

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1. Identify pay reference period
2. Assess qualifying earnings payable in that pay reference period
3. Compare against the lower level of qualifying earnings (£6,240) appropriate to the pay reference period

£6,240 (pro rata)* or below

Entitled workers

Non-eligible jobholders

* This amount is for the 2019-2020 tax year. These figures are reviewed annually by the Department for Work and Pensions (DWP). Where there is a change, the figures for the next tax year after they have been announced by the DWP, as well as the historic and current amounts can be found on our website at: www.tpr.gov.uk/earnings-thresholds

** Prior to 1 April 2015 an employer would have needed to distinguish between a non-eligible jobholder and entitled worker in this group as there were separate information requirements for each. Since 1 April 2015 there is no longer this requirement but an employer who staged before 1 April 2015 can continue to make this distinction as they can choose to continue giving information about only the right of a jobholder to opt in or of an entitled worker to join. More information can be found in Detailed guidance no. 10 – Information to workers.