

Your guide to postponement

Use this guide to help you identify what postponement is, if it's right for you and how to use it.

What is postponement?

You can choose to delay working out who to put into a pension scheme for up to three months. This is called postponement.



You can delay working out who to put into a scheme for up to **3 months**

Postponement doesn't change your duties start date.

Why would I use postponement?

Using postponement may make the assessment of your staff easier. This is because you only need to work out who to put into a pension scheme if staff are still working for you at the end of your selected postponement period.

When can I use postponement?

You can only postpone automatic enrolment from:

- your duties start date
- a new member of staff's first day – this could be useful to cover a probationary period or for seasonal, temporary or contract staff who will stop working for you within three months
- when an existing staff member meets the age and earnings criteria to be put into a pension scheme

Postponement is a flexible option to use if:

- you have new temporary or short-term staff who you know will stop working for you within three months
- you have staff who begin work on a probationary period
- you need more time to set up your pension scheme or other business processes

How do I use postponement?



1. Choose who you want to postpone

You can use it for a single member of staff, a group or all your staff.



2. Choose how long to postpone these staff

Postponement gives you the flexibility to decide how long you would like to postpone the assessment for and it doesn't have to be the same length for everyone. It can be a day, a week or a month, as long as it does not go over the maximum of three months.



3. Write to your staff

You must write to each member of staff individually to tell them that you have delayed working out who to put into a scheme and how automatic enrolment applies to them. You will have six weeks to write to them from the date after postponement starts. You can amend our postponement letter template to help you with this, go to: tpr.gov.uk/postponing



4. Assess your staff

At the end of the postponement period you must assess your staff to work out whether they meet the age and earnings threshold to be put into your pension scheme. If any of them do, you must put them into a pension scheme and pay into it.

Further information:

For further information and resources on postponement go to: tpr.gov.uk/postponing

This document is designed to assist employers in complying with their duties. This should not be regarded as a substitute for, or definitive interpretation of, the legislation, and should be read in conjunction with the legislation. If you have any doubts about your legal rights and obligations please seek specialist advice.