

# Re-enrolment: It's a two-stage process

All employers go through re-enrolment every three years as part of their automatic enrolment (AE) duties.

If you employ staff, you need to check whether any of them need to be put back into an AE pension scheme.

You need to do this on the third anniversary of your staging date – when your AE duties started – and every three years after that. This is called your re-enrolment date.

If any of your staff have left your AE pension scheme, opted out, or are paying less than the minimum contributions into it, then you need to re-enrol them into an AE pension.

There are two stages to the process, and it isn't done until you've completed a re-declaration of compliance – this tells The Pensions Regulator how you've complied with your legal duties.

Our online tool walks you through the steps you need to take quickly and clearly:

[thepensionsregulator.gov.uk/employers/re-enrolment](https://thepensionsregulator.gov.uk/employers/re-enrolment)



## Remember, there are two stages to re-enrolment:

- 1 Re-enrol**  
Check if staff who left your AE pension need to be put back in
- 2 Re-declare**  
Complete a re-declaration of compliance

## Don't risk a fine

Check your legal duties using our online **re-enrolment duties tool**, and find out what to do and when.

