Detailed guidance for employers

Appendix C: Assessing a worker

This document accompanies:
Detailed guidance no. 3c – Having completed the assessment

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 a worker**

A flowchart showing the next steps following the first assessment of a worker aged between 16 and 74 where the first assessment is because the worker has asked to become a member of a pension scheme during a postponement period.

If the first assessment date for the worker is the deferral date see Appendix B.

For the other first assessment dates see Appendix A.

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**The worker does not have the right to opt in or the right to join during the remainder of the 12 month period that started on the date the WULS was paid.**

Assess again on the deferral date to identify whether the eligible jobholder criteria are met, unless the employer has pre-determined business rules about the exercise of their discretion for the automatic enrolment duty during the 12 month period that started on the date the WULS was paid.

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**Assess earnings**

1. Identify pay reference period
2. Assess qualifying earnings payable in that pay reference period
3. Compare against the lower level of qualifying earnings (£6,136) appropriate to the pay reference period

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**Entitled workers**

Are they an active member of a pension scheme which does not meet all the qualifying criteria but is tax registered?

- Yes
  - The entitled worker does not have the right to join a pension scheme. Assess again on the deferral date to identify whether the eligible jobholder criteria are met.

- No
  - Assess earnings

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**Jobholder**

Is the worker working, or ordinarily working, in the UK under their contract?

- Yes
  - No duties

- No
  - Are they an active member of a qualifying scheme with that employer?
    - Yes
      - No information or enrolment duties. The employer must not take any act or omission which ceases that active membership of the qualifying scheme.
    - No
      - Have they previously been paid a Winding Up Lump Sum (WULS) whilst in employment, and during the 12 month period that started on the date the payment was made left employment and then been re-employed?
        - Yes
          - Assess earnings
        - No
          - Have they given or been given their notice to end their employment?
            - Yes
              - The employer has been given an opt-in notice and must make arrangements so that the jobholder becomes an active member of an automatic enrolment scheme with effect from the enrolment date. For more information on identifying the enrolment date and the process of opt in see Detailed guidance no.6 – Opting in, joining and contractual enrolment.
            - No
              - The employer is not required to take any action to opt in or join the worker. Assess again on the deferral date to identify whether the eligible jobholder criteria are met, unless the employer has pre-determined business rules about the exercise of their discretion for the automatic enrolment duty when notice is given.

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*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*