

# AUTO ENROLMENT ADMINISTRATION SERVICE

## INTRODUCTION

Ensuring payroll is correct is becoming more demanding and time-consuming; the increased pressure by constant changes in regulation can take the focus away from running your business. With the additional responsibility of ensuring your workers are enrolled into a workplace pension through Automatic Enrolment, it is more important than ever to have a fast, efficient and accurate payroll service. Our payroll service together with the Auto Enrolment Administration Service will take this burden away from you, as well as processing your payroll we can also deal with all the necessary requirements to ensure your workers are enrolled into a workplace pension and have the right level of payments made into the required Pension Scheme, as well as dealing with all the necessary communications between you and your workforce as required by the legislation.

## OUR SERVICES

### **BASIC SERVICE – Fixed fees to include:-**

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| <ul style="list-style-type: none"> <li>• New pension set up work, to include acting as responsible contact for The Pension Regulator</li> <li>• Email, telephone or fax communication</li> <li>• Assessment of each worker for Auto-Enrolment purposes every pay period</li> <li>• Manage eligible employees required to be enrolled into pension scheme (<i>letters to workers not included</i>)</li> <li>• Deal with application of worker postponements</li> <li>• Calculate staff and employer contributions and deduct staff contributions from pay and provide reports</li> </ul> | <ul style="list-style-type: none"> <li>• Keep records of employee personal information as required under Auto Enrolment.</li> <li>• Keep records of amounts paid into the scheme each pay period</li> <li>• Telephone and email support during office hours</li> <li>• Manage re-enrolment of workers every three years, (<i>letters to workers not included</i>)</li> <li>• Monitor the ages and earnings of your employees (including new starters) and enrol them if they become eligible</li> <li>• Process opt out and opt in requests and deal with any refund of contributions as necessary</li> </ul> |
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### OPTIONAL BOLT ON'S

#### **PROVIDER SERVICE – Fixed fees to include:-**

- Generate pension data in required format for pension provider
- Email pension data to employer in required format (for uploading to pension provider)  
OR  
Upload pension data direct to relevant pension provider
- Authorisation of pension payment to pension provider

#### **COMM'S SERVICE\* – Fixed fees to include:-**

- Produce worker communications and email or post to employer
- Further option to email direct to workers, (*to avoid correspondence between us and individual employees this will be sent from a no reply email address and they will be asked to deal with you direct*)

\* This typically applies only to Nest, Peoples Pension and Now schemes as many independent providers do this for you within the scheme fees

## AUTO ENROLMENT ADMINISTRATION SERVICE

**OUR FEES** All prices are subject to VAT and can be reviewed at our discretion but correct at time of printing.

<b>Main Service: Basic</b>		
<b>Price Per Employee Payment Per Payroll Run</b>		£
Applicable to all employees irrespective of whether Auto Enrolled or not Subject to minimum price per payroll run below		
Number of employees	Up to 25	0.75
	26 to 50	0.70
	51 to 150	0.65
	151 to 250	0.60
	251 and over	0.55
<b>Minimum Price Per Payroll Run</b>		
Only applies where total Price Per Employee Payment Run is less than the following:-		
Weekly		6.00
Fortnightly		9.00
Monthly and Four Weekly		12.00
<b>Declaration of Compliance (where setup not taken) &amp; Re-Declaration of Compliance</b>		£
Fixed fee in all cases		55.00

<b>Optional Bolt On: Provider</b>	
<b>Fixed Price Per Payroll Run</b>	
£	
Weekly	4.75
Fortnightly	6.30
Monthly and Four Weekly	7.50

<b>Optional Bolt On: Comm's</b>	
<b>Price Per Letter</b>	
£	
All letters emailed to employer or individually emailed direct to employees	2.00
Option 1: All letters posted to employer	£0.50 extra (Total £2.50)
Option 2: Individually posted direct to employees	£1.50 extra (Total £3.50)

<b>Optional Bolt On: Setup of standard NEST scheme (or similar)</b>	
<b>Subject to terms and conditions of the chosen pension provider</b>	
£	
Fixed fee in all cases	55.00

<b>Amendments / Re-Runs</b>	
Re-processing of payroll, (affecting pension contributions), due to amendment/error by you	Additional fees as above, but only amended employees are charged, subject to minimum price per payroll run.

<b>Directors on Personal Allowance Salaries*</b>	<b>Basic</b>	<b>Provider</b>	<b>Comm's</b>
Companies that run payroll just for Directors taking only the fixed 'Personal Allowance' Salary with no deductions or adjustments other than Pension Contributions		Discounted to the Weekly minimum price per payroll run	
Companies with 9 or less Directors therefore	£70.00 p.a.	£55.00 p.a.	F.O.C.

\* If you're a sole director with no other staff or a number of directors with no more than one of these directors having an employment contract then you are not considered an employer and Auto Enrolment does not apply. Therefore this service is not necessarily required.

**All of the above fees are invoiced on a monthly basis, in conjunction with the payroll fees, for the payroll processed in that month, and collected by Direct Debit by the 14<sup>th</sup> of the following month.**