

PENSION INFORMATION

FOR EMPLOYERS

Employers in the UK have a legal duty to set up a workplace pension scheme for their employees. If the employee meets the eligibility criteria, they would be automatically enrolled into the pension scheme.

WHO IS ELIGIBLE FOR AUTOMATIC ENROLMENT?



Employees must be between 22 - State Pension age
and



Earning over £10,000 per annum

TOP 3 PENSION FAQs

Q. Can an Employee opt out of a pension scheme?

A. If a newly enrolled employee wishes to stop paying into their pension scheme, they should contact their pension provider directly and inform them that they wish to “opt out”.

Q. Is my employee able to move the funds from one pension scheme into another?

A. Whilst most pension schemes will allow for the funds to be transferred to another pension pot, it is dependent on the specific scheme rules.

Q. My employee is on maternity leave, am i still required to pay contribution?

A. Pension contributions should continue to be made during the maternity period.

MINIMUM PENSION CONTRIBUTION RATE

3% Employer
Contribution

4% Employee
Contribution

1% HMRC
Tax Relief