



CompleteAuto-EnrolmentSolutions™

Saving your company time, money and resources.

# Auto-Enrolment

## Do you know your Staging Date?

Workplace pensions legislation has undergone a fundamental change. Now, every UK employer must automatically enrol eligible workers into a qualifying scheme - and make contributions to it.



**YOUR DEADLINE FOR BEING COMPLIANT WITH THE NEW LAW IS KNOWN AS YOUR STAGING DATE. YOU NEED TO BE AWARE OF IT SO THAT YOU CAN ALLOW ENOUGH TIME TO PREPARE AND AVOID POSSIBLE FINANCIAL PENALTIES.**

All employers will be required to comply with a raft of obligations - although not all companies will need to be ready at the same time. **Your deadline for being compliant with your new Auto-enrolment duties - the date when all systems must be in place - is known as your Staging Date.** *This date is very important and you need to be aware of it so that you can allow enough time to prepare.* Failure to do so may result in heavy financial penalties.

Auto-enrolment is being introduced over a number of years, with the largest employers having started in 2012. Your company's Staging Date will be based on the size of your largest PAYE scheme as at April 2012. To find your Staging Date, please refer to the timetable on the following page.

*Remember - this is the date by which you must be ready, so you'll need to start preparing well in advance.*



## Find your Staging date here.

	Staging date
120,000 or more	1 October 2012
50,000 - 119,999	1 November 2012
30,000 - 49,999	1 January 2013
20,000 - 29,999	1 February 2013
10,000 - 19,999	1 March 2013
6,000 - 9,999	1 April 2013
4,100 - 5,999	1 May 2013
4,000 - 4,099	1 June 2013
3,000 - 3,999	1 July 2013
2,000 - 2,999	1 August 2013
1,250 - 1,999	1 September 2013
800 - 1,249	1 October 2013

Number of staff on payroll on 1 April 2012	Staging date
500 - 799	1 November 2013
350 - 499	1 January 2014
250 - 349	1 February 2014
160 - 249	1 April 2014
90 - 159	1 May 2014
62 - 89	1 July 2014
61	1 August 2014
60	1 October 2014
59	1 November 2014
58	1 January 2015
54 - 57	1 March 2015
50 - 53	1 April 2015

Preparations for auto-enrolment and its on-going implementation will impact significantly on your payroll capability and human resource functions. Inevitably there will be increased costs, risks and workload. Many employers will find the multiple tasks and new system requirements burdensome and extremely difficult to manage within the tight timescales involved. That's why the logical answer is to outsource this activity to a specialist company.

Complete Auto-Enrolment Solutions is experienced in project-managing the complex procedures that auto-enrolment legislation demands. We are able to

effectively and efficiently address the issues and risks on your behalf, ensuring a smooth process and satisfactory outcome and allowing you to carry on 'business as usual.'

**Our end-to-end solution will help you prepare for your Staging Date, simplify the numerous processes required, including assessment, compliance, communication and reporting, and provide on-going support throughout your auto-enrolment journey.**

Time is tight. Please contact us now for further information - and peace-of-mind!