Auto Enrolment Timeline

We’ve produced this timeline to help highlight some of the important tasks you’ll need to complete in the run up to your staging date. Firstly, you need to know your specific staging date. If you don’t already know this, you can find out by visiting www.thepensionsregulator.gov.uk.

Once you’ve got that, you can work back and add the relevant dates that you’ll need to start making the preparations listed below.

**Getting started**
Regular correspondence about auto enrolment and your obligations will be sent to you in due course. Once you are ready to take action, you will need to identify a point of contact that will receive and manage all the information.

**Assess your software and processes**
It’s around this time that you should check your current business processes and payroll software can cope with all the auto enrolment tasks. Sage Payroll Software can help you process auto enrolment in minutes not months.

**Assess the impact**
At minimum it is likely that these changes will impact on your HR, pension’s administration and payroll functionality, ensuring that you don’t plan how to avoid a down time. Will you need to hire additional member of staff? Will you need to purchase any new equipment? How might these changes impact the other areas of your business?

**Think about the future**
You’ll be legally obliged to communicate and auto enrol your eligible employees. You’ll need to think about how you’d like to communicate this information to your employees. Sage Payroll software can help reduce the time and cost of auto enrolment.

**Time for testing**
Allow extra time to test your processes and payroll software ahead of your staging date.

**Write to your employees**
You must write to each of your employees within one month of your staging date. You must also inform your staff about any changes to your pension arrangements for those who are re-enrolled, when they will be re-enrolled.

**Assess your workforce**
As to how it’s going to impact on your HR, pension’s administration and payroll functionality; ensure that you start planning now to avoid down time.

**Communicate the changes to your employees**
With just over a year to go, you should now be starting to communicate with employees; start raising awareness about the changes and how they might affect them individually.

**Tell the Pensions Regulator**
You must register with the pensions regulator and provide information about how you will fulfil your auto enrolment duties. Your registration deadline is four calendar months from your staging date.

**Review your arrangements**
If you don’t have a pension scheme already, you’ll need to:
1. Choose a scheme that fits with auto enrolment
2. If it does, decide whether it still fits the needs of your business

**Your staging dates here!**
What now?

**Plan Ahead**

18 months to go
15 months to go
13 months to go
12 months to go
8 months to go
6 months to go
2 months to go
1 month to go
7 months to go
9 months to go
11 months to go
12 months to go
14 months to go
16 months to go
3 months to go
4 months to go
5 months to go
6 months to go
8 months to go
10 months to go
11 months to go
13 months to go
17 months to go

To find out more about preparing for auto enrolment visit www.sage.co.uk/autoenrolment

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