



PW PAYROLL
SOLUTIONS

“one less thing
to think about!”

your complete payroll solution

Towngate House, 2-8 Parkstone Road, Poole, BH15 2PW, Tel: 01202 663700 Fax: 01202 663701
www.pwpayrollsolutions.co.uk

PW Payroll Solutions Auto-Enrolment Service: A simple and cost effective way for businesses to comply with new auto-enrolment pension legislation.

If you employ one or more workers then it is likely that you will need to auto-enrol employees into a Qualifying Workplace Pension Scheme or where the employee does not qualify, offer them the opportunity to join a pension scheme.

What happens if you don't comply?

There are certain employer duties you must comply with. If you fail to comply with your duties, The Pensions Regulator may take enforcement action and issue a notice and/or a penalty.

PW Payroll Solutions Auto-Enrolment Service

As your payroll provider we are in a perfect position to ease the burden of this new legislation.

We understand that running a business

- You may not have the time to study and fully understand the detail of the legislation
- You may not have the time to set up a pension scheme
- You may not have the knowledge currently to make the right decisions for your employees
- You want this problem to be resolved with minimal input and involvement from you

PWPS has 4 different specialist levels of service to suit all employer requirement, details of which are attached below.

If you need any further information, please do not hesitate to contact us as we are always happy to assist you wherever we can.

Look forward to hearing from you.

Mandy Gardiner MMPA
Head of Payroll





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AE Pro Service

PWPS AE Fees
Scheme/Payroll Set Up
One Off Payment to include:
• Liaising with Pension Provider
• Setting up pension scheme
• Confirming scheme rules, pensionable pay
• Postponement periods
• Building payroll module applicable to the above
• Creating template files required by pension company
• Uploading of employee data to pension company
• Completion & submission of Declaration of Compliance
• Pre Staging Communications Templates
Ongoing Compliance Procedure
To include:
• Assess workforce each pay period
• Auto Enrol Eligible Workers
• Process Opt Out requests
• Process Opt In requests
• Refund any contributions within Opt Out window
• Deal with leavers
• Provide full reports
• Provide electronic file to Pension Provider
• Monitoring of default pension scheme
• Tri Annual Re-enrolment
• Declaration of Compliance
Employee Communications Package



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Other Pension Provider

PWPS AE Fees
Scheme/Payroll Set Up
One Off Payment to include:
<ul style="list-style-type: none"> • Liaising with Pension Provider • Setting up pension scheme • Confirming scheme rules, pensionable pay • Postponement periods • Building payroll module applicable to the above • Creating template files required by pension company • Uploading of employee data to pension company
Additional Fees
<ul style="list-style-type: none"> • Tri Annual Re-enrolment • Declaration of Compliance (if required) • Any Additional work required will be quoted for at the time
Ongoing Compliance Procedure
To include:
<ul style="list-style-type: none"> • Assess workforce each pay period • Auto Enrol Eligible Workers • Process Opt Out requests • Process Opt In requests • Refund any contributions within Opt Out window • Deal with leavers • Provide full reports • Provide electronic file to Pension Provider
Employee Communications Package if not supplied by Pension provider



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Director Service

PWPS AE Fees
Director Payrolls Non Workers
Establish Non Worker Status of Payroll
Confirm to TPR as above

Non Payroll Clients

PWPS AE Fees
Non Payroll Clients- AE Pro
<ul style="list-style-type: none">• Pension Scheme Set up & Training• Advice on how to set up and apply scheme rules• Advice on how to export data to NEST• NEST AE guide for Employees• Pre Staging Communications Templates• Standard Statutory communications pack• Submission of Declaration of Compliance
Basic Ongoing Support/Advice PA
Any Additional work required will be quoted for at the time