3B – AUTO ENROLMENT SERVICES

SCHEDULE OF SERVICES

This schedule should be read in conjunction with the engagement letter and the terms of business.

1.   RESPONSIBILITIES AND SCOPE FOR AUTO ENROLMENT SERVICES

1.1.   **What we agree to do or be responsible for**

1.1.1. The purpose of this work is to assist you in preparing for the auto-enrolment regime, to assist you in maintaining the required records and reviews and through the operation of the payroll to deduct contributions to the pension scheme, and to pay over the correct amount to the pension scheme provider so as to meet the requirements of the workplace pension automatic enrolment regime. We will also advise you as to which employees are eligible employees and warn you about re-enrolment dates. More specifically:

a) We will assist you in determining your 'staging date' for auto-enrolment and also advise as to whether the postponement facility should be used.

b) We will process the necessary correspondence with the workforce both at set-up and on and on-going basis as directed by you.

c) We will assist you in identifying categories of worker; eligible jobholders, non-eligible jobholders and entitled workers. We will assist you in monitoring the status of these employees to determine whether 'non-eligible' or 'entitled workers' become 'eligible workers' and thus require auto-enrolment, this review will take place at the start of each payroll period. We will also ensure that new staff are incorporated into the scheme in accordance with your instructions. We will not be responsible for any errors that occur where we have not been supplied with updated information.

d) We will process any opt-out and opt-in requests and ensure that repayments are made to employees in accordance with your instructions. We will accept no responsibility for errors or omissions that arise as a result of incorrect data supplied to us.

e) We will deduct from each payroll period the pension contributions as instructed by you. We will accept no responsibility for errors or omissions that arise as a result of incorrect data supplied to us.

f) We will maintain information and records that will highlight when the triennial enrolment processes must occur. We will inform you in advance of this date so that you can make necessary communications with the staff member and so that the firm can re-enrol as required.

g) We will record, maintain and preserve the records required for auto-enrolment based on the information you supply to us.

1.2. **What you agree to do or be responsible for**

1.2.1. Even though you are engaging us to help you meet your payroll obligations:

a) You will identify and appoint an appropriate pension provider.

b) You will be responsible for paying the contributions to the pension provider.

c) You will review the assessment of the workforce and accept responsibility for the completeness and accuracy of the assessment.

d) You will be responsible for making all the necessary communications with the workforce in accordance with the requirements and timescales of auto-enrolment both at set-up and on an on-going basis.

e) You will be responsible tor ensuring that each employee has given permission for data to be shared for the purpose of auto-enrolment in accordance with the requirements of the General Data Protection Regulations.

f) You agree to provide us with complete and accurate information regarding your employees and pension contributions due for them. You will also provide us with details of your employer contributions. You will provide us with this information before you first pay a new employee. If an employee changes their status regarding auto enrolment you will inform us immediately.

g) You will provide us with details of any changes in employee working so that we can determine whether the employment status has changed in relation to auto-enrolment.

h) You will inform us of all new staff. It will be your responsibility to provide them with the required auto-enrolment information, which we will provide you.

i) You will perform spot-checks on the information that we hold in order to monitor its accuracy.