

## Your re-enrolment duties

We're here to help you along the way



## What is re-enrolment?

You'll need to re-enrol certain employees who've opted out, ceased active membership or reduced their contributions to lower than the minimum required by law every 3 years.

- While it's your responsibility to make sure you re-enrol the right employees, we want to make it as easy as possible for you to meet your obligations. Go to [www.thepeoplespension.co.uk/re-enrolment-steps](https://www.thepeoplespension.co.uk/re-enrolment-steps) to find out more about completing re-enrolment.

### How we can help you with re-enrolment

- We'll remind you to choose a re-enrolment date within a 6-month window – centred on the 3rd anniversary from the date your enrolment duties originally began. Future re-enrolment dates will then be based on the previous re-enrolment date.
- We'll help to identify which employees need to be re-enrolled on that date, as well as which employees are exempt.
- We'll prompt you to re-declare your compliance with The Pensions Regulator by the correct date – otherwise you may be fined. For guidance on re-enrolment from The Pensions Regulator visit [www.thepensionsregulator.gov.uk/en/employers/re-enrolment](https://www.thepensionsregulator.gov.uk/en/employers/re-enrolment)

### What re-enrolment means for your employees

- The opportunity to add to their pension savings again and get tax relief from the government.
- Useful joiner information for re-enrolled employees on what being enrolled means for them.
- If your employees choose to opt out after being re-enrolled, they have the option to rejoin later when they're ready to start saving for their retirement.

## More support for your re-enrolment journey

- We'll explain the re-enrolment process by providing you with step-by-step information on The People's Pension website. Find out more at [www.thepeoplespension.co.uk/re-enrolment-steps](https://www.thepeoplespension.co.uk/re-enrolment-steps)
- We'll give you a re-enrolment report, showing which employees opted out, ceased active membership or reduced their contributions to lower than the minimum required by law. You can then see who may need to be re-enrolled.
- When letting your employees know that they're being re-enrolled, you can use our templates. These can be found in our communications toolkit at [www.thepeoplespension.co.uk/re-enrolment-comms](https://www.thepeoplespension.co.uk/re-enrolment-comms)

If you have a financial adviser, they may be able to help you with re-enrolment too.

## What to do next

Speak to your usual contact at The People's Pension, or if you're new to us our friendly team will be happy to help.



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[www.thepeoplespension.co.uk/re-enrolment](https://www.thepeoplespension.co.uk/re-enrolment)