

# Kim Pullan Care Support Services

*Helping you access the care you deserve*



## **AUTOMATIC ENROLMENT SCHEME**

As part of our payroll service Kim Pullan Care Support Services provides automatic enrolment into a workplace pension to ensure that employers meet their legal obligations. We use the Government sponsored pension scheme called NEST.

Depending on whether your employees are eligible, and on the type of payroll service you receive from us, you will be allocated an appropriate level of Enrolment service from us.

This service is provided by Sarah Burgman, our payroll manager. Sarah has over 13 years' experience in providing payroll services, and has been dealing with Auto Enrolment on a regular basis at a firm of chartered accountants

**LEVEL ONE – for employers with no eligible employees. With this level we will;**

- Contact the employer with details of the scheme
- Contact the Pensions Regulator
- Use salary records to identify who needs to be enrolled
- Confirm to the employer there are no eligible staff
- Complete the declaration of compliance within 5 months of your staging date
- Monitor your payroll reports to ensure no employees become eligible, and deal with any which do become eligible

**LEVEL TWO – for employers with eligible employees who look after their own funding and pay their own carers. This service is as Level One, but we will also;**

- Contact the employer to confirm eligibility of employees
- Provide letters to employees on behalf of the employer
- Enrol the employees in NEST on the staging date
- Ensure NEST terms and conditions are signed by the employer

- Ensure direct debit arrangements are in place
- Provide formal letters from the employer to the employees to confirm that the NEST scheme is in place
- Inform the employer each month of the financial contribution they need to make to NEST (you will need to speak to your social worker or funding provider regarding this as they have a duty to ensure you have funding available to meet your legal obligations – we can help you liaise with them and provide a costing to them regarding this)
- Manage employee opt-outs (Eligible employees do not have to stay in the scheme – they can choose to “opt out” but do have to be placed in the scheme initially. They must be refunded any money which has been deducted and we will assist you with this.

**LEVEL THREE – for employers with eligible employees who have a Managed Account. This service is as Level Two, but we will also;**

- Forward the necessary funds to NEST from the employer’s funds we hold

**Due to the extra work involved we do need to make a charge at the end of each financial year for these services.**

<b>SERVICE LEVEL</b>	<b>ELIGIBLE STAFF?</b>	<b>PAYROLL</b>	<b>ANNUAL COST*</b>
<b>LEVEL ONE</b>	No	All	£30.00
<b>LEVEL TWO</b>	Yes	Normal payroll (employer holds own funding)	£50.00
<b>LEVEL THREE</b>	Yes	Managed Account payroll (we hold the funding)	£75.00

\*This cost is per employer. If an employer has an unusually large number of employees we reserve the right to review this.