

## Pay Check Support Services for Auto Enrolment

Pay Check offers a comprehensive and cost effective Auto Enrolment Service for its clients through Legal & General. However, if you have made your own alternative arrangements for Auto Enrolment, Pay Check can offer several support options that will contribute to the smooth running of your scheme.



We understand from our clients' experiences that the management of Auto Enrolment is complex and does not always fit into fixed categories. If you are unsure about which option is right for you simply call Pay Check on 0207 498 1133 or email our Auto Enrolment team at [aeservice@paycheck.co.uk](mailto:aeservice@paycheck.co.uk)



## Support options

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### 1 Pay Check assessment of employee eligibility

This additional service assesses your employees Auto Enrolment eligibility per pay period. Based on your company scheme rules, Pay Check will calculate pension contributions before sending the payroll to you for authorisation. Once approved, Pay Check can generate the appropriate Auto Enrolment reports, specific to your pension providers' requirements, ready for you or your advisors to upload onto your pension site. The report we will send will include confirmation of  joiners to the scheme plus the relevant Notices  to be sent to employees.

*Please be aware that it remains the responsibility of the employer to communicate all statutory notices and upload files to their provider. These actions are not included in this service.*

**Fees:** Setup fees will be dependent upon the size and complexity of your payroll. As a guide set up fees will be in the region of £200. Monthly assessment fees will be a minimum of £12.50 per pay run or 7.5% of the usual monthly processing fee. **Please contact Pay Check for an individual quote.**

### 2 Pension provider assessment of employee eligibility

If your pension provider or advisor will be assessing and calculating your employee pension contributions, Pay Check will process your payroll as normal and send you your payroll reports for authorisation. The payroll reports may then need to be sent by you to your pension provider or advisor so that they may run the eligibility assessment. Pay Check will then require pension contribution amounts and employee codes in excel format in order to rerun your payroll to include the pension amendments.


**Fees:** This option will impact on your payroll turnaround times and will incur an additional monthly fee for rerunning your payroll. As a guide, we may need the payroll submission up to 2 working days earlier than your current submission date, with fee dependent upon the number of changes. **Please contact Pay Check for details and an individual quote.**

### 3 In-house assessment of employee eligibility

If you are able to process your employee assessment and contribution calculations before the payroll run, you will need to provide the relevant pension contributions as part of your normal payroll submission to Pay Check, as an excel spreadsheet including employee codes. There will be no change to your payroll submission date or fee.

## Confirming your requirements

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If you would like to sign up  option one, please ensure you complete the accompanying form **at least 2 months prior to your staging date, whether you are postponing or not**, to confirm which Auto Enrolment support services you require from Pay Check. It is important we receive this form by the date requested in order for us to guarantee setup in time for your staging date. Please do not hesitate to contact us if you would like further advice on any of our Auto Enrolment services.

Visit [www.paycheck.co.uk/our-services/auto-enrolment-service.html](http://www.paycheck.co.uk/our-services/auto-enrolment-service.html)

Email [aeservice@paycheck.co.uk](mailto:aeservice@paycheck.co.uk) or call us 020 7498 1133

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