

# Auto-enrolment pensions

Advice for pub  
operators, licensees  
and brewers

**By law, all employers must auto-enrol their staff in a pension scheme and make minimum pension contributions into it.**

This short guide gives advice on enrolment dates for medium and small pub and brewery businesses, and what employers have to do to comply with the legislation.

The guide is split into three sections – when, who and how.

### **When do I start auto-enrolment?**

If you employ your first member of staff from 1 October 2017 onwards, then your legal duties for automatic enrolment will begin on the day your first member of staff starts work. Planning for automatic enrolment should be carried out alongside all the other tasks associated with running a business – for example setting up PAYE.

If you employed staff before 1 October 2017, and have registered with HMRC, then you would have been allocated a staging date by TPR who will have written to you to confirm what you need to do and by when.

Employers can check when their duties start and what they need to do by using TPR's [online tool](#).

### **Minimum contribution from employer**

Employers are required to pay minimum contributions into a pension scheme for their staff. Minimum contributions are planned to increase over time – see below:

Up to 5 April 2018

Employer contribution 1%, Employee Contribution 1% (total 2%)

6 April 2018 – 5 April 2019

Employer contribution 2%, Employee contribution 3% (total 5%)

6 April 2019 onwards

Employer contribution 3%, Employee contribution 5% (total 8%)

The Pensions Regulator have [online information to help you understand how much you need to contribute and by when](#). This includes a template letter that will help you explain the benefits of the increases to your staff.

### **Who must be auto-enrolled?**

#### **Eligible workers**

Employers will be required to automatically enrol staff into a workplace pension from the date when that staff member becomes eligible. Eligible staff will be those:

- Aged 22 or above (excluding those who have reached state pension age)
- Earning more than £10,000 p.a.
- Not a member of an existing workplace pension scheme (excluding those in a separate, private pension scheme)

Eligible staff can opt out of a pension scheme membership if they wish, but they must be enrolled into a pension scheme first to do this (i.e. they cannot refuse to be enrolled).

**NOTE:** Employers have a legal duty to re-enrol staff who have opted out of the pension scheme every three years after they first become eligible for the scheme. The staff member may choose to opt out again if they so wish.

#### **Temporary/seasonal workers**

Official guidance on how to enrol temporary and seasonal workers can be found [here](#).

#### **Other staff**

Some staff may have a right to opt in to your auto-enrolment scheme, even if they are not eligible under the criteria above. You do not have to automatically enrol them, but they can join the scheme if they so wish. These are:

- ‘Non-eligible jobholders’ - aged between 16 and 21 or between state pension age and 74, earning above £10,000 p.a.
- ‘Entitled workers’ – aged between 16 and 74, earning less than £6,032 p.a.

### How do I auto-enrol my staff?

If you currently have an active pension scheme for your employees that meets the qualifying criteria for automatic enrolment, this can be used as the auto-enrolment scheme for eligible workers who are not current members. Contact your current pension provider for more details.

If you need to choose a new scheme, then you’ll need to find out which ones are available to you, and how to choose between them. The Pensions Regulator has [information and guidance to help you.](#)

### Useful links

[What do I need to do and by when?](#)

[Nominating a contact](#)

[Choosing a pension scheme](#)

[Declaring compliance](#)

[Your questions answered](#)

[Staff questions answered](#)

[Common pension myths busted](#)

For further general advice and information on auto-enrolment, The Pensions Regulator can be found [here.](#)

#### **British Beer & Pub Association**

Brewers’ Hall  
Aldemanbury Square  
London EC2 V 7HR

T: 020 7627 9191

F: 020 7627 9123

E: [contact@beerandpub.com](mailto:contact@beerandpub.com)

[www.beerandpub.com](http://www.beerandpub.com)

Registered in London

Company number: 1182734