



Automatic Enrolment

Automatic enrolment for pensions is designed to help people save more for their retirement. By law, all employers are required to automatically enrol and periodically re-enrol their workers, who meet the auto-enrolment criteria, into a workplace pension scheme.

Q1. What is a workplace pension?

A workplace pension is a way of saving for your retirement, arranged through your employer. It is sometimes known as a 'company pension', 'occupational pension' or 'works pension'.

Q2. What occupational pension schemes are offered by the University?

The pension schemes offered by the University are:

- University of Liverpool Pension Fund (ULPF)
- Universities Superannuation Scheme (USS)
- NHS Pension Scheme (NHSPS)
- National Savings Employment Trust (NEST)

Q3. How will I know which pension scheme is for me?

You should have received a Pension Scheme information sheet when you joined the University. The majority of employees are contractually enrolled into the appropriate pension scheme in accordance with their contract. Workers such as casuals, student workers and employees not eligible to join ULPF, USS or the NHSPS are assessed in accordance with the auto-enrolment criteria. Further information can be found at www.liverpool.ac.uk/hr/pensions.

Q4. Who will be enrolled into a workplace pension under automatic enrolment?

Those workers who:

- are not already in a qualifying pension scheme;
- are aged 22 or over;
- are below state pension age;
- earn more than £833 a month (£10,000 a year for 2019/20);
- and work or usually work in the UK.

For those who are not in a University pension scheme and who do not meet the stated criteria, the option to join the appropriate University pension scheme is available, but the University is not required to enrol these individuals automatically.

Q5. What if I meet the criteria but do not want to be automatically enrolled into a University Pension Scheme

If you meet the criteria then by law the University must enter you into a pension scheme. However, if you are enrolled you will be able to opt out if you wish. Details on how to opt out can be found on the Pensions website www.liverpool.ac.uk/hr/pensions.

Q6. If I am not auto-enrolled but wish to join the pension scheme what should I do?

If you are not auto-enrolled but wish to join a pension scheme, you should complete the appropriate Notice to opt in form which can be obtained from www.liverpool.ac.uk/hr/pensions.

Q7. I have taken out HMRC protection against the lifetime allowance tax charge. Will I be enrolled?

If you have taken out HMRC protection against the lifetime allowance tax charge the University is not required to auto-enrol you as this is likely to cause you to lose your protection. Please email pensions@liverpool.ac.uk if you are affected by this so that we can stop the enrolment process for you.

Q8. What is a qualifying pension scheme?

Pension schemes used for automatic enrolment purposes are required to be certified as a qualifying pension scheme.

All the pension schemes provided by the University are qualifying pension schemes.

Q9. Why do employers have to operate automatic enrolment?

The government's aim is for more people to have another income, on top of the State Pension, when they come to retire. The new State Pension in 2019/20 is £168.60 a week. This is intended to be a foundation. Employers are enrolling their workers automatically into a scheme to make it easier for people to start saving.

Q10. How are workers not in a pension scheme being assessed for automatic enrolment purposes?

For employees and workers who are not contractually enrolled into a pension scheme, the University must assess these workers on a monthly basis and determine under which category of worker they fall, as defined by the legislation:

- a) Eligible Jobholders
- b) Non-Eligible Jobholders
- c) Entitled Workers

Eligible Jobholders

This refers to those workers who are aged over 22 and under State Pension age, and earn more than £833 a month (£10,000 a year for 2019/20).

Non-Eligible Jobholders

This refers to those workers who are aged 22 or over or under State Pension age and earn less than £833 a month (£10,000 a year for 2019/20) but more than £512 a month (£6,136 a year for 2019/20)

OR

Those workers who are aged under 22 or are over State Pension age (but under age 75), and earn more than £833 a month (£10,000 a year for 2019/20).

Entitled Workers

This refers to those who are under age 75, and earn less than £512 a month (£6,136 a year for 2019/20).

Employees and workers who meet the criteria of an eligible jobholder will be automatically enrolled (possibly after a period of postponement) into the University pension scheme appropriate to them and further information will be provided at the time.



Q11. What is postponement?

An employer must assess each member of their workforce to identify into which category of worker they fall (as detailed under Q9). Providing the pension scheme rules allow, an employer can postpone the assessment of a worker for up to a period of three months. The assessment is postponed until a date of the employer's choosing known as the deferral date.

Q12. What is automatic re-enrolment?

Every three years the University must assess all workers for auto enrolment purpose and enroll all eligible jobholders in to a pension scheme. Workers can chose to opt out but only after they have been re-enrolled.

Updated April 2019