Automatic re-enrolment for pensions: May 2019

Automatic enrolment for pensions is designed to help people save more for their retirement. In May 2019 the University by law must re-assess all staff, casuals and student workers who are not in a pension scheme for one or more of their appointments, regardless of whether they have previously opted out of the pension scheme. If they meet the relevant statutory criteria, they will be enrolled into the appropriate University pension scheme.

Further information is given below:

1. Will I be automatically enrolled into a University pension scheme from May 2019?

From May 2019 you will be automatically enrolled into a University pension scheme if you meet the following criteria:

- you are not already in a University pension scheme
- you are aged 22 or over
- you are under state pension age
- you earn more than £833 per month (equivalent to £10,000 per year)
- you work, or usually work, in the UK.

If you are already a member of a University pension scheme but have other appointments which do not have a pension scheme assigned to them, you may be enrolled for your additional appointment.

If you do not meet the above criteria but wish to join a pension scheme, you should complete the appropriate Notice to opt in which can be obtained from www.liverpool.ac.uk/hr/pensions.

2. 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.

3. If I am automatically enrolled into a pension scheme, how can I opt out?

You will have to wait until you have been automatically re-enrolled. When you have been enrolled you will receive a letter telling you which pension scheme you have been enrolled into and the percentage pension contribution that will be deducted from your May pay. It will also tell you how to opt out and the time limits involved. If you do opt out, legislation states that the University will be required to re-assess you again in three years’ time.

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

If you have taken out HMRC protection against the lifetime allowance tax charge the University is not required to re-enrol you as this is likely to cause you to lose your protection. Please email pensions@liverpool.ac.uk by 14 May 2019 if you are affected by this so that we can stop the re-enrolment process for you.
5. What do I need to do now?

Nothing. During May you will receive more details on the automatic enrolment process and how it may affect you.

6. Where can I find out further information?

Further information on the University pension schemes can be found at: www.liverpool.ac.uk/hr/pensions.

General information on Auto Enrolment can be found at: www.gov.uk/workplace-pensions.