

# Sage 50 Payroll



## Auto Enrolment

### PREREQUISITES

A good working knowledge of Sage Payroll is required.

### COURSE CONTENT

#### Background to Workplace Pension Reform & Automatic Enrolment

- What is Automatic Enrolment?
- Why is Automatic Enrolment being introduced?
- What is different to current processes?
- When will Automatic Enrolment be introduced and who will it affect?

#### Preparation

- What you need to do now
- What you need to do before staging into Automatic Enrolment
- What you need to do after staging into Automatic Enrolment

#### Overview of the 7 steps into Auto enrolment

- Finding your staging date
- Reviewing your pension arrangements
- Assessing your workforce
- Communicating to all your workers
- Automatically enrolling your eligible job holders
- Refunds and opt outs
- Registering with the pensions regulator & keeping records
- Contributing to pensions
- Triennial re-enrolment

