



Our Auto-Enrolment Payroll Service

A guide to how we help to make sure you avoid penalties from the Pensions Regulator

What is Auto-Enrolment?

Auto-enrolling employees into a workplace pension scheme is a legal requirement for all businesses, from those employing hundreds to those with one or two people on the payroll.

You are legally responsible for setting up your scheme. Like driving your car over the speed limit you cannot claim ignorance of the law and will be issued penalties!



Get our full Guide online
www.davisgrant.co.uk

Additional Payroll Work Required

There are additional steps involved in calculating contributions and making deductions.

Here is an example of the steps required should you process your payroll without our help...

1. Finalise your payroll information.
2. Process your payroll (calculate Tax and NIC)
3. **Submit your payroll information to your pension provider.**
4. **Your Pension provider assesses employees and calculates pension contributions.**
5. **Add calculated pension information to your payroll.**
6. **Re-run payroll.**
7. Check and confirm all items are correct.
8. Make any final amendments (repeat previous steps?).
9. Produce Payslips, summaries and reports.

Any delay between the stages could result in your employees being paid late.

Pension deductions must be compliant with the law.

Davis Grant Payroll with Auto-Enrolment helps to make this process simpler and hassle free

Our Auto-Enrolment Payroll Service

A Simpler Way to Work

1. Simply Send your Payroll information to us.
2. We do all the hard work for you, processing all deductions *including assessing and calculating pension contributions.*
3. After your confirmation, we generate the payslips and auto-enrolment information, then make it happen for you.



Key benefits

- **Save Your Time and Reduce Hassle** – you do not need to review payrolls multiple times, there is less chance of delay and we send the payslips and enrolment information directly to your employees digitally.
- **Accurate** – we will automatically assess employees who meet the entitlement and earnings criteria and then calculate the employee and employer contribution every month (unless they opted out).
- **Fully Compliant**
 - keep your pension provider informed
 - avoid penalties from The Pensions Regulator
 - be prepared for any required financial audits
 - have an electronic trail to show information has been provided to employees.
- **Secure** – with our electronic delivery there is no risk of employees opening payslips or auto-enrolment information sent in the post addressed to other employees. All files are encrypted using SSL/AES and securely accessed via an online portal.



Cloud Software Included as Standard

Benefit from access to our software platforms: OpenPayslips and OpenEnrol.

You can view all payslips, summaries and communications securely online - 24 hours a day, 7 days a week. *Including the ability to send enrolment letters and information.*

Employees automatically receive email notifications and instant access online via the web or mobile App.

Need Help Choosing a Pension Scheme?

We have a list of recommended and regulated independent financial advisors that we can introduce you to. They will recommend the right scheme for your business and support you with the necessary compliance elements.

Less time. Less hassle. Be sure it's all happening as it should!

**Call us now to discuss your needs
020 8477 0000**