

# Workplace Pensions

How can GCVS make Workplace Pensions as easy as possible?



Glasgow  
Council  
for the  
Voluntary  
Sector

## GCVS will:

- Set up your Workplace Pension for you, if you complete the GCVS Pension Set Up Form. We will charge a one off £50+VAT fee for this service
- Be your nominated secondary contact with The Pensions Regulator
- Assess employees each pay period and enrol employees into employer's chosen scheme
- Issue letters to employees regarding Auto Enrolment, in line with legislation
- Make deductions from the employees' salaries as per the information supplied
- Pay over pension contributions to your chosen pension provider monthly
- Help with set up of your online pension filing if necessary. If we set up your scheme we will do this automatically
- Upload any online files each month should your pension provider require it
- Send you a pension report each month detailing employee and employer contributions (if requested; these are £2 per report)

## What you need to do now:

Any new employers from 1<sup>st</sup> October 2017 should have a workplace pension for staff from their start date.

Nominate a contact with The Pensions Regulator, you can do this on their website below. The employer is to be the first contact, GCVS will be the secondary contact

Select an Auto Enrolment compliant pension scheme and decide the contribution rates. For minimum contribution rates see The Pensions Regulator website: <http://www.thepensionsregulator.gov.uk/minimum-contribution-increases-planned-by-law-phasing.aspx>

Complete either the GCVS Pension Set Up Form or the GCVS Auto Enrolment Form (you will get this in the payroll pack or from your Payroll Administrator)

You will complete the Set Up Form if you wish for GCVS to set up your scheme for you; we charge a one-off £50+VAT fee for this service. Complete the Auto Enrolment Form if you wish to set up the scheme yourself and have GCVS administer it

If you already have an ongoing pension scheme that you are using for Auto Enrolment, please check with the pension scheme and The Pensions Regulator to ensure this scheme is compliant

Make sure you are up to date with current legislation regarding Workplace Pensions as The Pensions Regulator can and will fine for non-compliance

The Pensions Regulator Website

[www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

The Pensions Regulator Employer Helpline

0845 600 1011

## How Can GCVS Help?

GCVS can set up your scheme for you if you complete and return the GCVS Pension Set Up Form

You can also contact your Payroll Administrator to ask for advice, if we cannot answer your question, we can refer you to our HR Service who may be able to help