



## **CS Financial Solutions Auto-enrolment Service Propositions for Small Employers**

**A choice of solutions tailored to enable you to meet your statutory obligation to provide your employees with a workplace pension scheme and fulfil other specific legal duties as an employer.**

Whilst the ethos of the Automatic Enrolment legislation is very laudable in that it will encourage more to save for their retirement, the burden it places on businesses will inevitably be measured against the impact it has on the bottom line.

Our two main service propositions are designed to be streamlined whilst at the same time providing access to specialist support every step of the way to the point of full compliance. You can choose from a service that takes you through all aspects of the auto-enrolment legislation or to where you are just looking for a quality pension scheme that reflects your own business needs and objectives.

In circumstances where your business is treated as a 'non employer' by the Pensions Regulator, thus avoiding the need to set up a scheme, we can also help you confirm your status with Regulator.

### **Full Compliance Delivery**

This service is designed to help and guide you through the planning stage to the point of fully complying with legislation which includes the Scheme Select and Set Up service as described below.

### **Scheme Select and Set up**

If you are in a position where you simply require sound advice on which is the most appropriate pension provider for your employees, CS Financial Solutions research and report service will provide you with the evidence and assurance you have gone to the trouble of taking professional advice. Once you have accepted our provider recommendation CS Financial Solutions will set up the scheme on your behalf so you are ready to enrol your employees and pay over contributions.

### **Non Employer Compliance**

If because of your employee numbers and/or status the Pensions Regulator may treat your business as a non employer and thus you need not comply with certain aspects of the legislation. If this applies to you we will engage with the Pensions Regulator on your behalf to ensure your situation is formally recognised. Our fee for this service is a fixed £99 plus VAT.

**Please note that as pensions specialists we are able to offer a full and extensive range of bespoke services. Please contact us for full details.**

**Comparison of our two main service options overleaf:**



Services and Support Included	How will it support your business?	Full Compliance Delivery Service	Scheme Select and Set up Service
<b>Explaining the Basics</b>	Our Key Facts explains in straightforward language the essential features of the legislation to enable you to gain an understanding of your regulatory duties and the statutory timescales. In addition our 'to do list' will help you identify all the tasks you need to undertake in order to comply.	✓	✗
<b>Fact Finding</b>	CS Financial Solutions assesses your requirements and provides you with recommendations and guidance based on a clear understanding of your needs and objectives. Information and data is extracted via the completion of a fact find. Helpline and email support is available should you have any questions.	✓	✓
<b>Cost Modelling</b>	This legislation enables you to select from a range of pension contribution options. You can decide which of the options sits within your budget, and perhaps at the same time reflects how you want to reward your employees.	✓	✗
<b>The use of postponement</b>	The opportunity to defer the assessment of your employees auto-enrolment status is an important tool in deferring costs, avoiding complex contribution calculations, managing probationary periods and dealing with employees who receive a spike in earnings above the joining threshold. CS Financial Solutions can help you work through the issues and determine the most appropriate postponement periods for all employees current and future.	✓	✗
<b>Identifying system issues</b>	Auto-enrolment compliance is also a payroll systems issue with many businesses taking comfort in that their payroll provider or accountant/bookkeeper will take on this responsibility. To ensure this is the case we will provide you with a checklist so that you can ensure your software system is fit for purpose.	✓	✗
<b>Pension Provider Recommendation</b>	Using your employee data and taking into account your circumstances CS Financial Solutions will recommend a suitable pension provider. One option may be to continue with your current provider, or advise a change to another more suitable provider. CS Financial Solutions will support you through this process and set up the scheme so that you are ready to enrol employees and pay over contributions.	✓	✓
<b>Drafting Member Communications</b>	The legislation does not insist upon communicating with your employees before your staging date but many businesses consider it to be good practice. CS Financial Solutions will provide you with template letters in addition to any help you may need with the statutory communications at staging date.	✓	✗
<b>Declaration of Compliance</b>	It is a legal requirement to complete the Pensions Regulator's online Declaration of Compliance within 5 months of your staging date. Failure to do so is a breach of the law. CS Financial Solutions will assist you in completing your on line declaration.	✓	✗
<b>Support Helpline</b>	All through the process up to the point of submitting your Declaration of Compliance you will be able to talk to or email our team of auto-enrolment specialists for guidance. Should you require further help please contact us for a quotation.	✓	✓