

# Auto Enrolment - How's it going?

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LGA Workshop



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# Teachers' Pension Workshop

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TP workshop was planned in response to issues raised by employers on the Auto Enrolment process for the Teachers' Pensions Scheme:

- Difference between contractual and auto enrolment
- Clarification around the process - when to use the AE template
- How to deal with Multi / Concurrent Employment
- Clear guidance on the website
- Development of the AE template
- Review of the member print

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# Progress so far

And continuing actions.....

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The Policy and Technical Team (PATT) have developed scenarios to help employers identify whether their members need to be contractually or Auto Enrolled or both

- This will also identify when employers need to use the template
- The website has been updated
- The system has being updated to accept multi / concurrent employment

Work still in progress;

- the member print is undergoing development
- the AE template is also being reviewed to allow individual establishment numbers and mid month dates

# Teachers' Pensions Process

The screenshot displays the Teachers' Pensions website interface. At the top left is the logo for Teachers' Pensions. A navigation menu includes links for Home, Employer Guide, Training & Resources, Employer FAQs, News, TP Online, and Employer Portal. A search bar is located in the top right corner. The main content area is titled 'Contractual Enrolment' and contains several paragraphs of text explaining the enrolment process for new or existing employees, including details about staging dates and opt-out options. A sidebar on the left lists various topics under 'We need you', 'Member management', and 'Scheme administration'. On the right, there are sections for 'Related Information' (with a link to 'Auto Enrolment') and 'Frequently Asked Questions' (with a link to 'See all Employer FAQs'). At the bottom of the main content area, there are two buttons: 'Before Staging Date' and 'After Staging Date'. Navigation links for '< Previous' and 'Next >' are also present.

**Teachers' Pensions**

Home | **Employer Guide** | Training & Resources | Employer FAQs | News | TP Online | Employer Portal

We need you

**Member management**

- > New appointments
- > Auto Enrolment
- > Information we need from you
- > Annual Return information
- > Reading a Service Record
- > Opt outs
- > Rejoining after opting out
- > Absences from teaching
- > Leavers
- > Member divorce or dissolution
- > Types of retirement
  - > Retirement applications
  - > Calculating mandatory compensation
  - > Ill health
- > Retired teachers and reemployment
- > Death of a member in service

**Scheme administration**

## Contractual Enrolment

Any new or existing employees starting new contracts must be enrolled into the Teachers' Pension Scheme in accordance with scheme provisions regardless of their age and earnings when they commence employment - unless they've previously opted out.

A member with a pre 01/10/2012 opt out who takes up a new employment with an employer who has not reached their staging date will not be contractually enrolled unless, they are taking up employment under the fair deal arrangements.

A member with an opt out on or after 01/10/2012 has the choice to opt out:

- Per employment under the TPS arrangements (an opt out is required per employer if they have more than one employer)
- Per contract of employment if they have multiple contracts of employment which do not form part of a single employer relationship.

A member with an opt out on or after 01/10/2012 as in A. above who takes up a new employment with the same employer and the employer has not reached their staging date will not be contractually enrolled.

A member with an opt out on or after 01/10/2012 as in A. above who takes up a new employment with a different employer and the employer has not reached their staging date will be contractually enrolled, because the opt out only applies to the previous employment.

A member with an opt out on or after 01/10/2012 as in B. above who takes up a new employment with the same employer and the employer has not reached their staging date will be contractually enrolled, because the opt out only applies to the specified contract.

A member with an opt out on or after 01/10/2012 as in B. above who takes up a new employment with a different employer and the employer has not reached their staging date will be contractually enrolled, because the opt out only applies to the previous employment.

An opt out ceases to apply if an employee takes up employment under the new fair deal arrangements.

When contractually enrolling an employee into the Teachers' Pension Scheme you must complete a TR6.

See our Scenarios section for further information.

[Before Staging Date](#) | [After Staging Date](#)

[< Previous](#) | [Next >](#)

### Related Information

- > [Auto Enrolment](#)

### Frequently Asked Questions

Get answers to some of our most frequently asked questions

- > [See all Employer FAQs](#)

# 'Contractual Enrolment Scenarios'



## Contractual Enrolment

	New Teacher	Existing Teacher, taking up new employment	Existing Teacher, starting a new contract of employment with the same employer or a different employer	Existing Teacher, starting a new contract of employment with the same employer	Existing Teacher, starting a new contract of employment with the same employer	Existing Teacher, starting a new contract of employment with a different employer
	A	B	C	D	E	F
Opt out pre 01/10/2012 (All TPS Employment)	✗	✗	✓	✗	✗	✗
Opt out on or after 01/10/2012	✗	✗	✗	✓ If opted out for all employment with that employer	✓ If opted out for one contract with that employer	✓

## Required Action

	A	B	C	D	E	F
Provide TPS GUIDE details	✓	✓	✓	✓	✓	✓
This is contractual enrolment	✓	✓	✗ Opt out still applies to all employment	✗ Opt out still applies	✓ Enrol for new contract only	✓ Opt out is per employment so does not apply to new employment
This is auto enrolment	✗	✗	✗	✗	✗	✗
Send auto enrolment	✗	✗	✗	✗	✗	✗

# 'Auto Enrolment Scenarios'



## Contractual or Auto Enrolment

	New Teacher	Existing Teacher, taking up new employment	Existing Teacher, starting a new contract of employment with a different employer	Existing Teacher, starting a new contract of employment with the same employer	Existing Teacher, starting a new contract of employment with the same employer or different employer	Existing Teacher, starting a new contract of employment with the same employer	Existing Teacher, starting a new contract of employment with the same employer	Teacher employed in a part-time non-pensionable post which began before 01/01/2007	Retired teacher who became re-employed before 01/01/2007 and did not make an EFE election to rejoin the scheme
	A	B	C	D	E	F	G	H	I
Opt out pre 01/10/2012 (All TPS Employment)	✗	✗	✗	✓	✓	✗	✗	✗	✗
Opt out on or after 01/10/2014	✗	✗	✓	✓	✗	✓ If opted out for all employment with that employer	✓ If opted out for one contract with that employer	✗	✗

## Required Action

	A	B	C	D	E	F	G	H	I
Provide TPS GUIDE details	✓	✓	✓	✓	✓	✓	✓	✓	✓
This is contractual enrolment	✓	✓	✗ Opt out is per employment so does not	✗ Opt out ceases to	✗ Opt out ceases to apply, assess for	✗ Opt out ceases to apply, assess	✗ Opt out ceases to apply, assess	✗	✗



**Any  
questions?**