Automatic Enrolment (AE) FAQ

Pension and Automatic Enrolment (AE) · https://paiyroll.com/kb/faq/

Where do I enter my pension scheme details?

Setup > Schemes, then **Update** your provider scheme. Be sure to enter the scheme reference, group and the payment source and any other necessary details.

Why is my employee Opt-in not working?

paiyroll® Opt-in date is the date the notice was received. According to The Pension Regulator (TPR), we only process opt-in dates in the next pay period after receiving them. If you want Opt-In to operate in the current pay period, you must enter a date before the current pay period starts.

Where do I enter pension scheme details?

Set up > Pay definitions > **Group** by Schemes

Update the pension scheme to view the settings.

If you have multiple pension schemes, check which scheme applies to each worker on their respective Pay Item Editor.

How do I Opt-in an employee who has requested to join the scheme?

How do I enrol an employee who previously opted out?

Pay Item Editor

On the **AE** Pay Item, set the **Opt-in** date as required

Click **Update**

On the Mini-payslip, you will see the AE pension deduction being taken and also an **Opt-in enrolment on...** payslip message

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Where can I find out how our pension enrolment is set up?

1. Documents > Preapproval summary 2 sheet **AE** gives you complete auto-enrolment information for every worker.
2. Setup > Pay Definitions and search for your scheme(s)
3. The worker's **AE** Pay Item input values