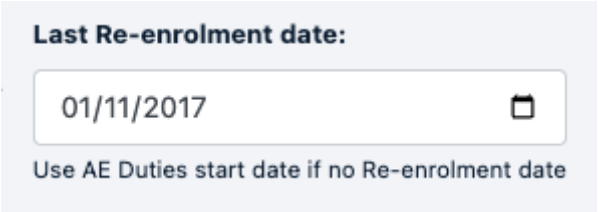
Re-enrolment and re-declaration

Pension and Automatic Enrolment (AE) · https://paiyroll.com/kb/re-enrolment-and-re-declaration/

Every 3 years, you have a legal duty to re-enrol certain staff back into a pension scheme.

Last Re-enrolment date

paiyroll® does this automatically on the 3rd anniversary of the Last Re-enrolment date, which can be found in the Tax section in the Company setup. For example, based on the following date:



paiyroll® will automatically re-enrol any required employees on the 1st of November 2023 (multiple of 3 years).

Re-enrolment letter: When you receive your re-enrolment letter from the pension regulator check that your **Last Re-enrolment date** is correct so that the software can operate automatically.

Your re-enrolment date can be up to 3 months before or 3 months after your 3rd anniversary. If you wish to modify the automatic re-enrolment date, select a date that is 3 years before your chosen date. For example, if you wish to use a re-enrolment date of October 1, 2023, then set the last enrolment date to October 1, 2020.

All staff who need to be re-enrolled will be enrolled in the pay reference period that spans the 3rd anniversary.

- Monthly Example: You pay your workers on the 28th of October and your pay reference period is from the 1st to the 31st of October, then a 1st of October re-enrolment date will be processed in the October pay run.
- Weekly example: If you pay in arrears, for example, on a Friday for a pay period ending the previous Sunday, your pay reference period will be the one in which the payday falls, not the earning period!

Checking the Pay Reference Period (PRP)

If you are unsure of the PRP being used for any group of workers, you can confirm this in the **Pre-approval Summary> GB AE Sheet**. Each worker has their PRP listed. If you adjust your last reenrollment date, you must ensure that the third anniversary falls within that PRP. In the example below, you must select a last re-enrolment date that falls between the 10th and 23rd of November 2022:

F	G	H
PRP Start (actual_t)	**Pay day**	**PRP End**
2025-11-**10**	2025-11-20	2025-11-**23**

Please note that re-enrolment may be processed in separate pay runs for weekly and monthly workers.

All workers who are re-enrolled will have an auto-enrolled message on their payslips confirming this.

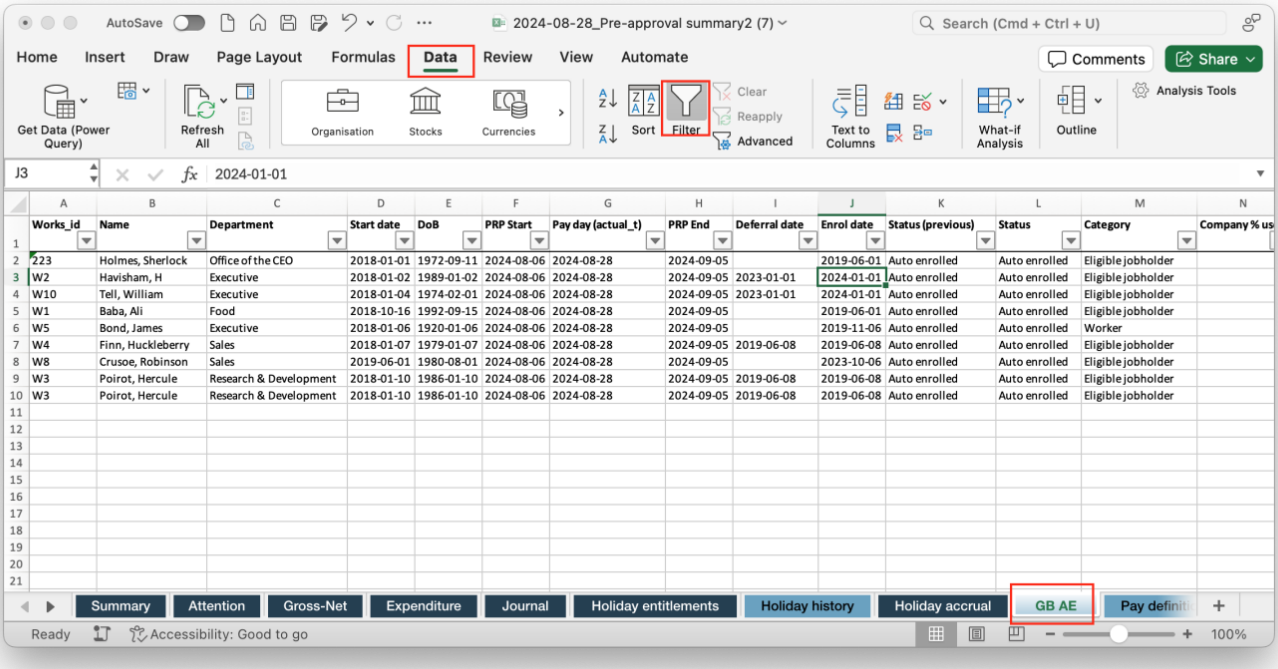
Bureau bulk date download/upload

Bureaus can check multiple companies by navigating to Companies > Download and selecting several companies or all companies using CTRL-A or Command-A. This will create an Excel spreadsheet.

Declaration of compliance

After the re-enrollment process is complete, you will need to complete your declaration of compliance.

You will find all the information required on the **GB AE** sheet on the **Pre-approval summary2 report**:



If you open this report, you can use the table below to fill in the numbers required:

Declaration Information you'll need to provide	**Where this is on the GB AE sheet**
The total number of staff employed on your re-enrolment date	The total number of rows of workers
The number of staff you had to put back into a pension scheme	Filter the **Enrol date** column to see all of those enrolled on the 3-year re-enrolment date
The number of staff who were already members of a pension scheme (on your re-enrolment date)	This will be a simple sum based on their TPR guidance
Re-enrolment of staff on your re-enrolment date	'Yes' if any workers put back into a scheme on your re-enrolment date or 'No' if you didn't have staff to put back into a scheme on your re-enrolment date
The number of staff who do not fall into the above categories	This will be a simple sum based on the TPR guidance

More information

Can be found on The Pension Regulator website