Title	Pensions Enrolment and Re-enrolment advice
Purpose	To advise how to find data errors and how to correct
Intended Audience	Payroll and Pensions Teams

SUBJECT

On a three-yearly cycle, an employer must put their eligible jobholders, who are no longer active members of a qualifying scheme, back into an automatic enrolment pension scheme.

Where an employee has chosen to opt out of a pension scheme within the 12 month period that re-enrolment falls, the employer can choose whether to apply automatic re-enrolment to that worker or not.

Some ESR organisations will reach their next cyclical re-enrolment date during 2022.

In preparation for re-enrolment we would like to remind Users in order to prevent delays in processing re-enrolment, that errors must be corrected before the NHS Pensions Automatic Re-Enrolment Process is completed.

DETAIL

As part of the re-enrolment process, it is likely that some records may fail due to incorrect information being held on the pension record at assignment level. In readiness for the next round of re-enrolment, a document attached to this User Notice provides guidance on common errors and how to resolve them.

These errors need to be rectified as soon as possible to ensure a smooth re-enrolment process and to comply with PAE regulations.

Also provided is information relating to the NHS Pensions Update PAYE Reference Request, Pensions Information element, together with details of how to correctly apply manual opt out of pension auto enrolment.

ACTION REQUIRED

Errors can be viewed by checking the Process Output from the GB Pensions Automatic Enrolment Process. The output, which can be viewed via 'View Requests' will show assignments being enrolled and their classification, together with a list of Warnings and Errors.
Please note that the GB Pensions Automatic Enrolment Process output will be produced when running an NHS Payroll Run process (with the Run Auto Enrol flag set to yes), or when submitting the NHS Pensions Automatic Enrolment Validate Process.

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If the reported errors are not corrected there is a possibility that organisations will not be carrying out their statutory duties under auto-enrolment and re-enrolment. Auto-enrolment errors can affect the re-enrolment process, it is important that errors are viewed and fixed each pay period.

It is also recommended that NHS Pensions Re-enrolment process (see ESR User Manual: https://my.esr.nhs.uk/esrusermanual/HTML/NAVU1806.htm) is run in validate mode by date tracking to the re-enrolment date. Please ensure you do not submit this in Commit mode at this stage otherwise it will amend the Pension Information element and affect any subsequent running of the process at the due date.

Any errors from this process will need to be corrected prior to the month of re-enrolment to avoid delays in processing.

FURTHER INFORMATION

It is important that all employing authorities fully understand their responsibilities when it comes to pension enrolment and re-enrolment, as failure to do so can lead to significant financial penalties for organisations, as well as increased workload for staff working in Payroll, Pensions and HR, as well as employees.

Employers responsibilities are detailed at:

https://www.thepensionsregulator.gov.uk/en/employers

It is recommended that when the auto-enrolment process is run each pay period, any errors are reviewed and corrected as soon as possible afterwards.

NEXT UPDATE

None