

# IRIS Understanding Automatic Enrolment Seminar

## Benefits to you and your business

By attending this seminar, you will be introduced to the legislation surrounding Workplace Pension Reform and what possible impact these changes may have on your business. We will walk you through the various stages of Workplace Pension Reform which are essential for you to keep your company compliant and avoid hefty penalties.

## Who is the course for?

This seminar is essential for anyone who processes payroll and will be implementing Workplace Pension Reform and is suitable for all levels and abilities.

## What will you learn?

During this 2 ½ hour session, we will cover:

- ✓ **Background to Workplace Pension Reform**
- ✓ **Overview of Workplace Pension Reform**
- ✓ **Pre Auto Enrolment**
  - Key organisations
  - Auto Enrolment
  - Staging Dates
  - Registering with TPR
  - Can I postpone this?
  - Reviewing pension arrangements
  - NEST
  - How will WPR impose on your business
  - Employers' Key Duties
  - What an employer must not do
  - Ensure you have the right systems in place
  - Checklist of the steps you need to take to ensure you are ready for introducing Workplace Pension Reform
- ✓ **Introducing Auto Enrolment**
  - What is Auto Enrolment
  - Auto enrolment process
  - Qualifying Earnings and Certification
  - Minimum Contribution Levels
  - Understand opting out
  - Employer information duties
- ✓ **Post Introduction**
  - Assessing the employees
  - Continuous Communication
  - Record keeping
  - Summary
  - Examples
- ✓ **How can we help**
  - Overview of our systems
  - Hints and tips
  - Release dates
  - State Pension Reform Overview
  - Useful websites

**Places are limited so book your place early on a seminar near you.**

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