

## Auto Enrolment - Table of activities and charges

Auto Enrolment Stage	Requirement	Notes	MHA Monahans Service	Nature of service cost	MHA Monahans Contact Details
Pre staging date	To identify a suitable pension scheme to implement for business/employees.	A	Employer already decided on Scheme - No advice needed.	N/A	N/A
			Employer wants help to fulfil minimum requirements - independent advice from low cost provider.	One off	Iain Black
			Employer may want to put in a more substantial scheme.		
	Register pension scheme if one does exist.		Registrations with pension scheme for client for example: Nest The People' Pension NOW Pensions FSB Scheme Other schemes		
	Pre assessment of the impact of AE - what will be the on-going cost and who will be enrolled		Assistance only possible if MHA Monahans run payroll	Iain Black	
Communicate with employees that a pension is being put in place.	E	Produce letter per employee to let them know what is happening			
At staging date	Automatically enrol eligible job holders - assessing employer's staff.	B	Assistance only possible if MHA Monahans run payroll	On-going	Iain Black
	Register your scheme with the pension regulator – declare employers compliance.	F	To complete the declaration on line with the Pension Regulator	One off	Iain Black
Post staging	Automatically assess the employees when the payroll is run	G	Assistance only possible if MHA Monahans run payroll	On-going	Iain Black
	Inform employees where status changes (i.e. they become eligible to be enrolled).	G			
	Manage leavers or joiners to the scheme.	G			
	Keep records.	G			
	Automatic re-enrolment after three years.	G			
	Upload pension detail into pension scheme portals after each payroll	D			
	D	If MHA Monahans don't run payroll			