

Your Workplace Pension Questions Answered

Why have I been put into a pension scheme?

- All employers now have to put their workers into a pension scheme if they earn over £10,000 per year, are aged 22 or over and are under state pension age. This is the law, because the government wants to get more people to have another income in addition to the state pension when they retire.

What if I don't want to join the scheme?

- If you don't want to join the scheme, you need to ask to leave it (opt out). You can choose to leave the scheme in the one month period starting on either the date of your auto-enrolment letter or the date you were put in, whichever is the latest. You do this by emailing temps@gracepersonnel.com.
- If you leave the scheme during this period any money you have already paid into your pension will be refunded and you won't have become a member of the scheme on this occasion.

What if I ask to leave the scheme but then change my mind in the future?

- You can ask to rejoin the scheme by contacting us by email at temps@gracepersonnel using the phrase, 'I confirm I personally submitted this notice to join a workplace pension scheme.'
- If you earn more than £120 a week (£520 a month) we will pay into the pension scheme as well.
- You can only re-join once in any 12 month period.

If I ask to leave the scheme, what happens after that?

- Anyone who asks to leave, or stops paying into, the scheme will be put back into it at a later date (usually every three years if they meet certain criteria). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens and you can ask to leave the scheme.

If I want to stay in the scheme do I have to pay in?

- You will pay in 5% of your earnings each pay period. This will be taken directly from your pay and may include tax relief from the government. We will also pay in 3% of your earnings each pay period. Therefore, the total amount put into your pension pot will be 8% of your earnings.

Will this amount change?

- As the money you pay in is a percentage of your pay, the amounts will automatically go up or down if your earnings do.