**Telephone Number:** 0208 593 6677  
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**Email Address:** [info@ilapayroll.org](mailto:info@ilapayroll.org)

Dear Service User,

The government introduced a new law designed to help people save more for their retirement. It requires employers, of which you are one, to enrol employees into a workplace pension scheme.

We as your payroll provider have selected Nest set up by the government as the pension provider to enable you meet this obligation if and when you are required to.

Workers are categorised into three groups:

1. Eligible Jobholders – PA earns over £192 per week (or £833 per month)

Age 22 and over but under state pension age

They will be enrolled automatically into the pension scheme and both you and the worker will contribute towards the pension based on the percentages of earning stated below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Employer’ contribution | Your contribution |  |
| From 6 April 2019 | 3% | 5% |  |

1. Non – Eligible Jobholders – PA earns over £120 per week (or £520 per month)

They will have to formally notify you that they wish to Opt in the pension scheme. You and they both will contribute towards it.

1. Entitled Workers – PA earns below £120 per week, is under 22 or over state pension age

They too will have to notify you of their desire to join the scheme but in this case you don’t have to contribute towards it.

We will be sending letters to your employees informing them of their entitlements and options.

We are here to help you with any queries.

Kind Regards

ILA Payroll Team