TPT Retirement Solutions Auto-Enrolment Process

Defined Benefit

In order to meet your statutory auto-enrolment duties, you must provide the pension scheme with certain details of new joiners and opt outs in each pay reference period. There is also some additional information that we require in order to create membership records.

Our administration process for auto-enrolment is outlined below:

Step 1

When you have carried out your assessment you should enter the details of your Eligible Jobholders (and any opt-ins or right to joins) onto the 'New Auto-Enrolment Members Template' and email it to **AErecordkeeping@tpt.org.uk**. This information must be provided within six weeks of the effective date of the enrolment (the 'joining window').

Step 2

When the one month opt-out period has ended you should enter the details of the employees who opted out onto the 'New Auto-Enrolment Members Opted Out Template' and email it to **AErecordkeeping@tpt.org.uk**

Step 3

At the end of the opt out period you should also complete the 'DB Bulk Enrolment Template' and email it to **employersupport@tpt.org.uk**. You should receive confirmation of the new auto-enrolled employees' membership numbers within 10 working days.

Step 4

Upon receipt of the membership numbers, you should add the members' details to your contributions schedule. All contributions that you've deducted to date for the new members should be aggregated and added to the next contributions schedule that you upload.