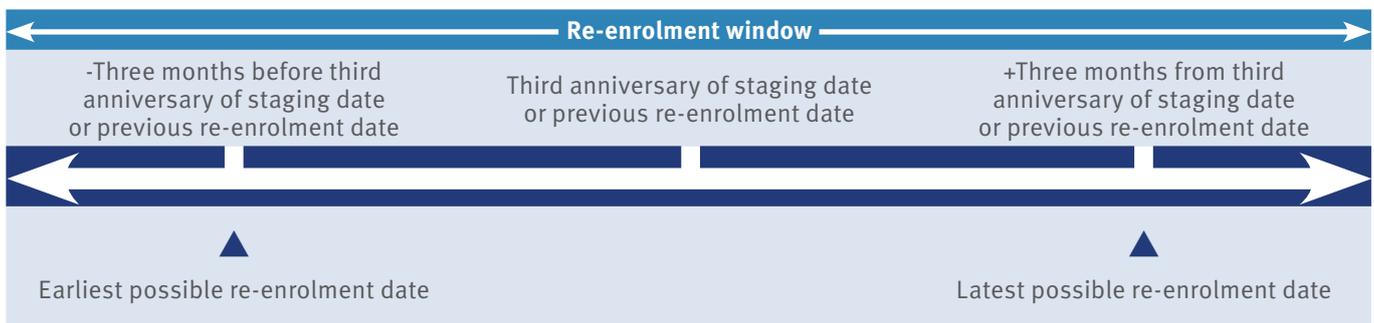


# Choosing your re-enrolment date

For employer use only.

## Choosing your re-enrolment date

**Your first step is to know your re-enrolment window. You may choose your re-enrolment date from any date that falls within a six month window, starting three months before the third anniversary of your staging date or your previous re-enrolment date, and ending three months after that anniversary (please note that ‘months’ refers to calendar months).**



Examples of re-enrolment windows		
Employer A has a staging date of 1 April 2013. Their first re-enrolment window is 1 January 2016 to 30 June 2016.	Employer B has a staging date of 1 October 2015. Their first re-enrolment window is 1 July 2018 to 31 December 2018.	Employer C has a staging date of 1 February 2017. Their first re-enrolment window is 1 November 2019 to 30 April 2020.

Source: The Pensions Regulator – Detailed guidance for employers no.11. April 2017.

The first day of the six month window is the earliest possible re-enrolment date that you can choose; the latest possible date is the last day of the six month window.

You can choose any date within the re-enrolment window as your re-enrolment date. Unlike staging dates, your re-enrolment date doesn't have to be the first of the month.

You can only choose one date – for example, you cannot use one re-enrolment date for monthly paid salaried employees and a different re-enrolment date for weekly paid employees – the same date applies to all the employees included in the assessment.

This could result in a date that lands mid-pay period which may require you to make (pro-rata) part pay period contributions. It is important to check that both your payroll and pension providers can manage such part payments.

If Standard Life is your only provider, the majority of our pension schemes accept pro-rata pension contributions. If your scheme pays by traditional direct debit e.g. fixed amount each month, then pro-rata contributions are not supported.

The re-enrolment date is also:

- the date from which active membership of a pension scheme must start for those eligible employees who are being re-enrolled
- the start date of the joining window (the six week period during which re-enrolment must be completed)
- the start date for the calculation of contributions due to the pension scheme for those eligible employees who are being re-enrolled