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Auto and Contractual Enrolment

This section of the site is intended to help you to understand when you may need to enrol an employee into the Scheme, and what forms and documentation you need to complete for us to make sure the employee's record is correct.

Visit our dedicated webpage for more information on the different types of enrolment.

Auto Enrolment

You reach your Staging Date or your Re-enrolment date

[Journey 1](#)

Contractual Enrolment

New / Amended contracts

- You hire an employee
- An employee's contract changes
- An employee joins you as a result of a TUPE transfer
- An employee joins you as a result of a New Fair Deal transfer
- An employee employed by you takes on an additional post

[Journey 2](#)

Auto Enrolment

A previously assessed employee, including those who opted out of contractual enrolment has become an eligible job holder.

[Journey 3](#)

Related Information

[Employer Portal](#)[Answer a question](#)

Latest News

The latest policy updates and announcements about the scheme and the news that affects it:

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