



UoDSS & Your Pension Benefits

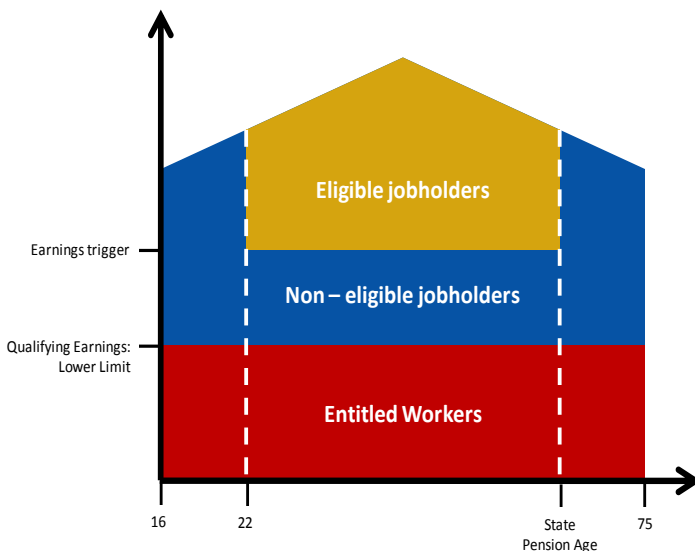
University of Dundee Superannuation and Life Assurance Scheme (UODSS)

Factsheet 7 – Auto Enrolment

It is a statutory requirement for employers to make a 'qualifying' pension scheme available to the majority of employees. In order for a pension scheme to qualify, a number of requirements need to be met. In addition, employers must automatically enrol certain individuals into their qualifying pension arrangement depending on their age and salary.

HOW DOES AUTOENROLMENT WORK?

There are three categories of workers which must be identified according to the auto-enrolment legislation. Each are classified by age and by salary, and trigger different responsibilities on employers with effect from their staging dates:



Eligible Jobholders

Must be **automatically enrolled into a qualifying pension scheme**.

Non-eligible Jobholders

Must be **provided with access to a qualifying pension scheme**.

Entitled Workers

Must be **provided with access to a pension scheme**, but the scheme does not need to be a qualifying pension scheme e.g. employers do not need to make contributions.

Each year, the Department for Work and Pensions reviews the Earnings trigger and upper and lower limits for Qualifying Earnings (employers are not required to make contributions in respect of salaries

above the upper limit for Qualifying Earnings). For the 2019/20 tax year the Earnings Trigger is £10,000, the Qualifying Earnings lower limit is £6,136 and the Qualifying Earnings upper limit is £50,000.

The University decided to use UODSS for the purpose of automatically enrolling Eligible Jobholders, and as a qualifying scheme for Non-eligible Jobholders. In addition, UODSS is available to Entitled Workers i.e. the University is making the full benefits provided by UODSS available to Entitled Workers. Individuals, after a postponed period of up to 3 months, may be automatically enrolled into UODSS. Non-eligible jobholders and Entitled workers will be able to join UODSS voluntarily.

Please note that a separate qualifying pension scheme is in place for staff employed by Dundee University Students' Association (DUSA).

HOW CAN I FIND OUT IF I WILL BE AUTOMATICALLY ENROLLED INTO THE SCHEME?

Please refer to your contract of employment and/or terms & conditions to establish when/if you will be automatically enrolled into the Scheme.

Your right to opt out

If you are automatically enrolled into a qualifying pension scheme, you will have a statutory right to opt out. This right will be set out in the communication you receive from the University. This right extends for a period of 3 months from your enrolment date, or the date from which you receive enrolment information, whichever is later.

If a valid 'Notice to opt out of pension savings' is received within 3 months of your enrolment date any contributions you have made will be refunded and you will not have become an active member of the scheme on that occasion. Please see:

[Factsheet 2 – Membership](#)

Re-enrolment

If you opt out of UODSS you will automatically be re-enrolled 3 years later if you are still an Eligible Jobholder. This is because your circumstances may have changed and you may want to start saving for retirement. You may join the Scheme sooner if you wish by contacting the Pensions Office.

If you still don't want to be a member of UODSS you can opt out in the same way as the first time you were automatically enrolled.





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Tax implications

Please note that if you are automatically enrolled into UODSS and you do not opt out within the 3 month window, you will be considered as having commenced 'Pension Saving' by Her Majesties Revenue and Customs (HMRC). If you have previously applied for tax protection, you may lose this and you may be liable for a tax charge as a result.

I have retired from UODSS, but remain employed by the University. How will auto enrolment affect me?

The fact that you have previously retired does not impact on your automatic enrolment rights or your ability to join the Scheme, provided you fall into one of the three categories highlighted above. Therefore, you may build up benefits in UODSS even if you are currently in receipt of a pension. Once you reach age 75, you will need to retire and draw all of the benefits you have earned in the Scheme.

I am employed on a temporary basis by the University, how will auto enrolment affect me?

Your contract status does not impact on your automatic enrolment rights and your ability to join a suitable pension scheme, provided you fall into one of the three categories highlighted above.

Your circumstances will be assessed after a postponement period of up to 3 months from the date you started working for the University. If, after that time, you fall into one of the categories set out in the table above, you will be either automatically enrolled into the Scheme or you will have a right to join the Scheme.

WHAT WILL IT COST ME?

As a member of UODSS you will pay contributions equal to 7.75% of your salary. However, your contributions are tax free and your National Insurance Contributions will be reduced via the University's salary sacrifice arrangement. The true cost of your contributions should end up being cheaper due to these savings.

More information on the contributions payable and salary sacrifice are available in the following factsheets:

[Factsheet 5- Contributions.](#)

[Factsheet 6- Salary Sacrifice.](#)

FREQUENTLY ASKED QUESTIONS

For answers to commonly asked questions in relation to Auto Enrolment, please visit the following blog:

<http://blog.dundee.ac.uk/pensionsautoenrolment/faq/>

IMPORTANT NOTE

This factsheet provides a summary of the main Auto Enrolment features. However, your legal rights are governed by overriding legislation. If there are any differences between the legislation and this factsheet, the legislation will override the factsheet.

If required, further details can be obtained from the Pensions Office.

