Employer duties

Record keeping

Guidance provided by The Pensions Regulator confirms employers have specific record keeping duties as part of automatic enrolment, including the provision of data to the scheme administrator.

There are two record keeping templates employers must use to provide auto enrolment records to TPT. The templates are available to download from our auto enrolment resource library.

1. **AE members template**
   Auto enrolled member details (including those who opt in) should be added to the AE members template and emailed to AErecordkeeping@tpt.co.uk after each assessment.
2. **AE members opted out template**
   Details of employees who opt out should be added to the AE members opted out template and emailed to AErecordkeeping@tpt.co.uk after each opt out window.

Record keeping - next steps for scheme members

Once the opt out window has ended, new joiner details of members who **did not** opt out must be uploaded via the HR Data file so that membership numbers can be generated. Contributions, including any backdated amounts, can be included in the next monthly contributions submission following receipt of the membership numbers.

Record keeping - next steps for opted out employees

Contributions deducted during the opt out window should be refunded back to the employee in the following payroll. Opted out employees must not be uploaded as new joiners, and contributions must not be submitted to TPT.



Record keeping duties do not end with auto enrolment, and employers must maintain accurate records throughout members' employment. Poor quality records can adversely affect members' benefits and may result in administration charges where corrective work is required.

Accurate contributions data must be provided to TPT each month with further updates when key events take place, including when a member of staff:

- Changes their name, address or contact details
- Has a change in annual pensionable salary
- Leaves employment and/or the scheme

Data must be provided regularly, via the contributions and HR Data file submissions.

Contact us for further assistance…

The Employer Support Team is available Monday to Friday 8.30am to 5.00pm
0113 394 2770 **employersupport@tpt.co.uk**