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Welcome to J&rgonFreeBenefits

The list below represents some of the most common activities. A full set of administration forms is provided in the Administration section.



Record Maintenance

Employee

Admin Login

Reference Data

Company Details

Passwords

Generate New Password

Logins

- Auto-Enrolment - manage your auto-enrolment process
- Auto-Enrolment - reports
- Auto-Enrolment - setup
- Employee Functions
- Payroll Reports - used to view the payroll reports

New auto enrolment admin features – click on setup

+ Auto-Enrolment - manage your auto-enrolment process

+ Auto-Enrolment - reports

- Auto-Enrolment - setup



Company Information

Any communication with the pension regulator or providers of your pension scheme(s) must include accurate information about your company. Please ensure that your details are correct.



Contact Details

During the management of your auto-enrolment scheme(s), certain actions will be required. Make sure you have entered the relevant contact details of anyone involved in running your auto-enrolment scheme(s).

Set up Company
regulatory
information and
contact details

☰ Auto-Enrolment - manage your auto-enrolment process



Your Auto-Enrolment Schemes

Check your Auto-Enrolment schemes for eligibility under the Pension Provider regulations and go on to register or self-certify these schemes.



Employee Summary

Show the status of Employees within your Auto-Enrolment process, including how many are enrolled in eligible schemes and how many require additional processing.

- ☰ Auto-Enrolment - reports
- ☰ Auto-Enrolment - setup
- ☰ Employee Functions
- ☰ Payroll Reports - used to view the payroll reports

Set up your pension schemes

Auto-Enrolment Scheme Setup

You must ensure that one pension scheme meets the minimum requirements set out by the government to be used for Automatic Enrolment. Please add the pension schemes below and we will make an assessment as to whether you can use any of your schemes for Automatic Enrolment.

| Pension Name | Provider | Type | Qualifies | Qualifies for AE | |
|-----------------------------|---------------|--|-----------|------------------|---------------------------------------|
| Frogitt & Sons Pension Plan | Scottish Life | Stakeholder/Group Personal Pension (GPP) | | | Page 1 of 1 << Prev Go Next >> |



Are your schemes eligible?

Regulations affecting the eligibility of your pension schemes can be updated at any time. To confirm that your schemes are eligible under the current regulations, use the button below to run the required assessment.

The following dates will be used when checking scheme eligibility:

01/10/2012 - Pension regulator phasing date

01/01/2013 - Your company staging date

01/10/2017 - Pension regulator phasing date

01/10/2018 - Pension regulator phasing date

Assess scheme eligibility

Open scheme for details

Does the scheme have multiple benefit sections

Executive

Staff

+

Section Name/Reference

Minimum Contribution levels

Employee contribution %

Employer contribution %

Joining Restrictions

Members must be aged (or over) and (or under)

Job roles/levels

- All
- Executives
- Senior Managers
- Managers
- Staff

Length of service

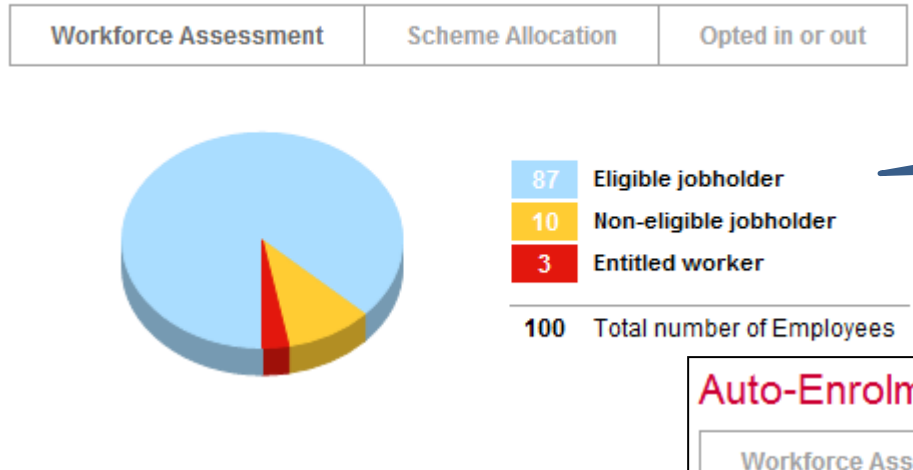
- Any
- month(s)

Open to new members

- At any time
- After a set waiting period
- On or after a fixed date
- Between fixed dates
- On a lifestyle event
- Closed
- Depends on the type of employee

Enter details of
current scheme(s)
and sections

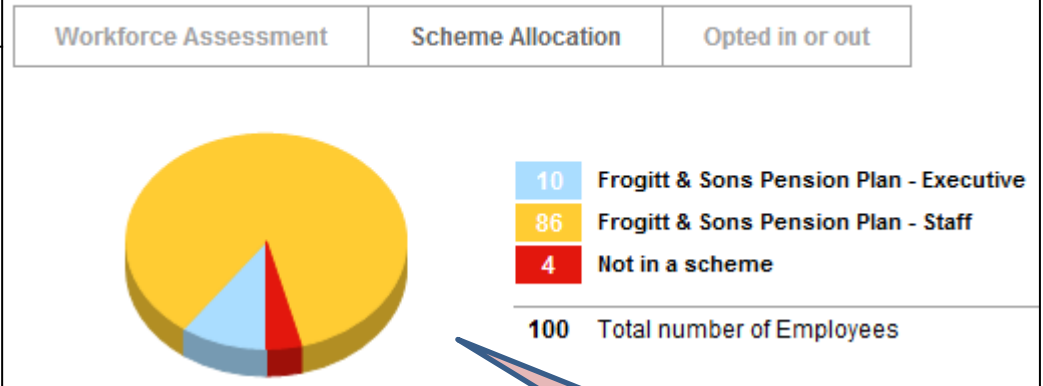
Auto-Enrolment Employee Summary



Shows results of last complete workforce assessment

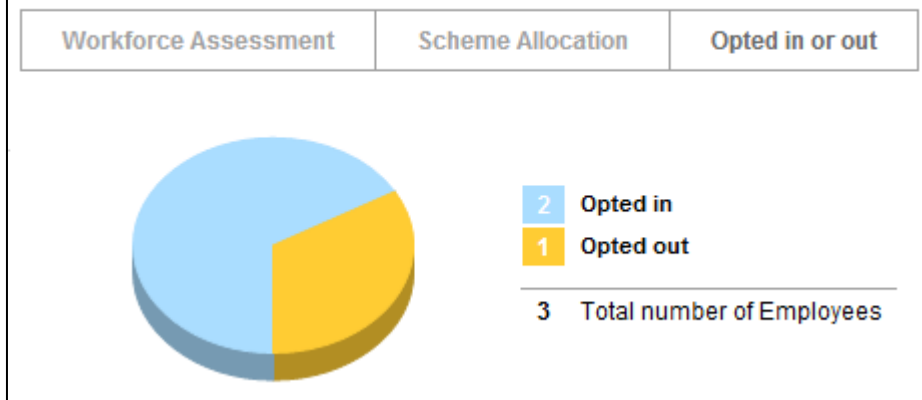
Number of opt-ins and opt-outs

Auto-Enrolment Employee Summary



Allocation in the pension scheme(s)

Auto-Enrolment Employee Summary



Scheduled Bulk Processing

The data process that is used

1 - Workforce Assesmer

A description of what this bulk process does

Determines whether employees are eligible for auto-enrolment, and sets their "worker type" accordingly.

Enabled Task



How often does this bulk process execute?

Daily

Weekly

Monthly

Yearly

Every day(s)

Every weekday

Set up the assessment routines to run automatically at fixed times

When does this bulk process begin and end running?

Start:

Time: : Date: ...

End:

Time: : Date: ...

Duration:

Hours: : Days:

Send a reminder

Send Email Hours: : Days: before

Send an email after completing the task

+ Auto-Enrolment - manage your auto-enrolment process

- Auto-Enrolment - reports



Pension Regulator

Download the details of your auto-enrolment pension scheme(s) as required by the pensions regulator



Pension Provider

Contribution details for all the scheme(s) and employees



Membership Categories

A report detailing the breakdown of the workforce with respect to their auto-enrolment status



Opt-Ins

Employees that have opted into pension schemes during payroll periods



Opt-Outs

Employees that have opted out of pension schemes during payroll periods

+ Auto-Enrolment - setup

+ Employee Functions

+ Payroll Reports - used to view the payroll reports

All reports ready to run at anytime

Miss Colleen Adams

Changes to pension law have affected all employers in the UK. There are new duties on employers, to help more people save for their retirement. The changes mean that as an employer we need to identify Workers known as 'eligible jobholders' that need to be automatically enrolled into a pension scheme that meets a number of conditions based on the level of contributions paid or the benefits that they receive.

Based on the information that we hold about you, we believe that you fall into this 'eligible jobholder' category of worker, so we will be enrolling you into the Frogitt & Sons Pension Plan with effect from 04/06/2012.

The purpose of the Frogitt & Sons Pension Plan is to provide you with a retirement saving vehicle to help to ensure that you have adequate financial provision when you retire.

The Frogitt & Sons Pension Plan will be contributed to by both you and your company at a rate of 4% and 5% respectively.

Based on the latest available salary information held this will equate to a Monthly payment for each payroll of £32.33 from you, with a further payment of £40.42 from your employer.

The Pension Scheme is provided by Scottish Life

They will take responsibility for the collection and investment of your pension contributions in a timely manner. Then those monies will be invested in accordance with either the default investment choice under the arrangement or in line with your instructions if you so wish.

Sample opt-in email sent

into the default investment choice for the scheme which is 'Passive Investment'. You will remain within this option unless you specifically request a change. This is achieved by either logging into the secure portal to link to the provider switching area and make the changes, or alternatively you can contact the provider directly and request a change. Before making any changes to your investment choice we would recommend that you undertake appropriate research to ensure that you fully understand the implications of your decisions around both costs and different levels of risk that you will have.

Your choice

You do have the right to opt-out of the pension arrangement, but we would encourage you to consider the implications of such an action before embarking on commencing such an action. Should you require more information on this, please do not hesitate to contact us, or alternatively there is information available via your secure portal, the intranet or the web (eg the Pension regulator site).