

# National Employment Savings Trust (NEST) Information Pack

## **Will I be automatically enrolled into NEST?**

From 1 August 2013, the University is required to automatically enroll its workers into a workplace pension scheme if they meet certain qualifying criteria, which are explained below. The University is allowed to postpone assessing its workers, to see if they meet the criteria for enrolment, for up to three months from the 1 August 2013 or the commencement of employment, if later. It can also postpone the automatic enrolment from the date the automatic enrolment criteria are first met, providing that this is not at the end of an earlier postponement period. The University may use postponement. The appropriate Notices of postponement and enrolment, and any communications from NEST, will be sent to your home address. It is important therefore that you make sure that you provide the University's Human Resources Department with your correct current home address. (This cannot be a University Department or other employer).

- [Notice to Opt in Form](#)

## **If I am not automatically enrolled into NEST can I elect to join?**

If the University is not automatically enrolling you into NEST, or it is postponing enrolment, you can choose to opt in to NEST if you are:

- not already a member of an existing qualifying workplace pension scheme
- aged at least 16 but under 75
- earning more than £6,032 in a year (£502 in a month)\*
- working, or if you ordinarily work, in the UK.

If you want to become a member of NEST, including during a postponement period, you will need to let us know by completing a Notice to Opt In form which is available on the University's website.

If you become a member of NEST you can make member contributions into your retirement pot. The University will contribute too and you may get money from the government through tax relief, as long as you are making contributions.

## **Workers who can ask to join?**

You can ask to become a member of NEST if you are:

- inside the age range mentioned above
- earning up to and including £6,032 in a year (£502 in a month)\*
- working, or if you ordinarily work, in the UK
- not already a member of a qualifying workplace pension scheme.

When you are a member of NEST you can make contributions directly to your NEST retirement pot whenever you like. These contributions can be no less than £10. There is no duty on the University to make employer contributions.

If you want to become a member of NEST you will need to let us know by completing a Notice to Opt In form which is available on the University's website: [www1.aston.ac.uk/staff/hr/benefits/pensions/](http://www1.aston.ac.uk/staff/hr/benefits/pensions/)

## **On the date we start automatically enrolling people**

The University will automatically enrol you, if you are:

- aged at least 22 but under State Pension age
- working, or if you ordinarily work, in the UK
- earning more than £10,000 in a year (£833 in a month)\*
- not already a member of a qualifying workplace pension scheme.

## **How much will I pay into NEST?**

You will pay a percentage of your qualifying earnings into NEST and the University will also pay a percentage of your qualifying earnings to NEST in accordance with the table detailed below.

Date	<b>Employee contributions</b> (including tax relief, where applicable)	University contributions
August 2013 – March 2018	1%	1%
April 2018 – March 2019	3%	2%
April 2019 onwards	5%	3%

If the University does not have your National Insurance number, NEST will not be able to claim tax relief on your behalf. It is important therefore that you provide your National Insurance number.

## **What are qualifying earnings?**

Qualifying earnings include salary, wages, overtime, bonuses and commission as well as statutory sick, maternity, paternity or adoption pay. At the moment minimum contributions must be paid on all qualifying earnings. \*

## **Opting out**

If you are automatically enrolled into NEST you have the right to opt out. You must do this within the opt-out period, which is normally one month from the date your enrolment begins. NEST will write to you about your opt-out period once you have been enrolled. If you opt out during the opt-out period you will be treated as though you have never been enrolled into the Scheme.

If you change your mind after opting out, you can opt back in again if you want to.

## **Finding out more about NEST**

If you would like to know more about NEST you can visit their website at <http://www.nestpensions.org.uk> or by searching online for NEST pensions.

NEST's contact details:

Member enquiries: 0300 020 0090

Email: [support@nestpensions.org.uk](mailto:support@nestpensions.org.uk)

## **Getting more information about pensions**

You can find out more about pensions and being a member of NEST by visiting their website at **[www.nestpensions.org.uk](http://www.nestpensions.org.uk)**

You can also get general information on pensions and saving for later life from Directgov at [www.direct.gov.uk/workplacepension](http://www.direct.gov.uk/workplacepension)

If you have any questions about your enrolment you can contact the University's Pensions Officer, Peter Brookes – [p.c.brookes@aston.ac.uk](mailto:p.c.brookes@aston.ac.uk). If you have queries on contributions contact the University's Payroll Office - [payroll@aston.ac.uk](mailto:payroll@aston.ac.uk).

\*2018/2019 tax year - these figures are reviewed annually by the Secretary of State for Work and Pensions.

Earnings assessments are carried out on the pay received in a month, not potential annual earnings.