Auto-enrolment doesn't need to be a complicated process. Take a look at our timeline below and get the full view on how you need to stay compliant with Workplace pensions.

Find your starting date

## 5. Select a pension provider

You may already offer a pension scheme, and that's fine - you can keep using it, as long it's compliant with the requirements of Autoenrolment..

## 7. Time to enrol your employees...

With 30 days before your staging date, you need to make sure that you have fully assessed the ages and salaries of your staff, and based on



## 9. Monitor and manage

At this stage, an intuitive software tool such as QuickBooks will help you manage your staff and monitor opt outs.



## 10. Compliance documents

Once you have automatically enrolled your employees you need to go onto The Pensions Regulator website and complete the declaration of compliance (registration). QuickBooks Online can assist you with this process.

