

# Salary sacrifice worker group

This guide will help you set up and manage worker groups



Use this guide to set up one or more worker groups for employees paying pension contributions using salary sacrifice.



Log into your Online Services account.

The screenshot shows the 'Online Services login' page. On the left is a vertical grey sidebar with a blue 'Help & support' button. The main content area has the title 'Online Services login' with a question mark icon. Below the title, it states 'Online Services is available from 07:00am to 11:59pm every day.' and 'Please enter your login details below.' There are two input fields: 'Email address' and 'Password'. A checkbox labeled 'Show password characters' is below the password field. A link 'Forgotten your password? Just click here to reset it.' is below the password field. A green 'Continue' button is at the bottom right. A dotted blue arrow points from the right edge of the page to the password field.

**Help & support**

## Online Services login

Online Services is available from 07:00am to 11:59pm every day.

Please enter your login details below.

Email address

Password

Show password characters

[Forgotten your password? Just click here to reset it.](#)

**Continue**

[Terms of Use](#) | [Legal](#) | [Contact us](#)



Go to the 'Manage account' page and select 'Manage worker groups'.

**Manage account**

**Manage employees**

- Submit employee data **Select**
- Manage scheme leavers/opt outs **None to manage**
- Manage employee details **Select**

**Manage payments**

- Make a payment **Select**
- Request a refund **Select**
- Account transactions **Select**
- Automated collection **Activate**

**Manage employer**

- Manage worker groups **Select**
- Company details **Select**
- Automatic re-enrolment **Select**

**Help**

- View documents **Select**
- Resource library **Select**
- Give us your feedback **Select**



Select 'Add a new worker group'.

**Help & support**

- Home
- Account home
- Manage employees
- Manage payments
- Manage employer
- Help
- Logout

## Manage worker groups ?

	Group identifier	Description	Contribution basis	Employer contribution ?	Employee contribution	Tax relief	Total contribution	Options
View worker group history	FG Directors	Directors	Qualifying earnings	3.000 %	4.000 %	1.000 %	8.000 %	<a href="#">Edit</a>
View worker group history	FG Staff	Staff	Qualifying earnings	3.000 %	4.000 %	1.000 %	8.000 %	<a href="#">Edit</a>
View worker group history	FG Caretakers	Caretakers	Qualifying earnings	3.000 %	4.000 %	1.000 %	8.000 %	<a href="#">Edit</a>

Page 1 of 1

**Add a new worker group +**

**Postponement**

- N/S - Period to postpone Automatic Enrolment for a New Starter
- Eligible - Period to postpone employee when assessed as Eligible for Automatic Enrolment
- W - Period of postponement in weeks
- M - Period of postponement in calendar months



Enter the worker group information, making sure you check the following:

- Worker groups match with your payroll, including the worker group ID.
- You have a worker group for each earnings basis you use.
- If regular contribution percentages vary between employees, you have additional worker groups.
- You clearly label salary sacrifice worker groups by including 'Salary Sacrifice' in the 'Description' field.

**Important:** The 'Employer contribution' field should include the combined percentage your employee is sacrificing and your own contribution percentage, with the employee percentage set to 0%. This applies to all salary sacrifice groups on any earnings basis, regardless of your tax basis.

When you're happy everything is correct, hit confirm and your salary sacrifice worker group is good to go.

[Add a new worker group +](#)

**Postponement**

- N/S - Period to postpone Automatic Enrolment for a New Starter
- Eligible - Period to postpone employee when assessed as Eligible for Automatic Enrolment
- W - Period of postponement in weeks
- M - Period of postponement in calendar months

### Add a new worker group

To create a new worker group, please complete the details below. ?

---

Worker group identifier:

Worker group description:

Contribution basis:

People's Partnership to apply tax relief:

---

Employer contribution:  %

People's Partnership will apply tax relief:  %

B&CE will apply tax relief: 0.000%

Total with tax relief applied: 8.000%

