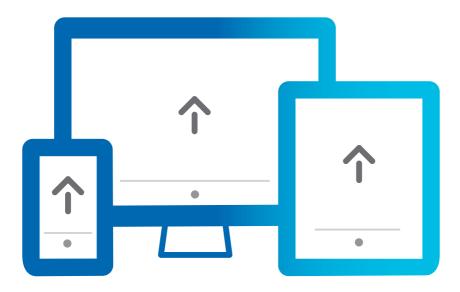


## Salary sacrifice worker group

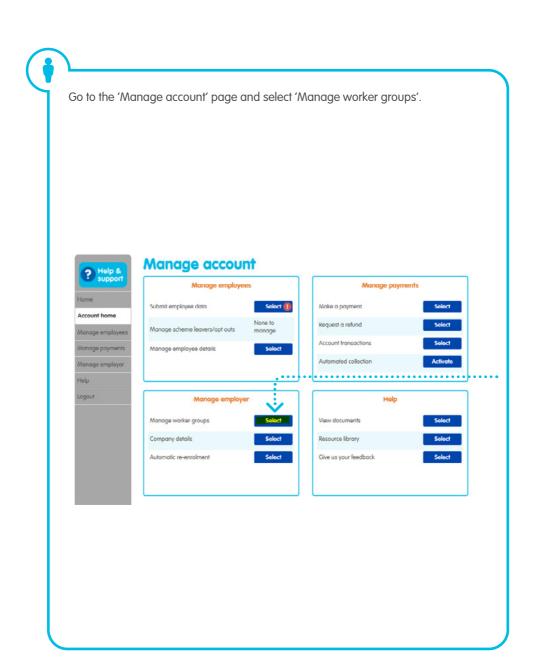
This guide will help you set up and manage worker groups

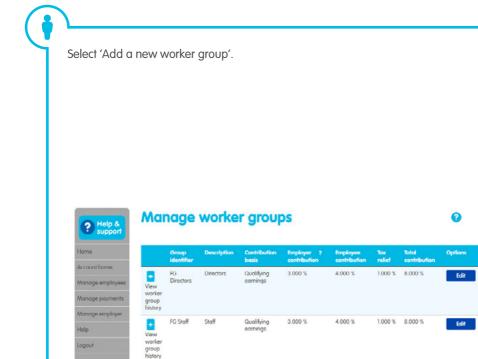


**Profit for people** 

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

? Help & support	Online Ser		0
	Online Services is ava Please enter your logi	ilable from 07:00am to 11:59pm every day. n details below.	
	Email address		
	Password	Show password characters Forgotien your password? Just click here to reset it.	•
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3 | Salary sacrifice worker group

+ View

worker group history Page 1 of 1

Postponement

FG Caretakers

W - Period of postponement in weeks
 M - Period of postponement in calendar months

Caretakers

· N/S - Period to postpone Automatic Enrolment for a New Starter

Qualifying

· Eligible - Period to postpone employee when assessed as Eligible for Automatic Enrolment

earnings

3.000 %

4.000 %

1.000 % 8.000 %

Add a new worker group +

Edit

(•

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.

<ul> <li>N/S - Period to postpone Au</li> </ul>	tomatic Enrolment for	a New Starter	
<ul> <li>Eligible - Period to postpone</li> </ul>		ssed as Eligible for Automa	tic Enrolment
<ul> <li>W - Period of postponement</li> </ul>			
<ul> <li>M - Period of postponement</li> </ul>	in calendar months		
Add a new w	orker gro	oup	
To create a new worker group,	please complete the	details below.	(
Worker group identifier:			
Worker group description:	Salary sacrifice		
worker groop description:	Surary succince		
Contribution basis:	Qualifying Earning	is v	
People's Partnership			
to apply tax relief:	Yes		
Employer contribution:	8.000%	%	
People's Partnership will apply tax relief:	0.000%	%	
B&CE will apply tax relief:	0.000%		
Total with tax relief applied	8.000%		
			V



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