

Employee Communications

This information sheet tells employers what you NEED to communicate plus a list of optional communications we have prepared to help circulate the coming changes to pensions around your organisation. Most items are in the document library online. You may also find the *glossary* useful. [Click here](#)



Pre-prepared and available for you

Effective communication is vital in keeping your employees informed about automatic enrolment and the effect it will have on them. It will help to save you time in answering queries they may have.

Must do communications

Your payroll provider may also offer this service, you can suppress their communications in order to follow The People's Pension journey.

YOU

Staging

This notice is compulsory and is one of your automatic enrolment duties set by The Pensions Regulator. The information in this letter/email must be provided to your employees no longer than six weeks after your staging date. We have put together a sample that you can personalise. [Click here](#)

US

At enrolment

We will send out the new joiner information to your employees. You must ensure you provide the correct employee contact details when you submit your employee data to enable us to send the joiner information out.

US

Ongoing communications

We will send annual statements to all members' online accounts, giving them a summary of their pension and a projection of what they may get at retirement. They can also access their pension information through their online account (once activated) at any time.



Optional communications

These communications are optional and you may find them useful before your organisation's staging date:

YOU

Automatic enrolment animation

This animation can be used to educate your employees about automatic enrolment and how it will affect them. This may help to answer any questions they may have. [Click here](#)

YOU

Posters

There are four posters, which are editable pdfs that can be printed and put up around your organisation to let your employees know that The People's Pension is your chosen provider and automatic enrolment is coming. [Click here](#)

YOU

Payslip wording

Our document contains a series of short explanations that fit onto payslips and give information about automatic enrolment. [Click here](#)

