

# Employee Communications

This information sheet explains what you must tell your employees as part of the automatic enrolment process, and also takes you through a few optional communications which might help them engage with their workplace pension – check out our [online toolkit](#) for more.



## We're here to help you communicate with your employees

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

### Must do communications

Your payroll provider may also be offering an employee communications service, so if you want to use The People's Pension journey instead, make sure you let them know.

#### YOU Staging/duties start

Giving your employees notice of their enrolment is compulsory, and is one of your automatic enrolment duties set by The Pensions Regulator. Notice must be provided to your employees in the form of a letter or email, no more than six weeks after your staging/duties start date. We've put together a sample that you can personalise – [here's a sample that you can personalise](#) »

#### US At enrolment

We will send out new joiner information to your employees. You must ensure you provide the correct employee contact details when you send us 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 savings 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 or at your duties start date:

#### YOU Automatic enrolment animation

This animation can be used to teach your employees about automatic enrolment and how it will affect them – [watch our animation](#) »

#### YOU Posters

We've created some posters which you can print off, to help your employees better understand automatic enrolment. You can find these in our online resource library – [find these in our online resource library](#) »

#### YOU Payslip wording

This document contains a series of short explanations that you can have printed onto your payslips, which give information about automatic enrolment – [download our payslip wording](#) »

#### YOU Our toolkit

We've created a communications toolkit to help you talk pensions with your employees at every stage of their retirement savings journey. The range of topics include setting up an online account, paying more into their pension and combining pension pots – [explore our toolkit](#) »

