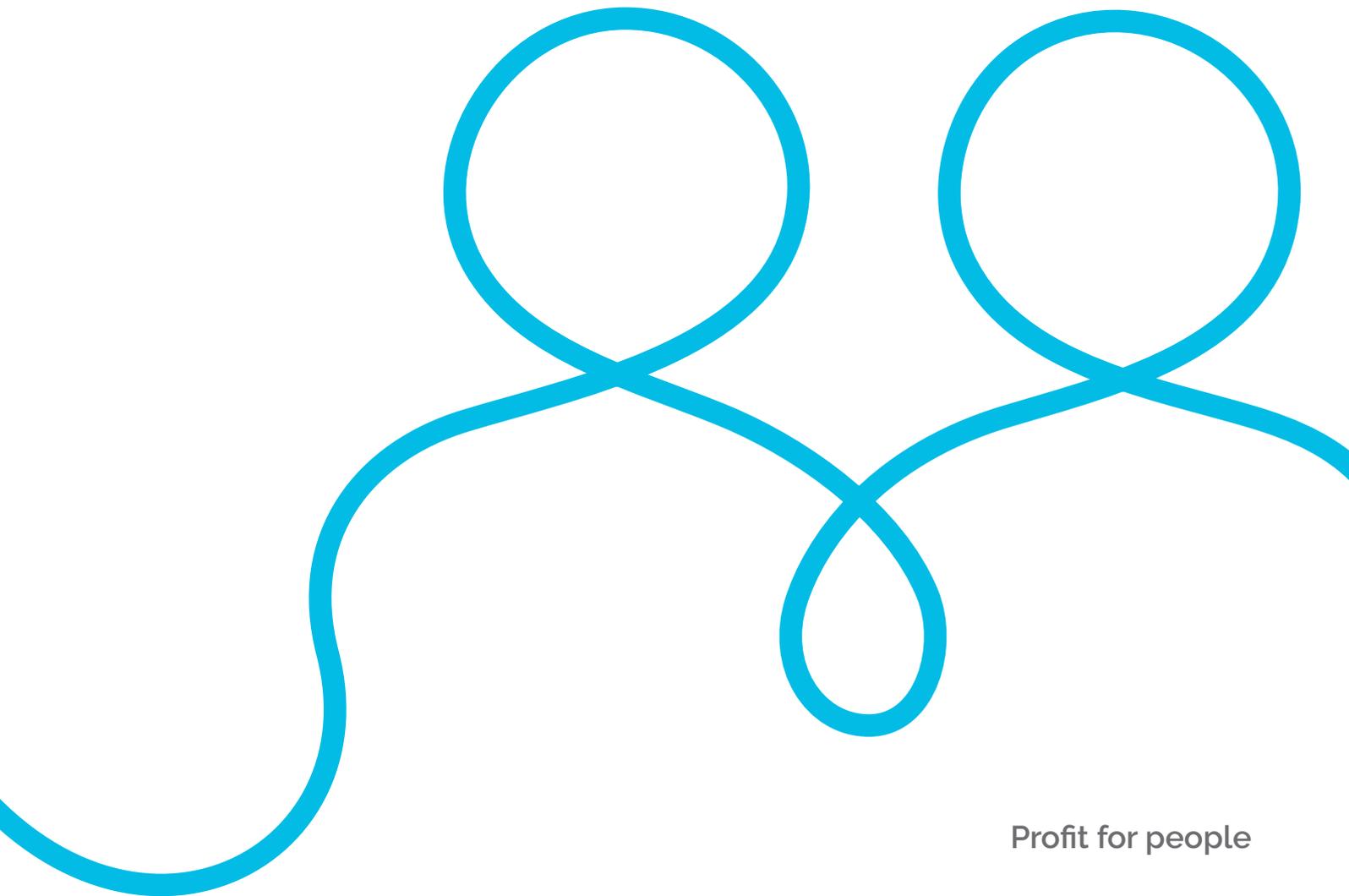


# Helping you save for retirement

A guide to our workplace pension  
from The People's Pension



Your employer has a legal duty to put employees who meet certain criteria into a workplace pension scheme automatically. We've picked out some useful information to help keep you informed about auto-enrolment.

---

### What?

Your employer will auto-enrol you into a workplace pension scheme if you meet the criteria to be enrolled.

---

### When?

You'll receive a letter confirming the exact date you're auto-enrolled into the workplace pension scheme.

---

### Why?

To help you save more for your retirement and increase your financial security in the future. Your workplace pension will act as a 'top up' to the State Pension.

---

### How much?

Minimum contribution rates are calculated as a percentage of earnings between £520 and £4,189 per month (also known as qualifying earnings).

Your contributions will fluctuate with your earnings on a monthly basis:

- Your employer pays at least 3% (on qualifying earnings).
- You pay at least 4% (on qualifying earnings).\*

\* Tax relief will also be added to your savings if you earn over the minimum tax threshold. Please contact your payroll for exact sums you may pay or for more information about tax relief, visit our webpage on pension tax at [www.thepeoplespension.co.uk/pension-tax/](http://www.thepeoplespension.co.uk/pension-tax/)

---

### Who is eligible?

You'll be auto-enrolled in the workplace pension scheme if you're:

- aged between 22 years and State Pension age
- working, or ordinarily working, in the UK
- not already enrolled in a qualifying company pension scheme
- earning at least £833 or more per month.

If you're not auto-enrolled, you can still ask to join the workplace pension scheme and your employer may also contribute 3% of your earnings between £520 and £4,189 each month.

---

## Look out for your letter

This will tell you when we'll check to see if you're eligible to be auto-enrolled into the workplace pension scheme.

### Remember

If you're auto-enrolled in the workplace pension scheme, you'll be able to leave the scheme at any time. You'll also receive a refund of any contributions deducted from your pay, provided you opt out within one month of enrolment.

### Got any questions?

Visit the help & support online at [www.thepeoplespension.co.uk/help](http://www.thepeoplespension.co.uk/help)

All figures quoted are subject to annual review. Rates quoted are those announced by the Department for Work and Pensions for 2025/26.

**The People's Pension Trustee Limited**  
Manor Royal, Crawley, West Sussex, RH10 9QP. Tel 0300 2000 555. [www.peoplespartnership.co.uk](http://www.peoplespartnership.co.uk)

Registered in England and Wales No. 8089267.  
The People's Pension Trustee Limited is the corporate Trustee of The People's Pension.  
To help us improve our service, we may record your call.