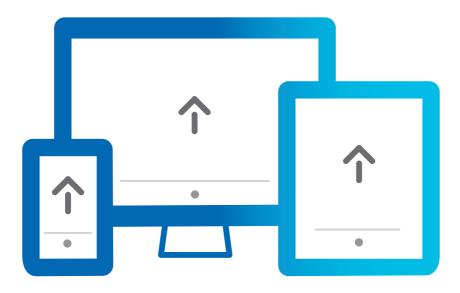


## Salary sacrifice worker group

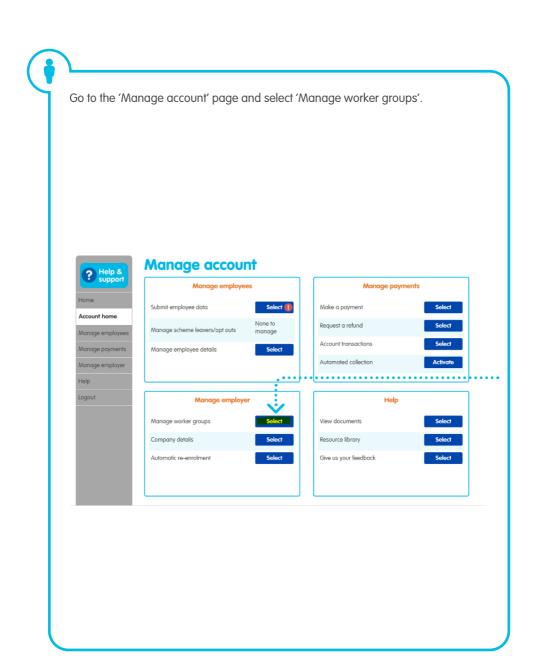
This guide will help you set up and manage worker groups



**Profit for people** 

If you're an employer and decide to make a change to your employees' contracts to take pension contributions using salary sacrifice, you'll need to set up a worker group(s) for your salary sacrifice employees. Setting this up is quick and simple.

| • support<br>Onlin | line Services log | 0am to 11:59pm every day.                              |                   | 0  |
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## Manage worker groups

| FG<br>View<br>worker<br>group<br>history       FG<br>Staff       Directors       Qualifying<br>earnings       3.000 %       4.000 %       1.000 %       8.000 %       Edit         Image: Staff       Staff       Qualifying<br>earnings       3.000 %       4.000 %       1.000 %       8.000 %       Edit         Image: Staff       Staff       Qualifying<br>earnings       3.000 %       4.000 %       1.000 %       8.000 %       Edit         Image: Staff       Caretokers       Caretokers <t< th=""><th>For share     For share     Country ing     Country</th><th></th><th>Group<br/>identifier</th><th>Description</th><th>Contribution<br/>basis</th><th>Employer ?<br/>contribution</th><th>Employee<br/>contribution</th><th>Tax<br/>relief</th><th>Total<br/>contribution</th><th>Options</th></t<> | For share     For share     Country ing     Country  |                         | Group<br>identifier | Description | Contribution<br>basis | Employer ?<br>contribution | Employee<br>contribution | Tax<br>relief | Total<br>contribution | Options |
|--|--|-------------------------|---------------------|-------------|-----------------------|----------------------------|--------------------------|---------------|-----------------------|---------|
| Year     comings     com       worker<br>group     FG     Caretokers     Qualifying     3.000 %     4.000 %     1.000 %     8.000 %     Edir       View<br>worker     View     caretokers     Qualifying     3.000 %     4.000 %     1.000 %     8.000 %     Edir  | Point of the second of the | View<br>worker<br>group |                     | Directors   |                       | 3.000 %                    | 4.000 %                  | 1.000 %       | 8.000 %               | Edit    |
| Caretakers earnings<br>View<br>worker<br>group   | Caretokers earnings com<br>View worker<br>group<br>history<br>Page I of I<br>Add a new worker group +  | View<br>worker<br>group | FG Staff            | Staff       |                       | 3.000 %                    | 4.000 %                  | 1.000 %       | 8.000 %               | Edit    |
|  | Add a new worker group +   | View<br>worker<br>group |                     | Caretakers  |                       | 3.000 %                    | 4.000 %                  | 1.000 %       | 8.000 %               | Edit    |
| N/S - Period to postpone Automatic Enrolment for a New Starter   |  | • Eligible              | e - Period to p     |             | oyee when asse        | essed as Eligible f        | or Automatic En          | rolment       |                       |         |

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Enter the worker group information, making sure it matches with your payroll. We recommend making it clear this is your salary sacrifice worker group by putting 'Salary sacrifice' in the 'Description' field. If you have employees with different contribution levels, you'll need a worker group for each different contribution level.

**Most importantly** – make sure all pension contributions are under the 'Employer contribution' field. If you're submitting the minimum contributions, using qualifying earnings, the employer percentage will be 8% and the employee percentage will be 0%. These percentages will be the same if you submit your contributions on a gross or net basis.

When you're happy everything has been entered correctly, hit confirm and your salary sacrifice worker group is good to go. Before submitting contribution data, make sure your worker groups match your payroll and ensure you're using the correct worker group IDs when submitting your data.

| <ul> <li>N/S - Period to postpone Au</li> </ul> | tomatic Enrolment f | or a New Starter                      |                |
|---|---------------------|---------------------------------------|----------------|
|   |                     | sessed as Eligible for Automatic Enro | Iment          |
| W - Period of postponement                      |                     |                                       |                |
| <ul> <li>M - Period of postponement</li> </ul>  | in calendar month   | 5                                     |                |
|   |                     |                                       |                |
| Add a new w                                     | -                   | •                                     |                |
| To create a new worker group,                   | please complete th  | e details below.                      | •              |
| Worker group identifier:                        |                     |                                       |                |
|   |                     |                                       |                |
| Worker group description:                       | Salary sacrific     | 9                                     |                |
| Contribution basis:                             | Qualifying Earn     | ings ~                                |                |
| People's Partnership                            | Yes                 |                                       |                |
| to apply tax relief:                            |                     |                                       |                |
| Employer contribution:                          | 3.000               | %                                     |                |
| Employee contribution:                          | 4.000               | %                                     |                |
| People's Partnership                            |                     | 70                                    |                |
| will apply tax relief:                          | 1.000 %             |                                       |                |
| Total with tax relief applied                   | 8.000 %             |                                       |                |
|   |                     |                                       | •              |
|   |                     |                                       | Cancel Confirm |



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