

# Salary sacrifice worker group

This guide will help you set up and manage worker groups



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.



Log into your Online Services account.

**Help & support**

### Online Services login

Online Services is available from 07:00am to 11:59pm every day.  
Please enter your login details below.

Email address

Password

Show password characters

[Forgotten your password? Just click here to reset it.](#)

**Continue**

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Go to the 'Manage account' page and select 'Manage worker groups'.

**Manage account**

**Manage employees**

- Submit employee data **Select**
- Manage scheme leavers/opt outs **Select**
- None to manage
- Manage employee details **Select**

**Manage payments**

- Make a payment **Select**
- Request a refund **Select**
- Account transactions **Select**
- Automated collection **Activate**

**Manage employer**

- Manage worker groups **Select**
- Company details **Select**
- Automatic re-enrolment **Select**

**Help**

- View documents **Select**
- Resource library **Select**
- Give us your feedback **Select**



Select 'Add a new worker group'.

**Help & support**

- Home
- Account home
- Manage employees
- Manage payments
- Manage employer
- Help
- Logout

## Manage worker groups ?

|  | Group Identifier | Description | Contribution basis  | Employer contribution | Employee contribution | Tax relief | Total contribution | Options              |
|--|------------------|-------------|---------------------|-----------------------|-----------------------|------------|--------------------|----------------------|
| <a href="#">+</a><br>View worker group history | FG Directors     | Directors   | Qualifying earnings | 3.000 %               | 4.000 %               | 1.000 %    | 8.000 %            | <a href="#">Edit</a> |
| <a href="#">+</a><br>View worker group history | FG Staff         | Staff       | Qualifying earnings | 3.000 %               | 4.000 %               | 1.000 %    | 8.000 %            | <a href="#">Edit</a> |
| <a href="#">+</a><br>View worker group history | FG Caretakers    | Caretakers  | Qualifying earnings | 3.000 %               | 4.000 %               | 1.000 %    | 8.000 %            | <a href="#">Edit</a> |

Page 1 of 1

**Add a new worker group +**

**Postponement**

- N/S - Period to postpone Automatic Enrolment for a New Starter
- Eligible - Period to postpone employee when assessed as Eligible for Automatic Enrolment
- W - Period of postponement in weeks
- M - Period of postponement in calendar months



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.

[Add a new worker group +](#)

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### Add a new worker group

To create a new worker group, please complete the details below. ?

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Worker group identifier:

Worker group description:

Contribution basis:

People's Partnership to apply tax relief:  Yes

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Employer contribution:  %

Employee contribution:  %

People's Partnership will apply tax relief:  %

Total with tax relief applied: **8.000 %**

