

Our Auto Enrolment expertise is here to give you absolute confidence that your business is doing everything it should to look after your team.

 **CALL**
0161 476 8276

 **EMAIL**
hello@hallidays.co.uk

 **VISIT**
www.hallidays.co.uk

 **VISIT**
Riverside House
Kings Reach Business Park
Yew Street, Stockport
Cheshire SK4 2HD

Helping you get the most from Auto Enrolment

Your guide for Pensions, Payroll and HR



AUTO
ENROLMENT



Take away the headache of Auto Enrolment and let us help you make the most of this new Initiative.

Whatever your views on Auto Enrolment (or AE to its friends), there is one simple truth and that is... it is happening.

This means that as an employer it is a legal requirement that you must set up a pension scheme for your team, as part of the Government's workplace pension initiative.

Our 360-degree approach could be really helpful if you are worried about the extra workload for your already busy team. We pride ourselves on only ever offering best advice, so we'll be happy to find the best AE solution for you, your team, and your business.

So, just ask us if you would like some guidance to finding out if your business is already complying with AE regulations.



We are uniquely positioned...
to offer a complete 'recruitment
to retirement' service.

We can help with much
more than Auto Enrolment.
We can also help with your
HR and Payroll as well as
your Pension Scheme.

At Hallidays we have many years of experience of
looking after Pensions, Payroll and HR issues. This
means that we are perfectly placed to expertly
guide you through every aspect of AE and the
areas of your business that it will affect.

We can help your business to be legally
compliant and at the same time provide real
benefits to the people that make your business
tick. When they see what you're doing for their
future they will be proud of the business they
work for and feel like they're being really
looked after.

"I changed from being an employee to having
my own business 16 years ago and my pension
prospects then were dire. Thanks to Hallidays
I can now look forward to a retirement with
confidence and a level of financial security that
I scarcely believed was ever possible."

Graham Hall, Managing Director
Avocet Steel

You can choose...
any combination of our services
to meet the needs of your business.

When you set up your
AE pension you may also
choose to add Payroll
services, or HR services,
or even both.

All of these services can be further enhanced
with our ongoing support packages. Whichever
you choose, you can be sure the experts are
taking care of every aspect, leaving you free to
focus on doing what you do best.

Our experience also means that you can relax
safe in the knowledge that you are in expert and
safe hands.



Pensions

+



Payroll

+



HR

Handy hints...

"Your staging date is the date that
HMRC have set for you to have your
AE pension scheme in place. We
can find out this date for you and
ensure you avoid any fines."

Pension Solution

There are three different ways to provide a pension to be proud of!

We can help you in three equally good ways to successfully meet your AE responsibilities, and provide a pension that makes your employees feel really valued.

1. Custom pension

We can create a custom pension scheme that will accurately meet the needs of you, your business, and all your team.

2. Supplier pension

If your business isn't too complex or doesn't require a custom pension, we can recommend a pension scheme from a trusted supplier.

3. Existing pension

Using our expertise we'll carefully check your current pension to ensure it meets AE requirements. If it does we will advise you to stick with what you already have.

Free Assessment

As part of our service to you we will also include a free assessment of your HR and Payroll requirements. This will give you a really clear idea of any potential issues in your processes. Either way you can rest assured that you have taken the right steps to properly look after your team and protect your business.

Handy hints...

"You may already have a pension scheme in place. We can check that it is AE compliant for you."



Details	1. Custom	2. Supplier	3. Existing
Face-to-face meeting with pension advisors	Y	Y	Y
Advise you of your staging date	Y	Y	Y
Advise on deferring the auto enrolment	Y	Y	Y
Advise on funding options	Y	Y	Y
Provide information packs to help your team	Y	Y	
Full audit and assessment of your team	Y	Y	
Help to put together an action plan	Y	Y	
Fully customised report	Y		
Project plan to meet scheme deadline	Y		
Bespoke advice to suit your requirements	Y		
Administrative burden removed from your team	Y		
Ensure the scheme suites your business	Y		
Overview of administrator requirements		Y	
Set up a compliant pension scheme		Y	
Provide personnel team with all paperwork		Y	
Review your existing pension arrangements			Y
Make sure it fits Auto Enrolment requirements			Y
Highlight changes for your pension company			Y
Ensure you only enrol the people you need to			Y



+ Payroll Solution

Use our expertise to make Payroll a pleasure.

Are you worried about your Payroll and Pension requirements with Auto Enrolment looming? Well don't, because we will shoulder the burden for you to ensure minimal impact on your business. Our Payroll Solution will manage the whole process for you so you're legally compliant. Our experienced advisors will take great pride in ensuring you get an AE compliant pension scheme that you can be proud of as an employer.

As part of our service to you we will also include a free assessment of your HR requirements, this will give you a clear idea of any potential issues in your processes. Either way you can rest assured that you have taken the right steps to properly look after your team and protect your business.

How we'll help

- Assess your team for eligibility
- Help you put together an action plan of responsibilities
- Show how a salary benefit scheme will help to save you money
- Advise what benefits your business can offer and if you choose we can implement them for you
- Reduce costs through salary benefit by lowering N.I. payments
- Implement opt outs for any of your team when advised
- Process your payroll and implement pension deductions
- Ensure all payments are made on time to avoid charges. (if payments made by us)
- Handle all the correspondence to your team
- Complete declaration of compliance

“The service you provide takes all the stress out of the monthly payroll run and the knowledge that you are controlling the payments directly to our team and also to HMRC each month ensures that I know payments will be made on time every time. Thanks for all your help.”

David Hinchcliffe,
Finance Director Digital ID

+ HR Solution

Our expertise will take all of your HR headaches away.

If the thought of Auto Enrolment is worrying to you, let us take the responsibility. We can provide a holistic approach to your team by managing your HR. Our friendly advisors take great pride in delivering peace of mind and innovative ways to save you money. Whether your business is large or small this is the perfect solution for you, especially if you don't have a HR function.

As well as helping you choose a pension that is right for your business, and providing expert and up to the minute HR and employment law advice, our expertise will leave you free to devote time to your business. You will also be creating a business that really does make the well-being of its team a priority.

How we'll help

- Full HR Risk assessment
- Agree your HR business priorities
- Review and draft employment contracts and handbooks
- Review and draft all your policies & procedures
- Support with any team issues or problems
- Support with dismissals and redundancies
- Advise on what benefits you can offer
- Provide you with guidance on employment status
- Assess your team's requirements
- Advise on how utilising a salary benefit scheme can save you money

Handy hints...

“A salary benefit scheme will offer your team benefits like cycle-to-work, healthcare, childcare vouchers, or buying and selling annual leave. This will ensure your team feel valued and save you money”

Ongoing Support

So that you can concentrate on doing what you're best at.

If you would like the security of our expertise on a day-to-day basis, we are happy to provide our service for a set monthly fee. This will enable you to really focus on your business while we supply continuous support for your team.

Pension support

- Annual reviews and meetings for all your team
- Ensuring your team's retirement plans are on track
- Advise your team on their pensions if needed
- Keep you up to date with any future changes in pension rules
- Communicate changes through your organisation
- Answer any of your team's queries for you

Payroll support

- Assess your team with each Payroll to save you time
- Process your payroll and implement pension deductions
- Registering opt outs for any of your team
- Optional implementation and management of your salary benefit scheme
- Communicate changes through your organisation
- Answer any of your team's queries for you
- Complete the declaration of compliance

HR support

- Twice yearly review and update of your policies and contracts
- Advice and personal support on any employment issues
- Regular updates about employment law changes
- Suggestions to develop you, your team and your business through
 - Salary benchmarking
 - Appraisals
 - Training and coaching



Do not worry, as part of our transparent fee structure, you will always know your annual fee and any costs in advance. That's a guarantee.