

Secondary Pensions

Employer Checklist

1

- ✓ Understand when your operative date is, which can be found on the [Employer Guidance](#) section of the [Secondary Pensions page](#).
- ✓ Your operative date is based on the number of employees you have at 30 June 2024.

2

- ✓ Ensure you have a secondary pension scheme in place before your operative date.
- ✓ Setting up a pension scheme for the first time? Make sure you allow enough time before your operative date; it can take up to 3 months to complete all of the paperwork.
- ✓ Already have a pension scheme? You must speak to your provider to make sure the scheme meets the secondary pension requirements. There may be changes to the rules that need to happen before your operative date and these could take some time so make sure you contact them straightaway.

3

- ✓ Identify who your Designated Employees are (see [glossary](#) for a definition).
- ✓ If they are not already active members of a secondary pension scheme at your operative date you will need to issue them with a Notice of Immediate or Deferred Enrolment, which can be found on the [SP1 - Notices of Enrolment and employer's obligations](#) page.
- ✓ This Notice will need to include information to enable your Designated Employees to decide if they would like to be enrolled in Your Island Pension rather than the scheme you offer.
- ✓ The Notice will also provide an opportunity for Designated Employees to opt out of secondary pensions. You will be required to re-enrol them every 3 years.



4

- ✓ Check your contracts of employment and ensure any references to pension schemes are aligned to the secondary pensions requirements, seeking legal/HR advice as appropriate.
- ✓ In the past you may have made your pension scheme available to those who had a certain amount of service or were above a certain age and these may no longer be possible.
- ✓ Want to make your pension scheme compulsory within your contract of employment? Seek legal/HR advice to find out if the changes you want to make are possible.
- ✓ Be aware that Voluntary Employees (see [glossary](#) for a definition) may request enrolment into your secondary pension scheme, noting you are not required to make employer contributions for them.

5

- ✓ Submit quarterly secondary pension returns to the Revenue Service after your operative date.
- ✓ You should check with your payroll provider that they are updating their payroll system to enable submission of the relevant information. Returns Creator has already been updated.
- ✓ Retain records to demonstrate compliance with the secondary pension requirements, for example: Opt out notices and records of pension contributions deducted.

