Automatic Enrolment
Assessing your workers

As an employer, it’s your duty to assess your workers to determine whether or not they will need to be automatically enrolled into a pension scheme. Follow our handy flow chart to find out the eligibility of your workers.

What is a ‘worker’?
A worker is an individual who has entered into, or works under a control of employment, or any other contract by which the individual undertakes to do work or perform services personally for another party to the contract.

Does this person qualify as a worker?

<table>
<thead>
<tr>
<th>Between 22 and state pension age?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earning £10,000 or over?</td>
<td>Yes</td>
<td>No</td>
</tr>
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Eligible worker
This person is an eligible worker and must be automatically enrolled.

Non-eligible jobholder
This person is a non-eligible jobholder for enrolment purposes, but they may opt in.

Entitled worker
This person is an entitled worker and may choose to opt in but the employer is not obliged to enrol them automatically.

State Pension Age
The state pension age is the earliest age you can claim your state pension. This depends on when you were born. Visit www.gov.uk/calculate-state-pension to calculate your state pension age.

Automatic enrolment earnings thresholds for 2016/2017. These figures are expected to change each tax year and correct at time of publishing.