

Detailed guidance for employers

Appendix A: The cyclical re-enrolment process

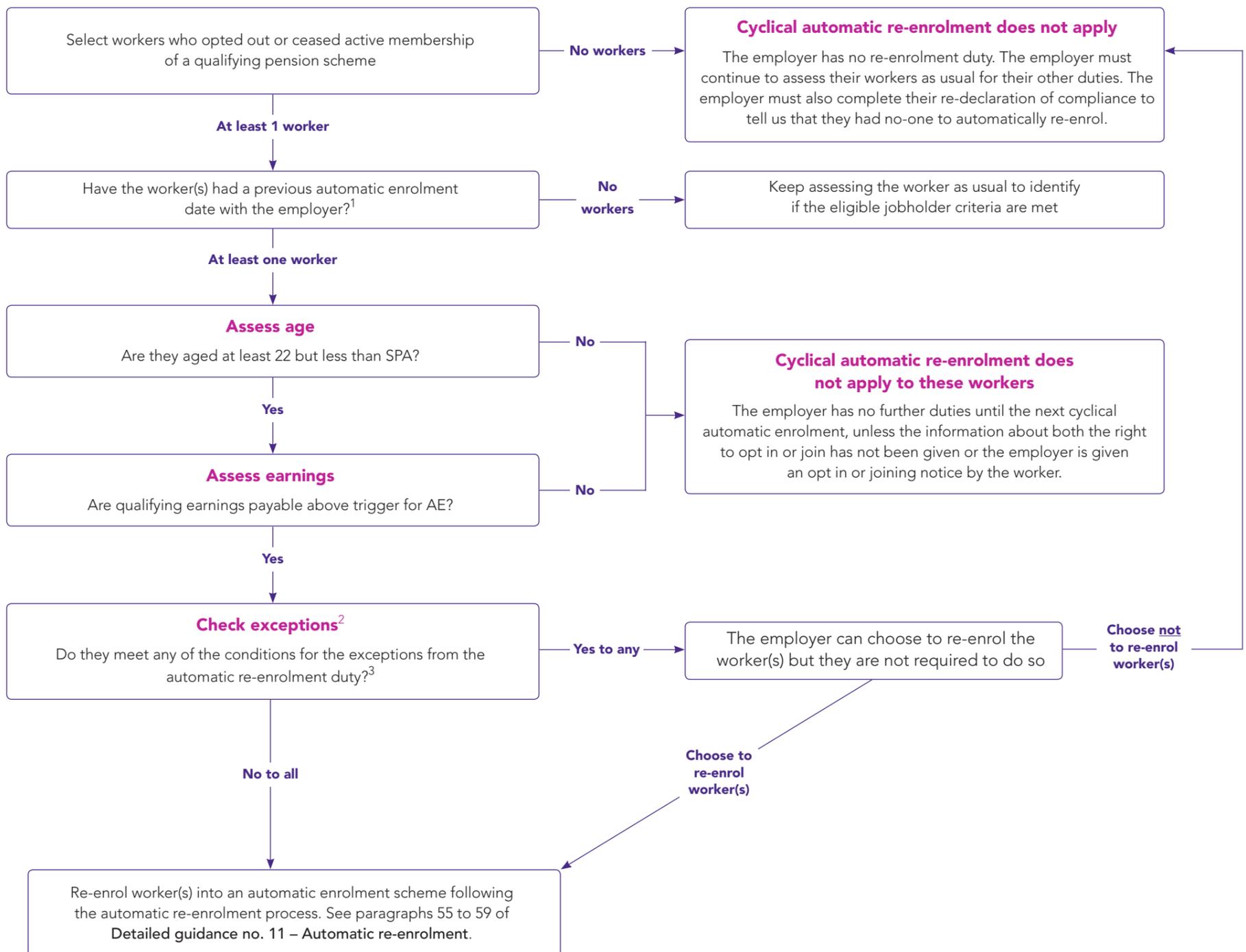
This document accompanies:

Detailed guidance no. 11 – Automatic re-enrolment

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The cyclical re-enrolment process

The first step for cyclical re-enrolment is to choose a cyclical automatic re-enrolment date. This is the date an employer needs to assess whether to re-enrol certain workers. The employer can choose only one cyclical automatic re-enrolment date for the assessment of their workers. This date must fall within three calendar months before or three calendar months after the third anniversary of the employer's staging date. For more information, see paragraphs 10 to 20 of **Detailed guidance no. 11 – Automatic re-enrolment**. When assessing their workers the employer must follow the steps below.



¹ In exceptional circumstances an employer may have a re-enrolment duty in respect of a worker who has not yet had an automatic enrolment date. This can only occur where the employer is exempted from the automatic enrolment duty and up to the cyclical re-enrolment date the worker has never met the eligible jobholder criteria but then is an eligible jobholder for the first time on the cyclical automatic re-enrolment date.

² An employer may have determined a set of business rules around the application of some or all of the exceptions, which may mean that this step features earlier in the process.

³ More information on the exceptions can be found in paragraphs 82 to 125 of **Detailed guidance no.1 – Employer duties and defining the workforce**.

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