New starters

It is the employer's responsibility to inform all new, eligible employees about the LGPS, advise them they will be automatically (contractually) enrolled and to notify East Sussex Pension Fund of member's details.

Non i-Connect users

East Sussex Pension Fund need the following starter form completed:

LGPS 5A – starter form – completed by the employer and sent to East Sussex Pension Fund alongside the LGPS-1B form.

i-Connect users

Users of i-Connect will provide all starter information required within each monthly submission and no starter forms are required.

Other employer responsibilities

If the employee is eligible to be contractually or automatically enrolled or if they are eligible to join the Pension Scheme and they opt in, you need to:

- Provide the employee with information about the Pension Scheme within 6 weeks of starting (or within 2 months if your auto-enrolment staging date has not yet passed) - note these deadlines are legal requirements. We suggest you give a link to the East Sussex Pension Fund homepage and paying-in sections within your initial correspondence with the new employee. There is also a guide of the Local

Government website available which would be beneficial to share with new joiners – access guide here.

- Inform the employee of the contribution rate they will pay and start deducting employee and employer contributions.
- Advise when and under what circumstances that rate might change
- Inform the member who to contact in the event of a dispute about that rate
- Supply a copy of that employer's pension policy statement.
- It will also be helpful to make new starters aware of the 'expression of wish' form where they can 'nominate' a person/s to receive any death benefit that may be due from the scheme in the event of their death. They can also make a nomination via 'My pension' – see next bullet point.
- Tell new members that they can register for 'My pension' – an online member-self-service portal. Find further information here.

Eligibility of new employees into the LGPS

The table below summarises the different categories of worker who are eligible to join the LGPS according to auto-enrolment rules.

What type of worker are you?	Eligibility for scheme	How will automatic enrolment impact you?
Age 22 or over and you earn over £10,000 a year (or pro-rata in any pay period) and are under State Pension age.	Eligible jobholder	You will be automatically enrolled in the LGPS.
You are 22 years or over but you earn between £6,240 and £10,000 a year (or pro-rata in any pay period).	Non-eligible jobholder	You will not be automatically enrolled into the LGPS, but you can still join by contacting your employer. If you do not join, you will be automatically enrolled in the LGPS if you become an 'eligible jobholder' in the future.
You do not meet any of the requirements above.	Entitled worker	As above

Note: East Sussex Pension Fund accepts applications from 'non-eligible jobholders' and 'entitled workers' should an employer allow these types of employees to join.

Opting out

The LGPS is not a compulsory scheme. A member may choose to leave at any time, however, an 'opt-out' election form may not be completed before the start of employment. Please see our 'opting out' factsheet produced as part of this toolkit for more detail.

More information on new starters

Further information can be found on:

- Joining the scheme (for members) – East Sussex Pension Fund webpage
- HR guide (page 7) – HR guide
- Automatic enrolment technical guide – Access guide here

Further support

Email: employer.engagement@eastsussex.gov.uk

This factsheet is one of a series put together by East Sussex Pension Fund to help support employers with processing key tasks.

Employer Toolkit...

Pointing you in the right direction

You can view the full employer toolkit at:

https://www.eastsussexpensionfund.org/about-the-scheme/employers/employer-toolkit/