



# **EMPLOYEE GUIDELINES**

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## **Auto Enrolment**

**R|B|K**

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# What is Auto Enrolment?

- New national retirement savings scheme
- Coming into effect 1st January 2026
- Designed to help people who don't already have a pension scheme
- Help start saving automatically for retirement
- NAERSA (National Automatic Retirement Savings Authority) will administer the scheme

# Who will automatically be enrolled?

- Employees aged between 23 and 60
- Earning over €20,000 or more across all employments (capped at €80,000)
- Class A or J PRSI class
- Not already paying into a **workplace** pension
- Employees who have their own private pension not administered through payroll
- Employees under 23, over 60 or earning less than threshold can opt in voluntarily

# How does it work?

- You will begin making regular pension contributions from your salary
- Employer will match your contribution
- Government will also top up
- Contributions go into a personal retirement savings account in your name
- Your take-home pay will reduce by your contribution (starting at 1.5% of gross earnings which include bonus, overtime etc)
- *No tax relief as there would be with a pension scheme*

# Payslip Sample

## Payslip with no auto enrolment processed

Hourly/Unit Payments					Fixed & Variable Payments			Statutory & Voluntary Deductions			
Description	T/N	Quantity	Rate	Value	Description	T/N	Value	Description	G/N	Value TP	Balance
					Salary	T	500.00	Tax		59.13	1,262.03
								PRSI		20.50	204.54
								USC		6.53	222.47
					Notional Pay		0.00				
Cumulative Details		This Period		Year To Date		Miscellaneous Items		Payroll Summary Details			
Gross Pay		500.00		5,139.08		Pay Frequency Weekly		Gross Pay		500.00	
Taxable		500.00		5,139.08		Emgy Start Per 0		Total Deducts (inc. BIK)		86.16	
Std. Rate Cut Off Point		673.08						Rounding -		0.00	
Tax Credit		40.87						Rounding +		0.00	
Tax Paid		59.13		1,262.03				Net Pay		413.84	
Taxed at Higher Rate		0.00						Non-Tax Adjs		0.00	
Employer PRSI		44.50		535.53				Total This Period		413.84	
<b>Notes:</b> Attn. Auto-enrolment commencing 1st Jan 26 - <a href="http://www.gov.ie/en/department-of-social-protection/campaigns/auto-enrolment">www.gov.ie/en/department-of-social-protection/campaigns/auto-enrolment</a>								Pay Method		Cheque	

# Payslip Sample

## Payslip with auto enrolment processed

Hourly/Unit Payments				Fixed & Variable Payments			Statutory & Voluntary Deductions					
Description	T/N	Quantity	Rate	Value	Description	T/N	Value	Description	G/N	Value TP	Balance	
					Salary	T	500.00	Tax		59.13	1,262.03	
								PRSI		20.50	204.54	
								USC		6.53	222.47	
								AE/MFF	N	7.50	7.50	
					Notional Pay		0.00					
Cumulative Details		This Period		Year To Date		Miscellaneous Items		Payroll Summary Details				
Gross Pay		500.00		5,139.08		Pay Frequency		Weekly		Gross Pay		500.00
Taxable		500.00		5,139.08		Emgy Start Per		0		Total Deducts (inc. BIK)		93.66
Std. Rate Cut Off Point		673.08								Rounding -		0.00
Tax Credit		40.87								Rounding +		0.00
Tax Paid		59.13		1,262.03						Net Pay		406.34
Taxed at Higher Rate		0.00								Non-Tax Adjs		0.00
Employer PRSI		44.50		535.53						Total This Period		406.34
Notes: Attn. Auto-enrolment commencing 1st Jan 26 - <a href="http://www.gov.ie/en/department-of-social-protection/campaigns/auto-enrolment">www.gov.ie/en/department-of-social-protection/campaigns/auto-enrolment</a>												
										Pay Method		Cheque
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# Contribution Rates - Rising over 10 Years

## Employee, Employer and the State

- Contributions include employee and employer contribution, with a government top-up equal to 1/3rd of the employee contribution.
- Contributions increase every 3 years over the first 10 years of the scheme
- Salary ceiling of €80,000p.a.

Year	Employer Contribution	Employee Contribution	Government Top-Up	Total Contribution
1-3	1.5%	1.5%	0.5%	3.5%
4-6	3.0%	3.0%	1.0%	7.0%
7-9	4.5%	4.5%	1.5%	10.5%
10 onwards	6.0%	6.0%	2.0%	14.0%



# Retiring and Investing

## Retirement Benefits

- employee “draw-down” will also be linked to the State pension age (this is currently age 66).
- Members will be able to draw-down 25% of their funds as a lump sum, it is assumed the remainder will be taken as an annuity or other approved retirement products in line with pension and taxation law prevailing at the time of retirement.
- Remains an ongoing examination of post-retirement options – perhaps some future detail/change.

## Investing

- Authority to appoint four investment management providers
- Each will provide three types of risk levels
- Employees/members will be free to choose risk levels, but not provider.
- If no choice made; will be automatically enrolled in a default lifestyling fund.

# Do I have to take part?

- You will be automatically enrolled if you are eligible
- You can opt out or suspend contributions after 6 months (in months 7 and 8)
- Opt out - your contributions are refunded, employer and states contributions remain invested
- Opt back in at any time or you will be auto enrolled after 2 years
- If you suspend contributions (take a break) all contributions including yours stay invested

# What do I need to do?

- No active steps to be taken – will be driven by payroll
- Employer will communicate with you if you are enrolled
- Once enrolled you will be able to access your pension account via an online employee portal
- Portal run by NAERSA will allow you to view account, see contributions
- Portal should be live beginning of December
- You will likely use your MyGovID credentials to log in (to be confirmed)
- Change of job – your savings pot follows you; linked to your PPS number

# Key items to remember

- NAERSA determines eligibility
- Employer/payroll provider can't over ride information received from NAERSA via AEPN
- Employer/payroll provider will only be able to advise of enrolment; all other queries to be directed to NAERSA
- Changes to personal details, opt out/suspension must be done via NAERSA
- Ensure your contact details and personal information are kept up to date
- It is a savings scheme – no tax relief
- Calculated as a % of gross pay; deducted from net

# Contact RBK



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