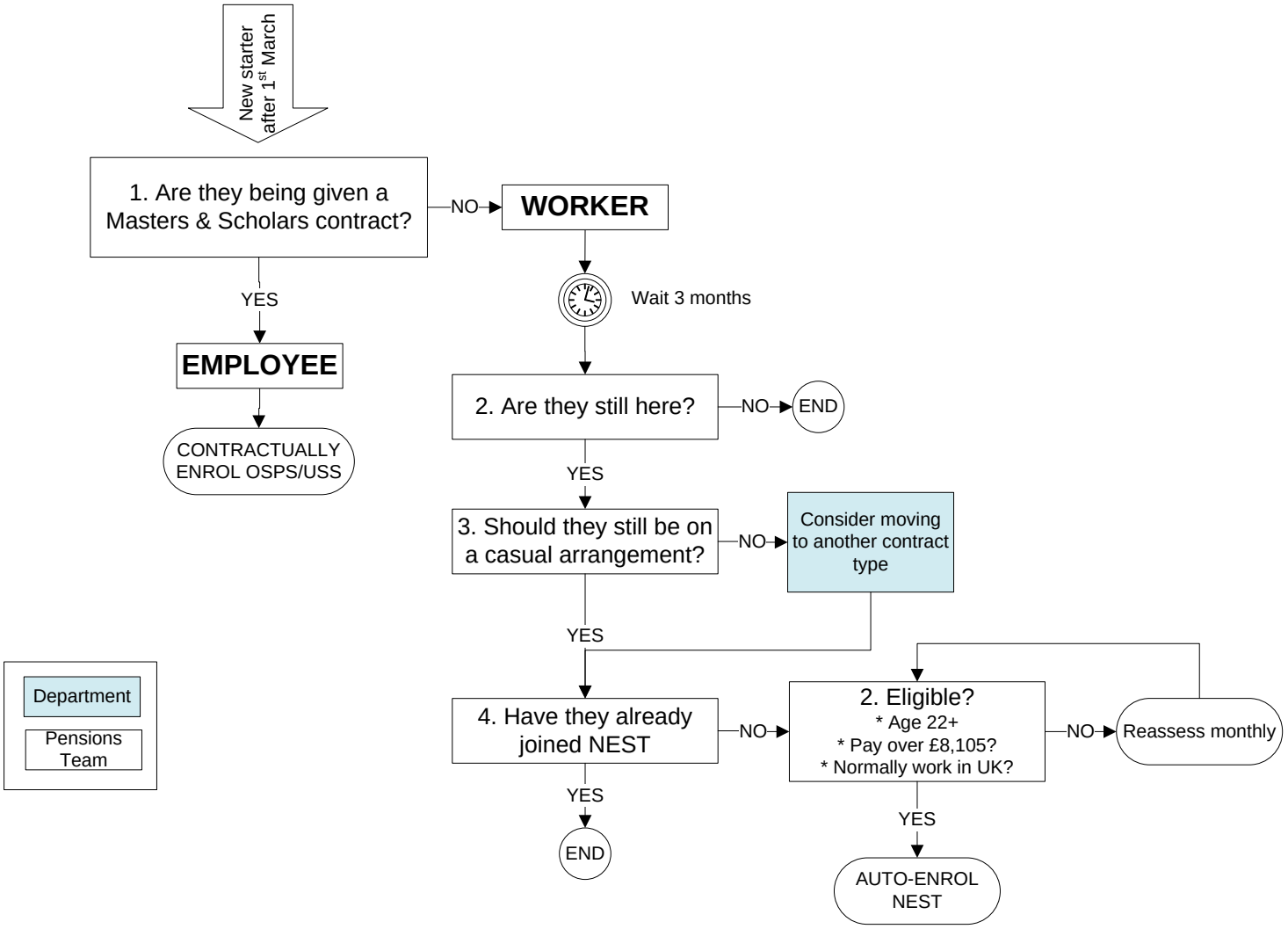
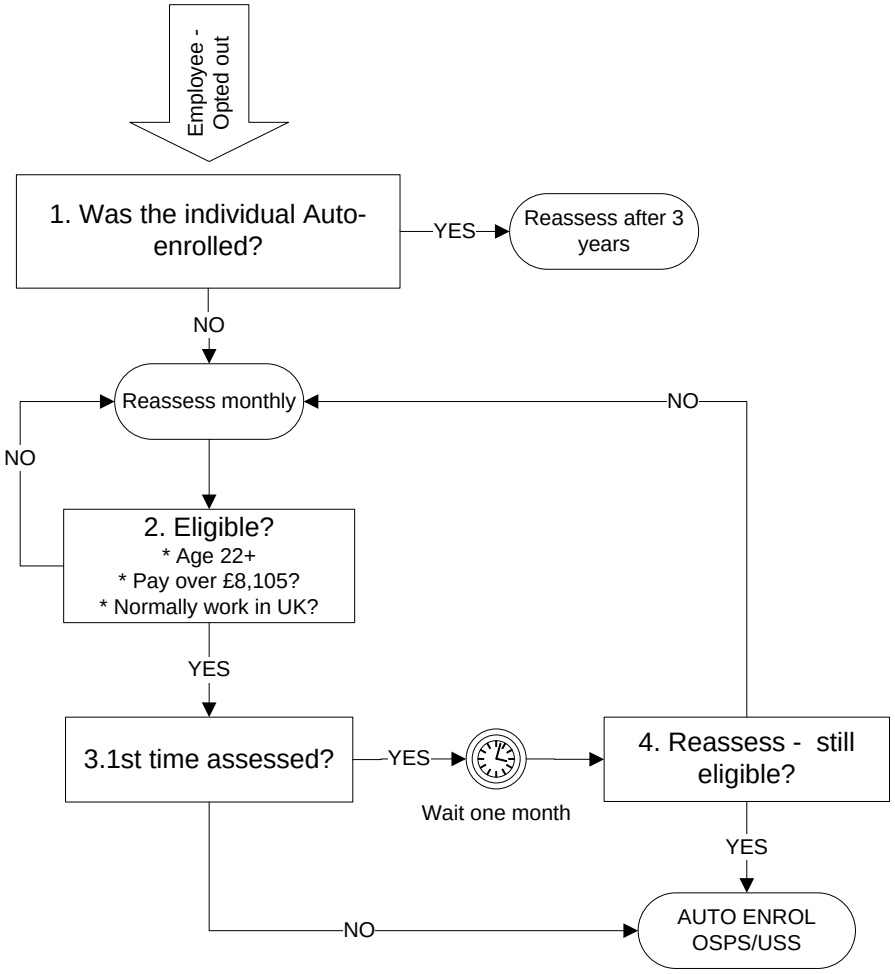
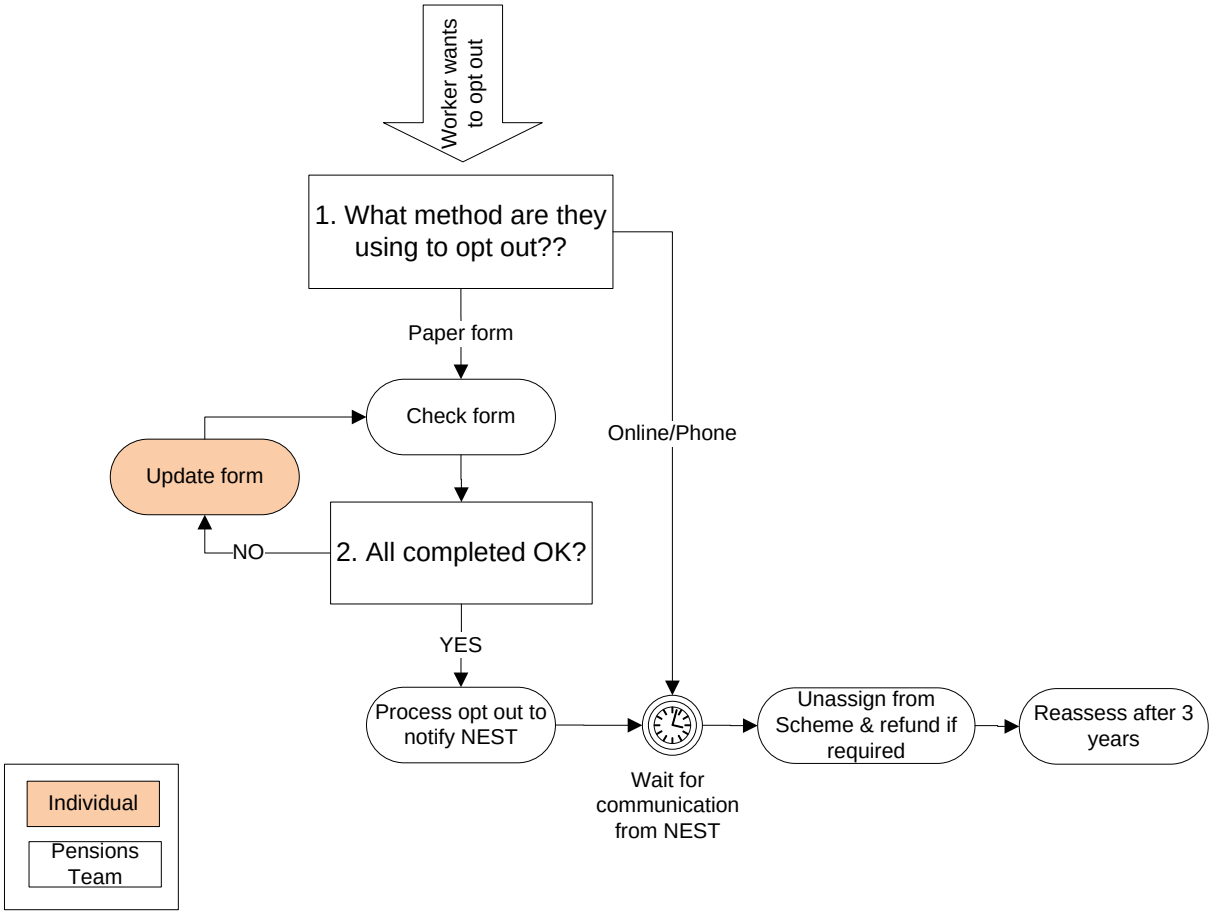

New starter after 1st March
1. Are they being given a Masters & Scholars contract?
NO
WORKER
YES
EMPLOYEE
CONTRACTUALLY ENROL OSPS/USS
Wait 3 months
2. Are they still here?
NO
END
YES
3. Should they still be on a casual arrangement?
NO
Consider moving to another contract type
YES
4. Have they already joined NEST
NO
2. Eligible?
* Age 22+
* Pay over £8,105?
* Normally work in UK?
NO
Reassess monthly
YES
END
YES
AUTO-ENROL NEST
Department
Pensions Team


Employee - Opted out
1. Was the individual Auto-enrolled?
YES
Reassess after 3 years
NO
Reassess monthly
NO
NO
2. Eligible?
* Age 22+
* Pay over £8,105?
* Normally work in UK?
YES
3.1st time assessed?
YES
Wait one month
4. Reassess - still eligible?
YES
NO
AUTO ENROL OSPS/USS


Worker wants to opt out
1. What method are they using to opt out??
Paper form
Online/Phone
Check form
Update form
NO
2. All completed OK?
YES
Process opt out to notify NEST
Wait for communication from NEST
Unassign from Scheme & refund if required
Reassess after 3 years
Individual
Pensions Team