

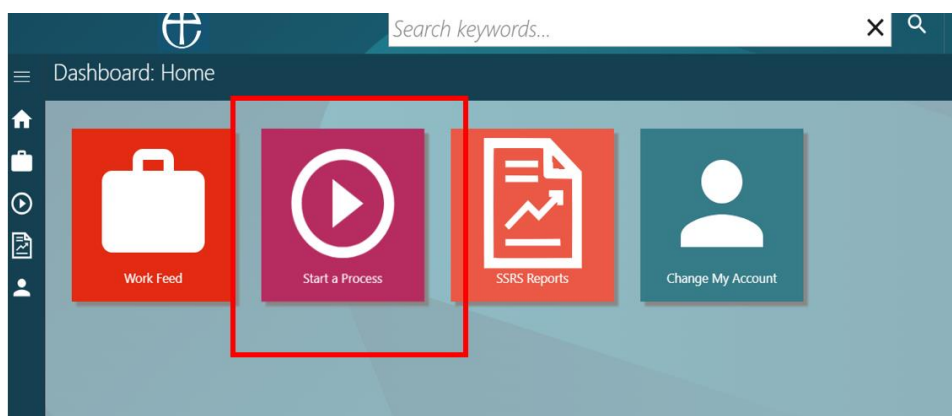
Add a new member

When someone joins your employment, you may need to automatically enrol them into your pension scheme. You can use Hub to do this.

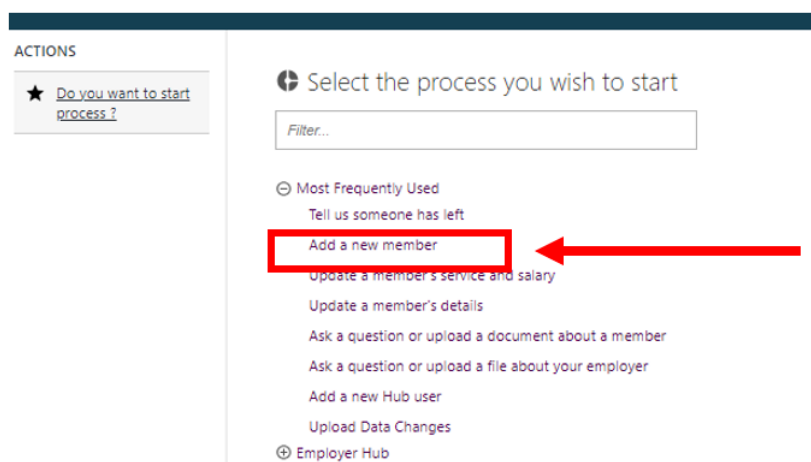
If they started employment more than a month before you enrolled them, we will backdate employer and employee contributions (but not life cover).

Important - Before you start: check the person has not already been enrolled. Use the search bar at the top of your home page to search for their name or National Insurance number. If you do not get any results, the person has not been enrolled yet.

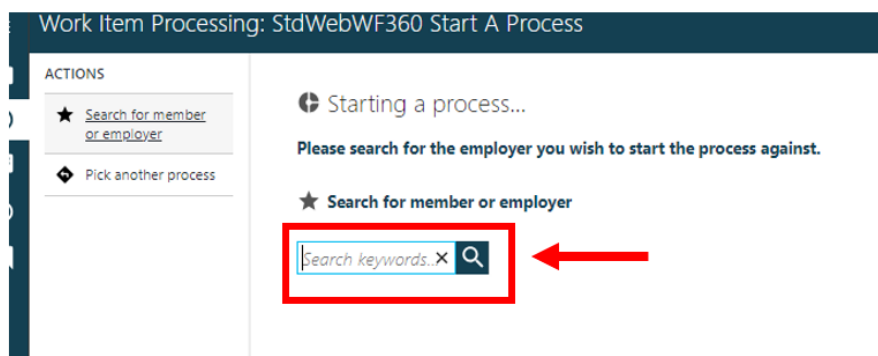
To add a new person to your scheme, **click on the 'Start a Process'** tile on the home page.



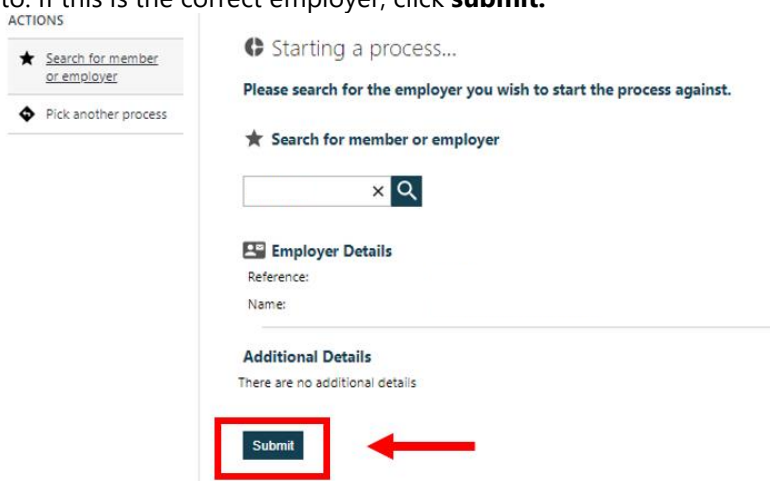
Select the 'add a new member' process from the list.



Search for the employer you will be enrolling the member under. Start to **type the name of the employer in the search box**, and then **press enter or click on the magnifying glass** button. If you have access to more than one employer on HUB, make sure you select the employer you wish to enrol the person under.



You will then be shown the basic details of the employer whose scheme you are putting this person into. If this is the correct employer, click **submit**.



You can then enter the information for the person you wish to enrol. Please make sure you put information for all mandatory fields, shown by a *. Once you are happy, **click 'Submit'**.

Important: If your new person works variable or casual hours, please put their **monthly pay as an annual amount (multiply monthly salary by 12)** in the salary field.

Example: Joe Bloggs joined the pension scheme on 1 January and works variable hours, which means he receives a different amount of pay each month.

His first month's pay (January) will be £2,000. To get his contributions correct for January you need to enter £3,600.00 in the salary field (£2,000*12=£24,000) on Hub.

You can change their salary details each month through the 'salary change' process. See the 'salary change guide' on how to do this. If a person's salary changes monthly it is important that you update the annual salary each month so that we collect the correct amount of contributions for their pension.

First Name *

Surname *

Date of Birth *

Address Information

Address 1 *

Address 2 *

Address 3

Address 4

Address 5

Postcode *

Country

United Kingdom

NI Number (please enter in capitals) *

Sex *

Please Select

Employment Start Date *

Date Joined Scheme *

Marital Status

Please Select

Pensionable Salary

Personal Email *

Mandatory field.

Personal Telephone Number

Employer Payroll Number *

Mandatory field.

Submit

If you are sure this data is correct, please click submit. We'll check and validate this and set up the members pension record.

Once you click submit, we will check the information and set the person up with their individual 'member record'. This usually takes up to 5 working days. Once set up, their record will be viewable on Hub.

You can check the details you entered into the system by going to your **employer folder**. To see how to navigate to your employer folder, see the **Additional Functions** guides.