

# Employer Instructions



## Flexible Retirement Plan

### 'Your Pension Made Easy' Introduction

This folder contains a variety of materials to help you inform your employees about the Flexible Retirement Plan, whether this is via group presentations or meetings with individuals.

You may wish to copy some of the information in this folder and pass it to your employees to view at their leisure.

### Folder Contents

- 1. DVD:** the DVD 'Your Pension Made Easy' has been produced for you to show to new employees, who are eligible to join the Flexible Retirement Plan, and also to any employees who haven't yet joined. It could also be used as a refresher for employees who have already joined the Plan as there is a 'frequently asked questions' section within the DVD.
- 2. Posters:** there are three posters included in this folder, which you may wish to use around your organisation to promote the Flexible Retirement Plan.
- 3. Reasons to Join Leaflets:** these leaflets are for employees who are eligible to join the Plan.
- 4. Employee Application Forms:** there are a number of Application Forms within this folder which can be given to your employees.
- 5. Employee Cost Calculator Forms:** these forms allow you to inform your employees how much you will contribute towards the Flexible Retirement Plan, over the year and each month, and how much it will cost them.
- 6. Questionnaires:** we continually strive to improve our communication material and we appreciate any feedback you can provide us with. Enclosed are a number of employer and employee questionnaires, for you and your employees to complete and return.



# Frequently Asked Questions

## Where can I play the DVD?

The DVD can be played on a DVD player or computer (if DVD enabled). The video should start automatically, if not, press the 'play video' button or launch your DVD software. If you play the DVD on a computer use the cursor keys to navigate to each section.

## What if I have any problems playing the DVD on my computer?

In the unlikely event that you have any problems playing the DVD on your computer you can do either of the following:

1. Contact your IT Team and request they check the DVD software which is installed on your computer. The DVD can be played using Power DVD software, this is the most common package and usually comes as standard on all new computers. Power DVD software is free of charge to download from the internet. However, you may need to purchase a licence for this software.

**Please note:** The Pensions Trust does not accept any responsibility for organisations who download software from the internet.

or

2. Purchase DVD software, from a reputable company, which is compatible with your own computer requirements.

## How long does the DVD last?

There are two versions of the DVD, the full version lasts 9.10 minutes and the summarised version lasts 5.42 minutes. The individual chapters can also be viewed in isolation. There is a 'frequently asked questions' section within the DVD, which provides answers to frequently asked questions.

## What do I need to give to employees before watching the DVD?

We recommend you provide employees with an Employee Application Form, an Employee Cost Calculator form, a copy of the Reasons to Join leaflet and an Employee Questionnaire.

## What if I require more DVDs?

We understand that your organisation may have a large number of employees who wish to view the DVD at different locations, or you may have employees who are not office based and may want to take a copy home. Therefore if you require any extra copies of the DVD, please contact our Marketing Team on 0113 394 2685 or via email [marketing@thepensiontrust.org.uk](mailto:marketing@thepensiontrust.org.uk)

## How do I use the Employee Cost Calculator Form?

We recommend that you fill in the appropriate figures on the form in the allocated boxes. You can calculate the level of contribution from both the employer and the employee, towards the employee's pension. The amount of contribution can be worked out for the year and per month.

## What if I need more posters?

Just contact our Marketing Team on 0113 394 2685, via email [marketing@thepensiontrust.org.uk](mailto:marketing@thepensiontrust.org.uk) or visit our website promotional area [www.thepensiontrust.org.uk](http://www.thepensiontrust.org.uk) following the link Document Library > Scheme > Flexible Retirement Plan > Promotional Materials.

## What if I need more Employee Application Forms/Reasons to Join Leaflets/Employee Cost Calculator Forms/Questionnaires?

We would suggest that you photocopy/print more copies of the latest version or issue these to employees via email. You can download these from our website [www.thepensiontrust.org.uk](http://www.thepensiontrust.org.uk) following the link Document Library > Scheme > Flexible Retirement Plan > Promotional Materials.

## Where do I send completed Employee Application Forms?

It's easy, just send these back to The Flexible Retirement Plan Team, The Pensions Trust, Verity House, 6 Canal Wharf, Leeds LS11 5BQ.

**If you need any further details, please visit our website:**

**[www.thepensiontrust.org.uk](http://www.thepensiontrust.org.uk)**