



EPN 374 Annex A

2015 Scheme implementation – Employer activities

This is an overview of the planned 2015 implementation activities.

Activity	Employer Action
January 2014	
MyCSP release Increased Validation document	Understand what is required. Raise any concerns at the next Employer Engagement Event or by contacting 2015employers@cabinet-office.gsi.gov.uk
February 2014	
TPSE invite employers to March Employer events	Employers decide who from their business should attend which event
MyCSP issue revised Employer Impacts document	Understand what is required and give early warning to payroll provider in Plain English
MyCSP sends Employer Readiness Guide with suggested employer project plan and self-assessment instruction	Understand the Employer Readiness Guide and the supporting tools
MyCSP ask employers for key contacts	Employers give MyCSP key contacts by end March 2014
MyCSP ask employers how they want to handle their workforces' options exercise packs	Employers decide what best suits their workforce. MyCSP send to workforces' home addresses or employer distributes
March 2014	
Employer Events	Attend chosen event
TPSE send FAQs from Employer Events	Understand the document raising any questions with 2015employers@cabinet-office.gsi.gov.uk
April 2014	
TPSE sends an EPN with the Payroll Developers Guide	Send the guide to their payroll and monitor to ensure system changes will be made on time
TPSE seeks assurance about employer signposting of communication material	Employers give assurances that plans are in place to direct their workforce to the communication material that takes account of non-office based groups

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First employer readiness assessment with support from TPSE and MyCSP	Employers to RAG rate their readiness on the different strands of implementation
Payroll workshops	Opportunity for payroll technical staff to attend workshops to discuss the Payroll Developers Guide
June 2014	
TPSE send an EPN giving information about a number of upcoming issues including options exercise and next steps of data cleansing	Employers understand what is required of them and have resources in place to complete the upcoming activities
Invitations to August engagement events	Employers decide which event and who from their business should attend
July 2014	
Second employer readiness checkpoint	Employers to RAG rate their readiness on the different strands of implementation
Options Exercise Planning	Employers that wish to send the options pack to their workforce must have plans and resources in place for this activity
August 2014	
Employer Events	Attend chosen event
September 2014	
TPSE send FAQs from Employer Events	Understand the document raising any questions with 2015employers@cabinet-office.gsi.gov.uk
TPSE send EPN with instruction for the handling of the options exercise	Employers understand their role and have resources in place
Third employer readiness checkpoint	Employers to RAG rate their readiness on the different strands of implementation
October 2014	
MyCSP send options packs either directly to member or via employer	Employers distributing the pack must do so within the given time scales. Employers must have arrangements in place for non-office based employees. Employers must use the MyCSP spreadsheet of eligible staff to ensure they receive packs
December 2014	
Invitations to January employer events	Employers decide who from their business should attend which event

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Fourth employer readiness checkpoint	Employers to RAG rate their readiness on the different strands of implementation
Online video	Employers ensure that their workforce knows about the video and are encouraged to view it
January 2015	
Employer Event	Attend chosen event
MyCSP send employers details of options choice for their workforce	Employers must use this to ensure they have each individual in their chosen scheme on 1 April 2015
TPSE send FAQs from Employer Events	Understand the document raising any questions with 2015employers@cabinet-office.gsi.gov.uk
February 2015	
TSPE send an EPN for final preparations for go live	Employers must check migration of their workforce to the 2015 scheme and understand the revised (re)joiner process
March 2015	
Migration	Employers' systems must be ready to migrate workforce to the 2015 scheme the following month and at their tapered enrolment end date
Fifth employer readiness checkpoint	Employers to RAG rate their readiness on the different strands of implementation
April 2015	
Migration	Employers report to TPSE that workforce has been migrated to 2015 scheme