Employer Fact Sheet

Auto-Enrolment Pension Scheme (Ireland)

1. Start date

- Scheme due to **launch on 1** January **2026**.
- Employers should prepare payroll and HR systems during 2025.

2. Who Is Automatically Enrolled

- Employees aged 23 – 60.
- Earning €20,000 + per year (across all jobs).
- Not already in a qualifying pension scheme through payroll.
- Employees outside these criteria may opt in voluntarily.

3. Contributions (Phased In)

Phase	Years	Employee	Employer	State Top-Up
1	Years 1-3	1.5 %	1.5 %	0.5 %
2	Years 4-6	3 %	3 %	1 %
3	Years 7-9	4.5 %	4.5 %	1.5 %
4	Year 10 +	6 %	6 %	2 %

- Contributions apply to earnings up to €80,000.
- Employers must match employee contributions.

4. How It Works

- A State-run system (administered by the National Automatic Enrolment Retirement Savings Authority – NAERSA).
- Employers deduct and remit both employee and employer contributions via payroll.
- Employees' pension savings follow them between jobs ("pot-follows-member").
- Opt-out possible after 6 months of participation (with automatic re-enrolment every 2 years).

5. Employer Responsibilities

- Identify eligible employees and enrol them automatically.
- Match contributions and remit payments on time.
- Maintain records and communicate with staff about the scheme.
- Update payroll systems for new deduction and reporting requirements.
- Register with NAERSA via the forthcoming employer portal.
- If you already have a qualifying workplace pension, auto-enrolment may not apply to those employees.

6. Key Preparation Steps

- Review workforce and current pension arrangements.
- Engage with your payroll provider to ensure system readiness.
- Communicate early with employees.
- Budget for employer contributions.
- Seek professional pension advice if uncertain.

7. Benefits

- Simplifies pension saving for employees.
- Employer contributions support staff retention and wellbeing.
- Universal, portable, and transparent system.

8. Important Notes

- Non-compliance may lead to penalties.
- Tax relief is applied via the State top-up, not through payroll.
- Scheme rules and detailed guidance to be confirmed before launch.