

B&CE Employee Benefits

joining guide

The information you need about each of our products is outlined in the at-a-glance brochure you received when you decided to join.

Now that your account is set up, this document highlights key information and will help explain how to administer B&CE's employee benefits on a monthly basis.



**Stakeholder
Pension**



**Employee
Accident Cover**



**Employee
Life Cover**



**Employee
Healthcare**



**Holiday Pay
Scheme**

Dedicated to
the personal
and financial
wellbeing of
everyone in
construction

Who can I provide B&CE's employee benefits to?

You can provide the EasyBuild stakeholder pension*, Employee Accident Cover (EAC), Employee Life Cover (ELC) and Employee Healthcare to any of your employees over the age of 16. (*Except those resident in the Isle of Man.)

Only employees 'personally engaged' in construction operations are eligible for the NI saving on holiday pay. For clarification please refer to our eligibility guide online at www.bandce.co.uk/HolidayPay.

You should have already provided us with the following details of employees for whom you want to provide B&CE employee benefits:

- Title, Forename and Surname
- NI number
- Date of birth
- Residential address & postcode
- Whether they are weekly or monthly paid and their employee role
- Category of Life Cover.

The monthly administration

Administration is simple and should take place monthly. There is an administration charge of £1.00 plus VAT per month for each employee detailed on your monthly B&CE employee benefits schedule. To avoid incurring this charge, you must commit to matching your employees' EasyBuild pension contributions in line with the CIJC Working Rule agreement.

With your monthly payment schedule you may also receive:

- **A statement of account**

This will show recent debits and credits made to your account with us and if you pay by direct debit the next payment due.

- **Holiday pay withdrawal form**

You should use this form to withdraw your employees holiday pay. Simply enter the amount you wish to withdraw and sign and return this to us.

- **New employees form**

To provide benefits to new employees, just fill in their details on the new employees form and add their contribution to the total amount on the payment schedule summary page. It is only necessary to start pension contributions on behalf of your employees if they decide to contribute too.

- **Employees address details form**

This will show employees' addresses where we have had mail returned by the Post Office. We would be grateful for any assistance you can provide in correcting the information we hold about your employees.

- **VAT Administration Charge Invoice**

This will show details of any applicable administration charge for the operation of the scheme.

Payment methods

You can make contributions using either of the three following methods:

Direct debit – Direct Debits will be collected within ten working days of your monthly payment schedule.

BACS – You can transfer funds into our account.

Transmission must include your B&CE account number.

Cheques – We can accept cheques if this is more suitable for your business. Please ensure your B&CE account number is on the back.

Your monthly payment schedule explained

Payment Schedule for February 2011

Account No: 12345678		Account Name: Your Company Ltd		Page: 1		Date: 01/02/2011		Schedule No: 20976209				
1 Forename & Surname	2 Employee No. NI number	3 EasyBuild Payment Source	4 EasyBuild Contribution Dates					5 Employer Total £	6 Employee Total £	7** EAC/ELC Total £	Category	8 EB Change Code or Leave Date
			03/02 £	10/02 £	17/02 £	24/02 £	- £					
John Smith	AD123456Z	Employer	5.00	5.00	5.00	5.00	-	20.00	0.00	5.56	A	
		Employee	0.00	0.00	0.00	0.00	-					
John Brown	JS123456Z	Employer	10.00	10.00	10.00	10.00	-	40.00	40.00	5.56	A	
		Employee	10.00	10.00	10.00	10.00	-					

**This shows the anticipated amount that we will charge your account based on category of cover provided. Please see the table on your Payment Schedule Summary Page for Categories of Cover. If you wish to set up additional levels of cover for your different categories of employees please contact us on 01293 586666.

Making amendments

The columns under EasyBuild contribution dates show the EasyBuild contributions we anticipate receiving from you for your weekly paid employees and the pay-days to which they relate. (If an employee is monthly paid then a single pro rata total will appear under the Employer total and Employee total columns).

If you need to change an EasyBuild amount, cross it out and write the new amount to the left, indicating the reason for the change using one of the change codes shown in the table to the right, in column 8.

If the employee has left your employment, please insert the leave date in column 8.

EasyBuild Change Codes

Code	Description
C	A one off change in the EasyBuild contribution amount
P	A permanent change in the EasyBuild contribution amount

Action required on your behalf

Occasionally, you may find that we have entered phrases in the pension contribution dates column relating to an individual. The table below explains what we require you to do in this case.

Phrase	Meaning
An amount e.g. £5.00	This shows the weekly employer and employee contributions being made for each individual
Details required	This indicates that we have yet to receive one or more of the following set up details: Forename(s) and surname (Name) National Insurance Number (NI) Date of Birth (DOB) Address and Postcode (Address) We indicate which details are missing by showing the above abbreviation(s) in column 4. Please contact us as soon as these details become available
Under 16	It is not possible to contribute for employees under 16
Policy cancelled by employee	The employee has chosen not to take up EasyBuild
Not eligible	The employee is not eligible to receive or make EasyBuild contributions OR we require their current address

Deadline for returning your payment schedule

If you provide EasyBuild pension for your employees, schedules should be returned on or before the 10th of the month (we operate a month in arrears to allow any necessary changes to be made to the schedules). For example February's schedule will be due back by 10th March.

The reason for this is to give us time to process the schedules and then send the money to our EasyBuild pension Fund Managers.

You need to make sure there are sufficient funds in your account to cover the cost of the benefits by the 19th. The money has to reach the Fund Managers by the 19th of the month to allow money to be invested. This falls under The Pensions Regulator rules, requiring us to report any companies who fail to get the pension contributions to us by this date.

If you only provide Employee Accident Cover and Employee Life Cover for your employees, schedules should be returned on or before the 21st of the month.

If you don't maintain payments for Employee Accident Cover and Employee Life Cover, we will cancel the cover.

Holiday pay (available until 30 October 2012)

Regular holiday pay contributions and withdrawals should be made to and from your account with us. You can choose to make regular monthly payments or occasional lump sums.

The amount your company pays out in National Insurance free holiday pay to your employees should match the amount

withdrawn from your account held with B&CE. If you do not pass your holiday pay through B&CE's holiday pay fund, you are not entitled to claim the National Insurance concession.

You can send a top up payment at any time if you find you have not passed enough holiday pay through the fund within the holiday year. This option is also useful, should you experience any cash flow problems one month.

Both the employer and eligible employees are exempt from paying National Insurance on holiday pay. This is a saving of:

- 13.8%[▲] of National Insurance payable on holiday pay for employers
- 12%[▲] of National Insurance payable on holiday pay for employees

[▲]As at 6 April 2011

Remember the National Insurance concession can be claimed on all holiday pay for annual leave and the public/bank holidays. Please note that B&CE's holiday pay scheme is only intended for receipt and reimbursement of your employees' holiday pay entitlement and for no other purpose.

What happens now?

Once we receive your first contributions your account is set up and your employees will start receiving the employee benefits.

We write to your employees on your behalf to let them know what benefits you are providing for them.

If your employees have the EasyBuild stakeholder pension, we will also send them an annual statement which outlines how much they have in their pension fund. Please ensure you advise us of any changes to their address, so that this statement reaches them each year.

Since 1942, B&CE has provided financial welfare benefits to those working within the construction industry and their dependants. Today it manages assets of over £1.7 billion and provides financial benefits to more than 209,000 operatives on behalf of over 6,400 construction employers.

B&CE's current product offering includes a workplace pension, employee accident cover, employee life cover, employee healthcare and holiday pay. B&CE's workplace pension EasyBuild is a Group Stakeholder Pensions Scheme. Designed for the construction industry it is the largest in the UK with over 500,000 members and £670 million under management.

The above information is correct as at end December 2010.

for more information:

tel 01293 586666

email info@bandce.co.uk

web www.bandce.co.uk

To help improve our service, we may record your call.



**Building & Civil Engineering
Holidays Scheme Management Ltd**

Manor Royal, Crawley
West Sussex, RH10 9QP

www.bandce.co.uk



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