



Information about USS is enclosed – ‘A new employee’s guide to joining USS’ and ‘Seven good reasons to be a member of USS’.

Although membership of USS is voluntary, we hope that you will take this opportunity to build up benefits for yourself and your family.

We automatically enrol all eligible employees to USS membership on the first day of employment so USS contributions will therefore be deducted immediately.

If you do not wish to be a member of USS, please visit www.uss.co.uk to obtain opt-out information. Government regulations do not permit an employer to accept an opt-out form before an employee has been enrolled into a pension scheme.

PensionChoice

The University operates a salary exchange scheme known as ‘PensionChoice’. The PensionChoice Guide and FAQs are enclosed.

All USS members pay contributions for the first three months of membership and then are automatically enrolled into PensionChoice from the start of their 4th pay period.

If you do not wish to fund your USS benefits by PensionChoice, please complete the PensionChoice opt-out form and return it to the Pensions Office no later than 2 months after appointment.

Further details can be found in the PensionChoice section of StaffNet.