1. Are they being given a Masters & Scholars contract?
   - NO → WORKER
   - YES → EMPLOYEE

   EMPLOYEE
   - CONTRACTUALLY ENROL OSPS/USS

2. Are they still here?
   - NO → END
   - YES →

3. Should they still be on a casual arrangement?
   - NO → Consider moving to another contract type
   - YES →

4. Have they already joined NEST
   - NO → Reassess monthly
   - YES →

2. Eligible?
   - NO → Reassess monthly
   - YES →

   - Age 22+
   - Pay over £8,105?
   - Normally work in UK?
1. Was the individual Auto-enrolled?
   - YES → Reassess after 3 years
   - NO → Reassess monthly

2. Eligible?
   - * Age 22+
   - * Pay over £8,105?
   - * Normally work in UK?
   - YES → 3.1st time assessed?
   - NO → AUTO ENROL OSPS/USS

3.1st time assessed?
   - YES → Wait one month
   - NO → 4. Reassess - still eligible?

4. Reassess - still eligible?
   - YES → AUTO ENROL OSPS/USS
   - NO → Reassess monthly
Worker wants to opt out.

1. What method are they using to opt out??
   - Paper form
   - Check form
     - Online/Phone

2. All completed OK?
   - NO
     - Update form
   - YES
     - Process opt out to notify NEST
     - Unassign from Scheme & refund if required
       - Wait for communication from NEST
       - Reassess after 3 years