# Welcome to your new employee savings and loans scheme

## Thank you for joining the many companies and organisations throughout the UK who offer their Employees a credit union savings and loans scheme

You will see that the scheme costs very little to set up and run. All credit union services are provided free of charge, and it requires minimal input from your team. We are here to ensure that your scheme achieves maximum staff participation. Then it can make the biggest possible difference:

* Promoting a positive savings culture
* Protecting your staff from debt
* Promoting productivity
* Making your workforce feel appreciated, rewarded and motivated
* Enhancing your Corporate Social Responsibility profile

**What we’ll be doing for you**

* Providing all credit union services to you free, with minimal internal costs to your business
* Providing all paperwork required for your employees to enrol
* Providing the promotional materials required to inform staff about the scheme and persuade them to sign up
* Informing your staff about our affordable flexible loans and how easy it is to apply
* Providing all admin for the scheme; all your accounts/HR people need to do is set up a deduction from salary for each participating employee

**To encourage sign up we should think about:**

* Workplace posters for notice boards and other prominent places
* Employee leaflet to distribute via payslips, outlining the benefits to them and how easy it is to join
* Workplace pop up banners
* Ads for internal newsletters etc.
* Restaurant display posters
* Ads for communal screens
* Seasonal and tactical payslip leaflets for staff
* Email template for employers to adapt and send to employees
* Signing up pack for HR/finance department to distribute to staff
* Materials to hand out to employees at presentations and staff meetings

**Understanding the employee enrolment procedure**

• Firstly, employees need to become members of the credit union

• To do this they can join online or in person

• Employees are required to provide identification when joining

• They will receive a detailed welcome pack, explaining the benefits of membership

• Details about secure savings and competitive loans will be sent

• A Payroll Plus Agreement Form, confirming personalised monthly salary deductions will be completed

• The credit union will then request the appropriate deductions from the employer, each payday

• Amends to salary deductions may occur. We will then communicate this to the relevant payroll department

**Any questions? Any problems?**

Call 0000 000 0000 or

email xxxxxx.xxxxxx@xxxxxx.co.uk for immediate answers.