

LGPS 2014 Online Forms Bulletin

As you are aware, the Local Government Pension Scheme is changing with effect from 1st April 2014. We have therefore revamped our Employer Online Forms to take into account these changes. The new forms will be live on Monday 31st March 2014. This will enable employers to inform us of changes that occur during or after April 2014 via the employer website, www.yourfund.org.uk. The forms can also be used for events occurring on or before 31st March 2014 but please follow the notes below to assist you with the submissions.

Some of the forms have had a major revamp, we have therefore summarised the main changes below.

New Joiner

The Online Joiner form has fundamentally remained the same but has a new layout and some extra fields.

- To help us record members with multiple roles, the 'Job Title' field is now mandatory.
- The 'Salary Info' section has been extended and includes a section for you to confirm if the new member is in the Full LGPS Scheme or 50/50 Scheme. Please note that if you are submitting an online joiner for a member whose date of joining is 31st March 2014 or earlier please select 'Full LGPS Scheme' and use the 'Other Information' field to provide the correct contribution rate.
- A 'File Upload' section has been added to the form. Please use this to upload any additional information you wish to send us e.g. passport, birth certificate, marriage certificate, previous pension scheme details, 50-50 scheme election.

Change of Hours

The Online Change of Hours form has had a big overhaul to make it more effective at dealing with multiple changes and multiple employments.

- Once you have validated the member's NI Number you will be shown a summary of the member's post(s) that we have on record. You will be prompted to select which record you wish to change the hours for. This also enables you to check the hours that we currently have on record.
- Clicking the 'Add' button will bring up a pop-up box for you to complete the new hours. Upon clicking 'Submit' you will be taken back to the list of hours for that post. If you have made a mistake you are able to edit or delete the change that you have just submitted.
- If you need to add another change of hours to the same record you simply click 'Add' again. When you are happy with the changes click 'Submit' at the bottom of the form.

Scheme Movements

This is a brand new online form to enable employers to inform us of when a member changes from the Full LGPS Scheme and the 50/50 Scheme and vice versa.

- The current scheme that the member is in will automatically populate based on what we hold on our system. You will need to provide us with the dates from and to for this period as well as the actual pay received during this period.
- The new scheme will automatically populate to the opposite of the current scheme. For the new scheme details you will need to provide us with the date they moved scheme, the actual pay and the new contribution rate.

Estimate Request

The Estimate Request online form has had minor changes to take into account the change in the definition of pensionable pay. You will need to provide 'Actual Pay' and 'Final Pay'. If you are requesting an estimate for a member with an estimated leaving date on or before 31st March 2014 please provide the FTE pay.

Scheme Leaver

The Scheme Leaver online form has had a major revamp so that it is collecting all of the information required under LGPS 2014. A summary of the amendments to the form include:

- The form will ask you to confirm which scheme the member is in (Full or 50/50) and the effective date. If you are submitting a form for a member who is leaving on or before 31st March 2014 please select 'Full LGPS Scheme'.
- The 'Final Pay Details' section now has field help and notes within the form to assist you in completing this section.
- You will need to confirm the employee's pension contributions and contracted out NI earnings for the current and previous financial year.
- The 'Pensionable Pay Details' fields are fundamentally the same but you will need to complete the actual annual pensionable pay for the period. If you are submitting a form for a member who is leaving on or before 31st March 2014 please provide us with the FTE pay.
- The 'Annual Additional Payments' fields are to confirm any additional pensionable payments that the member has received.
- You will be asked to confirm the 'CARE Scheme Pay' for the member, the 'Final Pay' and you will need to select whether you have used the final year or the best of the previous three years. Again, if you are submitting a form for a member who is leaving on or before 31st March 2014 please provide us with the FTE pay.
- The 'Additional Pension Contribution' section allows you to tell us of any APC, ARC, AVC or Added Year contracts that the member pays into.
- A 'File Upload' section has been added to the form. Please use this to upload any additional information you wish to send us e.g. passport, birth certificate, marriage certificate.