



SOUTH YORKSHIRE  
**PENSIONS AUTHORITY**

# An Employers guide on the **Monthly Contribution Return Process**

Created August 2018: Dave Sloan  
Reviewed June 2019: Dave McClure  
Next Review due: March 2020



[www.sypensions.org.uk](http://www.sypensions.org.uk)

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## **1. Introduction**

Thank you for the submitted returns for the 2018/2019 tax year. From feedback we have received we have formulated this new version to assist with the 2019/2020 submissions...

From 01/04/2018 the reconciliation will be done each month using the new monthly returns template and the remittance advice.

This makes the process of contributions management easier and ensures any problems with contributions are resolved as soon as possible. We will post data received and reconcile payments made by employers to member records each month.

The monthly return also gives us core information that allows us to improve member records on our systems. The monthly return also means that you no longer need to inform us separately of new starters, leavers, less than three months opt-out cases, anyone who elects to move to the 50/50 section or anyone who has a change in working conditions i.e. hours or pay. These processes will be created automatically using the information which you provide on the monthly return.

## 2. Payment Dates / Admin Strategy

You can pay contributions over at any time before the deadline of the 19<sup>th</sup> of the month immediately following the month in which you made the deductions. If the 19<sup>th</sup> is a weekend or a bank holiday, the due date becomes the last working day before the 19<sup>th</sup>.

In other words, we must receive April 2019 contributions by 17<sup>th</sup> of May 2019 at the latest as the 19<sup>th</sup> is a Sunday. The schedule below sets out the payments dates for the 2019/20 tax year.

Contribution Period	Payment Due Date	Further Information
April 2019	Friday 17 <sup>th</sup> May 2019	19 <sup>th</sup> of May 2019 is a Sunday
May 2019	Wednesday 19 <sup>th</sup> June 2019	
June 2019	Friday 19 <sup>th</sup> July 2019	
July 2019	Monday 19 <sup>th</sup> August 2019	
August 2019	Thursday 19 <sup>th</sup> September 2019	
September 2019	Friday 18 <sup>th</sup> October 2019	19 <sup>th</sup> of October is a Saturday
October 2019	Tuesday 19 <sup>th</sup> November 2019	
November 2019	Thursday 19 <sup>th</sup> December 2019	
December 2019	Friday 17 <sup>th</sup> January 2020	19 <sup>th</sup> of January 2020 is a Sunday
January 2020	Wednesday 19 <sup>th</sup> February 2020	
February 2020	Thursday 19 <sup>th</sup> March 2020	
March 2020	Friday 17 <sup>th</sup> April 2020	19 <sup>th</sup> of April 2020 is a Sunday

### Late Payments

Although the deadline for the monthly payments is set at the 19<sup>th</sup> of each month, please endeavour to submit your monthly return soon after your payroll closes down. This will ensure that any urgent manual forms for Retirements or Death in Service are less likely to be needed as the information we require will have been provided in sufficient time for potential queries meaning members will not be waiting for figures and payments for lengthy periods of time.

Also if your organisation regularly pays contributions late we will report this to the Pensions Regulator. We will charge interest on late payments in line with our administration strategy and we may charge your organisation for the cost of chasing the late payment.

### 3. Payment Methods

You can pay direct to South Yorkshire Pensions Authority's bank account:

**Bank:** Lloyds Bank  
**Account Name:** South Yorkshire Pensions Authority  
**Sort Code:** 30-97-51  
**Account Number:** 59017068  
**Reference:** Employer name to which the contributions relate

Payment by cheque is also accepted and should be made payable to South Yorkshire Pensions Authority and sent to Floor 8, Gateway Plaza, Sackville Street, Barnsley, S70 2RD.

If you have any problems with the above payment methods or with making a payment please contact our Investments department on 01226 772878

### 4. Contribution Bands

From 1<sup>st</sup> April 2019 the contribution bands and the pay that members pay these contributions on are shown on the table below.

Contribution Table 2019/20			
Band	Actual Pensionable Pay for an Employment	Contribution Rate for that Employment	
		Main Section	50/50 Section
1	Up to £14,400	5.5%	2.75%
2	£14,401 to £22,500	5.8%	2.9%
3	£22,501 to £36,500	6.5%	3.25%
4	£36,501 to £46,200	6.8%	3.4%
5	£46,201 to £64,600	8.5%	4.25%
6	£64,601 to £91,500	9.9%	4.95%
7	£91,501 to £107,700	10.5%	5.25%
8	£107,701 to £161,500	11.4%	5.7%
9	£161,501 or more	12.5%	6.25%

Since April 2014 the contribution is determined using the member's actual pay rather than the whole time equivalent.

## 5. Paying Over Additional Contributions

From time-to-time members may choose to pay extra contributions to improve their benefits. SYPA are responsible for setting up the arrangements for members to pay extra. You must not deduct additional contributions for a member unless we, or one of our Additional Voluntary Contributions (AVC) providers Scottish Widows or Prudential, ask you to. When you get instructions to set up a new deduction it will be clear where the additional contributions should be paid. You should include the following extra contributions that are due on the monthly return:

- Buying extra pension through Additional Regular Contributions
- Buying extra scheme membership

Extra contributions for Additional Voluntary Contributions must be paid to the appropriate AVC Plan provider. Our providers are Scottish Widows and Prudential.

### For Scottish Widows

Please send your payment, accompanied by a payment schedule, which must show the employers unique reference number, along with the names, National Insurance numbers and amounts of each member's deduction to:

**Scottish Widows PLC**  
15 Dalkeith Road  
Edinburgh  
EH16 5BU

Scottish Widows allocates a unique payment reference for each employer, please use this and not the scheme number when sending in payments and payment schedules. For more information about making payments to Scottish Widows please contact them on 0345 7556557 or email [localgovt.avc@scottishwidows.co.uk](mailto:localgovt.avc@scottishwidows.co.uk)

### For Prudential

Prudential will give you details of the payment arrangements when setting up a deduction from a member with you.

Please send your payment, accompanied by a payment schedule, which must show the employers unique reference number, along with the names, National Insurance numbers and amounts of each member's deduction to:

**Prudential**  
Lancing  
BN15 8GB

For more information about making payments to Prudential please contact them on 0345 6000343.

### For Equitable Life

Although no new AVC arrangements can be entered into with Equitable Life, there may still be some current members who have existing arrangements which they are still contributing to so please send your payment, accompanied by a payment schedule, which must show the employers unique reference number, along with the names, National Insurance numbers and amounts of each member's deduction to:

**Equitable Life**  
Walton Street  
Aylesbury  
HP21 7QW

All enquiries regarding members with an Equitable Life arrangement should be forwarded to [enquiries@equitable.co.uk](mailto:enquiries@equitable.co.uk)

## 6. Completing Your Monthly Return

The monthly return spreadsheet can be downloaded from the employers section on our website:

<https://www.sypensions.org.uk/Online/Employers/Employer-Web>

Below is a list complete with description of what information is required on a monthly basis.

Column	Field Name (names in red are what columns are called on the monthly return template)	Description	Format	Max Length	Joiners	Changes	Leavers	Monthly Returns	Format/Data Example
A	EMPLOYERNO	Enter the Employer Number supplied by SYPA. Leading zeros <b>must</b> be included. DO NOT ENTER <b>00000</b> OR LEAVE BLANK. Contact SYPA for relevant codes.	Text	5	Mandatory	Mandatory	Mandatory	Mandatory	00521
B	FOLDERREF	UPM Folder Reference (Provided by SYPA) - Enter <b>0</b> if no member number available	Text	8	Mandatory	Mandatory	Mandatory	Mandatory	10234567 Enter 0 if no member number available
C	EMPLOYEEPAYROLLNO	Employee payroll number - as per employer payroll/HR system. Must be a unique reference to identify an individual pensionable employment	Text	16	Mandatory	Mandatory	Mandatory	Mandatory	123456B

D	NINO	National Insurance Number is the Main Match Key. Do not enter any spaces or dashes. Temporary numbers are not acceptable.  <i>(No 'temporary' numbers are accepted)</i>	Text	9	Mandatory	Mandatory	Mandatory	Mandatory	NA123456A
E	TITLE	Members Title – enter the full description for example <b>Mr, Lady, Rev, Prof</b>	Text	10	Mandatory	Mandatory	Mandatory	Mandatory	Mr Mrs Lady Rev
F	FORENAMES	Enter the Forename(s). It must be in a separate column to the Surname	Text	40	Mandatory	Mandatory	Mandatory	Mandatory	Alan Edward
G	SURNAME	Enter the Surname. It must be in a separate column to the Forenames.	Text	40	Mandatory	Mandatory	Mandatory	Mandatory	Smith
H	GENDER	Enter the relevant gender code which is shown in red. The code must be uppercase. <b>M</b> (Male) or <b>F</b> (Female). Do not enter the full description	Text	1	Mandatory	Mandatory	Mandatory	Mandatory	M = Male
I	DOB	Date of Birth. Must be in the format <b>dd/mm/yyyy</b>	Date	10	Mandatory	Mandatory	Mandatory	Mandatory	01/01/1960



J	MARITALSTAT US	Marital status. Enter the relevant marital status <b>Married</b> <b>Divorced Partner</b> <b>Separated Single</b> <b>Widowed Same sex marriage Civil partner</b> <b>Nominated cohabiting partner. Leave blank if unknown.</b>	Text	20	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	Married Divorced
K	DATEOFMARRIAGE	Enter the date of marriage or the date of divorce for changes in the format <b>dd/mm/yyyy</b>	Date	10	Non-Mandatory	Mandatory – If Applicable	Non-Mandatory	Non-Mandatory	01/01/2017
L	PHONENUMBER	Members Phone Number ( <b>no spaces</b> ). Enter a day time telephone number. It can be a landline number or a mobile number. <b>Ensure leading zero is not removed if editing the CSV file.</b>	Numb	11	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	01132441404
M	EMAILHOME	Members Personal Email Address	Text	70	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	Clare@yahoo.com
N	EMAILWORK	Members Work Email Address	Text	70	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	Clare@work.co.uk
O	ADDRESSLINE 1	Enter Address line 1. Do not use commas	Text	50	Mandatory	Mandatory-If Applicable	Non-Mandatory	Non-Mandatory	1 Test Street
P	ADDRESSLINE 2	Enter Address line 2. Do not use commas	Text	50	Mandatory-If Applicable	Mandatory-If Applicable	Non-Mandatory	Non-Mandatory	Test
Q	ADDRESSLINE 3	Enter Address line 3. Do not use commas	Text	50	Mandatory-If Applicable	Mandatory-If Applicable	Non-Mandatory	Non-Mandatory	Mapplewell

R	ADDRESSLINE 4	Enter Address line 4. Do not use commas	Text	50	Mandatory- If Applicable	Mandatory- If Applicable	Non- Mandatory	Non- Mandatory	Barnsley
S	ADDRESSLINE 5	Enter Address line 5. Do not use commas.	Text	50	Non- Mandatory	Non- Mandatory	Non- Mandatory	Non- Mandatory	South Yorkshire
T	POSTCODE	Members Postcode. Use uppercase and numbers	Text	8	Mandatory	Mandatory- If Applicable	Non- Mandatory	Non- Mandatory	S75 6EN
U	JOBTITLE	Members Job title. Do not use commas	Text	60	Non- Mandatory	Non- Mandatory	Non- Mandatory	Non- Mandatory	Cleaner
V	SCHOOL	If you have a school with an outsourced payroll provider, enter the School Name here. Do not use commas	Text	50	Non- Mandatory	Non- Mandatory	Non- Mandatory	Non- Mandatory	St Peters
W	EFFECTIVEDAT E	For MONTHLY RETURNS this should be set as the end of the month For LEAVERS this should be the Date left scheme For TUPE this should be the Date Left the specific Employer <i>Changes are dealt with by the HOURSCHANGESTART DATE and DATEOFMARRIAGE fields all other changes can use the monthly returns date if needed for the updates)</i>	Date	10	Mandatory	Mandatory	Mandatory	Mandatory	01/01/2017

X	SCHEMESECTI ON	Section of the scheme employee was member of at end of period or at the date of cessation of active membership in the employment. Enter <b>1</b> for <a href="#">main fund</a> and <b>2</b> for <a href="#">50/50</a>	Text	1	Mandatory	Mandatory	Mandatory	Mandatory	Main section = 1 50/50 section = 2
Y	<a href="#">CONTRATE</a>	Employee contribution rate payable at end of period. Standard contribution rate being deducted at the end of the period. The only permissible entries are : <b>5.50 5.80 6.50 6.80 8.50 9.90 10.50 11.40 or 12.50</b> for main fund and <b>2.75 2.9 3.25 3.4 4.25 4.95 5.25 5.7 6.25</b> for <a href="#">50/50</a> section (see below)	Real	10	Mandatory	Mandatory	Mandatory	Mandatory	5.5  2.75

Z	BASICPENSIO NCONTS  MAINScheme CONTS	Employee Contributions paid in <a href="#">main section</a> . Contributions paid in the <a href="#">main section</a> for the period <b>excluding Part Time Buy Back (PTBB), APCs, ARCs, Reg 55 and AVCs.</b> £0.00 if contributions not paid in the period. Enter in the format <b>nnnn.nn</b>	Real	10	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	127.02  Null if contributions not paid in the period
AA	<a href="#">MAINSECTION PENSIONABLE PAY</a>	<a href="#">Pensionable Pay received in main section.</a> Actual pay received on which LG contributions have been calculated in the <a href="#">main section</a> of the scheme and any <a href="#">Assumed Pensionable Pay</a> the member is treated as receiving during the period. £0.00 if no pay received relating to main section. Enter in the format <b>nnnn.nn</b>	Real	10	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	1954.21  Null if no pay received relating to main section

AB	<a href="#">PENSIONABLE PAY</a> <b>PRE2014FTEPAY</b>	Enter members WTE grade of pay. This figure should not be less than £7000.00. Enter in the format <b>nnnn.nn</b>	Real	10	Mandatory	Mandatory	Mandatory	Mandatory	23450.52
AC	<a href="#">FIFTYFIFTYSECTIONPENSIONABLEPAY</a>	Pensionable Pay received in <a href="#">50/50</a> section. Actual pay received in the <a href="#">50/50</a> section of the scheme and any <a href="#">Assumed Pensionable Pay</a> the member is treated as receiving during the period. If no pay received, APP must be entered. Enter in the format <b>nnnn.nn</b>	Real	10	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	1954.21  Null if no pay received relating to 50/50 section
AD	<a href="#">FIFTYFIFTYPENSIONCONTS</a>	Employee Contributions paid in <a href="#">50/50</a> section. Contributions paid in the <a href="#">50/50</a> section for the period <b>excluding Part Time Buy Back (PTBB)</b> , <a href="#">APCS</a> , <a href="#">ARCS</a> , Reg 55 and <a href="#">AVCs</a> to <a href="#">Scottish Widows</a> or <a href="#">Prudential</a> . £0.00 if contributions not paid in the period. Enter in the format <b>nnnn.nn</b>	Real	10	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	63.51  Null if contributions not paid in the period

AE	<a href="#">APCSEMPLOYEEREGULAR</a>	Employee <a href="#">Additional Pension Contributions (APC's)</a> - regular contribution. Null if contributions not paid in the period. Enter in the format <b>nnnn.nn</b>	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-If Applicable	1000.37 Null if contributions not paid in the period
AF	<a href="#">APCSEMPLOYEELUMPSUM</a>	Employee <a href="#">Additional Pension Contributions (APC's)</a> - lump sum. Null if not paid in the period. Enter in the format <b>nnnn.nn</b>	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-If Applicable	500.48 Null if contributions not paid in the period
AG	<a href="#">AVCS</a>	Employee <a href="#">AVC Contributions</a> <a href="#">AVCs</a> paid to <a href="#">Scottish Widows</a> or <a href="#">Prudential</a> . Null if contributions not paid in the period. Enter in the format <b>nnnn.nn</b>	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-If Applicable	750.14 Null if contributions not paid in the period
AH	<a href="#">ARCS</a>	Employee <a href="#">ARC</a> contributions paid (Reg 14 2008 regs). Null if contributions not paid in the period. Enter in the format <b>nnn.nn</b>	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-If Applicable	150.53 Null if contributions not paid in the period

AI	ADDYRSCONT SUM  ADDED YEARS	Employee Additional contributions paid E.g. Reg 55 - Purchase of additional membership. Null if contributions not paid in the period. Enter in the format <b>nnnn.nn</b>	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-If Applicable	300.33  Null if contributions not paid in the period
AJ	EMPLOYERCO NTS	Contributions made by employer in respect of employee's pensionable pay. £0.00 if contributions not paid in the period. Enter in the format <b>nnnn.nn</b>	Real	10	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory	1001.24  Null if contributions not paid in the period
AK	APCSEMPLOY ERREGULAR	Employer <a href="#">Additional Pension Contributions (APC's)</a> - regular contribution. Null if contributions not paid in the period. Enter in the format <b>nnn.nn</b>	Real	10	Not Applicable	Not Applicable	Not Applicable	Mandatory-If Applicable	835.48  Null if contributions not paid in the period
AL	APCSEMPLOY ERLUMPSUM	Employer <a href="#">Additional Pension Contributions (APC's)</a> - lump sum. Null if not paid in the period. Enter in the format <b>nnn.nn</b>	Real	10	Not Applicable	Not Applicable	Not Applicable	Mandatory-If Applicable	5000.25  Null if contributions not paid in the period
AM	EMPLOYERAV CS	Employer <a href="#">AVC</a> Contributions. Null if contributions not paid in the period. Enter in the format <b>nnn.nn</b>	Real	10	Not Applicable	Not Applicable	Not Applicable	Mandatory-If Applicable	205.29  Null if contributions not paid in the period

AN	<a href="#">PARTTIMEBUY BACKCONTS</a>	<a href="#">Part time buy-back</a> contributions. Null if contributions not paid in the period. Enter in the format <b>nnn.nn</b>	Real	10	Not Applicable	Not Applicable	Not Applicable	Mandatory-If Applicable	950.23 Null if contributions not paid in the period
AO	BREAKSTARTD ATEPM	Start Date of Break in Pensionable Membership. Only required where a break in membership is being notified. Enter in the format <b>dd/mm/yyyy</b>	Date	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	01/11/2017
AP	BREAKENDDA TEPM	End Date of Break in Pensionable Membership. Only required where a break in membership is being notified during the current period. Enter in the format <b>dd/mm/yyyy</b>	Date	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	15/11/2017
AQ	BREAKREASON	Reason for Break (Only required where a break in membership is being notified). Enter the relevant code for the break <b>A</b> (Absent) <b>C</b> (Career break) <b>S</b> (Strike) <b>M</b> (Maternity Leave) <b>PL</b> (paternity Leave)	Text	4	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	S = Strike break C = Career break PL = Paternity leave M = Maternity leave A = Authorised absence
AR	HOURSCHANG ESTARTDATE	Start Date of Hours Change Only required where a <b>change of hours</b> is being notified.	Date	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	10/11/2017



		Enter in the format <b>dd/mm/yyyy</b>							
AS	NEWCONTRACTEDHOURS	New Weekly Contracted Hours (Required for all joiners. Also required where a change of hours is being notified during the current period and the member is protected) Enter to two decimal places. For full Time <b>0.00</b> For Part Time enter the Actual Hours, ie <b>18.50</b> For Casual <b>0.01</b>	Real	10	Mandatory	Mandatory-If Applicable	Not Applicable	Not Applicable	Casual = 0.01 Full Time = 0.00 Part Time = actual weekly contracted hours (e.g. 18.50)
AT	NEWSTANDARDHOURS	New Weekly Standard Hours (Full time equivalent). Only required where a change of hours is being notified for a member or if it's a new joiner. Enter in the format <b>nn.nn</b>	Real	10	Mandatory	Mandatory-If Applicable	Not Applicable	Not Applicable	37.00
AU	PREVCONTRACTEDHOURS	Previous Weekly Contracted Hours. Required where a change of hours is being notified. Enter in the format <b>nn.nn</b>	Real	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	20.25

AV	PREVSTANDARDHOURS	Previous Weekly Standard Hours (Full time equivalent). Only required where a change of hours is being notified. Enter in the format <b>nn.nn</b>	Real	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	37.00
AW	DOA DATE JOINED SCHEME	Date of Scheme Admission during the current period. Enter in the format <b>dd/mm/yyyy</b>	Date	10	Mandatory	Not Applicable	Not Applicable	Mandatory-If Applicable	01/11/2017
AX	CASUAL CASUAL (Y OR N)	Flag to indicate the member is casual. Enter <b>Y</b> if casual	Text	1	Mandatory-If Applicable	Not Applicable	Not Applicable	Not Applicable	Y = Yes
AY	PENPAY ACTUALPENPAY	Annual Pensionable Pay for new joiners based on hours worked. If annual pay is <b>20000</b> and they work <b>18.50/37.00</b> hours the PENPAY would be <b>10000</b>	Real	10	Mandatory	Not Applicable	Not Applicable	Non-Mandatory	20000
AZ	AE	Flag to indicate this member has been Auto Enrolled. Auto Enrolment. Enter <b>Y</b> if auto enrolled or <b>N</b> if not auto enrolled. The LGPS rules automatically brings new members into the scheme, therefore only use this under Auto Enrolment legislation	Text	4	Non-Mandatory	Not Applicable	Not Applicable	Not Applicable	Y = Yes N = No

BA	EETYPE	Employee Type. Enter the relevant code <b>EJ</b> (Eligible Jobholder) <b>NEJ</b> (Non-Eligible Jobholder) <b>EW</b> (Entitled Worker) <b>CO</b> (Contractual Joiner)	Text	6	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	EJ = Eligible Jobholder NEJ = Non-Eligible Jobholder EW = Entitled Worker CO = Contractual Joiner
BB	OORECDDATE	Date the 'Declaration of Opt Out' received by Employer. Enter the relevant date in the format <b>dd/mm/yyyy</b> . <b>You must also supply the relevant form to SYPA.</b>	Date	10	Non-Mandatory	Not Applicable	Not Applicable	Not Applicable	05/11/2017
BC	ERDEC	Declaration that the Employer has seen the Opt Out notice and provided enrolment information. Enter <b>Y</b> if OOFG is <b>Y</b> , otherwise enter <b>N</b>	Text	1	Mandatory-If Applicable	Not Applicable	Not Applicable	Not Applicable	Y = Yes N = No
BD	OOFG <b>OPTOUTFLAG</b> (Y or N)	Opt out immediately flag (Only set to <b>Y</b> if member opted-out within 3 months of joining & contributions have been refunded via the payroll) <b>You must also supply the relevant form to SYPA.</b>	Text	1	Mandatory-If Applicable	Not Applicable	Not Applicable	Not Applicable	Y = Yes N = No

BE	OODATE OPTOUTDATE	Opt out date Mandatory if OOFG = <b>Y</b> . Enter in the format <b>dd/mm/yyyy</b>	Date	10	Mandatory- If Applicable	Not Applicable	Not Applicable	Not Applicable	05/11/2017
BF	OOREASON OPTOUTREASON	Opt Out Reason Mandatory if OOFG = <b>Y</b> and OOREASON is populated. Enter <b>AE</b> for auto enrolment and <b>C</b> for Contractual	Text	2	Non- Mandatory	Not Applicable	Not Applicable	Not Applicable	AE = Auto Enrolment C = Contractual i.e. LGPS regulations
BG	DISCFG	Has the member opted out of Electronic Communication for disclosure purposes? Enter <b>Y</b> or <b>N</b>	Text	1	Non- Mandatory	Non- Mandatory	Non- Mandatory	Non- Mandatory	Y = Yes  N = No
BH	JOINERFG	Joiner indicator. <b>Y</b> if Yes - if member joined the scheme during the period. <b>N</b> if Not	Text	1	Mandatory	Mandatory	Mandatory	Mandatory	Y = Yes if member joined the scheme during the period.  N = No
BI	LEAVERFG	Leaver indicator. <b>Y</b> if Yes - if member left the scheme during the period. <b>N</b> if not. <b>T</b> if TUPE Transfer	Text	1	Mandatory	Mandatory	Mandatory	Mandatory	Y = Yes if member left the scheme during the period.  N = No  T = Member has TUPE to another employer

BJ	<a href="#">REASONFORLEAVING</a>	Reason for leaving the pension scheme (see below) Please use one of options shown in additional information.	Text	100	Not Applicable	Not Applicable	Mandatory	Not Applicable	Voluntary Resignation Redundancy Normal
BK	REDUCTIONINPAY	Has the member had a reduction in pay? Are they entitled to use the best of last 3 years or do they have the BEN 10 option? Enter <b>Y</b> or <b>N</b>	Text	1	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	Y N
BL	PIOVERRIDEDATE	If you are using previous years pay, you must confirm the effective date of the pay. Enter in the format <b>dd/mm/yyyy</b>	Date	10	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	12/04/2016
BM	<a href="#">PRE2008FTEPAY</a> <b>FINALSALARYPR</b>	<a href="#">Actual Pensionable Pay (as per 2008 regs)</a> from the previous 365 days (if hours change occurs within final 365 days split the pay figures for different hours worked) <b>Please ensure this figure is correct to use for final salary calculations if inputting on Monthly return.</b>	Real	10	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	21000
BN	REDUCTIONWAIVED	Are you as an employer choosing to waive members reduction in benefits?	Text	1	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	Y N

		Please note a cost to you as an employer is likely so please contact SYPA to enquire about this. Enter <b>Y</b> or <b>N</b>							
BO	TYPEOFILLHEALTHRET	If reason for leaving is ill health retirement, enter Tier <b>1</b> , <b>2</b> or <b>3</b>	Text	1	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	1 2 3
BP	SERIOUSILLHEALTH	This should be Y if it is a Serious Ill Health	Text	1	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	Y N
BQ	<a href="#">ASSUMEDPENPAY</a> <a href="#">ILLHEALTHAPP</a>	Only to be used in Ill Health Retirement – usually SYPA would request separately. <b>This is not to be used for members who are on reduced pay due to sickness or parental leave</b>	Real	10	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	20000
BR	<a href="#">NOTES</a>	Free text field for any notes. These will only show on the BDI tables and will not be updated on the member record. Do not use commas (see below)	Text	250	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	*FREETEXT*

## **Additional Information**

### ***Contribution Rate (Column Y)***

As per the above guidance, this field is mandatory in all cases and must be populated with a valid rate.

For 50/50 scheme members, the system is able to accept a full contribution rate or a half contribution rate if that is how your payroll system is set up. If you are providing a half contribution rate for 50/50 scheme members we must be told in advance so we can put an indicator against your pay location which will allow our system to turn the half rate into a full rate which is what we actually require when recording monthly contributions.

### ***Reasons for Leaving (Column BJ)***

This field, although mandatory for leavers, is a free text field and should ideally be populated by one of the below reasons.

#### ***Deferment Types***

Opted Out  
Redundancy  
Voluntary Resignation

#### ***Retirement Types***

Early Retirement  
Late Retirement  
Normal Retirement  
Ill Health Retirement  
Serious Ill Health  
Redundancy  
Interest of Efficiency

#### ***Death***

Death In Service

### ***TUPE Transfer***

If a member has had a TUPE Transfer during the relevant period then the Leaver Flag (Column BI) should be set to T, the Reason for Leaving (Column BJ) entered as TUPE and the Effective Date (Column W) the date the member left the employer by TUPE.

**This is really important for members who TUPE as it will allow us to run a report of members who are TUPE to another employer so we can amend the members records to show the new employer and it will also total up the monthly return figures from the preceding 1<sup>st</sup> April to TUPE date and transfer them to the members earnings and contributions history view which is where figures are picked up for the CARE calculation.**

### ***Adding Notes (Column BR)***

You can add notes to your return to let us know any information that will help us to reconcile your return, this could be a period of absence or information on a period of long term sick, or other exceptional issues that will explain discrepancies.

We will not use the information you provide in the notes column to make any amendments to a member's record, it is purely used to help understand any discrepancies

## 7. Glossary of Terms in Support of the File Layout

### Additional Pension Contributions (APCs)

APCs replaced ARCs with effect from 1 April 2014. Members in the main section of the LGPS can pay additional contributions to buy up to £6,822 (as at 01/04/2018) of extra annual pension. This figure will increase each year in line with inflation. They can choose to pay for the extra pension by spreading the payment of the APCs over a number of complete years or by a lump-sum. If they wish to spread the payment, the additional regular contributions would be deducted from their pay, just like their normal pension contributions. Normal contributions plus the APCs are deducted before tax is worked out, so if the member pays tax they then receive tax relief automatically through the payroll. Tax relief is available on all pension contributions up to 100% of the member's taxable earnings.

The minimum period of time a member can spread the payment of APCs over is 12 months, and the maximum is the number of years from the start of the contract to their normal pension age. Members who are a year or less from their normal pension age can only pay by lump-sum.

An APC can also be used to buy back a period of unpaid leave. A member can do this regardless of whether they are in the main or 50/50 section. If the member makes an election to purchase back a period of unpaid leave and do this within 30 days of returning to work then as an employer you will pay 2/3rds of the cost, unless the break is due to a trade dispute. You can extend this 30 day limit at your discretion.

The cost can be spread over a number of complete years or by making a lump sum payment. However if the member is within a year or over their NPA they can only make payment by a lump sum.

There are online APC calculators for members to use, which are available at <https://www.lgpsmember.org/more/apc/index.php> A flow chart is also available to help members decide which calculator they should use (ie, buying extra or lost pension): <https://www.lgpsmember.org/more/apc/APCflowchart.pdf>

### Additional Regular Contributions (ARCs)

ARCs were replaced by APCs (see section above) with effect from 1 April 2014. Therefore no new ARC contracts can be taken out after 31 March 2014 – members have the option to start an APC contract instead. It should be noted that a member may still be contributing to an existing ARC contract taken out prior to 1 April 2014.

### Additional Voluntary Contributions (AVCs)

AVCs allow the member to build up a pot of money which can then be used to provide additional benefits on top of those accrued from their scheme membership. South Yorkshire Pensions Authority's in-house AVC providers are [Prudential](#) and [Scottish Widows](#), but some members do have existing AVC contracts with Equitable Life. AVCs are deducted directly from the member's pay before tax is worked out, so if they pay tax they receive tax relief automatically. Members have their own personal AVC account and they decide how the money from their pot is to be invested into the different funds offered by the AVC provider.

Members can elect to pay an AVC if they are in either the [main](#) or [50/50](#) section of the LGPS.

A member can pay up to 100% of their pensionable pay into an in-house AVC, unless they started their AVC before 1 April 2014, in which case they can pay up to 50% of their pensionable pay. Employers can also pay towards a member's AVC fund at their discretion. This is known as a shared-cost AVC (SCAVC).



## **Annual Full-Time Equivalent (FTE) Final Pensionable Pay (as per 2008 regs) – Column AB**

For 2019/2020 we aim to use the 12 figures provided in this column and use the average of all 12 figures provided. The figures under this column will never be used for any **actual** leaver or retirement calculations but it is more to give us a figure to use on Annual Benefit statements and the Pension Input calculation once we reach April 2020. It would be difficult to provide an actual figure every month so if this is not possible please enter the members WTE grade of pay. Where a member works term-time only, the FTE pay for the term-time periods only should be provided (ie, if the member is a term-time employee and works 44/52 week then provide the FTE pay for 44 weeks).

As an example if a member is on £20,000 grade of pay for April to July and then receives an increase to £25,000 from August and stays on this figure until March. The calculation should do as follows:

$(4 * 20,000) + (8 * 25,000) / 12 = £23,333.33$  which gives a more realistic figure for the year and shouldn't over inflate the members benefits.

The 2008 definition of pensionable pay can be found in the [Old Timeline Regulations](#) and select 'Meaning of Pensionable Pay'.

**\* If you are an employer who classes anyone who works 30 hours or more as whole time for pension purposes then the WTE figure does not need uprating to 37 hours if the member works 30 hours or more as they are already classed as full time.**

## **Assumed Pensionable Pay (APP) – Ill health**

APP will need to be calculated when an employer terminates an active member's employment on the grounds of permanent ill health with a tier 1 or tier 2 ill-health pension, where an active member dies in service or where a tier 3 ill-health pension is awarded and is subsequently uplifted to a tier 2 ill-health pension.

This APP figure is needed to calculate the amount of the enhancement applied to the member's benefits under the scheme. Where the independent registered medical practitioner certifies that the member was working reduced contractual hours during the last 12 (weekly) or three (monthly) pay periods as a consequence of ill health, the APP figure is to be calculated on the pay the member would have received during the relevant pay periods if they had not had to reduce their hours.

If a member is to retire on health grounds we would usually expect the employer to be in contact with SYPA so we could request this figure outside of the monthly returns

Further information on the calculation of APP is available at the [LGPS Regulations Website](#).

## **Main Section**

The main section of the scheme is where contributions are paid at the normal rate (based on their pensionable pay) and this builds up pension at the rate of 1/49th.

Members are automatically placed in the main section when they join the LGPS; however, the member is then able to elect to join the 50/50 section. Please note that this election must be made in writing to their employer/payroll provider.

Should the member move on to reduced pay or no pay due to sickness or paternal leave then the Assumed Pensionable pay should be provided for the member with employer paying their contributions against this amount. If a member is no pay paternal leave then this is classed as a break so APP is not required.

It is imperative this is supplied on the monthly returns as the members figures from April to March are totalled up and used to calculate their CARE pension for that year. No year-end adjustment is available.

Further information on the calculation of APP is available at the [LGPS Regulations Website](#).

### **Part-Time Buy Back (PTBB)**

This is a contract to buy back a period of part-time service that the member was not previously entitled to use as pensionable service. The additional contributions for a PTBB are paid on a monthly basis and these contracts will apply to members who held part-time service prior to 1 April 1988.

### **50/50 Section**

The 50/50 section allows members to contribute at half of their normal contribution rate and build up an equivalent pension at half of the normal rate (ie, 1/98th). In the 50/50 section, the member retains the same life cover and ill- health cover as they would be entitled to in the main section.

Members are automatically placed in the main section when they join the LGPS; however, the member is then able to elect to join the 50/50 section. Please note that this election must be made in writing to their employer/payroll provider. The Fund has produced a factsheet on the 50/50 section which is available on the [Authority's Website](#).

## 8. Mandatory and Non-Mandatory Fields Explained

### Mandatory fields in all scenarios

A – Your employer number which will be 5 digits beginning with 00.

B – The folder ref which relates to the members record, if you don't know it please enter 0.

C – The member's payroll number with the employer. In any scenario they don't have one please enter 0.

D – Member's National Insurance number

E – The member's title.

F – The member's forename(s).

G - The member's surname.

H – The member's gender.

I – The member's date of birth.

W – The effective date should always be the last day of the month unless they are flagged as a leaver where you must enter the members leaving date in this field.

X – The section the member is in. 1 = main section and 2 = 50/50 section.

Y – The contribution rate the member pays (even if they have zero payments this is required).

Z or AD – The member's contributions paid that month (Z – if member is main section, AD – if member pays in to the 50/50 scheme).

AA or AC – The member's pensionable pay for that month (AA – if member is main section, AC – if member is 50/50 scheme).

AB – to be completed in all scenarios. See guide for what pay figure is required (further clarification also in updated FAQ's when supplied).

AJ – The employer contributions paid for this member for that month.

BH – Joiner Flag – If the member has started in the scheme this month then it should equal Y otherwise N.

BI – Leaver Flag – If you are notifying us the member has left then it should equal Y otherwise N.

### Mandatory if they are applicable (if not applicable left blank)

AE – if member pays APC regularly

AF – If member is making a one off payment for APC

AG – AVCs (please note that payment is sent to AVC provider)

AH – member set up to buy additional pension between 1.4.2008 and 31.3.2014 and is still paying

AI – Added Years contract set up prior to 1.4.2008 and is still making monthly payments

AK – if employer is paying part of members APC contract monthly

AL – if employer is paying for part of or a full APC contract in a one off payment

AM – Employer AVCs – I am not aware of anyone paying these but if it applies that employer is contributing to AVCs use this column

AN – Part Time buy back contract – these will have been set up a long time ago but there are still some members with their contract ongoing so the monthly payments relating to Part time buy back are entered here.

**Mandatory for Joiners (If column BH is Y)**

O – 1<sup>st</sup> line of address (if more than one line of address just enter under P, Q, R and S if required)

T – Post Code

AS – this is the new contracted hours (if member works full time hours enter 0)

AT – standard whole time hours for members contract (usually 37)

AW – Date member joined scheme

AX – if member is casual enter Y in this column (in this scenario column AS will be 0.01)

AY – this is the members actual annual pay figure

BD – Did member opt out on joining? Y or N

BC – if BD = Y this column is mandatory (Y needed in column)

BE – if BD = Y this column is mandatory (opt out date)

BC and BE can be left blank if BD = N.

BH must = Y if member is being recorded as a joiner.

This information will allow us to set up a new record.

Please note. If the member works for an employer who has simply changed payroll then they are not a new joiner and the old payroll provider shouldn't indicate they are a leaver. For us they are still in the scheme and working for the same employer so they don't need to be made a leaver or joiner.

**Optional for joiners (non-mandatory)**

AZ – is the joiner being set up under auto enrolment (Y or N)

BA – what type of auto enrolment is it? See employer guide for options

BB – if member opted out, when was opt out received.

J – Marital status, please only enter if you actually know it.

N – work email – we are trying to move online so if an email could be provided it would assist us with this.

**Mandatory for Leavers (If Column BI is Y)**

BI must = Y if member is being recorded as a joiner

Column W should = the leaving date (can be in previous months)

BJ – reason for leaving (not currently mandatory but we always want a reason for leaving)

**Optional for leavers**

BM – if you enter a figure here it should only be the actual final 365 days pensionable pay figure for leavers with final salary membership.

I wouldn't complete any other fields as we should have contact with employers if reason for leaving involves Ill Health retirement or retirements where reduction is waived.

If the member is eligible to use best of last 3 years or has BEN10 protection I would expect a pensions officer to request this information.

## 9. Submitting Your Monthly Return

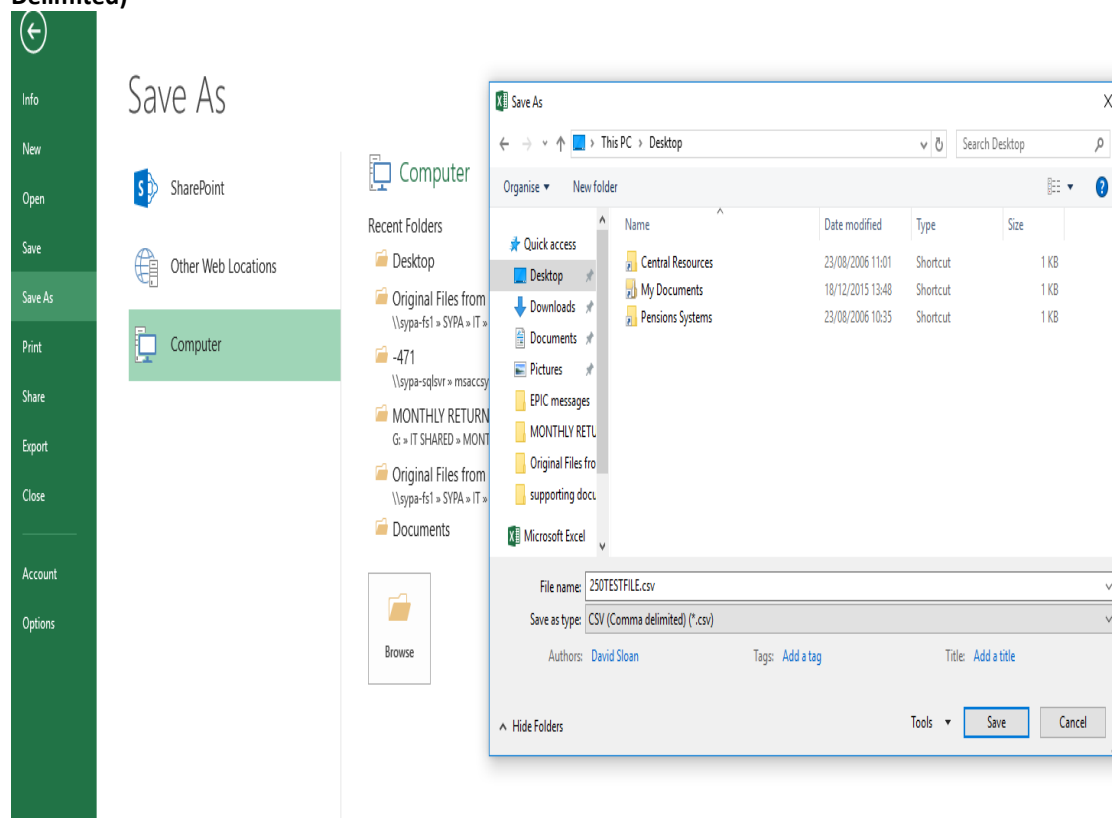
To submit your monthly return you will need to login to the Employer Web facility by visiting <https://employers.sypensions.org.uk/UPMEmployerLive/home.page> then select login.

To login you need your username and password. You should have already been provided these by our I.T. department but if you have any problems logging in please contact our IT department. The contacts are Chris Allan – [callan@sypa.org.uk](mailto:callan@sypa.org.uk) – 01226 772903 or Mark Richardson – [mrichardson@sypa.org.uk](mailto:mrichardson@sypa.org.uk) – 01226 772185

	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR
SON	DISCFG	JOINERFG	LEAVERFG	REASONFORLEAVING	REDUCTIONINPAY	PIOVERRIDEDATE	PRE2008FTEPAY	REDUCTIONWAI	TYPEOFILLHEALTHRET	SERIOUSILLHEALTH	ASSUMEDPENPAY	NOTES
		N	N									
		N	N									
		N	N									
		N	N									

When you have your information loaded on to your monthly return template in excel a good check before converting to CSV is to click “Ctrl” and “End” buttons together and this will show you the last cell that will be transferred to the CSV file. On the example above you can see that the last column on the last row is highlighted so when it is converted to CSV there will be no lines of data created with all of the columns containing null values.

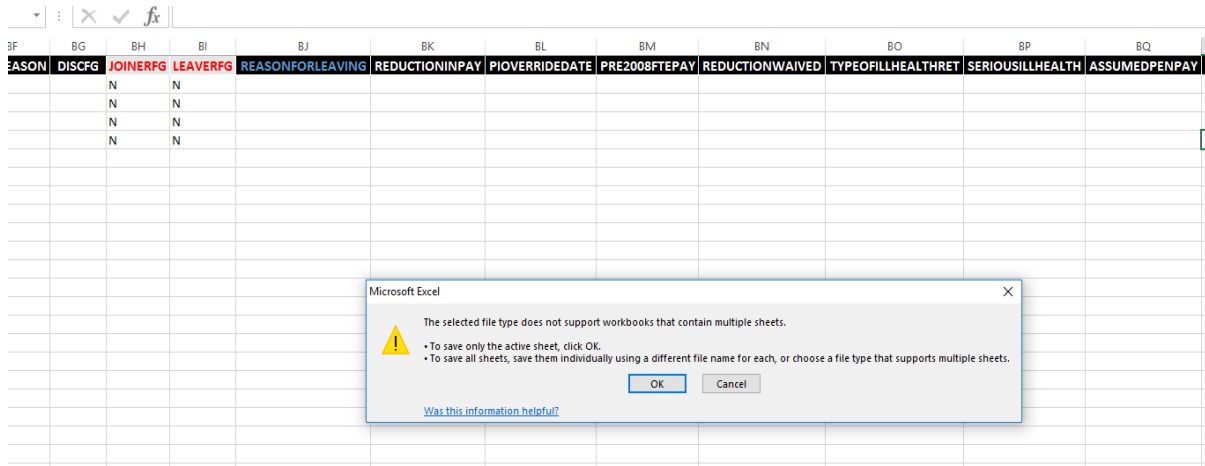
To create a CSV file click File – Save As – the folder you wish to save it to. Then save as type CSV (Comma Delimited)



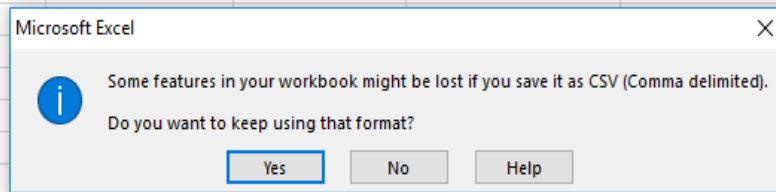
David McClure

I would always ensure you are not overwriting a previous CSV file as this can cause issues with formatting of the document which will then create issues when you start the monthly return process.

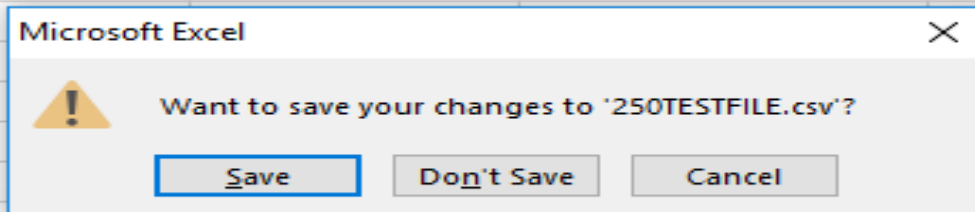
Once you click save the box below appears and you need to click “ok”



Following this you click “yes” – see next box which appears below



Your CSV file is now saved. Exit the Excel template you have by clicking the cross in the top right hand corner before clicking “don’t save” when the box below appears.



Now you should be ready to submit the monthly return. A few slight amendments have been made to the map due to issues that have arisen once we have gone Live.

Once you have logged in to Employer Web please select your Worktray and you will see a process waiting to be worked on

Employer Details	<h3>Worktray List</h3> <p><input type="button" value="Filter"/> <input type="button" value="Clear All"/></p> <table border="1"><thead><tr><th>Action</th><th>Process Start Date</th><th>Process Due Date</th><th>Process Name</th><th>Stage Name</th><th>Reference</th><th>Comments</th></tr></thead><tbody><tr><td>Select Action ▾</td><td>03/05/2018 12:55:37</td><td>22/05/2018 12:55:28</td><td>Monthly Returns - Employer Upload</td><td>Stage 1</td><td>South Yorkshire Pensions Authority , 00250,</td><td></td></tr></tbody></table> <p>Process: <input type="text" value="-- Filter By Process --"/> Types: <input type="text" value="-- Filter By Type --"/> Categories: <input type="text" value="-- Filter By Category --"/></p>	Action	Process Start Date	Process Due Date	Process Name	Stage Name	Reference	Comments	Select Action ▾	03/05/2018 12:55:37	22/05/2018 12:55:28	Monthly Returns - Employer Upload	Stage 1	South Yorkshire Pensions Authority , 00250,	
Action		Process Start Date	Process Due Date	Process Name	Stage Name	Reference	Comments								
Select Action ▾		03/05/2018 12:55:37	22/05/2018 12:55:28	Monthly Returns - Employer Upload	Stage 1	South Yorkshire Pensions Authority , 00250,									
Employer															
Membership Search															
Worktray															
Change Password															
Group Trays															
Work Finder															

Click in to this process and the first stage is to enter the date for the end of the month you are working on (this has recently been updated to give you options so the date is always in the correct format)

## Monthly Returns - Employer Upload - Stage 1

### South Yorkshire Pensions Authority , 00250,

#### Stage Instructions

Enter the payroll period end date (last day of relevant month) and load the CSV file.

Click on 'Run data validation against the file' to perform the formatting checks on the data file.

Any questions please contact Dave McClure (01226 772906) or Dave Sloan (01226 772950)

#### Stage Actions

Please enter the end date for this return (last day of the relevant month)



## Monthly Returns - Employer Upload - Stage 1

### South Yorkshire Pensions Authority , 00250,

Enter the payroll period end date (last day of relevant month) and load the CSV file.  
Click on 'Run data validation against the file' to perform the formatting checks on the data file.  
Any questions please contact Dave McClure (01226 772906) or Dave Sloan (01226 772950)

#### Please Supply Requested Information

Enter end date of the payroll period   
in the following format   
DD/MM/YYYY

Once you have picked the date for the month you are working on click ok and the following screen will appear:

## Monthly Returns - Employer Upload - Stage 1

### South Yorkshire Pensions Authority , 00250,

Enter the payroll period end date (last day of relevant month) and load the CSV file.  
Click on 'Run data validation against the file' to perform the formatting checks on the data file.  
Any questions please contact Dave McClure (01226 772906) or Dave Sloan (01226 772950)

#### Please ensure the file is in CSV format

Import File Name \*

<input type="text"/>	<input type="button" value="Browse..."/>	
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>

Click browse and select the CSV file you have just created then press Submit.

Next Run the data validations against the file and select “proceed to review/correct data uploaded” to move to the next stage

### Stage Actions

Please enter the end date for this return (last day of the relevant month) (Web Dave McClure, 03-May-2018 13:00)

[Click here to upload data file \(Please ensure the file is in CSV format\)](#) (Web Dave McClure, 03-May-2018 13:03)

[Run the data validations against the file](#) (Web Dave McClure, 03-May-2018 13:37)

### Stage Routes

[Proceed to review/correct data uploaded](#)

In stage 2 you need to click to “view/edit data on the file”

## Monthly Returns - Employer Upload - Stage 2 - Data Correction

[South Yorkshire Pensions Authority , 00250,](#)

[Process Details](#)

[Process History](#)

[Update Process](#)

[Process Stage Details](#)

### Stage Instructions

The data has been validated. Please check for any errors and edit the data where necessary.

All errors should be resolved before proceeding to the next stage.

Please ensure any data errors (X) and any post validation errors are cleared.

If any warnings (!) appear please check you are happy with this data before submitting.

### Stage Actions

[View/Edit Data on the file](#)

### Stage Routes

[Reject and rollback imported data](#)

Once in there you will be able to see the lines that have been submitted and if there are any errors you will see cross under “valid?” if this occurs you can click the white button under “select” on the row you want to edit and click “edit row”.

**Bulk Data Importer: Data Correction Stage**

Select	Valid?	Line	Error Messages	Executed	Modified?
<input type="radio"/>	✓	2			
<input type="radio"/>	✓	3			
<input type="radio"/>	✓	4			
<input type="radio"/>	✓	5			

Go to page

Filter by

Once you do this it will open up the data for that member and you can make amendments to the data and click save and validate. If this has cleared the error the cross will have changed to a tick which means it is ok to submit. All crosses must be cleared but once this is the case you can click “close” button as shown above and this will take you back to the page where you can choose to move on to the next stage or reject and move back to stage 1. Once you click “close” the following will appear

### Stage Actions

[View/Edit Data on the file \(Web Dave McClure, 03-May-2018 13:52\)](#)

### Stage Routes

[Proceed to submit data](#)

[Reject and rollback imported data](#)

If you have cleared all errors you can then move on to the next stage “proceed to submit data”.

If you click to reject and rollback because you need to make amendments to monthly return file and resubmit it please ensure you “click here to roll back the data” as shown below

## Stage Instructions

The remittance advice data will be deleted and the original member data will be available for editing again at the 'Employer Data Correction' stage.

## Stage Actions

[Click here to roll back the data](#)

## Stage Routes

[Reject and rollback imported data](#)



This will then remove the CSV file you previously submitted and ensure the new CSV file you submit will be the one which is imported in to the process. I think when you have previously tried to upload a new CSV file it has NOT been overwriting the previous file you entered so this may be why you can't clear any errors you may be getting.

*If you have managed to submit your file you do not need to submit it again as your file will have been ok but we have had some issues with employers have begun Live submissions and hopefully this change will assist with their attempts at submission.*

**Once you have rolled back the data click on the stage route and you are back at stage 1. From here revert back to the beginning of this guide and start again if you are amending your monthly return file as you will need to create a new CSV (I would recommend deleting the previous CSV file you created rather than trying to overwrite it).**

## Monthly Returns - Employer Upload - Stage 3 - Submit Data

South Yorkshire Pensions Authority , 00250,

Process Details

Process History

Update Process

Process Stage Details

### Stage Instructions

Ensure there are no errors remaining before you formally submit the validated file to the Pension Fund and produce the remittance advice.

### Stage Actions

[View/Edit Data on the file](#)

Cancel

Now you are on stage 3 and it will ask you to view/edit data again. Click this and then click “close” as it is just showing the same information which you worked on under stage 2. All rows should just have ticks or exclamation marks for warnings which means you can move forward. Once you come out of this you will be given the option to “submit the data” – click this option (only once!). The next stage is “produce remittance advice”

### Stage Actions

[View/Edit Data on the file \(Web Dave McClure, 03-May-2018 14:03\)](#)

[Submit the Data \(Web Dave McClure, 03-May-2018 14:03\)](#)

### Stage Routes

[Produce Remittance Advice](#)

Cancel

This moves you on to stage 4 and you will need to click on “transfer the data into the Remittance Advice”

## Monthly Returns - Employer Upload - Stage 4 - Validate Remittance Advice

South Yorkshire Pensions Authority , 00250,

Process Details | Process History | Update Process | **Process Stage Details**

### Stage Instructions

The remittance data entry (or entries) should be checked carefully.

If after checking the remittance advice totals, any discrepancies are found, and the original member data needs to be amended, use the 'Reject' route to go back to the previous 'Employer Data Correction' stage, otherwise use the 'Next' route

### Stage Actions

[Transfer the data into the Remittance Advice \(Web Dave McClure, 03-May-2018 14:05\)](#)

[Save and Validate the Remittance Advice](#)

### Stage Routes

[Reject](#)

Then click to save and validate the remittance advice.

### Bulk Data Importer: Data Correction Stage

Select	Valid?	Line	EMPLOYERNO	BASICPENSIONCONTS	FIFTYFIFTYPENSIONCONTS
<input type="radio"/>	<input checked="" type="checkbox"/>		00250	425	0

Go to page

Filter by

This will bring the remittance up which you need to click the white button and click "edit row" this will allow you to check all of the data which will be on your remittance to ensure you are happy with the amounts on there. Please see an example of this on the next page:

EMPLOYERNO	<input type="text" value="00250"/>
APCSEMPLOYEEEREGULAR	<input type="text" value="0"/>
APCSEMPLOYEEELUMPSUM	<input type="text" value="0"/>
APCSEMPLOYERREGULAR	<input type="text" value="0"/>
APCSEMPLOYERLUMPSUM	<input type="text" value="0"/>
ADDYRSCONTSUM	<input type="text" value="0"/>
ARCS	<input type="text" value="0"/>
BASICPENSIONCONTS	<input type="text" value="425"/>
FIFTYFIFTYPENSIONCONTS	<input type="text" value="0"/>
AVCS	<input type="text" value="0"/>
MAINSECTIONPENSIONABLEPAY	<input type="text" value="4087.83"/>
FIFTYFIFTYSECTPENSIONABLEPAY	<input type="text" value="0"/>
PARTTIMEBUYBACKCONTS	<input type="text" value="0"/>
TOTALEMPLOYEEADDCONTS	<input type="text" value="0"/>
TOTALEMPLOYERADDCONTS	<input type="text" value="0"/>
TOTALEMPLOYEES	<input type="text" value="425"/>
EMPLOYERCONTS	<input type="text" value="542.25"/>
TOTALREMITTANCE	<input type="text" value="967.25"/>
TOTALPENSIONABLEPAY	<input type="text" value="4087.83"/>
	<input type="button" value="Save"/> <input type="button" value="Save&amp;Validate"/> <input type="button" value="Cancel"/>

If you are happy with the figures click "Save&Validate" and this will write the data to the process so we can create the Remittance Advice once we receive the process. If you aren't happy with the figures you can "Cancel" and then choose Reject in the stage routes and roll back the data and start again from the beginning.

**Please note that any Lump Sum Deficit or Surplus will be known by our Investments department so they will know to expect a different payment to the remittance (either less or more depending on Lump Sum deficit scenario) – Please DO NOT amend the remittance within this validation stage.**

Once you have saved and validated the remittance the following will appear

Select	Valid?	Line	EMPLOYERNO	BASICPENSIONCON
<input type="radio"/>	<input checked="" type="checkbox"/>		00250	425

Go to page

From here click close and you are ready to proceed to final check stage.

**Stage Actions**

[Transfer the data into the Remittance Advice \(Web Dave McClure, 03-May-2018 14:05\)](#)

[Save and Validate the Remittance Advice \(Web Dave McClure, 03-May-2018 14:16\)](#)

**Stage Routes**

[Proceed to Final Check Stage](#)

[Reject](#)

You are now almost there!

Click View Remittance Advice and then “close” (another double check) – if remittance line shows a cross rather than a tick you will need to reject and roll back.

Then “Submit Remittance Advice” and “Authorise Data Changes” and then finally “Submit to SYPA” – at this point the process comes to us and we create the remittance advice and work on the BDI process which are created.

See over page for screenshot of stage 5.



## Monthly Returns - Employer Upload - Stage 5 - Final Checks

South Yorkshire Pensions Authority , 00250,

Process Details

Process History

Update Process

Process Stage Details

### Stage Instructions

Check the financial totals of the remittance advice before proceeding.

If after checking the remittance advice totals, any discrepancies are found, and the original member data needs to be amended, use the 'Reject' route to go back to the previous 'Employer Data Correction' stage, otherwise use the 'Next' route

Only after the remittance advice data has been checked and is correct, should the 'Submit Remittance Advice' action be selected.

You must click the 'Authorise Data Changes' action which will approve any lines of member and remittance advice data which have passed all validations.

### Stage Actions

[View Remittance Advice \(Web Dave McClure, 03-May-2018 14:17\)](#)

[Submit Remittance Advice \(Web Dave McClure, 03-May-2018 14:18\)](#)

[Authorise Data Changes \(Web Dave McClure, 03-May-2018 14:18\)](#)

### Stage Routes

[Submit to SYPA](#)

[Reject](#)

[Cancel](#)

Thank you for your assistance.

## 10. Summary / Points of Contact

To summarise:

- Monthly Returns will begin from April 2018
- The return **MUST** be completed and submitted to SYPA by the 19<sup>th</sup> of the month following the period in question
- Payments should be made in the same way as they always have only with the actual return and remittance being submitted online through Employer Web.
- The monthly return should be completed in accordance with the guidance provided in this guide and the template provided on EPIC. Following this guidance will avoid any validation errors when uploading your returns.
- Monthly return files **MUST** be in CSV format to allow them to be submitted through Employer Web.
- Using the monthly return correctly should effectively negate the need for any manual forms to be submitted to the pension fund for New Starters, Changes and Leavers. The monthly return process will electronically produce all these forms once you have submitted return through Employer Web.
- Manual forms may be requested for urgent cases such as Retirements or Deaths In Service. Also in the scenario where a member has multiple changes within a month only one can be supplied via the monthly return.

Although this guide is designed as a step by step walk through of the employer upload process as well as trying to explain all the validations which are in place and the errors which may occur, we have staff on hand at our HQ who are always available to provide assistance.

Initially if you have any problems with anything in this guide or you are having any problems during the employer upload process please contact The Data Team Manager – David McClure – [dmcclore@sypa.org.uk](mailto:dmcclore@sypa.org.uk) – 01226 772906.

There are three further members of our Data Team, our Data Analysts, who will be dealing with the monthly returns processes each month once your employer upload is complete. You should each know who your point of contact is within the Data Team. They will then become your main contact for any ongoing queries you may have and will also be the ones who will query any erroneous data we may receive on a return with yourselves.