

SUBMISSION OF YEAR-END RETURNS

presented by:

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Introduction

- My Role
- The Role of the Finance Control Team (FCT)
- Why we are doing these workshops
- The year-end Process and timeliness

The Year-End Specification

Key things to point out

- Refer to the specification regarding file layout looking at field lengths and examples of how the data is to be submitted. Data submitted in different formats causes the ERPF issues when loading the file.
- Date Joined Scheme – If joined during the financial year then that date is required otherwise should be 01/04/
- Contribution Date – Leaving date or 31/03/
- Section of Main Scheme – Where a member has paid both 100% and 50% there should only be one line of data with the contributions split between the two schemes.
- Contribution Rate – See format example – Needs to be 650 rather than 6.50 and no percentage sign.
- Pensionable Pay/APP – Remember to update pay where there has been reduced pay due to any absence such as sickness/maternity
- FTE Pensionable Pay – See following slide
- Mandatory/Non Mandatory – Ideally provide everything as this helps the ERPF

Main Problems

- Full Time Equivalent Pay under the 2008 regulations:-
 - ✓ Pay Figures not being updated correctly – left at the part -time rate
 - ✓ No Term Time formula applied to 2008 Pensionable Pay
 - ✓ Pay Figures including pay that was not deemed pensionable under the 2008 regulations i.e. non contractual overtime.
- Not including APP for those where this is applicable e.g. absences or reduced pay due to sickness/maternity
- Contracted out earnings incorrect
- APC's /AVC's not being entered in the correct columns.
- No part-time hours provided. This makes it hard to identify the correct record for multiple employments.

Actual Year-End File

- An example of a correctly completed year-end submission will be placed on the ERPF website.
- Single Lines per employment – Many employer's submitted a separate line for every change in employment. This is not required. Employer's only need to submit more than one line of data where a member has two concurrent employments. See the Payroll Guide (also to put on the website) for further information on what is deemed a single employment.

Employer Validation of Year-End File

- Once you have completed your year-end return then there are some additional checks you must carry out.
- Each month as an Employer you submit to the East Riding Pension Fund a form called an SU18 which notes Employee Contributions, Employer Contributions and the Salaries on which the members have had the contributions deducted.
- Your year-end file should therefore have the same amount of employee and employer contributions that you have paid the ERPF over the financial year. The Salaries should be roughly what the Pensionable Pay figure is too.
- The FCT will validate your year-end submission by checking the totals agree.

Form SS22A

A Blank Copy of this Form is in your Packs.

Basically this form is split into two parts and is to be treated as a end of year balance sheet.

Page 1 should outline the actual payments you believe are owing to the East Riding Pension Fund.

Page 2 is a recognition of what you have actually paid.

Hopefully the two will agree but this is not always the case.

The Employee Contributions on the SS22A should agree with your year-end submission which in turn should agree with what you have paid the ERPF over financial -year.

Year-End Timetable

- All forms and supporting information will be made available on line but we will also be sending these out to contacts.
- This year we will be communicating with Employer's as well as third party payroll providers. Where returns have not been submitted on time we will be chasing the employer not the third party payroll provider. The timescales are as follows: -
- *Employers to submit year end returns for 2015/16 by 19 April 2016*
- *19 April 2016 to 27 May 2016 - Fund to check year end returns to validate data for loading and posting to the member records.*
- *Fund will notify employers by 27 May 2016 where there are any queries and employers will have until 17 June 2016 to resubmit an accurate year end return*
- *17 June 2016 to 22 July 2016 - Fund to load and post correct year end returns received by 17 June 2016*
- *22 July 2016 - Data will be sent to Print and Design for issue of annual benefit statements by 31 August 2016.*

Thank you for listening.

Any questions?

Now pass you on to Paul who takes over the next step in the process