



HSC Pension Service

Provided by



Business Services Organisation

EMPLOYER NEWSLETTER

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HSC (P) 01-17

June 2017

1. Annual Benefits Statements

HSC Pension Service has issued Annual Benefit Statements (ABS) to all active Scheme members for the first time this year.

Some confusion has been caused by the Scheme Start Date. In most cases this is displayed as the start date of the member's most recent active post.

Please advise staff/scheme members not to be concerned as this will not affect pension entitlement. A further ABS will be issued by the end of August 2017 to include membership/benefits accrued in the 2016/2017 year. If a member has both a deferred pension record and an active pension record you will receive two ABS. The correct Scheme Start Date will be shown on that ABS.

Members will be able to access their further ABS's through the Member Self-Service facility (MSS) which went live on 01/06/2017. Details of how to access the MSS Facility were include in the ABS issued to scheme members.

2. Member Personal Details

Have your staff moved house? Partnership status changed? If any of their details have changed then please ensure that HRPTS is updated and staff also advised to inform the HSC Pension Service if applicable.

Details held on HRPTS such as name, address, marital status, e-mail address etc. are interfaced electronically to the HSC Pension Service database. Having correct details helps us to process benefit applications much more efficiently and will allow us to contact member quicker if the need arises.



3. Serious Ill Health/Death in Service Estimates

If you are submitting a serious Ill Health/Death in service estimate request, please ensure that you have checked if the member has any outstanding annual leave at the estimated date of retirement/death. If so, the pensionable pay/service for this period should be included in the estimate request.

This is particularly important if the member is in the 2015 Scheme and has commenced a period of unpaid leave. Failure to supply this information will result in an inaccurate calculation of benefits being provided.

The HSC Pension Service aim to process Serious Ill Health Estimates urgently however please note that this can only be adhered to for serious Ill Health cases. Serious Ill Health estimates **only** should be sent directly to the appointed HSC officers to ensure urgent completion. Normal Ill Health Estimates should be treated like any other estimate request and forwarded to the HSC Inbox; hscpensions@hscni.net for processing.

If the Serious Ill Health/Death in Service fast track procedure is not respected it will lose its importance which can result in members in these circumstance not getting information as urgently as required.

4. New/Revised Forms

The forms below are available for download from the scheme website. Going forward please ensure that these forms are used as old ones will not be processed.

Revised Form	Change
Pro Pay 2	Inclusion of section to be completed and signed by HR depts.
Re- joiner form	Form for employees who have previously opted out of the HSC Pension Scheme and wish to re-join.



5. Protection of Pensionable Pay

The recent application for Protection of Pensionable Pay exercise for legacy cases has been completed by each Trust/Organisation. Members identified as meeting the criteria to have their 1995/2008 scheme benefits protected at a higher rate of pay have had their application forwarded to Payroll Shared Services for confirmation of pay details.

Once pay details are received, HSC Pension Service will process these applications and inform the member's accordingly. This will take a number of months to complete. If you receive any queries from members please inform them that they will be informed when their application has been fully processed.

Going forward any applications for Protection of Pensionable Pay must adhere strictly to the time limits laid down in the scheme regulations. Applications made outside the time limits will not be accepted.

6. On Call Working (Part Time Employees)

Recently HSC Pension Service has been informed of different practices on how part time employees who carry out work "on call" should be treated for pension purposes. Under the scheme regulations, if work is done whilst on call by a part time scheme member, the member must pay HSC Pension Scheme contributions on the flat rate payment **only** up to when they reach the Whole Time Equivalent (WTE) hours for their grade. (The on call allowance paid to scheme members is also pensionable)

Any work done over and above WTE is non-pensionable.

For example, Sarah works 30 hours per week as per her contract. Sarah is also on the "On Call Rota". Sarah works 10 hours "on call in a given week. For the 10 hours work done Sarah receives a payment of £150 (£100 flat rate and £50 enhanced payment). Sarah is also paid £23 on call allowance.

As Sarah normally works 30 hours per week she can only be pensionable for 7.5 hours of her 10 hours worked. Therefore the total amount of pensionable pay for the 7.5 hours worked would be $(£100/10) \times 7.5 = £75.00$ plus £23 on call allowance.

It should also be noted that when recording hours worked, that pension contributions are payable only on work done. If a member, on their first call out works only 30 minutes they may be entitled to a payment equivalent to 2 hours. However for pension purposes, only the 30 minutes worked and payment due for 30 minutes is pensionable.

It is important that employers and line managers responsible for authorising on call working for part time employees are fully aware of how these additional hours should be treated.

If on call working is not recorded correctly it will result in a miscalculation of a member's pensionable pay figure which will ultimately affect the calculation of their benefits on retirement.



7. Delays in OHS Applications

Employers may have noticed recently that decisions for Ill Health Retirement applications have been taking a little longer than expected to process. The reason for this is because the Occupational Health Service (OHS) are experiencing some staffing difficulties and as a result there has been a knock on effect to pension schemes with a build-up on applications.

OHS are working through the applications as quickly as possible and have asked for your understanding at this time.

8. Pension Terminology Guide

HSC Pension Service have developed a Pensions Terminology document which is designed to offer an explanation of the complex wording and jargon which is commonly found in the world of pensions and related financial environment.

The purpose of the document is to provide both employers and employees with a greater understanding of the technical language which can be used in pension related communication issued not only from HSC Pension Service but also organisations such as HMRC and the Department of Work and Pensions.

The document can be accessed [here](#)

9. Pension Regulator—Update on Compliance

The Pension Regulator has made public a list of Employers who have been issued fines for non-compliance with pension legislation. The list is published [here](#) and further information can be found on the Pension Regulator's [compliance and enforcement quarterly bulletin](#).

In each case, the employer had been issued with an escalating penalty notice but had failed to pay it. Updated lists will be published each quarter, alongside the publication of the quarterly bulletin.

It is important that employers are fully aware of their responsibilities in paying scheme contributions and providing member information etc. to the HSC Pension Service in a timely manner.



10. Contact Us

By writing to us at:-

HSC Pension Service

Waterside House

75 Duke Street

Londonderry

BT47 6FP

Via e- mail at:- hscpensions@hscni.net

By Telephone: 028 7131 9111 (9.00am to 5.00pm – Monday to Thursday; 9.00am to 12.00pm Friday)

If you have any suggestions for the newsletter or would like a particular topic covered in future publications please do not hesitate in contacting us by emailing: hscpensions@hscni.net

