



HSC Pension Service

Provided by



Business Services Organisation

Employer Newsletter

CONTENTS

1. ICATS
2. Career Breaks/Authorised Leave - Retrospective Payments
3. Career Breaks and Annual Leave
4. New Joiner Questionnaire
5. Pension Application Process
6. Death in Service
7. Contact Us



HSC (P) 02-18

Oct - 2018

1. ICATS

HSC Pension Service has received a direction from the Department of Health advising that all staff employed in the ICATS Programme should have their pensionable service/percentage contributions rate measured against a whole time equivalent of 10 sessions per week.

As a result HSC Pension Service requires a list of all Medical Staff employed in the ICATS programme to include:

- dates of employment (start date etc.)
- their contracted weekly hours
- Whole Time Equivalent Pensionable Pay

Details should be forwarded to john.coyle@hscni.net

2. Career Breaks/Authorised Leave - Retrospective Payments

Scheme members who engage in a career break/authorised leave have an option to continue to pay contributions to the scheme and maintain their scheme membership.

If a member wishes to maintain their scheme membership during the career break/authorised leave, they must apply to their employer prior to the start of the career break/authorised leave.

In these cases the employer must treat the member as they would any other active member of the Scheme and ensure that employee and employer pension contributions are paid continuously throughout the period. i.e. by the 19th day of the month following that which earnings (if there were any) would have been paid.

Arrears cannot be allowed to accumulate and payments made on returning to the Scheme.

HSC Pension Service has received an increased number of requests for retrospective payments of contributions which cannot be accommodated.



3. Career Breaks and Annual Leave

If a scheme member leaves on a career break (but doesn't opt to continue paying Scheme contributions) and has a period of Annual Leave which has not been taken prior to the career break and a payment is made to that member in respect of said Annual Leave, that members date of leaving pensionable employment must be extended by the period of leave for which the payment is made.

For example, Peter's last day of service before a career break is 31/03/2018. Peter has 2 days annual leave he has not taken which he receives a payment for. Peter's actual last day of scheme membership is 02/04/2018.

Employers should ensure that the termination of scheme membership notice reflects the period of annual leave. Payroll Shared Services should forward a Terminating 55A form to HSC Pension Service to update the member's pension record.

4. New Joiner Questionnaire

Employers must ensure that all new employees are issued with a copy of, or are provided access to, the HSC Pension Scheme, New Joiner Questionnaire form.

The questionnaire captures details from new employees regarding their current status within the HSC Pension Scheme and eligibility for an alternative pension scheme if applicable.

The questionnaire also provides new employees (to the HSC) with important information relating to the various features of the pension scheme such as the opportunity to transfer previously accrued pension benefits into the HSC Pension Scheme. It is a statutory requirement of employers to provide such information to new employees and as such you should ensure that all relevant documentation is made available on appointment.

It is most important for staff who are currently paying additional contributions for Added Years, Additional Pension or an ERRBO and who change employers to complete the New Joiner Questionnaire to ensure continuity of the contract.

The New Joiner Questionnaire and associated guidance information can be accessed at: <http://www.hscpensions.hscni.net/joining-the-scheme-2>



5. Pension Application Process

HSC Pension Service recommends that members who are considering retiring should start the process at least 4 months in advance of their proposed retirement date. It is also recommended that all documentation be received by HSC Pension Service at least 3 months in advance of the proposed retirement date.

It is therefore requested that when an employer has completed their section of the AW6 Pension Application Form that it is forwarded immediately to Payroll Shared Services for their action.

Any delays in the process could result in late payment of benefits to members.

6. Death in Service

HSC Pension Service will shortly issue a new Survivors Benefits guide for both Employers and Scheme members.

It is requested that if an employer is informed of the death of an active Scheme member that they inform HSC Pension Service as soon as possible so the members record can be updated and eliminate the possibility of communication being issued to deceased member.



7. 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)



Find us on Twitter - [@hscpensions](https://twitter.com/hscpensions)



Find us on Facebook - HSC Pension Service

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

