

EMPLOYER circular

HSC Pension Service

HSC(P) 02/09 (Supp 1)

June 2009

Contents

1. The new Scheme Guide for Members
2. Joining the Scheme – Revised Procedures
3. How to contact us

Supplementary Circular to HSC(P) 02/09

1. The new Scheme Guide for Members

All employers should have received the new Scheme Guide for Members. A copy of the guide will also be published on the new HSC Pension Service website www.hscpensions.hscni.net which is scheduled to go live on the 29 June. Additional copies of the Guide can be ordered by e-mailing the Stationery Officer at HSC Pension Service at superannbr@hscni.net or john.coyle@hscni.net.

The new Guide should be used with immediate effect and employers should destroy any supplies of the previous scheme guide. **Please note the Guide is for joiners only. Existing members should be directed to the website to view / download a copy.**

2. Joining the Scheme – Revised Procedures

As there is now only one scheme guide for members, the joining process as described in circulars HSS(S) 5/08 and HSS(S) 5/08 (Supp1) has been revised.

Previously employers had to issue an employee questionnaire to all joiners for completion and return, refer to a joining flowchart to establish which scheme guide should be issued to members, then complete the joiner form (J1 or J2) and submit it to HSC Pension Service.

The introduction of the new scheme guide should now streamline the joining process for employers:

- There is only one guide – therefore all members get the same guide
- There is no need for employers to issue a joiner questionnaire or to refer to a joiner flowchart
- The joiner questionnaire is now part of the scheme guide.

The new joiner process is outlined below.

Revised Joining Process

Employers

Form SS10 has been replaced with Forms J1 (main employers) and J2 (GP Practices/OOH Providers/Direction Employers). Copies of the latest versions are attached to this circular (**see Annex 2 and 3**). From the date of this circular Form SS10 should no longer be used by employers.

When a member of staff joins the Scheme the employer is required to:-

- Complete the appropriate Joining Form (J1 or J2) and send it to HSC Pension Service
- Issue the member with a copy of the new scheme guide and a copy of the 'Joining Information Leaflet' (See Annex 1). Employers can run off copies as required.

HSC Pension Service

On receipt of Form J1 or J2:-

- HSC Pension Service will issue employers with Form SD56 which will confirm which section of the scheme the member is in.

The Member

On joining, the member will need to:-

- Read the Scheme Guide
- Use the flowchart on the inside cover to determine which section of the Scheme they can join
- Complete the Joiner questionnaire at the back of the guide and forward to HSC Pension Service ONLY if they have been a member of the NHS Pension Scheme in England & Wales, Scotland or the Isle of Man within the last 5 years or had a previous employment which was part of a TUPE transfer to the HSC.
- If they wish to transfer previous pension rights into the HSC Pension Scheme they will need to apply to do so within 12 months of joining the HSC Pension Scheme, this also applies to previous service they may have in the NHS Pension Schemes for England & Wales, Scotland or the Isle of Man.

Practitioner Members

The joining process has not changed for General Medical and Dental Practitioners. It will continue to remain the responsibility of Business Services Organisation (formerly CSA) to complete and maintain pension records for these employment types and Form SS14 should continue to be used as normal

3. How to contact us

By writing to us at: - HSC Pension Service, Waterside House, Londonderry, BT47 6FP.

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

By Fax:- 028 71 319144

For urgent enquiries only, you can contact us by Telephone:

Switchboard -	028 71 319000 (9.00am to 5.00pm – Monday to Friday)
Scheme Administration (<i>estimates, retirements, membership etc</i>)	028 71 319120
Practitioners	028 71 319125
Pension Payroll	028 71 319110
Pension Policy	028 71 319141

If you have any comments about the content or format of this newsletter please email them to superannbr@hscni.net