



HSC Pension Service

Provided by



Business Services Organisation

GP STAFF NEWSLETTER

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HSC (P) 01-19

June 2019

1. Annual Benefit Statements (ABS) for Practice Staff

You will be aware that Annual Benefit Statements (ABS) are available to all members via Member Self Service (MSS). When the data from the GP55As for 18-19 has been verified we will be processing these Annual Benefit Statements for the 18-19 year. We will update all Practice Managers when the 18-19 statements are available.

Members with access to a secure network (access to the computer at Practice or Trust) should register for the Member Self Service (MSS) facility so that they can access their ABS. Please see the instructional videos on our website by clicking [here](#) to assist with setting up accounts for MSS facility.

Some practice staff have reported that they have no access to the facility. All practice staff can now avail of a secure email address in which to access this information. If you do not have a secure email address that is attached to the practice you should contact BSO IT on 02895 362400 or email supportteam@hscni.net You will need to have your National Insurance Number when you contact them – but do not include your National Insurance Number in any emails to them.

Some practice staff have reported that they cannot see the documents when they complete their registration.

The facility is under constant review to improve the service. Currently, under the status option, use the dropdown as shown below to move between employments, your Annual Benefit Statement (ABS) may be in different employments.



status	Job Title	Pay Reference	Scheme Name
Indecided Leaver	BAND 2	12345678	1995 Section Select
Active	ADMIN & CLERICAL	12345679	CARE Scheme

2. Annual Benefit Statements (ABS) for Principal GP's

When the team have completed the Annual Benefit Statements and Annual Allowance Statements for Principal GPs at practice, we will email the practice manager to inform the GPs that these statements are available on member self service facility (MSS). Refer to GP Newsletter Quarter 1 2019-20 for further details.



3. GP1 Direct Debit Plan 2019/20

Please find details below for the GP1 submission deadlines and direct debit collection dates for April 2019 to March 2020 inclusive.

Month Payment Relates To	GP1 Submission Deadline	Direct Debit Date
June 2019	08 th July 2019	18 th July 2019
July 2019	06 th August 2019	19 th August 2019
August 2019	06 th September 2019	18 th September 2019
September 2019	07 th October 2019	18 th October 2019
October 2019	06 th November 2019	18 th November 2019
November 2019	06 th December 2019	18 th December 2019
December 2019	06 th January 2020	17 th January 2020
January 2020	06 th February 2020	18 th February 2020
February 2020	06 th March 2020	18 th March 2020
March 2020	06 th April 2020	17 th April 2020

When you have completed your monthly payroll processes, you should then complete and forward the GP1 without delay. This will ensure that the submission is received within the deadline as above.

4. Membership, Contributions and Pay

Extensive information regarding Membership, Contributions and Pay is available [here](#). In particular please see [Tiered Contributions](#) for Scheme Years 2015/16 and beyond.

5. Change of Address - Inform HSC Pension Service and your employer

If you have changed address, please inform us by writing to us, use your National Insurance Number as a reference number. If you have **any** employments that are administered by Shared Services Payroll, you need to inform them of the change as well. Whilst we can update your pension record, if the payroll record is not updated your address may default to the previous address held by payroll when they send any pay data to us. Such employments may include but are not restricted to any posts with any Health Care Trust.



6. Schedule of Charges

The Schedule of charges has been updated and is effective immediately. Please see the new details [here](#).

7. Members Retiring

Where any scheme member is retiring form [AW6](#) to claim their benefits should be completed by the member and the practice manager/Principal GP. HSC Pension Service should receive the application 3 months before the expected retirement date. Please do not delay the submission of the AW6 until final earnings figures are available as this is likely to delay the processing date and payment of pension benefits. Send the AW6 with the terminating form and figures to the date of retirement. If there is a change to any of the figures on the terminating form, then you should submit form [AW171](#) (Revision) so that benefits can be revised.

8. GP Practice Managers Workshop

Team members from the HSC Pension Service Practitioner team delivered another very successful GP Practice Manager Workshop on 23rd May at Glenavon House Hotel, Cookstown. This was arranged by RCGPNI. Thank you to everyone who came along on the day and participated in the event.

Delegates at this workshop have asked for information on the following topics:

Part time workers working extra hours.

If any of your part time staff work extra hours over their contracted hours, these hours should be pensionable up to whole time equivalent.

ERRBO (Early Retirement Reduction Buy Out)

A reminder that for 2015 Scheme Members only there is an option to pay additional contributions to buy out the reduction that would apply if retirement is before Normal Pension Age (NPA). This is known as an ERRBO agreement. NPA in the 2015 Scheme is the same as the member's State Pension Age (SPA) and may rise during membership of the Scheme if SPA rises. Further information regarding ERRBO's including worked examples is available on our website at [ERRBO](#)



9. HSC Newsletters

Newsletters are produced each quarter for:

Members

Employers

GP Newsletter

GP Practice Staff Newsletter

Employer Technical Updates

Please ensure that all your GPs, including salaried and locums together with all practice staff have access to the content of the Newsletters.



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 Option 3**

9.00am to 4.00pm – Monday to Thursday; 9.00am to 12.00pm Friday



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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

