



HSC Pension Service

Provided by



Business Services Organisation

GP STAFF NEWSLETTER

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HSC (P) 03-20

Jan 2020

1. Salaried GP's - SR2 Administration re: contributions refund/underpayment

When the [SR2](#) form is submitted to HSC Pension Service, if there are any arrears/refunds due, HSC Pensions will recoup/refund both the employer contributions and employee contributions back to the practice via FPPS. This is due to the practice entering the actual earnings through their payroll system and HSC Pension Service using the estimated earnings from the [SR1](#) form.

2. GP1 Direct Debit Plan to April 2020

GP1 Form	Date to be submitted by	Direct Debit lift date
January 2020	6th February 2020	18th February 2020
February 2020	6th March 2020	18th March 2020
March 2020	8th April 2020	20th April 2020

Please ensure you submit your returns by the due date. No further reminders are sent and a charge is applicable for late submissions.

3. GP's Working in Federations

We have recently been given confirmation that GPs, if they wish, can pension any Federation work. Federation work will be treated as 'officer' employment, therefore Federation support teams should complete a [J2](#) (Joiner) form and forward to HSC Pension Service for processing. The contributions are collected via the monthly [GP1](#).



4. Auto - Enrolment - Inclusion of Pension Scheme Registry Numbers & Employer Pension

Shared Services will periodically as part of their pension scheme auto enrolment obligations, opt 'in' members who had previously 'opted out' of the HSC Pension Scheme. Where this is the case Shared Services will write to you to inform you of the auto enrolment and the process to follow if you wish to 'opt out' again. For GP Practice Staff – running their own payroll – you will be asked to provide the following details for any members affected by auto-enrolment:

Pension Scheme Name – HSC Pension Service

Pension Scheme Registry Number

2015 Scheme Members – 10276692

1995/2008 Scheme Members – 10000725

Employer Pension Scheme Reference Number – 916/G78000

5. Change of Personal Details

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, any OOH Provider, HSCB and NIMDTA.



6. 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

