



GP STAFF NEWSLETTER

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1. The HSC Pension Service Team

HSC Pension Service is made up of 6 teams.

- Business Support Unit
- Finance & Data Management
- Awards
- General Medical & Dental Practitioners
- Payroll
- Pension Reform

The Finance & Data Management team is made up of 5 team members:

- ◆ Elaine McFlynn (Administrator)
- ◆ James Doherty (Administrator)
- ◆ Ciara McAlister (Administrator)
- ◆ Joanne Smyth (Supervisor)
- ◆ Paul Lock (Team Leader)

Our Role is to

- ⇒ Ensure member records are updated for all HSC Pension Service members
- ⇒ Update Annual GP55A Returns,
- ⇒ Process Monthly GP1 forms
- ⇒ Process Practice Staff Joining forms—J2 Forms
- ⇒ Process Termination of Scheme Notice Forms

Each practice must ensure that all information sent to the HSC Pension Service is correct and in accordance with scheme regulations. The team is available for support and guidance however is not responsible for any inaccurate returns.

Our contact details are as follows

T: 02871 319111—option 4

E: hscpensions@hscni.net

Practice Managers are responsible for local administration within their employing organisation. Please refer to the HSC Employer's Charter to identify explicit clarification of their role and responsibilities.

Please see link below to the Employer's Charter.

[HSC Employer's Charter](#)

2. Practice Identifier

HSC Pension Service currently has over 300 GP Practices across Northern Ireland who have active members in the scheme. It is imperative that when contacting HSC Pension Service that all GP Practices clearly identify themselves using their Practice Identifier in all correspondence. "GP Practice Identifier" is a 4 digit alphanumeric reference unique to each GP practice e.g. W111

Please ensure that any change in email addresses for your practice is confirmed to us in writing to prevent any delay in communication.

3. Multiple Employments

Some scheme members have more than one HSC employment. Multiple employments may be pensionable provided the total hours worked does not exceed their Whole Time Equivalent for the week i.e. 37.5 hours.

Practice Managers should be aware of members who have multiple employments. Each new employment requires a J2 form, regardless if the member is paying contributions in another HSC Employment (Provided they are not exceeding their Whole Time Equivalent hours per week in combined pensionable employments)

4. 2015/2016 Employer Contribution Rate

The employer's contribution rate will change from 13.3% to 16.3% from 1 April 2015 in respect of all Scheme members.

5. J2 Form

The J2 form is a obligatory document that must be completed by the practice manager and sent to HSC Pension Service for any member commencing Pensionable HSC employment.

To ensure a complete and accurate service history, it is imperative that the J2 is completed.

Please find below a link to the J2 Form.

[J2 Form](#)

FAQs

1. What is meant by Date Started Pensionable Employment?

This is the date the member started paying contributions from their salary and therefore the date they joined the HSC Pension Scheme. Please note that this may not be the same date as they started employment with the practice. Please note some members opt out of paying contributions, so this date will not necessarily be their first day of employment within the practice.

2. How do I complete question 13?

If part-time, proportion of whole-time as a fraction.

If a member of your practice is part-time you need to confirm how many hours per week they work as a fraction, over their whole-time hours.

For example, if an employee joined your practice on a contract of 18 hours per week and the full time contract was 37.5 hours per week, then the Practice Manager would enter the following below for the employees working hours.

| | | | |
|----------|-----------|----------|----------|
| 1 | 8. | 0 | 0 |
| 3 | 7. | 5 | 0 |

3. What is meant by Whole Time Equivalent (WTE) Salary?

WTE salary is the amount an employee will earn if they worked fulltime. So if an employee works 18 hours per week, the amount that they would earn if on a fulltime contract must be recorded.

For example, a part time employee works 18.75 hours per week and earns £8,000 .If this employee was to work full time they would earn £16,000 per year. £16,000 is the members WTE salary.

6. GP1 Form

The GP1 form is required to inform HSC Pensions of your monthly employee and employer contributions. On completion, the GP1 form should be emailed to hscpensions@hscni.net.* Deductions will then be made via Direct Debit from your chosen account.

Please find below the link to the GP1 Form available on our website.

[GP1 Form](#)

Practice managers must ensure that appropriate Contribution Rates are applied. Links to contributions rates are listed in [Section 10](#) of this GP Newsletter.

Please pay particular attention to the following points :

- Ensure all practice information is fully completed, paying particular attention to the “GP Practice Identifier” (4 digit alphanumeric reference unique to each GP practice).
- Please include Practice Manager’s name and contact e-mail address.
- Ensure the “Month Payment Relates to:” box is completed.
- Please ensure the Employer and Employee contributions are included in correct boxes.

If you change bank details, please send us a new [Direct Debit mandate form](#) We require the original copy which we will then forward onto your bank, once new details have been recorded.

Detailed below are the Direct Debit Dates for the last two months of financial year 2014/15

| Month Payment Relates To | Date GPI to be Returned | Direct Debit Date |
|---------------------------------|--------------------------------|-----------------------------|
| February 2015 | 05 th March 2015 | 16 th March 2015 |
| March 2015 | 05 th April 2015 | 14 th April 2015 |

*Please note it is no longer necessary to send the GP1 form to the ‘billtocash@accountni.gov.uk’ email address.

7. GP55a

The GP55A form is an end of year return due to be submitted by 31st May. It provides the member information relating to the previous financial year e.g. 01/04/2014 to 31/03/2015.

The completion of this form is a regulatory requirement therefore Practice Managers must ensure it is completed accurately.

Please find below the link to the GP55A Form available on our website.

[GP55A Form](#)

Please ensure all relevant information is provided. Some guidance for completion is detailed below when completing the GP55A.

Please be aware of the following points when completing the form:

- Pensionable Pay is the actual superannuable earnings up to 31 March and should not include additional hours worked over the full-time hours per year.
- In the case of a Part Time member , the WTE Salary should be detailed.
- The NI Earnings can sometimes be confused with the members National Insurance Contributions, however these are very different. The NI Earnings is made up of Earnings above the LEL up to and including the PT Earnings above the PT, up to and including the UAP. In brief this means add column 1b to 1c on the P60 or Payment deductions sheet P11. 1A is not included as part of the NI Earnings as 1A would be earnings below the LEL.
- The Basic Contributions should be obtained from the practice payroll system.
- Total hours are the superannuable hours that a member worked within the financial year.
- Standard hours. These are the hours a member would work if employed on a whole time contract.

Please pay particular attention to Contribution rates. The 15/16 rates have been changed and will be effective from 01/04/2015 . Please see [Section 10](#) of this GP Newsletter for a list of contribution rates.

8. Termination of Scheme Notice Form

There are a number of scenarios that would result in a Practice Manager having to complete a Termination of Scheme Membership Notice . This form must be completed and sent to HSC Pension Service when-

- An active member in the HSC Pension Scheme leaves your practice
- An active member in the HSC Pension Scheme decides to Opt out.
- An active member in the HSC Pension Scheme is retiring from your practice.

Please see link to the [Termination of Scheme Notice](#).

We are frequently asked for guidance on how to complete the Termination of Scheme Membership notice form. Please see below explanations for completion of relevant fields.

Number 8. Start date of current period of superannuable employment within Pay Office.

This is the date the employee started paying contributions from their salary. Please note some members opt out of paying contributions, so this date will not necessarily be their first day of employment within the practice.

Number 9. Last deemed day of Superannuable Service.

This is the date the employee ceased to pay contribution's i.e. opt out, retired, leaver.

Number 11. Rate of employee contribution

This is the rate of contribution the employee pays towards the scheme.

Number 12. What category is the member currently serving in

Most GP Practice staff would fall under the "Normal Member" category. However for those Practice Nurses who meet the criteria to be awarded "Special Class", the Practice Manager must breakdown the periods in which they are deemed Special Class. See factsheet below.

[What is Special Class?](#)

Number 14.

If you have a member who is part-time , their hours must be detailed and included in table (i) and table (ii) as detailed below;

Table (i)

Contracted Hours—This should be the employees contracted hours e.g. 1 week 18.75.

Standard Hours—This is the WTE i.e. the number of hours the employee would work if they were full time. i.e. 37.5.

Start Date—This would be the date the member started working the contracted (part-time) hours.

Table (ii)

Year ended 31/03—This would be the financial year in which the member has left employment.

For example if the member left in December 2014 then year end would be 31/03/2015.

Total Hours worked—This should be the actual number of pensionable hours the member worked within the financial year, i.e. April to date of leaving.

Number 18. Certification

This must be signed by an authorised signatory and also stamped with the practice authority stamp.

9. Auto-enrolment

- Auto-enrolment

The HSC Pension Service has received a number of phone calls looking for information on auto-enrolment. GP Practices are responsible for implementing auto-enrolment. For further information please refer to The Pensions Regulator on the link below.

www.thepensionsregulator.gov.uk/employers/planning-for-automatic-enrolment

10. Useful Links

The HSC Pension Service regularly issues guidance and updates to all HSC Employers via our Employer Technical Updates (ETU). Please see link below to archived ETU's.

[Employer Circulars/Technical Updates](#)

Tiered Contribution rates

[2015/16](#)

[2014/15](#)

[2013/14](#)

[2012/13](#)

GP Practice Staff Forms

All forms can be found on our website www.hscpensions.hscni.net. Please see list below for a list of the current forms we have available.

Scheme Joining Form – GP Practices/OOH Providers/Direction Employers

[J2](#)

Termination of Scheme Membership Notice

[Termination of Scheme Membership Notice](#)

GP Practice Staff End of Year Return 2013-2014

[GP55a Form 2013-14](#)

GP Practice Staff End of Year Return 2012-2013

[GP55a Form 2012-13](#)

GP Practice Staff Contributions Record

[GP1](#)

GP Practice Staff Contributions Record Guidelines

[GP1 Guidelines](#)

Direct Debit Mandate

[Direct Debit Mandate](#)

If you would like to provide feedback or any recommendations that could benefit further communications please contact me via the contact details overleaf.

How to 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

For urgent enquiries only, you can contact us by Telephone: 028 7131 9111

9.00am to 5.00pm – Monday to Thursday; 9.00am to 12.00pm Friday

Any enquiries relating to this update should be emailed to Joanne Smyth, HSC Pension Service—Joanne.smyth2@hscni.net

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