



HSC Pension Service

Provided by



Business Services Organisation

GP STAFF NEWSLETTER

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HSC (P) 02-21/22

Sep 2021

1. Annual Benefit Statements for Practice Staff (ABS21)

Where the GP55A 20/21 has been received and verified as correct, the information has now been uploaded to individual staff records and Annual Benefit Statement (ABS), for each active scheme member have been produced . The ABS21 is available on Member Self Service (MSS) and all staff should now have registered for this service. Staff should not use generic email accounts to access MSS. All HSC employees should have their own personal email accounts ending in @hscni.net.

Practice Managers should encourage staff to contact BSO IT at: supportteam@hscni.net so that a hscni email account can be set up, following this they can then complete their registration for MSS by clicking [here](#).

Practice staff included on GP55As where the GP55A has been received after the regulatory deadline of the 31st May 2021, or where an outstanding query on an earlier submission has been raised but remains unanswered, are not guaranteed to have an Annual Benefit Statement produced as part of our ABS21 process for active scheme members. HSC Pension Service staff will refer any queries from these members back to the Practice Manager. Subsequent production of the ABS21 is therefore likely to be delayed.

2. Estimate of HSC Pension Scheme Benefits

We occasionally receive estimate requests from practice staff. As the Annual Benefit Statement (ABS) is now being produced for all staff, we no longer produce estimate of benefits, with the exceptions of staff retiring within 12 months or staff who have applied for ill health retirement benefits. The ABS will show the scheme membership, length of time in the scheme(s) and benefits accrued to the end of the 20/21 financial year.

Many staff now have CARE 2015 membership and it is not possible to predict benefits beyond the current year. Staff should access their ABS and then use the calculators available on our website if they are considering retiring before their normal retirement dates. The calculators are available [here](#). If any staff are planning to retire within 12 months or are applying for ill health retirement, practice managers should complete Employer Request for Illustration of Benefits Form and forward to hscpensions@hscni.net.



3. GP1 Incorporating GP55a

Thank you to the majority of you who submit the GP1 within the time lines. **The deadline, which does not change is 6th of each month.**

Unfortunately, there are Practices who are late each month with submissions and in some cases do not submit any details in the month. This in turn takes up further administration time from the team when we are already working to tight deadlines. Please revisit Employer responsibility at the GP Practice Administration Guide available at [Scheme Guides – HSC Pension Service \(hscni.net\)](http://hscni.net) and see below for your reference an extract.

‘ Failure to remit contributions to the Scheme, complete relevant paperwork, update member pension records, or deny employees access to the Scheme constitutes a breach of the statutory HSC Pension Scheme Regulations and section 48 of the Pensions Act 1995. Section 48 of the Pensions Act 1995 and section 70 of the Pensions Act 2004 states, that HSC Pensions has a legal duty to report any ‘breaches of law’ to the Pensions Regulator.’

Our new form has seen a fall in the amount of errors each month. Errors relating to the GP1s that are resolved in year will make the annual GP55A returns less problematic and will enable us to update records accurately at the year end. Over the last few months there are a few errors that are arising across a number of practices, again these take time to resolve. The most common errors that we see each month are;

- 1. Employee leaving the scheme** – this must be recorded on the member info tab. When a date is entered this filters through to the following months pages and means that the same error doesn't flag up each month.
- 2. Errors in figures** – On occasion practices enter figures into the GP1 and it returns an error, however the figures seem to be exactly as the payroll software indicates. The form calculates what is expected based on the figures entered into the form, and will only show an error, if the figures are not the correct percentage expected. If errors occur, please check for data input errors, and manually check the figures have been calculated correctly by your payroll software.
- 3. SSP/Maternity** – When staff are on less pay due to Sick Leave or Maternity pay the “DEEMED PAY” must be entered. ***Please see “FOCUS ON” below for further details on this.***

Focus On - Pensionable pay including all Deemed

When submitting figures for members, we must ensure that the figures are accurate, as these will form the basis of their pension benefits at retirement.

One of the most common issues that occur is how to treat members who are on reduced pay due to sick leave or maternity leave.

Members on sick leave or Maternity leave will start to receive a lower amount of salary after they have been off for a number of weeks. Eventually the members may not receive any payment from the practice at all. However, members are still paying contributions; they cannot be at a disadvantage for receiving reduced pay, when it is not their fault.

Employers must ensure that the correct deductions are being processed and paid to HSC Pension Service.

The following link provides a comprehensive guide on how to process contributions for different scenarios that may arise from your employees.

[Section 5: Pensionable Pay and Contributions – HSC Pension Service \(hscni.net\)](http://hscni.net)



3. GP1 Incorporating GP55a - cont

This Focus On will help with determining what figures are needed and when.

When a member goes on sick leave, or maternity leave, they will following a period of time start receiving a lower amount of wages.

When this happens, their employee contributions (based on their normal contribution rate) will be deducted based on the amount of pay they actually receive. However the employer will still pay Employer Contributions based on the amount of Pay they would have received, were they not off work. This higher amount is referred to as the “deemed” pay.

The members will receive pension benefits based on the higher amount of pay, not what they actually receive.

When processing this on the New GP1 incorporating GP55a, it will show as an error, as the 2 contribution figures entered are based on 2 different pay values.

Monthly Pensionable Pay	Employee Contribution Rate (including additional purchase)	1995 Employer Contributions 22.5%	*1995 Employee Contributions	2008 Employer Contributions 22.5%	*2008 Employee Contributions	2015 (CARE) Employer Contributions 22.5%	*2015 (CARE) Employee Contributions	Error Checking.	Error Reason
£1,000.00	7.1					£ 200.00	£ 55.00	Please Enter Deemed Pensionable Pay	Maternity

As we are using the new form to report the earnings at year end. The “monthly pensionable pay” figure should be the Deemed value. When maternity or SSP are chosen as a reason, the form will automatically check to ensure the Deemed value has been entered. If it hasn’t, it will prompt you to enter it.

Monthly Pensionable Pay	Employee Contribution Rate (including additional purchase)	1995 Employer Contributions 22.5%	*1995 Employee Contributions	2008 Employer Contributions 22.5%	*2008 Employee Contributions	2015 (CARE) Employer Contributions 22.5%	*2015 (CARE) Employee Contributions	Error Checking.	Error Reason
£1,000.00	7.1					£ 225.00	£ 55.00	Please Give Details Below	Maternity

Once the Deemed pay has been entered the form will change the error to “please give details below” where you can enter more info for the Pension Service, should you believe it is necessary.

At year end, the GP55a only needs the Part time hours worked entered for each member, however we must ensure that these hours reflect the “deemed” hours for the time receiving the lower amount of pay also.

On the T55a, you should also be reporting the “Deemed” pay and hours. This ensures that all benefits that a member is awarded, are based on their “deemed” salary and hours.



3. GP1 Incorporating GP55a - cont

The table below outlines the treatment of leave types and corresponding contribution liability

Type of leave	Type of salary received	Normal salary per month (Deemed)	Actual salary received	Employer contributions based on:	Employee contributions based on	Earnings to be reported
Maternity	Full pay	1500	1500	Actual	Actual	ACTUAL
Maternity	Half pay (occupational)	1500	750	Deemed	Actual	Deemed
Maternity	SMP	1500	600	Deemed	Actual	Deemed
Maternity	Unpaid	1500	0	Deemed*	Actual	Deemed*
Sick	Full pay	1500	1500	Actual	Actual	ACTUAL
Sick	Half pay (occupational)	1500	750	Deemed	Actual	Deemed
Sick	SSP	1500	600	Deemed	Actual	Deemed
Sick	unpaid	1500	0	Actual	Actual	Actual**

*Employers Contributions only required when the member intends to stay in the scheme while receiving no payments from the practice. Employee's contributions are due on return to work. If the employee does not wish to pay contributions for unpaid maternity, they must opt out for the unpaid time.

**members on unpaid sick leave will receive no payments from the practice, and as such, no contributions are due. They will remain active with the employment, but their pension benefits will not increase until they return to work.

Last "deemed" day of pensionable service

The members last day of employment may not be the same as their last day of "deemed" pensionable service. See example below

Member leaves practice on 31/08/2021, but still has 14 days annual leave owed. The last deemed day of pensionable service will be 14/09/2021.

4. Previous Focus on for Reference Purpose

Application for Scheme retirement benefits (AW6) & T55a - COMPLETION – EMPLOYER'S RESPONSIBILITY

- <http://www.hscpensions.hscni.net/wp-content/uploads/2021/07/GP-Staff-Newsletter-Q1-June-2021.pdf>



5. 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**

10.00 am to 12.00pm / 2.00 pm to 4.00pm - Monday to Thursday

10.00 am 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

