



HSC Pension Service

Provided by



Business Services Organisation

GP STAFF NEWSLETTER

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HSC (P) 02-22/23

September 2022

1. Annual Benefit Statements for Practice Staff (ABS22)

Where the GP55A 21/22 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 Annual Benefit Statement 2022 (ABS22) 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](#).

Please note any member who contacts HSC pension Service asking for a posted ABS22 due to not having access, will be directed back to their employer to assist them in gaining access. If members are having difficulties signing up to Member Self Service, they should email MSSqueries@hscni.net with details of the issues, including a screenshot of any error messages received.

Practice staff included on GP55As where the GP55A has been received after the regulatory deadline of the 13th May 2022, 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 ABS22 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 ABS22 is therefore likely to be delayed.

2. Keeping HSC Pension Service Updated

Please ensure HSC Pension Service are being informed of any changes to Practice Manager contacts, including change of contact email or contact number so we can keep our records up to date. If a Practice Manager has left the practice, we will be updating the contact email address to the generic Practice Manager email address unless we are given updated individual contact information.

If you are new to practice administration and submit returns on behalf of a GP Practice, please complete the Authorised Signature Form available at [GP Practice Forms](#) and return to hscpensions@hscni.net.



3. Pensionable Pay & Contributions

Ensure person(s) responsible for the practice payroll are fully aware of rules governing pensionable pay and contributions. Extensive information can be found at:

[Section 5: Pensionable Pay and Contributions – HSC Pension Service \(hscni.net\)](https://www.hscni.net/section-5-pensionable-pay-and-contributions).

4. Member Info Tab GP1 Form

Please ensure that the GP1 Member Info page is being updated when a member leaves or joins the HSC Pension Scheme.

If there is a change to contribution rate update the new rate and also any changes to the Whole Time Equivalent (WTE).

If a member leaves do not remove the member from the member info tab, enter the leave date as this information is needed for the year end annual returns for the practice.

5. Contacting Us

Whilst our phone lines are open daily our preferred method of communication is by email. Email queries can be logged to individual pension records and any work progressed through the team workflow. This ensures that the work is completed by the appropriate team member and responded to within an acceptable time scale.

A simple general query may be answered quicker than a more complex query, so we respectfully request that you allow us time to reply to your queries before contacting us again.

Please include the NI Number or Practice Identifier Code in any communication so that we can access the correct record.



6. Focus On

Practice Staff Forms—FAQ

The GP Admin Team continue to receive and reply to queries from Practice managers regarding GP Practice Staff's HSC Pension Scheme membership.

The most common queries we receive relate to the forms that are required to be submitted. The FAQ below should provide enough information for practices to determine which forms to use on a regular basis.

Q. I have a new member of staff joining the scheme, what form do I need to send to pensions?

Each member that joins the scheme needs a [J2 Joiner](#) form. This is needed regardless of any previous or other current scheme memberships. The member should then be added to the monthly GP1 on the member info Sheet.

Q. I have a member of the scheme leaving our practice, do I need to do anything?

Yes. Ensure the member is noted as a leaver on the GP1 incorporating GP55a by putting their leave date in the member info page and complete a [T55a](#) Terminating form and send to Pensions department. This form is required even if they are moving to another post in the HSC where they will continue their scheme membership.

Q. I have a member who wants to opt out of the scheme, do I need to let you know

Yes. The member must inform you of their intension to opt out by completing a [SD502 opt out](#) form (application to leave the scheme). This should be sent to the HSC pension scheme with a T55a terminating form if they have already paid contributions.

Q. I have an employee who wants to find out how much their pension is worth, where do I direct them?

Members can access their pension record and annual statements at <https://mypension.hscni.net>. Please note that statements are no longer posted to members.



Focus On continued

Q. I have a member who wants an estimate of how much their pension will be worth at retirement, can the pension service provide this?

Yes. If a member intends to retire on a date within the next twelve months, they can ask for an estimate. The practice should complete an [illustration of pension benefits](#) form and send to hscpensions@hscni.net.

Q. What if they want to retire on a date more than 12 months from now. Can they have an estimate for then?

No. Estimates can only be calculated to a date within the next 12 months, if the member wishes to get an estimate of benefits to a date greater than 12 months away, they should use their Annual Benefits Statement and the Calculators found [here](#)

Q. I have a member who wants to retire, what form do I need to complete

The member should complete an [AW6—application for scheme retirement benefits](#). They should complete parts 1-9 and give to the employer to complete parts 10 & 11. Once you have completed parts 10&11, forward the form to hscpensions@hscni.net with a T55a Terminating form

7. Previous Focus on for Reference Purposes

AW6 & T55a Completion including TSR Calculation

[GP-Staff-Newsletter-Q1-June-2021.pdf \(hscni.net\)](#)

Pensionable Pay including all Deemed (Maternity and Statutory sick pay)

[GP-Staff-Newsletter-Q2-2021.pdf \(hscni.net\)](#)

New Updated J2 form

[GP-Staff-Newsletter-Q4-2022.pdf \(hscni.net\)](#)



8. 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

