



HSC Pension Service

Provided by



Business Services Organisation

GP STAFF NEWSLETTER

Please note this newsletter is provided to Practice Managers/Payroll Admins/Finance Managers responsible for administering the Pension Scheme Rules to the Practice Staff within GP Practices/Federations.

It is intended to advise and remind Practices of procedures for this process and should not be given to the Practice Staff themselves.

The HSC Pension Service will distribute a relevant Member Newsletter that should be given to Staff.

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HSC (P) 03-21/22

Dec 2022

1. New Contribution Tiers

On 01/11/2022, the Employee Contribution Rates entered Phase 1 of the new tier structure. This moved the tiers from WTE to Actual Pensionable Earnings.

The tiers used in Phase 1 can be found in the Focus On section in this newsletter.

Phase 2 is due to start in 2023, the exact date is still to be confirmed.

If any GP Practice or Federation Employer has any queries on this, they should email hscpeneions@hscni.net marked FAO GP Admin Team.

2. New GP1 Incorporating GP55A 23/24

Work has started on creating the new GP1 Incorporating GP55A Form for the next year starting April 2023.

Feedback from Practices over the last year has provided valuable information on fixes and improvements to the Form to allow for a smoother completion process for the Practices.

We would welcome any more suggestions and comments to help improve this Form so that it can become even more beneficial to Practices moving forward—any suggestions can be sent to hscpensions@hscni.net marked FAO GP Admin Team.

3. New Starters and Leavers

When a member starts Pensionable Employment with an Employer, we require a J2 Form to start their record. J2 Form can be found here: [J2 form](#)

If a member leaves the Pension Scheme with your employment, we require a T55A Form to confirm Pensionable details. T55A form can be found here: [T55A Form](#)

Please note if a member leaves the Pension Scheme within your Practice, and comes back, either within a few weeks or even a year, we still need the T55A Form to end the old period of Pensionable Employment and a new J2 Form to start the new period of Pensionable Employment.

Please note that we should receive these Forms before the year end GP55A Form is submitted. The member should also be given a new line on the GP1 incorporating GP55A Form if they return within the same year.



4. Annual Benefit Statements for Practice Staff (ABS22)

As a reminder, the ABS22 Statements are now ready for members where the below criteria are satisfied.

Where the GP55A 21/22 Form has been received and verified as correct, the information has now been uploaded to individual staff records and the Annual Benefit Statement 2022 (ABS22), for each active Scheme Member has been produced.

The 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](#).

Where the Annual GP55A Form has been received after the regulatory deadline of 31st May 2022, or where an outstanding query on an earlier submission has been raised but remains unanswered the ABS22 is not guaranteed to have been 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.

Practices should direct members to [Login - Altair Member Self-Service \(hscni.net\)](#) for members to log in and access their Member Self Service dashboard. Practices should direct new members to [Sign Up - Altair Member Self-Service \(hscni.net\)](#) for them to sign up to the service.

Please note that members cannot sign up to Member Self Service until we have received and processed their J2 form. This can take up to 8 weeks after the practice submits the J2 Form.

5. Email Distribution

We email the Practice Managers regarding important information on the Pension Scheme and any updates and to query monthly returns. We generally use the Practice Manager email address from the Global Address List – this ensures that if a Practice Manager is off on leave or on an unforeseen absence that the email is still being sent to the Practice Manager account. If you are using a personal email address with an extension at your practice such as [firstname.lastname.Z00000@gp.hscni.net](#) we would request that you also check the generic Practice Manager email account such as [PracticeManager.Z00000@gp.hscni.net](#). This reduces queries regarding your remittance advice especially following adjustments in any month.

We currently manage 3 generic email accounts in addition to our own personal email accounts. The generic inboxes enable us to receipt submissions and help us to manage work flows and ensure that no emails for routine pension issues are being unanswered when team members are out of office for temporary or prolonged periods.



6. Focus On - New Contribution Tiers

As you are now aware, the Contribution Rates for Employees changed on 01/11/2022, there were 3 significant changes to the Employee Contribution Rates:

1. Contributions rates are now different % points
2. Tiers are now determined by Actual Pensionable Pay instead of WTE
3. Actual Pensionable Earnings across multiple employments are now combined to determine a members tier (employments across different employers are exempt from this in phase one only)

Practices should use the members Actual Pensionable Earnings for the previous year to determine each members new Contribution Rate.

If the member doesn't have a full year service in the Practice, or if any significant change has happened to the members rate of pay or contracted hours, the Practice should use the members annualised earnings instead.

The tiers in Phase 1 are based on the following thresholds:

Tier	Pensionable Earnings	Contribution rate from 1 November 2022 until introduction of phase 2
1	£0.00 - £13,231.99	5.1%
2	£13,232.00 to £15,431.99	5.7%
3	£15,432.00 to £21,478.99	6.1%
4	£21,479.00 to £22,548.99	6.8%
5	£22,549.00 to £26,823.99	7.7%
6	£26,824.00 to £27,779.99	8.8%
7	£27,780.00 to £42,120.99	9.8%
8	£42,121.00 to £47,845.99	10%
9	£47,846.00 to £54,763.99	11.6%
10	£54,764.00 to £70,630.99	12.5%
11	£70,631.00 and over	13.5%

Phase 1 Contribution Rates



6. Focus On - New Contribution Tiers - cont

The Contribution Tiers on the table below show the thresholds and rates effective in Phase 2 in 2023 (date to be confirmed)

Phase 2 Contribution Rates

Tier	Pensionable Earnings	Contribution rate from introduc-
1	£0.00 - £13,231.99	5.2%
2	£13,232.00 to £22,548.99	6.5%
3	£22,549.00 to £27,779.99	8.3%
4	£27,780.00 to £42,120.99	9.8%
5	£42,121.00 to £54,763.99	10.7%
6	£54,764.00 and above	12.5%

Arrangements over the Christmas period

Please note HSC Pension Service will be closed over the Christmas period on the following dates:

26th December

27th December

Phones are off on 28th December, but emails will be answered

2nd January

The Practitioner Team would like to take this opportunity to convey our appreciation for your ongoing support and co-operation over the last year. We wish you all a safe and Happy Christmas period and we look forward to working with you again in 2023.



7. 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

