



HSC Pension Service

Business Services Organisation

Provided by

HSC Pension Service

**Welcome to the
HSC Pension Service
Member Newsletter**



This newsletter is for all active and deferred members of the HSC Pension Schemes and contains important information about your HSC Pension Scheme Benefits

January 2020



One to One Consultations

One to one pension consultations have proven very popular and have been in very high demand. As a result these are fully booked, for the most part, up to the end of March 2020.

HR will issue communication to all staff once dates for the new financial year are available to book. Please submit/re-submit your request form via 1to1@hscni.net when said dates are released. Applications received prior to dates being released by HR **will not be actioned**

The Southern Trust has a different Application Process and all one to one consultations are booked through HR using pension.sessions@southerntrust.hscni.net.

N.B In the last quarter 23 one to one consultations were not attended and no prior notice given to HSC Pension Service. As these appointments are in such high demand, it is important to inform us (by email or telephone) if you are unable to attend. This allows us to allocate the appointment to another member of staff.



Pension Application - Reminders

HSC Pension Service would just like to re-iterate the Pension Application process and the timescales involved.

In order to apply for your pension you must complete an AW6 form (Application for Scheme Retirement Benefits). Form AW6 is available from the “scheme forms” section of our website www.hscpensions.hscni.net. Please ensure you use the version currently available from the website.

Forms should be completed and submitted to your employer **no less than 4 months** prior to your intended retirement date.

When you complete your application form, it is sent by your employer to the Payroll Pensions Team (PPT) who will accurately calculate the pensionable pay used to calculate your pension benefits.

Applications are accepted and administered in order of date received by HSC Pension Service. Our service level agreement states that HSC Pension Service administration team will administer your pension within 3 months of receiving your application form i.e. we have 3 months from the date the completed AW6 and all appropriate information is received from the PPT. Therefore, it is of the utmost importance that members adhere to the 4 month timeframe to help ensure your pension benefits are paid on time.



Annual Allowance Update

In our last Newsletter we informed members of how we were establishing our new Annual Allowance Team to deal with all current and outstanding Annual Allowance queries.

This team has now been fully implemented and have been making good progress in resolving queries.

We have also made the Annual Allowance data view available to members via the Member Self-Service (MSS) portal which provides Pension input history for the last 6 years. This data view is a 'Live' representation of your Annual Allowance figures. If you have submitted a query you may see these figures change as we are working on your record. Once your calculations have been completed and verified, a member of the Team will email you to confirm and you can then view the final outcome.

If you would like to contact the Annual Allowance Team please call 02871 319111 option 5 or at AAqueries@hscni.net



Are Your Personal Details Up to Date?

If you have a change to your personal details, e.g. you have moved house or your marital status has changed then you should, in the first instance, update via HRPTS. You can also forward details to: hscpensions@hscni.net.

Employers send information on a monthly basis to HSC Pension Service which updates your pension record electronically. Therefore, if HRPTS does not hold your most recent address, marital status or name, the out of date information will overwrite any previous updates to your pension record.

Transfer of Pension Benefits

If you have recently joined HSC NI and wish to move previously built up pension rights to the HSC Pension scheme you need to let us know by completing an [Application for Transfer In of Pension Rights](#).

You will also find the [Transfer in Guide](#) informing you of what pension rights that you can transfer and the rules that apply.

The most important thing for you to remember about transferring in your pension is that you only have **12 months** from the day you join the HSC Pension Scheme to apply. Please remember that if you confirm on your Joiner Questionnaire you have service you wish to transfer this does not equate to a transfer request. The Joiner Questionnaire is returned to HR and will not be sent to HSC Pensions so you must follow the guidance above to ensure your Transfer is actioned.

HSC Pension Service recommends that you consider taking independent financial advice before making a decision about transferring benefits.



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 (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: john.coyle@hscni.net

