



# McCloud data collection exercise

## McCloud data collection template notes

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## Introduction

This document accompanies the McCloud LGPS data collection template (excel spreadsheet), key bullet points and Q&A for employers. The notes contain a description of each data field.

Within the template there are two worksheets titled:

- 1) Part-time hours data
- 2) Service breaks data

## Data upload

The Fund's pension administration software supplier (Civica) are in the process of developing upload facilities that will allow employers, to upload the hours and service break data directly to the pensions software system via the Employer Web Portal or Employer Hub.

## Data collection

Data should be provided for all employees who were active members of the LGPS on:

- 1<sup>st</sup> April 2014 or who were active any time after this date, for members of the LGPS in England & Wales,

in respect of each member to each year-end date. If the member left active membership of the scheme before the year-end date, then to the date of leaving active membership. Where the member leaves and re-joins active membership, this should be included on the submitted .csv data file.

This data needs to be provided as below:

- 1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2021 – via the standard data collection file and uploaded via the employer portal by 31<sup>st</sup> October 2021
- 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022 – via the standard data collection file and uploaded via the employer portal by 31<sup>st</sup> May 2022.

The Fund will continue to collect this data post 31<sup>st</sup> March 2022, and this will need to be submitted via the monthly submission process.

## **The 80/20 rule**

The McCloud LGPS data collection template aims to make the data fields as generic as possible. It uses the Pareto Principle more commonly called the 80/20 rule. The general point is that the template will collect 80 per cent of the data leaving 20 per cent that will need data manipulation. Consequently, it is envisaged that there will always need to be some form of data manipulation before the data can be uploaded to the pensions administration system.

## **Variable-time and casual members**

A variable-time employee is an employee whose contract of employment provides that they are a variable-time employee for LGPS purposes, and whose pay is calculated by reference to their duties or whose duties must only be performed on an occasional basis. A part-time employee is not a variable-time employee.

Casual employment is where an employee is only guaranteed work when it is needed, and there is no expectation that there will be more work in the future. During periods when the employee is not working for the employer, the two parties have no active relationship, and neither one has any obligation toward the other. Casual employees are only compensated for time worked.

## McCloud LGPS data collection notes

Tables 1, 2 and 3 provide examples of how to complete data fields 15a and 15b, 19a and 19b where the member is part-time or term-time. This data is mandatory and is required to enable the Fund to update the service history record for each member.

Table 4 sets out a description of all the data fields (1 to 21). This is to help employers and payroll providers understand what data should be input to each field within the template. It explains how the data should be formatted and what the expected values are.

Data fields 1 to 11 are generic to all worksheets. They are needed to identify the individual on the pensions administration system and are required for all interfaces.

Where a member has more than one post, the template should be completed in respect of each post under the relevant member reference and payroll reference numbers.

Data fields 12 to 15b and 16 to 21 are specific to each worksheet.

### What is meant by part-time hours data?

LGPS regulations define a part-time employee as an employee who is neither a whole-time employee nor a variable-time employee. So, this means for pension purposes any employee who does not work whole time and is not variable-time, is a part-time employee. This includes employees who work whole or part-time term-time. Another point to consider is that the standard weekly working hours, holiday entitlement and term-time weeks per year, vary across employers within the scheme.

Each time the member's part-time percentage or fraction changes a new service line of data should be included to the data collection template. This will generally be when a member changes their working hours, though it may also occur when they achieve a certain amount of continuous service and therefore an increased holiday entitlement.

**Example 1** - member works 18 hours part-time and their whole time equivalent is 36 hours. The data fields should be completed as follows:

**Table 1 - part-time data example 1**

	Data field 14	Data fields 15 & 19 – only to be completed if data fields 15a & 15b, 19a & 19b are left blank	OR	Data fields 15a & 19a - only to be completed if data fields 15 & 19 are left blank	Data fields 15b & 19b - only to be completed if data fields 15 & 19 are left blank
<b>Example 1</b>	P	50.00		18	36

### What is meant by service break data?

Service break data is needed for all periods of authorised unpaid leave, trade disputes and unauthorised leave. Authorised unpaid leave, for this purpose, includes:

- any period of unpaid additional maternity or adoption leave, generally from week 40 to week 52, but may start from week 27
- any period of unpaid shared parental leave
- any period of unpaid parental bereavement leave
- any period of unpaid leave the member chooses to take, for example, time off for a sabbatical or where a member who works in a school wishes to take leave in term-time

Do not include service break data for sickness absence, ordinary maternity or adoption leave (first 26 weeks of leave), paid additional maternity or adoption leave (generally from week 27 to week 39), paternity leave, reserve forces leave (where the employee elects to remain in the LGPS), paid shared parental leave or paid parental bereavement leave.

**Table 2 McCloud data collection notes**

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
Generic data to each worksheet	1	NI Number	National Insurance Number of the member.	Alphanumeric (for example: AB123456A)	Not applicable
	2	Surname	The surname of the member.	Alpha (for example Smith)	Not applicable
	3	Forename	The forename of the member.	Alpha (for example Jack)	Not applicable
	4	Date of Birth	The date of birth of the member.	DD/MM/YYYY	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	5	Employer Identifier	This is the unique identifier for an employer provided by the Fund.	Alphanumeric (for example 008)	Not applicable
	6	Employer name	Name of the member's employer.	Alpha (for example Blackpool Council)	Not applicable
	7	Pension ref number	This is the member's unique pension reference number.	Alphanumeric (for example 12345678)	Not applicable
	8	Payroll ref 1	This is a unique identifier. Normally, this is the employee's payroll or post number with the current employer.	Alphanumeric (for example 123456 or 12345A)	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	9	<i>Payroll ref 2</i>	<i>This is a 2<sup>nd</sup> unique identifier where relevant.</i>	<i>Alphanumeric (for example 123456 or 12345A)</i>	<i>Not applicable- do not populate, leave blank</i>
	10	<i>Payroll ref 3</i>	<i>This is a 3<sup>rd</sup> unique identifier where relevant.</i>	<i>Alphanumeric (for example 123456 or 12345A)</i>	<i>Not applicable – do not populate, leave blank</i>
	11	Status	Indicates whether the individual is an active contributing member of the scheme or ceased contributing and has left active membership of the scheme (this includes members who have opted out of the scheme).	Alpha (1 character only)	C =Contributing N = Non-contributing



Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
Part-time hours data in relation to the unique payroll reference	12	Date hours started	Indicates the start date for the period of hours. If the member's hours have changed there will be a start and end date for each hours change.	DD/MM/YYYY	Not applicable
	13	Date hours ended	Indicates the end date for the period of hours. If the member's hours have changed there will be a start and end date for each hours change.	DD/MM/YYYY	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	14	Part-time indicator	<p>Indicates whether the member is in part-time employment (part-time employment includes any whole-time or part-time term-time employment). If the member's hours have changed there will be an indicator for each period of part-time working.</p> <p>If this data field is left blank, this indicates that the member is whole-time.</p>	Alpha (1 character only)	P = part-time (includes any whole-time or part-time term-time working) during this period of employment

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	15	<i>Part-time hours %</i>	<p><i>This field should only be filled where the part-time indicator is set to P and part-time hours are not shown as a fraction in data fields 15a and 15b.</i></p> <p><i>It should represent the percentage weekly part-time hours and include an adjustment for any whole-time or part-time term-time working.</i></p>	<i>Numeric (for example 50.00). Software suppliers may require this field to contain a specific number of characters (for example 50.0000)</i>	<i>Not applicable- do not populate, leave blank</i>

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	15a	Part-time hours numerator	<p>This field should only be filled where the part-time indicator is set to P and part-time hours are not held as a percentage in data field 15.</p> <p>It should represent the weekly part-time hours and include an adjustment for any whole-time or part-time term-time working.</p>	Numeric (for example 17.50).	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	15b	Whole-time equivalent hours denominator	<p>This field should only be filled where the part-time indicator is set to P and part-time hours are not held as a percentage in data field 15.</p> <p>It should represent the weekly whole-time equivalent hours.</p>	Numeric (for example 37.00).	Not applicable
Service break data in relation to the unique payroll reference	16	Service break start date	<p>Indicates the start date of the service break.</p> <p>The start date of the service break is the date from which the member ceased paying contributions on the pensionable pay they would have received but for the absence.</p>	DD/MM/YYYY	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	17	Service break end date	Where data field 16 is completed, data field 17 is the end date of that service break.	DD/MM/YYYY	Not applicable
	18	Reason for service break	Where data fields 16 and 17 are completed, insert the reason the member had a service break.  A = authorised unpaid leave.  B = Absent due to trade dispute.  C= unauthorised leave.	Alpha (1 character only)	A or B or C

	19	<p><i>Part-time hours % during service break</i></p>	<p><i>Only to be completed where data fields 16, 17 and 18 are completed, member would have been part-time but for the service break, and part-time hours are not shown as a fraction in data fields 19a and 19b.</i></p> <p><i>Where the member is part-time (includes whole-time and part-time term-time working), some pensions administration systems require the break in service to be recorded as the part-time hours that would have been worked but for the service break.</i></p> <p><i>If the member is normally part-time, indicate the part-time</i></p>	<p><i>Numeric (for example 50.00). Software suppliers may require this field to contain a specific number of characters (for example 50.0000)</i></p>	<p><i>Not applicable - <b>Do not populate, leave blank</b></i></p>
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Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
			<i>percentage and include an adjustment for any whole-time or part-time term-time working, that would have been worked but for the service break.</i>		



Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	19a	Part time hours numerator during service break	<p>Only to be completed where data fields 16, 17 and 18 are completed, member would have been part-time but for the service break, and part-time hours are not held as a percentage in data field 19.</p> <p>If the member is normally part-time, indicate the part-time hours numerator and include an adjustment for any whole-time or part-time term-time working, that would have been worked but for the service break.</p>	Numeric (for example 0.00).	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	19b	Whole-time equivalent hours denominator during service break	<p>Only to be completed where data fields 16, 17 and 18 are completed, member would have been part-time but for the service break, and part-time hours are not held as a percentage in data field 19.</p> <p>If the member is normally part-time, indicate the whole-time hours denominator and include an adjustment for any whole-time or part-time term-time working, that would have been worked but for the service break.</p>	Numeric (for example 37.00)	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	20	Did member elect to purchase lost pension in full?	Where the absence is due to service breaks A or B, the member must purchase lost pension in full to remain protected for the underpin, final pay and 85-year rule.  Indicate whether the member elected to purchase lost pension in full.	Alpha (1 character only)	Y = member elected to purchase lost pension purchase in full  N = member did not elect to purchase lost pension in full
	21	Did member complete the contract?	If 'Y' is the answer to data field 20, indicate if the member completed the contract.	Alpha (1 character only)	Y = member completed the contract  N = contributions ceased before contract end date

## Disclaimer

The information contained in this note and accompanying McCloud LGPS Data Collection template has been prepared by the Local Government Association (LGA) on behalf of the Scheme Advisory Board (SAB). It was produced in conjunction with the McCloud implementation group ('the Group'). It represents the views of the Group and should not be treated as a complete and authoritative statement of the law. Readers may wish, or will need, to take their own legal advice on the interpretation of any piece of legislation. No responsibility whatsoever will be assumed by the LGA, SAB or the Group for any direct or consequential loss, financial or otherwise, damage or inconvenience, or any other obligation or liability incurred by readers relying on information contained in this note or accompanying template.