EMPLOYER HUB QUICK GUIDE

EMPLOYER CONTACTS SSRS REPORT

To access a list of the contacts that the Fund holds for your organisation, please follow the steps below. If, after running the report, you find that contacts require updating, please contact WMPFEmployerLiaison2@wolverhampton.gov.uk to request a contact update form.

We recommend routinely checking that the contacts for your organisation are correct, to ensure that important updates and information from the Fund reach the correct person.

The following contacts are required by WMPF:

CONTACT TYPE	DETAILS
EMAIL	**Employer Email Contact** Principal contact for day-to-day queries on pension scheme members and monthly submissions which cannot be answered by the payroll provider. This must be a contact at the organisation and not a third-party payroll provider
FINANCE	**Finance Contact** Principal contact for dealing with covenant strength/reviews, accounting disclosures (FRS102/IAS19), and contributions payable
IDRP	**Stage 1 Internal Dispute Resolution (IDRP) Nominated Person** Named individual responsible for the formal dispute resolution procedure when a member is unhappy about the first instance decision relating to their pension rights
PAYPROV	**Payroll Provider Contact** Principal contact dealing with payroll and monthly data submissions, and any queries in relation to these
VAL1	**Strategic Decisions/Actuarial Valuation Contact** Principal contact for planning and directing your organisation's strategy and goals, dealing with actuarial valuation results, etc. This must be a contact at the organisation and not a third-party payroll provider
MATHO	**MAT Head Office Contact** (academy trusts only) This individual should have the authority to make strategic decisions regarding the MAT
INVOICE	**Invoicing Contact** Principal contact at the organisation who would be responsible for the payment of invoices

1. After logging into Employer Hub, click on the SSRS Reports tile located on the home page

2. Click on List of Employer Contacts

3. Click on the drop-down arrow adjacent to the Employer(s) box

4. Select the employer(s) that you would like to run the report for. Note that more than one employer can be selected
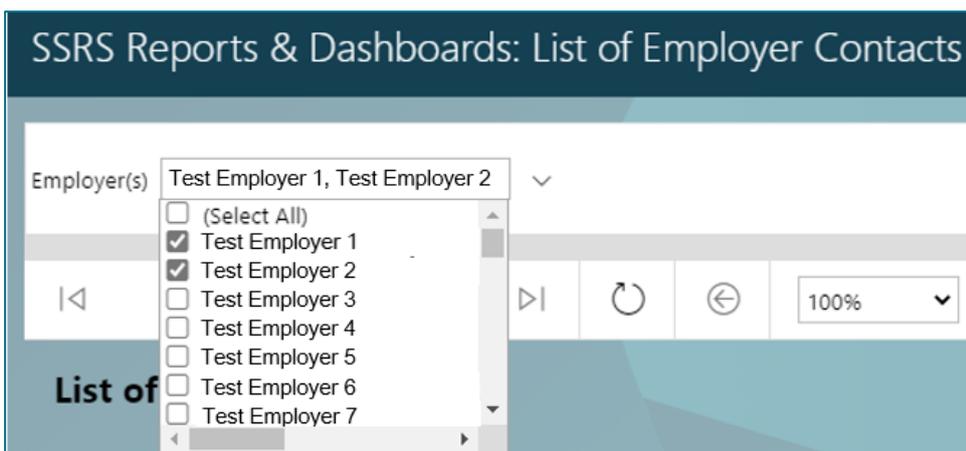
5. Click on View Report

6. The report will be produced in Hub with the following headings:

EMP REF	EMPLOYER NAME		CONTACT TYPE	PAYROLL PROVIDER	FORENAMES	SURNAME	JOB TITLE	
EMAIL 1		EMAIL 2	TEL NO	MOBILE TEL	WORK TEL 1	WORK TEL 2	OTHER TEL	

7. You can export your report into a more accessible format by clicking on the disk symbol and selecting your preferred file format. Excel is recommended for flexibility and data filtering.

Word

Excel

PowerPoint

PDF

TIFF file

MHTML (web archive)

CSV (comma delimited)

XML file with report data

Data Feed
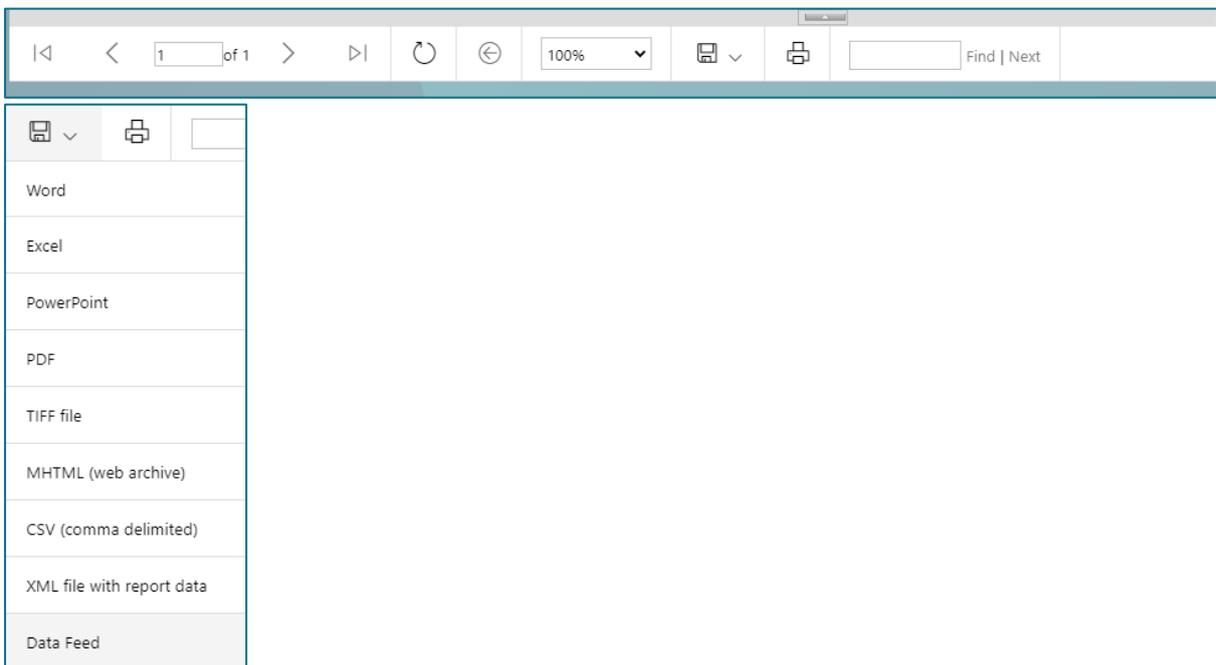
Contact us

If you have any queries in relation to the above, the triennial valuation, or any other aspect of Employer Hub, please do not hesitate to contact us:

- Raise an Employer or Member specific query
- General queries: wmpfemployerliaison2@wolverhampton.gov.uk
- Valuation queries: wmpfemployervaluation@wolverhampton.gov.uk
- Raise a query via Employer Hub
- Call us: 0300 111 6516