

Employer Self-Service (ESS) Full Guide VERSION 1.6, 25/01/2024

West Midlands Pension Fund

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Section 1: Introduction to ESS

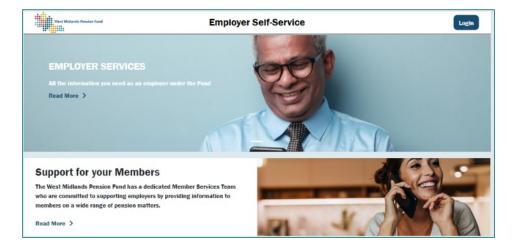
Employer Self Service (ESS) is the platform through which employers and payroll providers conduct pensions administration with West Midlands Pension Fund (WMPF). It facilitates the transmission of information between employers and WMPF, and provides real-time management information.

Logging In

Access to ESS is through the Fund's website: <u>https://www.wmpfonline.com/employers/employer-self-service</u>

Home About us Members Employers Investments Ca	areers News Contact us	EMPLOYER SELF-SERVICE LOGIN
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When uploading any files onto Employer Self-So special characters including apostrophes, full so name.	tops and commas into the file our organisation's bulk member data.	Employer Self-Service Acceptable Usage Policy

Click the Login button in the top right-hand corner:



Enter your login details (username and password) and click 'Continue'.

Continue



If you have forgotten your username and/or password, click on the relevant link and you will be prompted to enter your email or username. You will then be emailed your username or a link to reset your password.

Passwords must comprise the following:

- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one symbol (please note * and ! are not accepted)

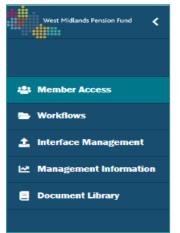
Layout

After logging in you will be directed to your ESS page. The menu on the left-hand side of the page allows you to navigate through the following options:

- Member Access: allows the user to search for members, view details about their records, and run calculations.
- Workflows: allows the user to start new workflows, search for and view existing cases, and reallocate cases if they are a Super User.
- Interface Management: allows the user to submit Interface files (Monthly Submissions, Standard Interfaces and Exit Interfaces). It also displays doughnuts which show details of previously submitted interfaces, including errors and dates of submission.
- Management Information: allows the user to view employer information, details of submitted interface files, workflow statistics, and details of active members.
- Document Library: contains links to useful documentation, for example links to guidance documents, M1 forms etc.

Member Access

The Member Access tab allows you to view member records and run calculations for members.





You can search for members using the search bar at the top of the page:

Search members	8 Q

You are able to search for members using surname, National Insurance number, member reference number, or payroll reference number. Partial searches are acceptable.

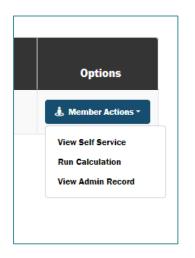
Clicking the magnifying glass with no search term in will return all of the members that you have access to as an employer or payroll provider user.

From these member records you can perform several actions by clicking on the "Member Actions" button on the right-hand side of each line in the "Options" column.

Weasley					0 Q					?		
records found for Weasley								Select Columns		~		0-1
Filter/Sort										-		Options
DOB:	Select	DOB				Dept:	Select Dep	artment	~		ľ	& Member Action
Pay Point:	Select	Pay Point		~		Location:	Select Loc	ation	~			
Scheme:	Select	Scheme		~		Category:	Select Cat	egory	~			& Member Action
DOB From:	Select	DOB From				DOB To:	Select DO	3 То				-
T Filter Clear Filter]											A Member Action:
howing 1 to 4 of 4 entries												🔥 Member Action
Pay No Name	NI No	Member No	DOB	Dept	Location	Pay point	Scheme	Category	Opt	ions	/ ι	
1107109 WEASLEY	NA366573C	80111400	12 Oct 1973				West Midlands Pension Fund	Local Govt CARE (Full)	& Membe	Actions -	/	
1107120 WEASLEY	NL356573C	80111411	27 Feb 1971				West Midlands Pension Fund	Local Govt CARE (Full)	🎄 Membe	Actions -		
1107121 WEASLEY	NM376573C	80111412	10 Aug 1957				West Midlands Pension Fund	Local Govt CARE (Full)	& Membe	Actions -		

From this drop-down you can:

- Run retirement estimates for members (please see <u>Calculations</u> below).
- View detailed membership records by clicking "View Admin Record" which will enable you to see the details held for the member by the Fund.
- See the details which the member can see on their MSS (Member Self Service) account.





View Admin Record

Selecting the "View Admin Record" option will open a selection of member views in a new tab on your browser.

									Category
00377645	WMPFANON	AA842103B	08 Jan 1968	30842103	UNKNOWN (Birmingham CC)			West Midlands Pension Fund	Local Govt CARE (Full)
Member Recor	d View								
Personal Detai		Salary Start D	ate	Salary	End Date	Basic Salar	у	Salary Rate 1	
Member Bas		01/04/2021		31/03	/2022	21695.00			
Address Deta	alls ontact Preferences	01/04/2020		31/03	/2021	20903.00			
Salaries and Se		01/03/2020		31/03	/2020	20344.00			
Service Histor	-	Member Nur	nber			30842103			
Salary Histor		Salary Start	Date			01/04/2021			
Scheme Year	r History	Salary End D	ate			31/03/2022			
Documents		Basic Salary				21695.00			

Clicking on each link will allow you to view the relevant information. In the example above the member's salary history is displayed. Please note that member records cannot be edited from this view.

Note: a member's hours history is a summary of their part-time hours only (if applicable). If a member has no part-time hours, no hours will be recorded, and if a member has alternated between full- and part-time hours, only the part-time hours will be visible.

View Self Service

By selecting the View Self Service option, you can see the same details as a member can on their own MSS account.

Your Details				
Your personal details				^
Member Number:	80111402	Date Joined Scheme:	1/4/2017	
Current Status	Active	Date Pensionable Service Commenced:	1/4/2017	
Surname:	GRANGER	Scheme Retirement Date:	26/8/2039	
Forename:	HERMIONE	Salary: (Hold to show)	Hidden	
First Middle Name:	JEAN	Gompleted Nomination Form?:	No	
Second Middle Name:		Marital Status:	Single	
National Insurance Number:	NC555573C	Mantal Status.	Single	
Date of Birth:	26/8/1972			
Date Joined Company:	1/4/2017			
Staff Number:	1107111			
Your contact details				
Your communication preference	*5			~
Your service details				Ý

You are able to view the member's personal details, contact details, communication preferences, service details and hours details (part-time hours only).

Please note that these views are not editable: any changes to these details *within the scheme year* should be communicated to the Fund via a <u>Standard Interface</u>. Historic changes (outside of current scheme year) should be notified to the Fund by an <u>Admin Referral</u> workflow.



The Workflow Tab

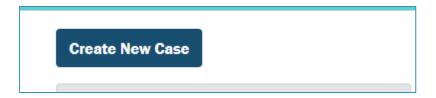
Launching Cases

There are a number of workflows that you are able to run that perform various functions in ESS. Once you have selected a workflow a case is created for you to work on.

The workflows available to launch are:

- ESS Employer Amend my Contact Details
 Allows a user to amend their own contact details for ESS note this workflow does not
 affect the contacts that WMPF holds for an organisation.
- **ESS Admin Referral:** Allows users to submit queries or documentation securely to WMPF about a member or employer and allows WMPF to respond directly to the case.
- **ESS Employer Maintenance View Only:** Allows users to view details (including valuation details) about the employers that they have access to.
- **ESS LGPS Employer Reporting:** Allows a user to run several reports in relation to the employers that they have access to.
 - Active List report: lists all of the current active member records that the user has access to.
 - **Monthly Submissions History:** lists details of monthly submissions that have been submitted for the employers that the user has access to.
 - **Monthly Submissions Warnings Received:** shows a list of warnings received regarding Monthly Submission files.
 - **Employer Workflows:** lists details of workflows currently open concerning specific employers.
 - Employer Cases Due Report: lists workflow due dates.
 - **Employer Membership Statistics:** gives details of the membership profiles of the employers you have access to.

To start a new workflow, click "Create New Case" at the top of the page.





Select the relevant workflow from the *Select Case Type* drop-down and then give your case a title. When entering the case title please be as clear as possible as this will make it easier to locate the specific case later.

Create case	×
Select case type	
Select case type	~
Enter case title	
	Cancel Create case

Once the selection has been made, click "Create Case". The relevant case will be created and you will be prompted to either begin working on that case or to create another.

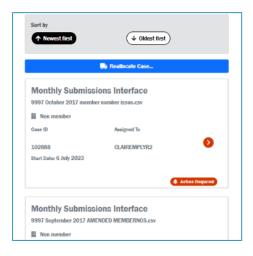
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I

The case will be searchable by case number so it may be wise to note this down to allow the Fund to assist you in case of any queries.



Viewing Cases

Cases you have created will appear in the Case Schedule on the left-hand side of the page as shown below:



The latest case created will appear first on the schedule with other cases arranged in order of time created with the oldest cases at the bottom.

It is also possible that cases will be created through other means; for example, an Employer Referral case sent to you from the Fund, or a Monthly Submissions case, or a retirement case generated by loading an Exit Interface file where documents can be uploaded (see below). These will appear in the schedule in the same way as cases created via the "Create New Case" option.

If you are attempting to locate a specific case you can search using the Filter and Search options at the top of the schedule. You will be able to search by case type, case status, or by the user the case is allocated to. You can also search by case number by typing this into the *Search* bar. Clicking "Submit" will refresh the schedule so that the case searched for appears at the top. Clicking "Clear" will reset the schedule.

Cases

Each case is represented by a case icon as shown below:

Test	Workflow	
盟 Non member		
	Test	
Case ID Assigned To	📕 Non member	
	Case ID Assigned To	
102860 MATTTEST	102860 MATTTEST	\mathbf{O}
Start Date: 6 July 2023	Start Date: 6 July 2023	

This icon will display the Case Type, Case Number and the date the case was started along with the current allocated user. It will also display the case status in the bottom right corner.



Any user from the same User Group can view the case by clicking anywhere on the icon.

Only Super Users are able to reallocate cases.

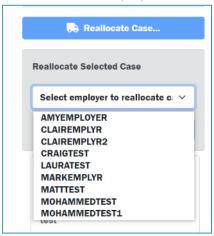
To reallocate a case select the "Reallocate Case" button under the filter options.

Reallocate Case	

You can then choose the relevant case to reallocate by clicking on the box to the left-hand side of each case, as below.

	PS Employer				
Reporti	ng				
test					
B Non member					
Case ID	Assigned To				
103130					
Start Date: 7					
	Action Required				
	Reporti test I Non men Case ID 103130				

Once the relevant case has been selected, you can reallocate the case by selecting the required user from the "Select employer to reallocate case" drop-down, then clicking "Reallocate".





Reallocate Selected Cas	se
CRAIGTEST	~
Cancel	Reallocate

The case will now be allocated to the selected user.

EDM (Electronic Document Management)

Note: Employer EDM is due to be delivered in an upcoming system update.

The Document Library

This tab is where you can access the Document Library. This is a secure repository of documents you may need to reference when performing pension administration duties, for example schemas for data submission and ESS guidance.

User Group Functionality

There are three types of User Group in ESS:

- Super Users have the highest level of access for employers and payroll providers. They will be able to launch workflows, view open cases, load interfaces and view member records. Organisations MUST have at least one Super User. The Fund recommends having at least two Super Users as a back-up in case of illness or unforeseen circumstances.
- Normal users will be able to launch workflows, view open cases, load interfaces and view member records.
- Read Only users will have access to view member records and view open cases but will not be able to launch workflows or upload interface files. It can be useful for an organisation to have Read Only users even if they use a third-party payroll provider to send data to the Fund, as it provides an avenue to monitor performance and make sure the organisation is meeting its statutory obligations.

Further guidance on General Navigation in ESS is available in our empty-room training video.



Section 2: Interfaces

The Interface page is where a user can submit files to the fund. There are three types of interface files that can be submitted: Monthly Submissions, Standard Interface files, and Exit Interface files. The schemas for each of these files can be found on our <u>website</u> under 'Guidance' and go into detail about file layout and contents.

You may find this illustration below useful to help you ascertain which type of interface to submit:

INTERFACE SUMMARY



File Type	Purpose	Notes
Monthly Interface	For the submission of earnings and contributions data for active members, notification of joiners to the scheme, and immediate opt-outs (i.e., those members that have opted out of the scheme within three months of joining and have been refunded through the payroll).	Uses existing file layout, but the header row must be left in. Please replace your existing file header with the one provided. <u>Member data changes must not be submitted</u> <u>through the monthly interface file.</u>
Standard (S10) Interface	For the submission of any changes to a member record, such as change of name, marital status, address, service breaks, hours changes. Replaces S10 process in Employer Hub.	Multiple changes can be submitted for a member, but there must be one line per data type (e, g., change in name and marital status on one row with record type 'PD', and change of address on the next row with a record type of 'COA'.)
Exit Interface	For the submission of all leavers with the exception of immediate opt-outs (see monthly interface). Replaces S4 process in Employer Hub.	Multiple leaver types can be submitted on one file. Retirements and Death in Service where documents are required will start a document upload process against the relevant member(s).

- Monthly Submission files are how the Fund must be notified of new joiner details (within six months of their joining date)*, earnings and contributions data, additional payments, and opt-outs within three months (refunded through payroll).
 Employers are required by the Pension Administration Strategy (PAS) to submit this data to the Fund by the 19th of the month after the relevant contribution period.
- Exit Interface files are how the Fund is notified of leavers whether these are retirements (including ill health), refunds, death in service or deferments.
 Please note that any members opting out in the first three months of joining, but that have not left employment, should be reported on the relevant Monthly Submission file, not via an Exit Interface.
- Standard Interface files are submitted to update member records with the latest information, including changes in hours, personal details, payroll reference numbers, etc. within the scheme year. Historic updates (outside of the current scheme year) should be submitted via Admin Referral workflows.

*Please contact the Fund at <u>WMPFEmployerSystemSupport@wolverhampton.gov.uk</u> if you have historic joiners (those more than six months after their date of joining).



Please note that file names for interfaces must not contain full stops or special characters (apostrophes in particular) because these will prevent the interface file from loading.

The Interface Management page also contains a number of "doughnuts" which summarise the status of the three different interface types submitted by your organisation at a glance.

West: P&dande Frenien Fund 🔾	📩 Interface Manager	nent			
Monther Access Monther Access Monther Access Monther Access Interface Management	Interface Beleat an Interf type	aoc type ~ D			u 6 8 ?
Decument Library		\bigcirc	\bigcirc	\bigcirc	
≟ Claire Employer i≠ Legout	Total Successful Advisory Exoluded Errors	0 0 0	0 0 0	0 0 0	0 0 0 0

Selecting the desired interface will load the relevant doughnuts and give an immediate visual indication of any actions that need to be taken:

West Michards Persian Food	🤹 Interface Manager	nent			
Member Access Workflows Interface Management Management Information	Interface Monthly Sobma	iina v D	include clean files?	·	u 4 6 ?
E Decamant Library	C' Hefrsch Data	0	0	\bigcirc	
	Total	0	0	0	0
	Advisory	•	0	0	•
🛓 Claire Employer	Excluded	0	0	0	0
6+ Legout	Errors	25	25	0	۰



The doughnuts and table show that there are errors on the previously uploaded Monthly Submission files and therefore action to correct the errors must be taken by locating the relevant workflow in your schedule and viewing the error reports (please see <u>below</u>).



Once all errors and warnings are resolved through the relevant workflow, the doughnuts will show the file as successful and will appear in green, as above.



Uploading Interface files

Monthly submissions

Please note that the deadline for each monthly submission and payment of contributions is the 19th of the following month. Please also note that monthly submission files must be loaded sequentially; for example, you could not load the April 2024 file without successfully loading your March 2024 file.

The <u>Monthly Submission Schema Pack</u> provides a template for your file along with detailed information about how to complete your file.

The first step in uploading a Monthly Submissions file is to click on the Interfaces tab on the menu on the left-hand side of the ESS page then select "Monthly Submissions" from the "Interface type" drop-down menu.

1. Interface Management						
lut of a						
Interface type	Select an interface type V					
	Select an interface type					
	Monthly Submissions					
	Exit Interface Standard Interface					
	Standard Interface					

The "Upload Files" button will then become active. Please make sure the file has been saved as a CSV (comma delimited) file as otherwise it will not upload.

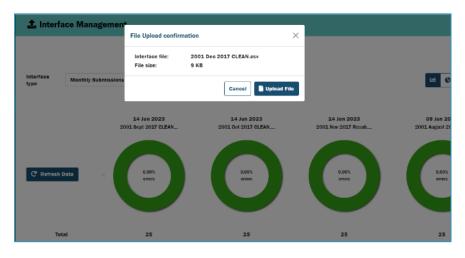
Water Midlands Pension Fund	🛨 Interface Management 🛛 🔍										
🖏 Member Accuss	Interface		Include clean files								
Directions	type Monthly Submit	sions 🗸 🖸	Include clean files?		😐 🔇 ն ?						
1 Interface Management											
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E Document Library				and the set manner	and regard about the						
	C' Refresh Data	azers	0.355 etter	6.375 8789	6.375 erss						
	Total	25	25	25	25						
	Successful	25	25	25	25						
	Advisory	0	۰	0	٥						
🛓 Clarre Employer	Excluded	۰	۰	۰	٥						
6 Logout	Errors	۰	۰	۰	•						

Click this button and choose the relevant file from the folder pop up.



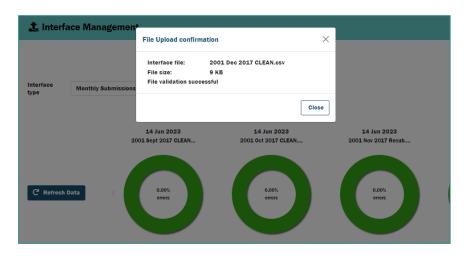
Open					×	
→ × ↑ <mark>-</mark> «	system transition > Employer comm	s > 05. Training > 3. Data Submi	ission > V 진	🔎 Search 3. Data	Submission	
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Quick access	Name	Status	Date modified	Туре	Size	
Desktop 🖈	Loaded	2	14/06/2023 16:24	File folder		
Downloads	Schemas_Validations	Ø	13/06/2023 17:34	File folder		
•	2001 Dec 2017 CLEAN.csv	\odot	14/06/2023 16:23	Microsoft Excel Com	9 KB	
 Documents * Pictures * 	ESS Monthly Submission Slide	es June 2023.pptx 🛛 😂	14/06/2023 16:11	Microsoft PowerPoin	1,702 KB	
WMPF - Pens #						
*						
*						
*						
1. General Navig						
2. Estimates						14 Jun 2
-						2001 Nov 2017
3. Data Submissi						
-	· <				>	
Onebrive						
File	name: 2001 Dec 2017 CLEAN.csv			 All Files (*.*) 	~	0.00%
				Open	Cancel	errors
					.:	

You will be asked to confirm the upload. Clicking "Upload File" will upload the file and begin a new Monthly Submissions case. Alternatively, you can "Cancel" and start again, choosing a different file if necessary.



If at this point there are formatting errors with the file, for example if the headers have been entered incorrectly, error warnings will appear. These warnings indicate that the file needs to be checked and reuploaded. Please see Appendix 1 for a full list of these errors.





Once the file has been uploaded you will receive a confirmation as above. After clicking "Close", clicking "Refresh Data" will update the doughnuts to reflect the uploaded file:



Please note: If the relevant doughnut is reading "In Progress" the file is still validating. The file will only create a case once the file title has appeared at the top of the doughnut as in the examples to the left.

On uploading a Monthly Submission File a Monthly Submissions case will be created automatically and assigned to the user who uploaded the file. Navigate to the Workflows tab on the menu on the left-hand side of the page. The new Monthly Submissions case should appear at the top of the queue.

West Midlands Pression Fund	Workflows
	Create Nave Care
🖶 Member Access	Her & Security There's currently to case selected
🖴 Workflows	Sw Dam
🏩 Interface Management	Sotty
bt Management Information	This matching (+ Closer Inst)
E DocumentLibrary	
	Monthly Submissions Interface
	🖩 Non member
	CaseD AugendTo
	72515 CLAREWAPLYR 👂
	Start Date: 14 June 2023
	Action Required
	FCC Ashrine Defense 114 and Flance
	ESS Admin Referral Workflow
	圓 Nonmember
	Creel D Arrgred To
🛓 Caire Employer	72308 MOHAWMEDEMPLIR



Click anywhere on the case tile to open it. The following instructions will explain how to complete the case. If the case is not completed the Monthly Submissions file will not be sent to the Fund to be actioned.

Once opened the following screen will appear. Please make a note of the Case ID as this will aid in finding the active case at a later date if necessary.

Three files will be made available for you to download as shown below.

The first two files are summaries of the validations which have been run against the file, whereas the final file under "Employer Validations Breakdown" contains a breakdown of any errors present on the file. The Employer Validations summary PDF contains a list of all successfully run validations. The "Employer Validations Summary" xlsx file contains a list of all the validations run against the file and also identifies any validations that have been failed.

The "Employer Validations" xlsx file under "Employer Validations Breakdown" contains a description of any validations failed on each line of the uploaded file. This will display a list of all the errors and warnings which need to be reviewed and corrected as below.

Case ID : 72315
Employer Warnings
Row Count 25 rows of data are in the submitted file
Validation Reports Employer Validations Summary (pdf):
Employer Validations Summary (xlsx): Employer ValidationsSummaryxlsx Employer Validations Breakdown: Employer Validationsxlsx

Click on the file to download to your device. We would recommend that this file is saved to a specified location on your device so that it can be referred to when correcting your original file.



Once opened the file will look like this:

AutoSa	ave 💿 🛛 🖟	g ′9 • ℃ - ഈ		tions (18).xls	к • Last Modi	fied: Just now 🗸	₽ Sear	ch (Alt+Q)				Knott 👰	æ
File	Home in	isert Page Layou	t Formulas Dat	a Revie	w View	Developer	Help Po	wer Pivot				ç	🖓 Com
Paste	Arial → B 1	- 10 ⊂ U - ⊞ - <u>&</u>	- A^ A = = = - <u>A</u> - ≡ = =	≫ - ⊡ ⊡	^{ab} c₩rap Te		Sensitivity		~ 00. 00.	Conditional Format as Cell Formatting ~ Table ~ Styles ~	Insert Delete Format	$\begin{array}{ccc} \Sigma & \bullet & \mathbf{A} \\ \hline & & Z \\ \hline & \bullet & \bullet \\ \hline & \bullet & \bullet \\ \hline & \bullet & \bullet \\ \hline & & Filter & \bullet \end{array}$	
Clipboa	rd ы	Font	rs.	Alignr	nent	5	Sensitivity	Number	۲۵	Styles	Cells	Editing	
A1 • : × ✓ fr Row Number													
	lumber 🗠 Emplo			NINo 🗠	Surname -		Payroll Number 🗠					Rating ~	-
2	2	2001	8000086	NT364573C	Black	17/06/1962		60036	Column X	- Main Section EE Contribution not as ex	pected based on Columns V and	d W Medium	
3	3	2001	8000088	WB366573C	Bones	20/09/1962	1107129	60036	6 Column X	- Main Section EE Contribution not as ex	pected based on Columns V and		
4	4	2001	8000075	NH316573C	Brown	01/08/1971	1107116	60036	Column X	- Main Section EE Contribution not as ex	pected based on Columns V and	d W Medium	
5	5	2001	8000073	NE866573C	Crabbe	02/12/1973	1107114	60036	Column X	- Main Section EE Contribution not as ex	pected based on Columns V and	d W Medium	
6	6	2001	8000082	NP396573C	Dumbledore	14/12/1968	1107123	60036	Column X	- Main Section EE Contribution not as ex	pected based on Columns V and		
7	7	2001	80000091	WE366173C	Dursley	17/08/1962	1107132	60036	6 Column X	- Main Section EE Contribution not as ex	pected based on Columns V and	d W Medium	
8	8	2001	8000074	NG966573C	Goyle	14/03/1971	1107115	60036	Column X	- Main Section EE Contribution not as ex	pected based on Columns V and	d W Medium	
9	9	2001	8000070	NC566573C	Granger	26/08/1972	1107111	60036	Column X	- Main Section EE Contribution not as ex	pected based on Columns V and	d W Medium	
10	10	2001	8000071	NC666573C	Longbottom	11/01/1959	1107112	60036	6 Column X	- Main Section EE Contribution not as exi	pected based on Columns V and	d W Medium	
1	11	2001	8000078	BK346573C	Lovegood	19/06/1965	1107119	60036	Column X	- Main Section EE Contribution not as ex	, pected based on Columns V and	d W Medium	
12	12	2001	8000089	WC368573C		21/11/1961	1107130			- Main Section EE Contribution not as ex			
13	13	2001	8000072	NE766573C	Malfoy	16/12/1965	1107113	60036	Column X	- Main Section EE Contribution not as ex	nected based on Columns V and	W Medium	
4	14	2001		NB361573C	McGonagal	06/04/1960	1107124			- Main Section EE Contribution not as ex			
15	15	2001		WC369573C	McLaggen	05/01/1957	1107131			- Main Section EE Contribution not as ex			
16	16	2001		NB326573C	Parkinson	19/01/1965	1107117			- Main Section EE Contribution not as ex			
7	17	2001		NJ336573C	Patil	02/07/1972	1107118			- Main Section EE Contribution not as ex			
18	18	2001		WA365573C		18/10/1966	1107128			- Main Section EE Contribution not as ex			
19	19	2001		NB466573C	Potter	14/12/1977	1107110			- Main Section EE Contribution not as ex			
20	20	2001		WE366273C	Riddle	08/07/1962				- Main Section EE Contribution not as ex			
21	21	2001		NS363573C	Snape	02/01/1955	1107126			- Main Section EE Contribution not as ex			
22	22	2001		NR362573C	Sprout	03/08/1980	1107125			- Main Section EE Contribution not as ex			
23	23	2001		NA366573C	Weasley	12/10/1973	1107109			- Main Section EE Contribution not as ex			
24	23	2001		NL356573C	Weasley	27/02/1971	1107120			- Main Section EE Contribution not as ex			
24	24	2001		NM376573C	Weasley	10/08/1957	1107120			- Main Section EE Contribution not as ex			
6	25	2001		NN386573C	Weasley	08/11/1979	1107122			- Main Section EE Contribution not as ex			
20	20	2001	0000001	MN300373C	weasley	00/11/19/9	110/122	60036	Column X	- main becauning contribution not as ex	pected based on Columns V and	and medium	
28													
20													_

There are two types of errors identified on the file. "Medium" errors (also known as "warnings") are prompts to review the data on the original file and correct on the original file if necessary. "Critical" errors will prevent the file coming through to the Fund, so any "Critical" errors will need to be corrected on the original file.

If any warnings, after review, are classed as "Errors" on the case, or if any "Critical" errors are present on the file, the case should be abandoned and the corrected original file reuploaded in the same way as a new Monthly Submission.

West Midlards Persion Fund	😂 Workflows	
	Action Required	Brigloyer Vallablanz Summary stear Timp oper Vallablanz Summary values
🖶 Member Access	ESS Admin Referral Workflow	Employer Valcations Braakdown
호 Interface Management 브 Management Information	Case D Assigned To 72308 MOHAMMEDEMPLYR	Impoyerbildebinsutor Warmings
E Doarment Library	Son Dese 14 June 2023	Plaza datada fite warning boowshould ba clased as Errors or fitting can be graved CalummX. Wait States EE Contribution not as expected based on Columns V and W#
	ESS Employer Maintenance - View Only I Nonmember Cont Angests	Etror (Etrore Abandon Abandon Vorldant * None Selected
	72274 CLAIREMPLYR Start Color: 14 June 2023 Action: Required:	Yes
Logost	ESS Admin Referral Workflow	No

If there are no errors on the file, you will then be able to submit the file to the Fund.

[If there are warnings in the file, you can choose to ignore them and the case will proceed, or you can (if required) choose to turn the warnings into errors, abandon the current case, go back to your source file to correct the errors, and upload your new file.]



Wost Hidlands Pension Fund	C Workflows	
	Action Required	Employer Validations Summary plant M Temp over ValidationsSummarv.tex
🛎 MenberAcces	ESS Admin Referral Workflow	Employer ValidationsSummary.xbx Employer Validations
🖿 Worldiows	Non member	Breakdown:
🛓 Interface Management	Case ID Assigned To	Employer Validations.utor
E2 Management Information	72308 MOHAMMEDEMPLYR D	Warnings
Document Ubrary	Sent Dese 14 June 2023	Please decide if the warnings below should be classed as Errors on if they can be larored
	Kalon Inquire ESS Employer Maintenance - View Only Monmember Cov 6: Addynet/fit 2224 CLAMEMPLYR Cov 5: CLAMEMPLYR COV	Column X. Mein Sozialon EE Contribution not as capacital based on Columne V and W* Brear Abandion Abandon Annoton World Soz [®] Reset Reset Note
Coire Employer	Action Required ESS Admin Referral Workflow	Yes No

Select "No" under "Abandon Workflow" and then "Next".

The final stage is to submit the file through to the Fund. The following page will appear:

Case ID : 72315	
Remittance for DEXTER'S ACADEMY2 (2001)	
Remittance Advice	
Remittance Advice	
RemittanceAdvice.pdf	
There are 25 rows of data included in this Remittance	
Employer Inputs	
Contribution Rate	
20.4	
Deficit	
Notes	
	<i>i</i>
Abandon	
Abandon Workflow?*	
None Selected	
Refresh	Submit to Fund]

Please note that the "Remittance Advice" pdf is NOT the Remittance Advice constituting proof that the file has been sent to the Fund. The file will NOT be sent to the fund until the "Submit to Fund" button has been selected.

Confirm that the employer contribution rate is correct and select "No" under "Abandon Workflow", then click "Submit to Fund". This will submit the monthly submission file through to the Fund and close the workflow. It will also produce a Remittance Advice document which will be stored in the Employer EDM (when available) under the relevant case number.

If there are any new joiners on the submitted file, an email will be sent to the user that uploaded the monthly data file to notify them that the joiner report (containing the new joiner reference numbers) is available to access in the Employer EDM (when available). You must ensure that the new reference numbers are added to the next monthly data file to ensure that you are able to load it.



You can also access membership reference numbers by running an Active List report.

If there are errors on the Monthly Submission file, download the error report that is produced, then abandon the workflow (by selecting "Yes" in the "Abandon Workflow" drop-down and clicking "Continue"). You must then rectify the errors on your original file and re-upload following the same steps as <u>above</u>.

There is also an option for you to download a resubmission file if your file contains errors: we would advise against going down this route and recommend following the 'Abandon Case' route as described above.

For further guidance on the Monthly Submission process, please see our training guide video.

Standard Interfaces

Any changes to member records (within the scheme year) should be submitted to the Fund via a Standard Interface. These include:

- Personal details changes
- Change of address
- Changes in contribution rate
- Change in section (Main or 50/50)
- Hours changes
- Breaks in Service

Please note that historic changes (relating to a previous scheme year) on member records should be submitted via an <u>Admin Referral</u> workflow.

The <u>Standard Interface Schema pack</u>, goes into detail about how to complete the file. Once your file has been created, it must be loaded as a .csv (comma delimited file) and submitted to the Fund to update the relevant member records.

Standard Interface files are loaded through the "Interface Management" tab in a similar way to monthly submission files. Select "Standard Interface" from the "Interface Type" drop-down and then click the Upload File button.

Interface type	Standard Interface		Include clean files?



A window will pop up for you to choose the file. When chosen, the following pop up will appear.

File Upload confir	mation $ imes$	
Interface file: File size:	9997 Standard Interface A Dumbledore name change 14 7 23.csv 1 KB	
	Cancel Upload File	

Clicking on "Upload File" will upload the file. Selecting "Cancel" will abort the upload so you can start again with a new file.

Once your file has been successfully uploaded you will receive a confirmation.

File Upload confir	mation ×	
Interface file:	9997 Standard Interface A Dumbledore name change 14 7 23.csv	
File size:	1 KB	
File validation suc	cessful	
2023	Close	

If there are any errors or warnings on the file once the validations have been run, the relevant doughnut on the Interface Management tab will update to show this.



After uploading the file, a workflow will automatically be created for you and will appear in your schedule.

Standard LGP		(o 14 7 93 oc)
Non member	face A Dumbledore name chang	;e 14 7 23.csv
Case ID	Assigned To	
150054 Start Date: 14 July 20	CLAIREMPLYR2	Ø
		In Progress

As with the monthly submissions workflow detailed above, you will need to complete this workflow before the Fund can process any member changes. As with the Monthly Submissions workflow, any errors will be flagged for you. These can be rectified outside ESS and the file resubmitted in the same way as for the Monthly Submission interface.

Please note that each type of change on a member record (e.g., Personal Details, Change of Address) will require a separate line on the Standard interface. For more details, please see the <u>Standard</u> <u>Interface Schema pack</u>.

Exit Interfaces

Exit interfaces are how you must notify the Fund of leavers. These can be opt-outs (after the first three months), deferments, retirements, and deaths in service. The <u>Exit Interface Schema Pack</u> provides a file layout and full details of how to complete your exit interface.

Our <u>Leaver Flowchart</u> explains how to notify the Fund of opt-outs or leavers. Please note that optouts within three months (those refunded through the payroll) should be notified to the Fund via a Monthly Submission interface, not an Exit Interface.

Exit interfaces are uploaded in the same way as the Monthly and Standard interfaces. Much like these interfaces, a workflow will be automatically created if there are errors in the file and will appear in your schedule once a file has been uploaded. You will be notified of any errors within this workflow, and they will also appear on the doughnuts in the Interface Management tab. You can rectify errors by abandoning the workflow, then correcting and resubmitting the file as detailed in the monthly submission guidance.

If you have specified on the Exit Interface that there are documents to submit (RB1/RB1D, for example), a document upload case will be launched and will appear in your schedule. You can upload a maximum of three documents, but you are able to combine all documents onto a single PDF. Please note that file names should not contain special characters (including apostrophes) and that zipped files are not accepted.

Further information on retirements is available <u>here</u>.





Section 3: Queries to and from the Fund

Queries to the Fund: the Admin Referral Workflow

The Admin Referral workflow allows you raise a query or submit historic data changes securely with the Fund. Any documentation that contains sensitive data should be submitted through this workflow.

This workflow allows you to:

- Ask employer or member-related queries to the Fund.
- Send bulk TUPE transfer files.
- Send bulk joiner files (for historic joiners only: new joiners should be flagged on the relevant month's monthly data file).
- Send documents securely to the Fund.

Starting the Workflow

You can start an Admin Referral workflow by selecting the "Create New Case" option in the Workflows tab and selecting "ESS Admin Referral" from the drop-down menu. You will also need to add a case title.

📥 Workfi	ows		
Create New	Case		
Filter & Sea	Create case	×	ntly no case s
To: Se ~	Select case type		
	Select case type	~	
Search:	ESS Admin Referral		
No Cases	Isource State Stat		-
	Cancel	🖬 Create case	

Selecting "Create Case" will create an Admin Referral case, which will then be visible in the Workflow tab. You will also need to enter a case title.

Please enter the Case Title in the format EMPLOYERREFERENCE# (Member number if applicable) DATE DD/MM/YY

For example: 9997 (80111415) 12/07/2023.

Clicking on the relevant case will launch the workflow. You can then follow the steps below.

When you launch the workflow, you will be given a brief description of what it is for. This will also display the Case ID. It is recommended that this is recorded so that the case can be found in the future if required.



rkflow Information his workflow allows you to raise a query with the dmin team. This could be a general enquiry or a		Start Employer Workflow			
dmin team. This could be a general enquiry or a	orkflow Informati	on			
uery which relates to a member. You will be able o upload documents as part of the process.	admin team. This could be query which relates to a me	a general enquiry or a ember. You will be able			

You will be asked if your query regards a specific member, or whether it is a query regarding your organisation. Either way, you must select the relevant employer from the first drop-down menu.

Employer *			
9997 - DEXTERS LTD		-	
lember (lf releva	nt)		
Employer or Member level?*			
Employer Case		·	
lentity Check (Mi	n 1.00 items	required)	
Member Number			
Forename			
Surname			
NI Number			
Date of Birth			
1st Line of Address			
Destanda			
Postcode			
rocess Option			
Select Action *			

You can then choose whether the query is at member or employer level.

Employer level queries

If the query is an employer level query please select Employer Case from the drop-down menu, then select "Search if Member or proceed for Employer". Clicking "Submit" will move the workflow onto the next stage.



dmin Contact Inputs		
Select Employer		
9997 - DEXTERS LTD		
Reason for Referral: *		
Missing General Information		
Message for Administration:		
you.		
Attach Documents If Uploading a Document Please Enter a Title. Title To Upload: Choose File No file chosen Rie 1 Title:		
File 2 to Upload: Choose File No file chosen File 2 Title:		
File 3 to Upload: [Choose File] No file chosen File 3 Title:		
Admin Case Options		

You should enter your query into the "Message for Administration" box to be reviewed and actioned. The "Reason for Referral" dropdown must be used to select a specific type of query.

You are also able to load up to three documents at this stage, by clicking "Choose File" and navigating to the appropriate file. Each file uploaded will require a title. Please make this as clear as possible.

If you need to upload more documents, you can do this by selecting "Upload Additional Documents" under "Admin Case Options", then clicking "Next". The workflow will loop back around so you can upload an additional three documents as above.

If you are satisfied with your query and have uploaded all the required documents, please select "Continue" under "Admin Case Options" and click "Next". The query will then be sent to the Fund for actioning.

dmin Case Options *	_		
Continue	· •		
	Reset	Next	_
	×	NEAL	
Upload Additional Documents			
Continue	1		

Member level queries

If the query is a member level query, select "Member Case" from the drop-down menu. You will need to enter some identifying information in the search fields. Please enter information in only one field as entering information in multiple fields will cause the workflow to error. Once information has been entered, select "Search if Member or proceed for Employer" in the "Select Action" drop-down, then click "Submit".

Admin Referral Workflow - Identity Verification Inputs - Employer	: 9997
Employer	
Employer*	
9997 - DEXTERS LTD	
Member (If relevant)	
Employer or Member level? *	
Member Case	
identity Check (Min 1.00 items required)	
Member Number	
80111402	
Forename	
Hermione	
Sumame	
Granger	
NI Number	
NI NUTIDEI	
Date of Birth	
Date of Birth	
1st Line of Address	
Postcode	
Process Option	
Select Action *	
Search if Member or proceed for Employer 🗸	
Refresh	Submit 🗆

The page will be updated, and you will need to select the appropriate member record before proceeding. To do this select the correct record from the "Matched memberships" drop-down.



P	
	Res
	×

Once a member is selected the "Select Action" drop-down should automatically be populated with "Proceed with Selected Memberships". Clicking "Submit" will move the workflow on to the next page.

Μ	tched Memberships (1 Records)	
	ect the membership to process	
	3PS A 80111402 (80111402) HERMIONE GRA	
D	coss Option	
	cess Option	
	ect Action *	
	ect Action *	

If you have made a mistake or the correct member has not appeared, you can re-enter data in the search fields and select "Search if member or proceed if employer" from the "Select Action" dropdown and repeat the above stage until the correct member record appears.

Once you have proceeded the following page will appe	ar
--	----

Reset Reset Auery on Pay Query on Hours Query on Service Error in Joiner Valuation Queries	Cone Selected Reset	9997 - DEXTERS LTD	·	
Reset Reset Auery on Pay Query on Hours Query on Service Error in Joiner Valuation Queries	Reset Reset Auery on Pay Query on Hours Query on Service Error in Joiner Valuation Queries	ason for Referral: *		
Query on Pay Query on Hours Query on Service Error in Joiner Valuation Queries	Query on Pay Query on Hours Query on Service Error in Joiner Valuation Queries	None Selected		
Query on Hours Query on Service Error in Joiner Valuation Queries	Query on Hours Query on Service Error in Joiner Valuation Queries			
Query on Service	Query on Service		_	
Error in Joiner Valuation Queries	Error in Joiner			
Valuation Queries	Valuation Queries	-		11
•	•			
	ttach Documents		-	
f Uploading a Document Please Enter a		itle.		
	Fitle.	ile 1 to Upload:		



You should make sure the correct employer is selected, then choose a "Reason for Referral" from the drop-down menu.

You will also be able to upload documents in the same way as described above.

Please also enter a "Message for Administration" explaining the query for the ease of the case handler.

Once you have entered your query and uploaded any documents, please click "Continue".

You will be directed to the following page, where you will be invited to enter any changes to pay details if these are applicable. Please note that this will not update the member's record.

Case ID : 134828
Admin Referral Workflow - Administration Data Review - Employer: 9997
Members Data
Member Data Summary:
Data Comments
Details to changes made or comments, *
Post 2014 Pensionable Pay - Current Year
Cumulative Pensionable Pay in the final scheme year for the period 1st April to date of leaving;
Current Year - Post 14 Pay - Main (£):
Current Year - Post 14 Pay - 5050 (£):
Post 2014 Pensionable Pay - Previous Year
Previous year's cumulative Pensionable Pay:
Previous Year - Post 14 Pay - Main (£):
Previous Year - Post 14 Pay - 5050 (£):
Pre 2014 Pensionable Pay



Full time and interest Developments Development and the back OOE dates	
Full-time equivalent Pensionable Pay for the last 365 days	
worked for calculating pre 31 March 2014 benefits:	
Final Pensionable Pay (£):	
revious Pay Details for pre 31/03/2	2014 benefits:
Previous year's pay details for calculating pre-31 March 2014	
benefits (if more beneficial)	
Full-time equivalent of Previous year's pay	
(£):	
Pay details where the reduction in pay occurred prior to	
01/04/2008 and a certificate of protection was issued	
Details of Protected Pay (£):	
,,,,,,,	
Best 3 year consecutive average annual pay figures in the last	
13 years ending 31 March, if the reduction occurred after	
01/04/2008	
Annual Pay Figure (£):	
/ finden by figure (z).	
Period End Date:	
Refresh	Continue
NVII VVII	oontinuo

The LGPS Data Summary PDF will display all the information the Fund currently holds about the member, so this can be checked before the query is made.

Member 30	ummary		
Member's Perso	nal Details		
Member Name:	Miss Hermione Granger	Member Number:	80111402
National Insurance Number:	NC566573C	Gender:	Female
Date of Birth:	26th August 1972	Marital Status:	Single
Status:	Active	Scheme Category:	Local Govt Care (full
Employer:	Dexters Ltd	Department:	
Date Joined Company:	1st April 2017	Date Joined Scheme:	1st April 2017
Pensionable Service Date:	1st April 2017	Normal Pension Age:	26th August 2039
GMP Payment Date:		State Pension Date:	26th August 2039
		te category and ei	mployer)
Service History (Start Date: End D 01-04-2017	-	itegory: Employer:	Status:
Start Date: End D	ate: Scheme Ca Local Govt	tegory: Employer: Care (full) Dexters Ltd	Status:

Please review the fields, entering any changes or discrepancies in the relevant field.

Please also make sure to inform the Fund of any changes made on this screen in the "Data Comments" box, or to inform us that no data has been changed on this page. This is so the case handler can action any changes made.

Once any pay details have been recorded, please click "Continue". You will be directed onto the Hours review page.

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Admin Referral Workflow	
Members Data	
Member Data Summary: Dep Lops Data Summary. Data Comments	
Details to changes made or co	mments:* y reported - 25 hours/week. Correct hours 37/ week.
Hours Record 1	
Start Date 1: 01 April 2017	
End Date 1:	
Part-time Hours 1:	
0	
Full Time Hours 1:	
37	
lours Record 2	
Start Date 2:	
Start Date 2:	
Start Date 2: End Date 2:	
Start Date 2: End Date 2: Part-time Hours 2: Rull Time Hours 2:	
Start Date 2: End Date 2: Part-time Hours 2: Full Time Hours 2:	
Start Dete 2: End Date 2: Part-time Hours 2: Rull Time Hours 2: Cours Record 3 Start Dete 3:	
Start Date 2: End Date 2: Partetime Hours 2: Full Time Hours 2: Hours Record 3	
Start Dete 2: End Date 2: Part-time Hours 2: Rull Time Hours 2: Cours Record 3 Start Dete 3:	
End Date 2: Part-time Hours 2: Full Time Hours 2: Hours Record 3 Start Date 3: End Date 3:	

As with the previous Pay Review stage, please enter any hours data that differs from the Fund's already held information. If any changes are recorded, please make sure to enter the details in the "Data Comments" box. Once all changes have been recorded, please click on "Continue".

This will then send the query to the Fund to be actioned. You will receive a confirmation that the case has been successfully submitted to the Fund.

st	Update case	
	Your case has been submitted successfully	
	Ok	

Queries returned by the Fund.

Once your Admin Referral query has been assessed by the Fund, and necessary actions taken, it will be returned to your schedule in the Workflows tab. You can open this to view the Fund's response by clicking on the case tab.

Case ID : 127792
Admin Referral Workflow - Employer Review Response - Employer: 9997
History
Administration Referral History:
DessageHistory.pdf Admin Response:
Admin Response: Thank you for your query. Please find the requested guidance attached.
Thunk Jou for Jour quory Fridado inte dio roquoorea Balannoo artaonoar
Attach Documents:
If Uploading a Document Please Enter a
Tide.
File 1 to Upload: Choose File No file chosen
File 1 Title:
File 2 to Upload: Choose File No file chosen
File 2 Title:
File 3 to Upload:
Choose File No file chosen File 3 Title:



Message for Admin:	
Message:	
Admin Review Options	/
Employer Case Options *	
None Selected	
Refresh	Next 🗆

Opening the case will open the above page. The Fund's response will be located under "Admin Response" as above.

The "MessageHistory" PDF file can be downloaded and will display a list of all messages sent during the case, both to and from the Fund, with dates and users who have sent the message.

The Admin Response message will indicate if any documents have been attached to the case by the Fund. If documents have been attached, they can be viewed by selecting "View Documents" under "Employer Case Options" and clicking "Next".

You will be invited to choose a document to view. You can choose which document to view by selecting it in the "Document" drop-down menu, then clicking "Continue".

min Referral Workf	low - Select a Document to Vi	ew - Employer: 9997
elect a Docum	ent to View:	
Document *		
None Selected		
	Reset	Continue ⊓
		Continue

The document will then be made available for you to download and view.

Case ID : 127792	
Admin Referral Workflow - Display Document - Employer: 9997	
Click the link to access the document: Downloaded Document Guide to III Health Retirements.docx Do you want to view another document?	
Option:*	
Refresh	Continue

You are then able to view another document if applicable by selecting "Yes" from the "Option" dropdown and clicking "Continue", which will return you to the "Select a Document to View" page. Alternatively, you can select "No" and then "Continue", which will return you to the "Employer Review Response" page.

Message		
Admin Review Op	otions	1
-		
Employer Case Options * None Selected	*	
	Reset	Next
	×	
-	^	
Query Resolved	^	
Query Resolved Refer Back to Administr		

If you have further queries for the Fund, or the Fund requires a response, you can type in a message for the Fund in the "Message for Admin" box, then select "Refer Back to Administration" under "Employer Case Options" and click "Next". This will return the query to the Fund user handling the case. This can be done multiple times if necessary, until the query is resolved.

Once the query has been resolved to your satisfaction, you can instead select "Query Resolved" in the "Employer Case Options" drop-down, then click "Next". This will close the Admin Referral workflow.



Robot Step		
Step is completed.		

The case will still be accessible in your EDM (filed under the relevant employer number, then subfiled under the Case Number), along with any documents attached to the case, for future reference.

Queries from the Fund: The Employer Referral Workflow

The Employer Referral workflow is how the Fund will contact you with queries on both a member and employer level. They are launched by a Fund user and will be sent into your case schedule, where they can be picked up.

ESS Employ	er Referral Workflo	w
Langton Member 801114	14	
Case ID	Assigned To	
127788 Start Date: 12 July 2	CLAIREMPLYR2	ð
	Act	ion Required

Clicking anywhere on the case tab will open the case. You will see the following:



The Employer Referral workflow has been assigned	to you:
Member Name:	
MR ALBUS DUMBLEDORE	
Member Number:	
80111414	
Member NINO:	
NP396573C	
Employer:	
9997	
Reason for Referral:	
Query on Hours	
Data Effective Date: *	
13 July 2023	
Message for Employer:	
	onfirm the hours worked for this memb
	onfirm the hours worked for this memb has contacted querying this?
Good afternoon- please could you c	
Good afternoon- please could you co as of 01/04/2020, as the member Tagged User. CLAIREMPLYR2 - Clair Knott	

The Message for Employer will contain details of the query. The "MessageHistory" PDF file can be viewed by clicking on it and will contain a history of all the messages from both ESS users and the Fund that have been sent via this case. This will also be saved to the relevant member's EDM for future reference.

You are able to view any documents attached to the case by selecting "View Documents" from the "Admin Case Options" drop-down menu, then clicking "Continue".

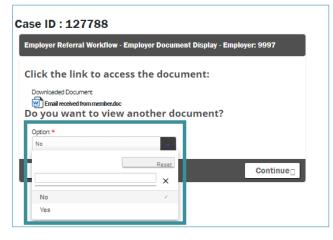
Tagged User.	•	
н	Reset	
	×	
EI View Documents		
Continue		
None Selected	×.	
Refresh		Continue



This will redirect you to the Employer Document View page. Select the appropriate document from the drop-down menu, then click "Continue".

ase	e ID : 127788
Emp	loyer Referral Workflow - Employer Document View - Employer: 9997
Sel	ect a Document to View:

This will direct you to the Employer Document Display page. You will then be able to view and/or download the selected document by clicking on it.



After viewing you can return to the Employer Referral Details page in order to answer the query by selecting "No" in the "Option" drop-down menu or view further documents by selecting "Yes" in this drop-down and clicking "Continue".

After returning to the Employer Referral Details page, you will be able to send a response to the Fund. Under "Admin Case Options", please select "Continue", then click the "Continue" button.



MessageHistory. MessageHistory.pdf mployer Case Options
Admin Case Options *
None Selected
Reset Continue □
View Documents
Continue
Er

You will be directed to the "Employer Data Review" screen, where you will be invited to enter any changes to pay details if these are applicable. Please note that this will not update the member's record.





Pre 2014 Pensionable Pay	
Fulltime equilivent pensionable pay for the last 365 days worked for calculating pre 31 March 2014 benefits:	
Final Pensionable Pay (£):	
Previous Pay Details for pre 31	/03/2014 benefits:
Full-time equivalent of best pay (£):	
Pay details where the reduction in pay occurred prior to	
01/04/2008 and a certificate of protection was issued Details of Protected Pay(£):	
Best 3 year consecutive average annual pay figure in the last 13 years ending 31 March, if the reduction occurred after	
01/04/2008	
Annual Pay Figure (£):	
Period End Date:	
Refresh	Continue⊓
Konosn	

The LGPS Data Summary PDF will display all the information the Fund currently holds about the member, so this can be checked before the query is made.

WICHIDEI St	ummary		
Member's Perso	nal Details		
Member Name:	Miss Hermione Granger	Member Number:	80111402
National Insurance Number:		Gender:	Female
Date of Birth:	26th August 1972	Marital Status:	Single
Status:	Active	Scheme Category:	Local Govt Care (full
Employer: Date Joined Company:	Dexters Ltd 1st April 2017	Department: Date Joined Scheme:	1st April 2017
Pensionable Service Date:	1st April 2017	Normal Pension Age:	26th August 2039
GMP Payment Date:	13t April 2017	State Pension Date:	26th August 2039
Service History (mployer)
Start Date: End D 01-04-2017	Local Govt	care (rull) Dexters Ltd	

Please review the fields, entering any changes or discrepancies in the relevant field.

Please also make sure to inform the Fund of any changes made on this screen in the "Data Comments" box, or to inform us that no data has been changed on this page. This is so the case handler can action any changes made.

Once any pay details have been recorded, please click "Continue". You will be directed onto the Hours review page.

West Midlands	Pension Fund
	Pension Fund

Case ID : 127788
Employer Referral Workflow - Employer Hours Review - Employer: 9997
History
Employer Referral History:
Member Data Summary.
Data Comments
Details to changes made or comments: *
I can confirm the hours as of 1/4/2020 up to 12/3/2022 were 18.5 hours.
Hours Record 1
Start Date 1:
01 April 2020
End Date 1:
12 March 2022
Part-time Hours 1:
18.5
Full Time Hours 1:
Hours Record 2
Stant Date 2
End Date 2:
Part-time Hours 2
Full Time Hours 2
Hours Record 3
Start Date 3:
End Date 3:
Partelme Hours 3:
Rul Time Hours 3
Refresh Continue

As with the previous Pay Review stage, please enter any hours data that differs from the Fund's already held information. If any changes are recorded, please make sure to enter the details in the "Data Comments" box. Once all changes have been recorded, please click on "Continue".

P



This will lead to the "Employer Response" page.

mployer Referral Workflow - Employer Re	sponse - Employer: 9997
mployer Response	
Employer Response:*	
We can confirm hours as per Hours Revi	ew page.
mployer Case Options	ß
mployer Case Options Employer Case Options *	
Employer Case Options *	
Employer Case Options *	t Upload
Employer Case Options *	Upload
Employer Case Options * Submit to Admin Res	Upload

Please enter a response to the Fund in the "Employer Response" box. You will be able to view any documents necessary before submitting to the Fund by selecting "View Documents" under "Employer Case Options", as above. You can also upload any necessary documents at this stage, by clicking "Upload Documents" in the "Employer Case Options" and clicking "Continue".

This will allow you to upload up to three documents, by clicking "Choose File" and entering a File Title for each uploaded document. Please make this as clear as possible so that it can be identified by the Fund case handler.

Case ID : 127788	
Employer Upload Documents	
Attach Documents	
Attach Documents	
If Uploading a Document Please Enter a Title	
File 1 to Upload:* Choose File No file chosen	
File 1 Title:*	
Hie I libe:*	
File 2 to Upload:	
Choose File No file chosen	
File 2 Title:	
File 3 to Upload:	
Choose File No file chosen	
File 3 Title:	
Refresh	Upload 🗌

When you have attached all necessary documents, click "Upload". This will return you to the "Employer Response" page.

Once you have viewed and attached any necessary documents, and entered a response to the Fund's query, you can choose "Submit to Admin" from the "Employer Case Options" drop-down menu and select "Upload". This will send the response through to the Fund. You will receive a confirmation that the case has been updated.

Update case	
Your case has been submitted successfully	
e	Ok

The Fund user will then review the case and action as appropriate. It will then either be completed by the Fund user or returned to your case schedule if necessary.



Section 4: Reporting

There are several reports that can be run through ESS to provide a wide variety of information about your organisation and members. These reports can be run via the ESS LGPS Employer Reporting workflow.

Users will be able to access the following reports:

- Active Member report: lists all of the current active member records for a specific employer.
- Employer Contacts Report: lists all the currently held contacts for a specific employer.
- Monthly Submissions History: lists details of monthly submissions that have been submitted for a specific employer.
- Monthly Submissions Warnings Received: shows a list of warnings received regarding Monthly Submission files.
- Employer Workflows: lists details of workflows currently open concerning specific employers.
- Employer Cases Due Report: lists workflow due dates.
- **Employer Membership Statistics:** gives details of the membership profiles of the employers you have access to.

ESS LGPS Employer Reporting Workflow

This workflow should be started as detailed above, by selecting "Create New Case" from the "Workflows" tab. Select "ESS LGPS Employer Reporting" on the "Select Case Type" drop-down, and enter a case title, then click "Create Case".

Create case X
Select case type
ESS LGPS Employer Reporting ~
Enter case title
9997 Active Member list 13/07/23
Please use this process to generate Employer MI Reports
Cancel 🖬 Create case



The case can then be opened or left in your case schedule to be opened at a later date.

Create case	\times
Case successfully created 134976	
Go to case 134976	
Create another case	
	Cancel

On launching the case you will be able to view the workflow information. Click "Next" to begin the workflow. You will be asked to select the employer record for which you wish to run a report.

Select Employer			
Validation Mess	ages		
Select Employer			
Select Option •			
Select			
Select Employer In Focus*			
None Selected	÷.		
	Reset	_	
	Reset		Next

Select the appropriate employer from the drop-down menu, check the circle next to "Select" under "Select Option", then click "Next".

Cas	e ID : 134976
ES	S Touch Reporting Parameters
Re	eport Parameters
S	icheme:*
	LGPS - West Midlands Pension Fund
R	Report Type: *
	Standard Report
R	Neport Format: *
	None Selected
Si	Hasat M
	CSV
	Excel



Em	il Notifications	
To:		
er	r the email address	
cc		
er	r the email address	
Ru	report at specific time?	
_	Date *	
-	ary EVED	
Sel	Hours*	
8.	*	
Se	Minutes *	
4	•	
Sch	dule Report?	
-	select to schedule the report, you will only be o select one report to schedule.	
Fre	ency: *	
D	not schedule	
	efresh Next	

You will be directed to the ESS Touch Reporting Parameters page. Make sure "LGPS" is selected under "Scheme" and that the "Report Type" is set to "Standard Report". You can choose whether the report is produced as a .csv file or as an xlsx file by selecting the appropriate option under "Report Format".

You can decide to save the report to your Employer EDM by selecting that option under "Save Report to Scheme EDM". If this option is chosen, please enter a report name so it can be identified at a later date.

You can enter an email address for the report to be sent to, as well as an address that can be cc'd in. When the report is generated, it will be emailed to these addresses automatically.

You are able to run the report immediately by selecting the appropriate date/ time under "Run report at specific time" or run it in the future if required. Similarly, you can schedule reports to run daily, weekly, monthly, or annually by selecting the appropriate option under "Schedule Report".

_	Reset
	×
Do not schedule	√
Daily	
Weekly	
Monthly	
Annually	

When you have selected the appropriate settings, click "Next".



You will be directed to the "Standard Report Selection" page, where you can select the type of report you wish to run. Select the appropriate report and click "Next".

ich Standard Report Selection		
andard Reports Available		
elect a Standard Report to Run *		
None Selected		
×	1	
Active List Report	18 Here	Next
Employer Contacts Report		
Monthly Submission History		
Monthly Submission Warnings Received		
Employer Workflows		
Employer Cases Due Report		
Employer Membership Statistics	_	

This will direct you to the report. Click to access the document.

Case ID : 134976
Click the link to access the document:
Downloaded Document
Refresh Continue

Clicking "Continue" will move you on to the option to produce more reports. If you do not wish to produce more reports select "No", then "Next, which will end the workflow. If you wish to run further reports select "Yes ", then "Next". You will be returned to the "Reporting Parameters" page, from which you can run further reports.

Case ID : 134976	
Touch Reporting More Reports	
More Reports?	
Do you want to produce more reports?*	
No	
Refresh	Next

For further guidance on producing reports, please see our <u>empty-room training recording</u>.



Section 5: Changes to your organisation

Adding and removing your organisation's contacts [Note: this functionality is due for release at a later date]

In ESS, Super Users have the ability to add and remove Fund contacts for their organisation. Note: payroll providers cannot update their clients' contacts at the Fund, and vice versa. This is done through the "ESS Maintain Employer Contacts Super User" workflow.

Launch the workflow as above by selecting "Create new case" in the Workflows tab. Select the "ESS Maintain Employer Contacts Super User" option in the drop-down menu, add an appropriate case title, and click "Create Case".

	✓ □	
	Create case X	
	Select case type	
	ESS Maintain Employer Contacts Super User $\qquad \qquad \qquad$	
	Enter case title	
	Add an Invoice Contact 17 -7-23	
	Please use this process to amend contacts at your organiation	
e1	Cancel 🖬 Create case	

You can choose to launch the workflow straight away, or to create further cases. If the latter option is chosen, the workflow will be made available in your schedule.

tart E	nployer Workflo	w		
Vork	flow Inform	mation		
Con	act Managemer		ontact details held ill be able to view act Links.	
Vhic o?	1 Employe	r(s) does th	is workflow	relate
	n Employer(s): *			
Select				

When the workflow is launched, you will be asked to confirm which employer the workflow relates to. Select the employer in the drop-down menu and click "Next".

You will be directed to the following screen, where you can choose to view all current ESS users in your organisation and/or view existing contact links. You can also add a new contact link or remove contact links. You can also use this page to select a different employer record for which to amend contacts or complete the workflow.



ase ID : 180415	
Maintain Employer Contacts - Superuser - Se 003	elect Option - Employer:
005	
Please select an option:	
Available Options: *	
None Selected	
Reset	
× –	Next 🗌
View Employer Users	
View Existing Links	
Remove Link	
Add New Link	
Select a different employer	
Complete Workflow	

Select the appropriate option and click "Next".

"View Employer Users" will produce a spreadsheet of all current ESS users at the specific employer. This will allow you to review all those who have ESS access to the employer. After viewing the report, clicking "Continue" will return you to the "Select option" page above.

Case ID : 180415
Maintain Employer Contacts - Superuser - Employer Users - Employer:
View Employer Users
Report:
Refresh Continue

Selecting "View existing links" will produce a report of the current contact links for the organisation that are held by the Fund. These will be organised into the Email Main Contact, the Finance Contact, Invoice Contact, Strategic, IDRP and Payroll Provider contacts, alongside a MAT Head Office contact if applicable. This will allow you to review the contacts held by the Fund.

Clicking "Continue" will return you to the "Select option" page.

Selecting "Remove Link" will direct you to the "Remove Contact Links" page.



faintain Employer Conta Dexter's Academy	cts - Superuser - Remove Contact Links for
ist of Contact Lir	nks for
Select Yes to Delete	
216871–Payroll Provider-T- AnonSurnam	
No	
217070Finance-R-AnonSurnar	m
No	*
217483IDRP-V-AnonSurnam	
No	-
Options	
Confirm Selection *	
None Selected	

Select "Yes" from the appropriate drop-down menu to delete the relevant contact(s). You will need to confirm by selecting "Delete Records" under "Confirm Selection". Otherwise, you can either choose to abandon the workflow, or return to the "Select Options" page.

Select Yes to Delete		
216871–Payroll Provider-T- AnonSumam		
No	-	
217070-Finance-R-AnonSurnam		
	Reset	
	×	
Delete Records		
Return to Options		
Abandon Workflow		
None Selected		

If you select "Delete Records" you will be asked to confirm on the next page.

Varrnings				
varrnings				
Warning: You are about to delete the follow	wind contact lin			
ist of Contact Li		-		
216871–Payroll Provider-T- AnonSumam				
Yes		.		
Options				
Confirm Selection *				
Confirm Delete				



You can confirm the deletion by selecting "Confirm Delete" under "Confirm Selection". Alternatively, you can choose to abandon the workflow or return to the "Select Options" page.

If the deletion is confirmed the contact link will be removed. You will then be returned to the "Select Options" page.

Selecting "Add New Link" on the "Select Options" page will direct you to the "New Contact Link Options" page.

Employer:	Contacts - Superuser - N	ew Contact Link Option
ontact Links		
Report		
EmployerUserAndC Diptions: Do y		
Available Options: *		
None Selected		
None Selected	Court .	
None Selected	Reset	Next

A report will be produced showing all current ESS Users and contact links for the organisation. You can then choose to add a new contact link- either by linking an existing contact or creating a new contact.

If you choose to link an existing contact, you will be directed to the below screen, where you can search for the existing contact details.

se ID : 180415		
laintain Employer Cont mployer:	acts - Superuser - Exist	ting Contact Search
mproyer.		
earch Criteria		
Sumame: test		
Forename 1:		
Job Tide:		
Address Line 1:		
	Reset	
	×	
Search Records		
Return to Options		
Abandon Workflow		
	_	
None Selected		

After inputting the relevant search data, you will have the option to either abandon the workflow, return to the "Select Options" page, or to "Search Records" for the contact. Choosing the latter and clicking "Submit" will direct you to the following page.



Case ID : 180415			
Maintain Employer Conta Employer:	cts - Superuser	- Existing Cont	tact Select -
Contacts			
Contacts:			
CraigTest1-Craig-Martin	-		
Options			
Confirm Selection *			

You will again be given the option to abandon the workflow or return to the "New Contact List options" page. Otherwise select the appropriate contact link and click "Submit".

You will then be returned to the "Select Options" page.

You can instead choose to "Add Link" from the "New Contact Link options" page. You will be directed to the "New Contact Details" page, where you can input the necessary information. Fields marked with a * are mandatory.

	e Selected				
oren	ame 1:*				
ioren	ame 2:				
Foren	ame 3:				
Suma	me:*				
Organ	isation:				
job Tit	le:				
				- I	
Т	elephone Number 2:				
Т	elephone Number 2:	×	•		
T	elephone Number 2: Email Main Contact	×	•		
Т		×	•		
T	Email Main Contact	×	•		
Ţ	Email Main Contact Finance	×	•		
T	Email Main Contact Finance IDRP	×	•		
S	Email Main Contact Finance IDRP Invoice	×	•		
	Email Main Contact Finance IDRP Invoice MAT Head Office	×	•		



Once the details have been entered you will be asked to confirm the "Contact Type". Select the appropriate option from the drop-down menu, then click "Submit".

The contact link will be added, and you will be returned to the "Select Options" page. From here you can select to add another contact, to change employer record to add/ delete further contacts, or to complete the workflow.

The workflow will only be completed when the "Complete Workflow" option has been selected on the "Select Options" page.

ease select an option:	
•	
Available Options: * Complete Workflow	

Amending your contact details

If you are not a Super User, you can still update your own contact details via an "ESS Employer Amend My Contact Details" workflow. Launch the workflow as above by selecting "Create new case" above the schedule in the Workflows tab. Select the "ESS Employer Amend My Contact Details" option in the drop-down menu, add an appropriate case title, and click "Create Case". Please note: these details are only those associated with your own ESS account, and not the employer's Fund contact.

	Create case X
6	Select case type
	ESS Employer Amend My Contact Details
	Enter case title
	Name Change 17-7-23
	Please use this process change your contact details
Det	Cancel 🖬 Create case
Det.	ano

You can choose to launch the workflow straight away, or to create further cases. If the latter option is chosen, the workflow will be made available in your schedule. When the workflow is launched, you will be asked to confirm which employer the workflow relates to.

Select the employer in the drop-down menu and click "Next".

Version 1.6 25/01/2024



Start Employer V	Vorkflow
Norkflow I	nformation
	allows you to update your own contact details held t Management System. You will be able to view and
	ame, address, phone number and email. You will be but not edit) your contact links.
able to view () Which Emp	but not edit) your contact links.
able to view (but not edit) your contact links.

You will be directed to the "Employer contact links" page, where you can download a PDF showing which contact links you have to the employer in question.

Employer Contact Links	
Your Contact Links	
Report:	
Refresh	Continue

Clicking "Continue" will direct you to the "Your Contact Details" page.

Title: *		
Mr	-	
Forename 1:*		
Matthew		
Forename 2:		
Simon		
Forename 3:		
Sumame: *		
Wells		
Organis		



our Address:	
Address Line 1:*	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Address Line 5:	
Post Code: *	
Country:*	
None Selected	
Address Search Your Address: Address Line 1:*	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Address Line 5:	
Post Code:*	
Country:*	
None Selected	
Your Contact Details:	
Telephone Number 1:	
Telephone Number 2:	
Telephone Number 3:	
Email Address: *	
me s@w. n.gov.uk	
Can we contact you via email? *	
Yes	

On this page you can add or amend any of the details in the above fields. Fields marked with a * are mandatory and so must have some information inputted.

Once you have amended and completed the required information, click "Next". This will update your contact details and end the workflow.



Notifying the Fund of changes

Academy trust changes

On those occasions where an academy is changing trust, the Fund will require the following documentation to be sent through an <u>Admin Referral workflow</u>:

A copy of the Commercial Transfer Agreement signed by both parties.

A completed Contact List to reflect the change of Trust and any contact or payroll changes.

FOR NEW ACADEMY TRUSTS ONLY - a copy of Memorandum and Articles of Association.

A copy of the Contact List can be found in your Document Library.

On receipt of these documents the Fund can begin the process of updating the relevant employer records and transferring members across to the new Trust.

Before changing Trust, you will need to ensure all monthly submissions data has been submitted to the Fund, by running a Monthly Submission Report and submitting any missing data via a Monthly Submissions interface, as above. You will also need to make sure you are up to date with any outstanding leavers. This will mean making sure any Employer Referral/ Admin Referral workflows are completed before the date of payroll change and running an Active Member report to review any possible/confirmed leavers so that they can be reported on an Exit Interface.

Change of payroll provider

If your organisation is changing payroll provider, please inform us in advance via an <u>Admin Referral</u> <u>workflow</u>. Please include a Contact List within this workflow to enable us to update our records.

Before changing Payroll Provider, you will need to ensure all monthly submissions data has been submitted to the Fund by running a Monthly Submission Report and submitting any missing data via a Monthly Submissions interface, as above.

You will also need to make sure you are up to date with any outstanding leavers. This will mean making sure any Employer Referral/Admin Referral workflows are completed before the date of payroll change and running an Active Member report to review any possible/confirmed leavers so that they can be reported on an Exit Interface.

As the outgoing payroll provider may be dealing with this, it is up to the employer to liaise with the outgoing payroll provider to make sure these actions have been completed.



Section 6: Retirement estimates

Types of Retirement

Members of the Fund may retire in a number of different ways. All the below retirement types should be reported via an <u>Exit Interface</u>.

Normal Retirement

Members would normally retire when they reach their Normal Pensionable Age. It is the employer's statutory duty to notify the Fund of retirements, as laid out below.

Redundancy/ Business Efficiency

Where an employee leaves on the grounds of redundancy/business efficiency and is aged 55 and over, the member is entitled to immediate payment of their unreduced benefits based on their normal pension age.

As a result of these unreduced benefits being paid earlier than the normal pension age, an early retirement cost (ERC) is payable by the employer to cover the pension fund strain cost. Please see the <u>LGPS Regulations 2013</u>.

Early Retirement

Members have the option to access their reduced pension benefits at any time between the age of 55 and their normal pension age.

Flexible retirement

Members have the option to ease into retirement by accessing their pension benefits early while continuing to work at reduced hours or moving to a less senior position. The member is not eligible for flexible retirement if they haven't attained age 55 and haven't met the two years vesting period.

Flexible retirements require an employer Discretionary Policy to be in place. ERCs may be payable if any pension reductions are waived during a flexible retirement.

Ill Health Retirements

If a member has to leave work due to illness, they may be entitled to receive immediate payments of their benefits. These can be paid at any age and are not reduced due to early payment. To qualify for ill-health retirement members must meet the two-year vesting period.

There are three tiers of Ill-Health Retirement.

Tier 1: Member is unlikely to be capable of gainful employment before Normal Pension age.

Tier 2: Member is unlikely to be capable of gainful employment within 3 years of leaving but is likely to be capable of gainful employment before Normal Pension Age.

Tier 3: Member is likely to be capable of gainful employment with 3 years of leaving or before Normal Pension age if this is earlier.



An Independent Registered Medical Practitioner must be appointed by the employer to give an opinion on the Tier that should be awarded, however please note that it is the employer who has final discretion on the Tier awarded. This can be challenged by the member if they are unhappy with the verdict.

ERCs will be payable by the employer if an III-Health Retirement is granted.

Calculations

Before submitting a retirement to the Fund, you should run a calculation to estimate their pension benefits by following the below instructions.

After logging in to ESS navigate to the Member Access tab. Use the search bar to search for the appropriate member. You will be able to search for the member via surname, DOB, NI number, pension reference number or Payroll number.

West Midlands Pension Fund	444 M	ember Acc	ess								
😂 Member Access	26000	002					0 Q				?
Souther Workflows	1	is found for 260	00002				5				
± Interface Management	Fitter									Select Columns	+
L≥ Management Information		1 to 1 of 1 entr	ies								· · · ·
Document Library	Pay No	Name	NI No	Member No	DOB	Dept	Location	Pay point	Scheme	Category	Options
		WMPFAnon	WL000002C	26000002	25 Aug 1951				West Midlands Pension Fund	Local Govt CARE (Full)	A Maniker Actions *
🛓 TESTA TEST2											
6+ Lagout											
Cookies Terms & Conditions	a Acces	sibility Priv	167							© 202	3 - All rights reserved.

The appropriate member record will appear on the screen. Left click on the "Member Actions" button on the rightmost column of the table, then select "Run Calculations".

48 M	ember Acc	ess								
2600	0002					0 9				?
1 record	is found for 260	00002							Select Columns	۲
Filter	/Sort ; 1 to 1 of 1 entr	iet .								+
Pay No	Name	NE No	Member No	008	Dept	Location	Pay point	Scheme	Calegory	Options
	WMPFAnon	WL000002C	26000002	25 Aug 1951				West Midlands Pension Fund	Local Govt CARE (Full)	A Wanter Action -
										Vev Self Service Run Calculation
										Vev Admin Record



The "Run Calculation" pop-up will appear on screen. Check that the member details are correct, then select the appropriate type of retirement from the "Quotation Type" menu. [Please note, ill health retirements are currently not available to run.]

	Run Calculatio	m			×	
	Ms L WMPFA	non : WLOOO	002C : 26000	002		
	Quotation type:					
02	Select quotati	ion type	N		×	
	Select quotat		13			
	Retirement - V Flexible Retire					
	Retirement du Redundancy		h		- U	
No	Mo	008	Deet	ocation nois	et Schot	е
L000002C	26000002	25 Aug 1951			West / Fund	Midland

Following the selection, the following screen will appear. Please fill in all the available data in the fields. Fields marked with an * are mandatory.

For	"Retirement-Voluntary"	and	"Redundancy"	the fol	lowing screen	will appear.
-----	------------------------	-----	--------------	---------	---------------	--------------

Run Calculation)
Ms L WMPFAnon : WL000002C : 26000002	
Quotation type:	
Retirement - Voluntary	~
To view an estimate of Senefits at Retirement, fill in the fand then click 'Run calculation'.	form
Calculation Date *	
	-
Waived Early Retirement Penalty?	
No	~
Rule 85 granted in Full	
No	~
Pl Override *	
	-
Current Final Pensionable Pay *	

The "Calculation Date" should be the day the retirement is due to take place, in the format DD/MM/YYYY.



The "PI Override Date" is the date at which the Final Pensionable Pay is derived. In most circumstances this will be at the calculation date, but this may differ where a previous year's pay has been used.

To view an estimate of benefits at Retirement, fill in the for and then click 'Run calculation'.	orm
Calculation Date *	
23/05/2023	-
Waived Early Retirement Penalty?	
No	~
Rule 85 granted in Full	
No	~
PI Override *	
23/05/2023	≡ her
Current Final Pensionable Pay *	st
9000	nd
Current Main CARE Earnings (fill in even if 0) *	
9000	
Current 5050 CARE Earnings (fill in even if 0) *	
0	•
Run calculati	ion
Cancel 🖬 Run callinut	ation

The "Current Final Pensionable Pay" is the final pensionable pay (FTE).

The "Current Main CARE earnings" figure is the main section pensionable pay from the 1st of April to the date of retirement. The "Current 5050 CARE earnings" figure is the 50/50 section pensionable pay from 1st April to date of retirement. Both fields need to be filled in, even if the figure is "0". *Please ensure that the earnings fields are rounded up to the nearest whole number: decimal figures are not accepted.*



For Ill Health retirements, the screen will look like this:

Run Calculation ×
Mrs LEAVER WITHDRAWAL : WK201849D : 26000000
Quotation type:
Retirement due to III Health
To view an estimate of benefits at Retirement, fill in the form and then click 'Run calculation'.
Calculation Date *
Tier *
Please select an option
Assumed Pensionable Pay (Tier 1 and 2)
0
Waived Early Retirement Penalty?
No
Rule 85 granted in Full
No
PI Override *
Current Final Pensionable Pay *
Current Main CARE Earnings (fill in even if 0) *
Current 5050 CARE Earnings (fill in even if 0) *
Cancel Run calculation

You will need to select the appropriate "Tier" from the drop-down menu. If Tier 1 or Tier 2 is selected, you will also be able to enter the "Assumed Pensionable Pay" figure.



For Flexible Retirements, the screen will look like this:

Run Calculation ×
Mrs LEAVER WITHDRAWAL : WK201849D : 26000000
Quotation type:
Flexible Retirement
To view an estimate of benefits at Retirement, fill in the form and then click 'Run calculation'.
Calculation Date *

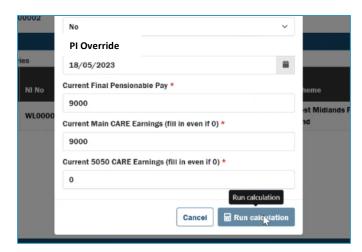
2008 benefit percentage elected
0
2014 benefit percentage elected
0
Waived Early Retirement Penalty?
No
Rule 85 granted in Full
No
PI Override *
=
Current Final Pensionable Pay *
Current Main CARE Earnings (fill in even if 0) *
Current 5050 CARE Earnings (fill in even if 0) *
Cancel Run calculation

The "2008 benefit percentage elected" and "2014 benefit percentage elected" fields should be filled in if possible.



The "Rule of 85 Granted in Full" no longer needs to be "Yes" for all flexible retirements.

Once all the appropriate data has been entered, click on "Run Calculation":



A PDF of the calculation results will be created and will automatically be downloaded to your browser. This can be viewed and/or saved to your computer for your records. The PDF will look like this:

	1.000	100% + 🗄 🔊		
	WEAT MAL AN			
LOCA	L GOVERNMENT PEN	DS PENSION FUND NSION SCHEME REC	GULATIO	NS
	Benefits Stateme	ent for Late Retiremen	t	
Name	Ms L Wmpfanon	Date of Birth		25/08/1951
Member Number	26000002	Date of Leaving		18/05/2023
				Years/Days
Pensionable Membe Pensionable Membe Total Pensionable M	ership to 31/03/2008 ership from 01/04/2008 lembership to 31/03/2014			0/000 0/000
Final Pensionable Pa	ay used for calculating pre	e 31/03/2014 benefits		£90.000.00
	ed for calculating Career A		6	£9,000.00
1) Annual Retireme				
0/000 Years/Days				£0.00
0/000 Years/Days				£0.00
	ension accrued to 31/03/2 ension main section - 1/49			£191.70 £188.26
tirement	1 / 2 - 1	100% + 🗄 🔊		
1) Annual Retiremen	nt Pension	100% + 🗄 👌		
1) Annual Retiremen 0/000 Years/Days x	nt Pension : 90,000.00 / 80	100% + 🕻 🔊		£0.00
1) <u>Annual Retiremen</u> 0/000 Years/Days x 0/000 Years/Days x	n <u>t Pension</u> : 90,000.00 / 80 : 90,000.00 / 60			£0.00
1) <u>Annual Retiremen</u> 0/000 Years/Days x 0/000 Years/Days x Career Average Per	nt Pension : 90,000.00 / 80 : 90,000.00 / 60 nsion accrued to 31/03/20	23		£0.00 £191.70
1) Annual Retirement 0/000 Years/Days x 0/000 Years/Days x Career Average Per Career Average Per	1t Pension : 90,000.00 / 80 : 90,000.00 / 60 nsion accrued to 31/03/20 nsion main section - 1/49 :	23 x 9,000.00		£0.00 £191.70 £188.26
1) <u>Annual Retiremen</u> 0/000 Years/Days x 0/000 Years/Days x Career Average Per Career Average Per Career Average Per	11 Pension : 90,000.00 / 80 : 90,000.00 / 60 nsion accrued to 31/03/20 nsion main section - 1/49 nsion 50/50 section - 1/98	23 x 9,000.00		£0.00 £191.70 £188.26 £3.44
1) Annual Retirement 0/000 Years/Days x 0/000 Years/Days x Career Average Per Career Average Per	11 Pension : 90,000.00 / 80 : 90,000.00 / 60 nsion accrued to 31/03/20 nsion main section - 1/49 nsion 50/50 section - 1/98	23 x 9,000.00		£0.00 £191.70 £188.26
1) Annual Retiremen 0/000 Years/Days x 0/000 Years/Days x Career Average Pei Career Average Pei Career Average Pei Increase due to late	11 Pension : 90,000.00 / 80 : 90,000.00 / 60 nsion accrued to 31/03/20 nsion main section - 1/49 nsion 50/50 section - 1/98	23 x 9,000.00		£0.00 £191.70 £188.26 £3.44 £62.87
1) Annual Retiremen 0/000 Years/Days x 0/000 Years/Days x Career Average Per Career Average Per Career Average Per Increase due to late Additional Pension	nt Pension : 90,000.00 / 80 : 90,000.00 / 60 nsion accrued to 31/03/20 nsion main section - 1/49 nsion 50/50 section - 1/98 Retirement	23 x 9,000.00		£0.00 £191.70 £188.26 £3.44 £62.87 £0.00
1) Annual Retiremen 0/000 Years/Days x 0/000 Years/Days x Career Average Per Career Average Per Increase due to late Additional Pension Pensions Increase	tt Pension 90,000.00 / 80 90,000.00 / 60 nsion accrued to 31/03/20 nsion main section - 1/98 Retirement Retirement	23 x 9,000.00		£0.00 £191.70 £188.26 £3.44 £62.87 £0.00 £
1) Annual Retiremen 0/000 Years/Days x 0/000 Years/Days x Career Average Pet Career Average Pet Increase due to late Additional Pension Pensions Increase Reduction for early Other Pension Dedd	tt Pension 90,000.00 / 80 90,000.00 / 60 nsion accrued to 31/03/20 nsion main section - 1/98 Retirement Retirement	23 x 9,000.00 x 0.00		£0.00 £191.70 £188.26 £3.44 £62.87 £0.00 £ £62.87
1) Annual Retiremen 0/000 Years/Days x 0/000 Years/Days x Career Average Pet Career Average Pet Increase due to late Additional Pension Pensions Increase Reduction for early Other Pension Dedd	It Pension 90,000.00 / 80 90,000.00 / 60 Insion accrued to 31/03/20 Insion main section - 1/49 Insion 50/50 section - 1/98 Retirement Retirement uctions rable at and from 19/05/2	23 x 9,000.00 x 0.00		£0.00 £191.70 £188.26 £3.44 £62.87 £0.00 £ £62.87 £0.00
1) Annual Retiremen 0/000 Years/Days x 0/000 Years/Days x Career Average Pe Career Average Pe Career Average Pe Increase due to late Additional Pension Pensions Increase Reduction for early Other Pension Ded Annual Pension Pay 2) Survivors Annual	It Pension : 90,000.00 / 80 : 90,000.00 / 60 nsion accrued to 31/03/20 nsion soction - 1/49 : Retirement Retirement uctions rable at and from 19/05/2 Pension	23 x 9,000.00 x 0.00	Ņ	£0.00 £191.70 £188.26 £3.44 £62.87 £0.00 £ £62.87 £0.00 £ 250.08
1) Annual Retiremen 0/000 Years/Days x Career Average Pet Career Average Pet Career Average Pet Increase due to late Additional Pension Pensions Increase Reduction for early Other Pension Pay 2) Survivors Annual 3) Lump Sum Retire	It Pension : 90,000.00 / 80 : 90,000.00 / 60 Insion accrued to 31/03/20 Insion fails section - 1/49 Insion 50/50 section - 1/98 Retirement Retirement uctions vable at and from 19/05/2 Pension ment Grant	23 x 9,000.00 x 0.00	Þ	£0.00 £191.70 £188.26 £3.44 £62.87 £0.00 £ £62.87 £0.00 £250.08 £545.07
1) Annual Retiremen 0/000 Years/Days x Career Average Per Career Average Per Career Average Per Career Average Per Increase due to late Additional Pension Pensions Increase Reduction for early Other Pension Dedi Annual Pension Pay 2) Survivors Annual 3) Lump Sum Retire 0/000 Years/Days	It Pension : 90,000.00 / 80 : 90,000.00 / 60 nsion accrued to 31/03/20 nsion soction - 1/49 : Retirement Retirement uctions rable at and from 19/05/2 Pension	23 x 9,000.00 x 0.00	Ĺş.	£0.00 £191.70 £188.26 £3.44 £62.87 £0.00 £ £62.87 £0.00 £ 250.08
1) Annual Retiremen 0/000 Years/Days x 0/000 Years/Days x Career Average Pe Career Average Pe Career Average Pe Increase due to late Additional Pension Pensions Increase Reduction for early Other Pension Ded Annual Pension Ded Annual Pension Pay 2) Survivors Annual 3) Lump Sum Retire 0/000 Years/Days Plus	It Pension :90,000.00 / 80 :90,000.00 / 60 nsion acrued to 31/03/20 nsion 50/50 section - 1/99 Retirement uctions rable at and from 19/05/2 Pension ment Grant x 90,000.00 / 80 X 3	23 x 9,000.00 x 0.00	Þ	£0.00 £191.70 £188.26 £3.44 £62.87 £0.00 £ £62.87 £0.00 £250.08 £545.07 £0.00
1) Annual Retiremen 0/000 Years/Days x 0/000 Years/Days x Career Average Pet Career Average Pet Increase due to late Additional Pension Pensions Increase Reduction for early Other Pension Pay 2) Survivors Annual 3) Lump Sum Retire 0/000 Years/Days Plus Increase due to Li	It Pension : 90,000.00 / 80 : 90,000.00 / 60 Insion accrued to 31/03/20 Insion main section - 1/49 In Retirement Retirement uctions rable at and from 19/05/2 Pension ment Grant : x 90,000.00 / 80 X 3 ate Retirement	23 x 9,000.00 x 0.00	Ŀ	£0.00 £181.70 £188.26 £3.44 £62.87 £0.00 £250.08 £250.08 £545.07 £0.00 £2545.07
1) Annual Retiremen 0/000 Years/Days x 0/000 Years/Days x Career Average Pe Career Average Pe Career Average Pe Increase due to late Additional Pension Pensions Increase Reduction for early Other Pension Ded Annual Pension Ded Annual Pension Pay 2) Survivors Annual 3) Lump Sum Retire 0/000 Years/Days Plus	It Pension : 90,000.00 / 80 : 90,000.00 / 60 Insion accrued to 31/03/20 Insion main section - 1/49 In Retirement Retirement uctions rable at and from 19/05/2 Pension ment Grant : x 90,000.00 / 80 X 3 ate Retirement	23 x 9,000.00 x 0.00	Ľ2	£0.00 £191.70 £188.26 £3.44 £62.87 £0.00 £ £62.87 £0.00 £250.08 £545.07 £0.00

West Midlands	Pension Fund

or Ordinary Retirement	2 / 2 - 100% +	E 🕈	
Name	Ms L Wmpfanon		
Pension Reference Num	ber 26000002		
Date of Leaving	18/05/2023		
Pensions Increase Date	Override 19/05/2023		
Annual Pension Payable	£250.08		
Lump Sum Retirement G	rant £1,071.77		
Capital Cost*	£0.00		
* This must be paid before	e the release of benefits to the m	ember	
The following selections were made in the calculation: -			
Rule of 85 Protection:	No	2	
Flexible Retirement:	No		
Reduction Waived:	No		

Notifying the Fund

Retirements should be notified to the Fund via an <u>Exit Interface</u>. On submitting the Exit Interface, a Document Upload workflow will be automatically created for each Retirement notified on the exit file to enable you to upload the necessary documentation.

For all types of retirement, it is required that you submit the below:

- Forms RB1 & RB1(D)
- Copy of Birth certificate
- Copy of passport/Driving Licence
- Copy of Marriage/Civil Partnership/Divorce Decree Absolute certificate
- Copy of Spouse's/Partner's birth/death certificate

For III Health retirements, all of the above documents should be included as well as:

- M1 Form
- Statutory notification

For deaths in service, all of the above documents should be included as well as:

- Death certificate (if available)
- Statutory notification

The Fund should be notified of retirements three weeks in advance of the retirement date where possible, or up to one month after the retirement date (if the date of retirement is before Normal Pension Age), or one week after the retirement date (if the date of retirement is at Normal Pension Age).

Please see the <u>Pension Administration Strategy (PAS)</u> for further details of your statutory requirements.



WHERE TO GO FOR HELP

Our website has a wealth of information, not just about <u>ESS</u>, but also about <u>leavers</u>, becoming a <u>scheme employer</u>, <u>joiners</u>, and <u>calculating pay</u>.

You can also view one of our training videos, or book to attend one of our live virtual training sessions.

Want to talk to us? No problem, you can give us a call on 0300 111 6516 and speak to one of our officers, submit an <u>Admin Referral</u> query, or you can email WMPFEmployerSystemSupport@wolverhampton.gov.uk.