

To: Salaries & Wages Officers
Human Resource Officers
Pension Contacts

Circular 04/2013

8 April 2013

At: All Employing Authorities

Dear Colleagues

Automatic Enrolment – updated templates for new members and optants out

Circular 01/2013 outlined NILGOSC's revised administration requirements because of automatic enrolment, and introduced two MS Excel templates for sending NILGOSC information about new members and optants out.

Paragraph 8.3 introduced the new member template which should be used to transmit all new member information to NILGOSC, instead of completing individual LGS1 forms (for those employers who have reached their staging date).

Paragraph 9.6 introduced the template for notification of optants out to NILGOSC within one month of the opt out date.

Following further testing, NILGOSC has made some small amendments to the templates, to help to speed up the processing of new member information and optants out. The amendments are as follows:

New Member Template

Fields: Part-time indicator, Part-time Hours, Hourly rate - these are now mandatory if member is part-time

Fields: Whole time hours and Actual Annual Pensionable Pay – these are now mandatory
An additional note on the Partnership Status has been added– stating that if the Employer doesn't know the status to simply leave the field blank.

Opt out Template

An additional note on the NILGOSC Reference Number has been added – stating that the employer 'Must enter the NILGOSC reference number as the member's record cannot be processed if this is blank' (some employers were entering a 'U' for unknown, but NILGOSC cannot use this option.)

The updated templates are attached to this Circular, and are also available in the 'Circulars and other communications' menu in the Employer section of the NILGOSC website. **The updated templates must be used when sending information on new members and optants out.** Please delete any previously stored versions of the template as these will no longer be accepted by NILGOSC.

Please do not hesitate to contact either myself or any member of Pensions Development if you have any queries. Alternatively, you may email your query to autoenrolment@nilgosc.org.uk.

Yours sincerely

A handwritten signature in black ink that reads "Zena Kee". The letters are cursive and slightly slanted to the right.

Zena Kee
Pensions Manager