

To: Chief Executives
Salaries and Wages
Human Resources
Pension Contacts

Circular 05/2022

7 April 2022

At: All Employing Authorities

Dear Colleagues,

Employer Training

This circular provides employing authorities with information on upcoming employer training events. The training is to help employers meet their administration responsibilities for the Scheme.

1. Monthly Returns – i-Connect Extract Return Training

Further to [Circular 12/2021](#), this is to remind employers about the i-Connect Extract Return Training session on Thursday 5 May. This is for employers with more than 100 members in the Scheme and any other employer wishing to move from the i-Connect Online Return Submission to Extract Returns. If you would like to book onto this training session, or for more information, please email i-Connect@nilgosc.org.uk.

2. Administration and Form Filling for Employers not yet on monthly returns

For employers who have not yet moved onto monthly returns, we are running sessions to cover the administration and form filling requirements. These are divided into one-hour sessions as follows:

a) Administration during Active Membership

- Monday 25 April at 10am

- Tuesday 3 May at 10am

This session will cover all the administration and form filling requirements for new members joining the Scheme, contribution rates and the relevant forms associated with any changes that may occur through the duration of the employment.

b) Administration for Leavers

- Tuesday 26 April at 10am
- Wednesday 4 May at 10am

This session deals with the administration requirements when employees leave the Scheme, including refunds, retirements and deaths.

c) Assumed Pensionable Pay (APP)

- Wednesday 27 April at 10am
- Friday 6 May at 10am

This session takes a detailed look at the calculation and application of APP. It will cover the requirements of calculating APP for active Scheme members, the impact on employer contributions, and the annual return requirements for pensionable pay. The practical example, and associated forms, is followed right through to ill-health retirement.

d) Employer Discretions

- Thursday 28 April at 10am

This session covers the various discretions that are available to employers under the regulations and includes a sample policy statement that can be used by employers as a template when formulating or updating their own policy.

These sessions will be run as Microsoft Teams webinars, and to join any of the above sessions please register for the relevant seminar on our website:

<https://nilgosc.org.uk/employers/training-events/>.

For more information or if you have any queries, please email me: seminars@nilgosc.org.uk.

Yours sincerely

Ruth Benson

Employer Liaison Officer