

NOTIFICATION OF PENSION SCHEME JOINER

To be completed by employer

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number

Employee Number

Separate joiner form for each role is required

Employer

Surname

Forename (s)

Date of Birth

Male

Female

Marital Status

Title

Address

Employment Details

Date Joined Pension Scheme

Date Joined Employer

Pension Contribution Rate

Contractual Hours

Please tick relevant box

Full Time

Part Time

Weekly contractual hours

Standard weekly full time hours

Term Time Hours worked per year (generally schools)

Salary

Annual full time equivalent rate of Pensionable Pay at date joined Scheme

If part time: Part time pay at date joined Scheme

Completed by: _____ Date: _____

Title: _____ Telephone No: _____

Please return this form to: Royal Borough of Greenwich Pensions Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE19 6HQ

NOTIFICATION OF NIL PAY PERIOD

To be completed by the employer upon commencement of nil pay period

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number Employee Number

Employer

Surname Forename (s)

Member Address

Details

Date from Expected date of return

Reason for reduced pay

Maternity/Paternity/Adoption/Authorised

Assumed Pensionable Pay

Monthly figures to be provided

Date from	<input type="text"/>	Date to	<input type="text"/>	Assumed Pensionable Pay	<input type="text"/>
Date from	<input type="text"/>	Date to	<input type="text"/>	Assumed Pensionable Pay	<input type="text"/>
Date from	<input type="text"/>	Date to	<input type="text"/>	Assumed Pensionable Pay	<input type="text"/>

Additional Extras to be included

Total Annual Rate of APP:

Completed by: _____ Date: _____

Title: _____ Telephone No: _____

Please return this form to: Royal Borough of Greenwich Pensions Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE19 6HQ



NOTIFICATION OF REDUCED/NIL PAY DUE TO SICKNESS

To be completed by the employer upon commencement

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number Employee Number

Employer

Surname Forename (s)

Member Address

Details

Reduced pay from Expected date of return

Nil pay from

Assumed Pensionable Pay

Monthly figures to be provided

Date from	<input type="text"/>	Date to	<input type="text"/>	Assumed Pensionable Pay	<input type="text"/>
Date from	<input type="text"/>	Date to	<input type="text"/>	Assumed Pensionable Pay	<input type="text"/>
Date from	<input type="text"/>	Date to	<input type="text"/>	Assumed Pensionable Pay	<input type="text"/>

Additional Extras to be included

Total Annual Rate of APP:

Completed by: _____

Date: _____

Title: _____

Telephone No: _____

Please return this form to: Royal Borough of Greenwich Pensions Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE19 6HQ

NOTIFICATION OF CHANGE OF CONTRACTUAL HOURS

To be completed by the employer

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number

Employee Number

Employer

Surname

Forename (s)

Date of Birth

Contractual Hours

The contractual hours of employment regularly or usually worked in each week by the above-named contributor were changed:

From

to

Standard Hours

Standard Hours

From

Term Time Hours if Applicable

Term Time Hours if Applicable

example

to

Change of Term Time Hours

Term Time Hours worked per year

Date of Change

Completed by: _____ Date: _____

Title: _____ Telephone No: _____

Please return this form to: Royal Borough of Greenwich Pensions Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE19 6HQ

NOTIFICATION OF CHANGE OF PERSONAL DETAILS

To be completed by the employer

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number

Employee Number

Employer

Previous Surname

Forename (s)

Date of Birth

Change of Address

New Address

Date of Effect

Change of Name

New Name/Title

Date of effect

Other Change

Details

Completed by: _____

Date: _____

Title: _____ Telephone No: _____

Please return this form to: Royal Borough of Greenwich Pensions Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE19 6HQ

ESTIMATE REQUEST

To be completed by employer

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number Employee Number

Employer

Surname Forename (s)

Please refer to guidance notes included with form.

Estimate Details

Reason for leaving
Age Retirement/Redundancy/Efficiency/Employers Consent Retirement/III Health/Flexible Retirement

If III Health estimate: Tier 1 Tier 2 Tier 3

A certificate must be provided for III health Retirement

If retirement between 55 and 60: Has the 85 Year rule been switched on? Yes No

Has the early cost been waived? Yes No

Estimated Last Day of Service

Salary Details

Pensionable Pay (2008 regulations)

Only to be completed for members with pensionable service prior to 01/04/2014.

Date from Date to Annual rate of pay
Date from Date to Annual rate of pay

If a previous year is higher, please use previous pay figures.

CARE Pensionable Pay (2014 regulations)

Pensionable pay member earned from 1 April in year of leaving

Scheme Section

Main Scheme

50/50 Section

APP

Only to be used if period of APP used or estimate is for III Health Retirement Tier 1 or 2

Annual Rate of APP

Completed by: _____ Date: _____

Title: _____ Telephone No: _____

Please return this form to: Royal Borough of Greenwich Pensions Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE19 6HQ

GUIDANCE NOTES

Reason For Leaving

Please enter one of the following reasons:

Voluntary Resignation/Dismissal/Opted Out/Age Retirement/Redundancy/ Efficiency/ Employers Consent Retirement/Flexible Retirement/III Health/Death

Opted Out: If a member has less than 3 months in the pension scheme a refund of their pension contributions must be paid through the payroll system (even if it spans a tax year), please confirm if the refund has been paid.

If retirement is between 55 and 60: Must be confirmed if the '85 year rule' is to be switched on and if the reduction is waived. You will need to refer to your 2014 LGPS Regulation policy.

III Health: please confirm which tier the member is retiring under and include copies of medical advisors certificate. Tier 1 & 2 please provide Assumed Pensionable Pay for three months prior to retirement.

Pensionable Pay (2008 regulations)

All service prior to 01/04/2014 is calculated on a members final salary for the previous year prior to the last day of service calculated on the pre 2008 regulation definition of pensionable pay. If a member is part time, the full time equivalent pensionable pay must be used.

If member has more than two changes to salary please add additional lines.

Pensionable Pay includes:

- normal pay
- contractual shift allowance
- bonus
- contractual overtime
- Maternity Pay, Paternity Pay, Adoption Pay, and
- any other taxable benefit specified in your contract as being pensionable.

It does not include non-contractual overtime, travelling or subsistence allowances, pay in lieu of notice or pay in lieu of loss of holidays, any payment as an inducement not to leave before the payment is made, any payment made by way of compensation to achieve equal pay, nor (apart from some historical cases) the monetary value of a car or pay received in lieu of a car.

Below is an example of a member who ceased employment on 31/12/2014, whose pensionable pay increased on 01/01/2014, 01/04/2014 and 01/05/2014.

Please note we only require the changes over the previous year prior to the last day of service.

Pensionable Pay over past year prior to leaving based on 2008 regulation definition of pensionable pay	
Dates	Salary (for Part Timers use Full Time Equivalent)
01/01/2014 – 31/03/2014	£20,000
01/04/2014 – 30/04/2014	£21,000
01/05/2014 – 31/12/2014	£21,500

Pensionable Pay (2014 regulations)

Benefits accrued each Scheme Year are based on pensionable pay received in that year. (Not full time equivalent)

Pensionable Pay same as above but also includes:

- Non-contractual overtime
- Additional Hours for part time members

It does not include loss of earnings compensation or protected pay.

Assumed Pensionable Pay

To be used if employee is on child related leave, sick leave or reserve forces special leave.

Also to be used for the calculation of Death in Service and Ill Health (tier 1 & 2) enhancements.

Average of 3 months pay prior to the date when the member went onto the reduced or no pay. This is rounded up to a whole year then used in your normal method of calculation (days / months and days)

APP Example

Month 1: £1,400

Month 2: £2,500 (including regular bonus and £100 overtime)

Month 3: £1,400

Annual rate of APP = £17,200.00 i.e $(£1,400 + £1,500 + £1,400)/3 \times 12$

NB: The £1000 bonus has been removed prior to averaging and grossing calculation. If deemed to be a regular lump sum payment employer can decide to add it back into calculation afterwards.

NOTIFICATION OF PENSION SCHEME LEAVER

To be completed by employer

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number

Employee Number

Employer

Surname

Forename (s)

Please refer to guidance notes included with form.

Details

Reason for leaving

Age Retirement/Redundancy/Efficiency/Employers Consent Retirement/III Health/Flexible Retirement/Death

If III Health estimate: Tier 1 Tier 2 Tier 3

A certificate must be provided for III health Retirement

If retirement between 55 and 60:

Has the 85 Year rule been switched on?

Yes No

Has the early cost been waived?

Yes No

Last Day of Service

Salary Details

Pensionable Pay (2008 regulations)

Only to be completed for members with pensionable service prior to 01/04/2014

Date from

Date to

Annual rate of pay

Date from

Date to

Annual rate of pay

If a previous year is higher, please use previous pay figures.

CARE Pensionable Pay (2014 regulations)

Pensionable pay member earned from 1 April in year of leaving

Assumed Pensionable Pay (if applicable)

To be used if period of APP used or leaver form is for Ill Health Retirement Tier 1 or 2, or death in service.

Additional Contributions

Is member paying additional contributions Yes No

If yes: Additional Contribution type AVC/Added Years/ARC/APC

Scheme Section

Main Scheme 50/50 Section

Completed by: _____ Date: _____

Title: _____ Telephone No: _____

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GUIDANCE NOTES

Reason For Leaving

Please enter one of the following reasons:

Voluntary Resignation/Dismissal/Opted Out/Age Retirement/Redundancy/ Efficiency/ Employers Consent Retirement/Flexible Retirement/III Health/Death

Opted Out: If a member has less than 3 months in the pension scheme a refund of their pension contributions must be paid through the payroll system (even if it spans a tax year), please confirm if the refund has been paid.

If retirement is between 55 and 60: Must be confirmed if the '85 year rule' is to be switched on and if the reduction is waived. You will need to refer to your 2014 LGPS Regulation policy.

III Health: please confirm which tier the member is retiring under and include copies of medical advisors certificate. Tier 1 & 2 please provide Assumed Pensionable Pay for three months prior to retirement.

Death: please provide the members next of kin details (name, address, relationship) and the death certificate. Assumed Pensionable for three months prior to death to be provided.

Pensionable Pay (2008 regulations)

All service prior to 01/04/2014 is calculated on a members final salary for the previous year prior to the last day of service calculated on the pre 2008 regulation definition of pensionable pay. If a member is part time, the full time equivalent pensionable pay must be used.

If member has more than two changes to salary please add additional lines.

Pensionable Pay includes:

- normal pay
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- bonus
- contractual overtime
- Maternity Pay, Paternity Pay, Adoption Pay, and
- any other taxable benefit specified in your contract as being pensionable.

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Pensionable Pay over past year prior to leaving based on 2008 regulation definition of pensionable pay	
Dates	Salary (for Part Timers use Full Time Equivalent)
01/01/2014 – 31/03/2014	£20,000
01/04/2014 – 30/04/2014	£21,000
01/05/2014 – 31/12/2014	£21,500

Pensionable Pay (2014 regulations)

Benefits accrued each Scheme Year are based on pensionable pay received in that year. (Not full time equivalent)

Pensionable Pay same as above but also includes:

- Non-contractual overtime
- Additional Hours for part time members

It does not include loss of earnings compensation or protected pay.

Assumed Pensionable Pay

To be used if employee is on child related leave, sick leave or reserve forces special leave.

Also to be used for the calculation of Death in Service and Ill Health (tier 1 & 2) enhancements.

Average of 3 months pay prior to the date when the member went onto the reduced or no pay. This is rounded up to a whole year then used in your normal method of calculation (days / months and days)

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Month 1: £1,400

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Annual rate of APP = £17,200.00 i.e $(£1,400 + £1,500 + £1,400)/3 \times 12$

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NOTIFICATION OF PENSION SCHEME LEAVER WITH LESS THAN TWO YEARS PENSIONABLE SERVICE

To be completed by employer

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number

Employee Number

Employer

Surname

Forename (s)

Please refer to guidance notes included with form.

Details

Reason for leaving

Last Day of Service

	Pension Contributions	Contracted Out National Insurance Earnings
Previous Tax Year (year ending 31/03)		
Current Tax Year		

Completed by: _____ Date: _____

Title: _____ Telephone No: _____

Please return this form to: Royal Borough of Greenwich Pensions Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE19 6HQ

NOTIFICATION OF RETURN TO MAIN SCHEME

To be completed by employer

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number

Employee Number

Employer

Surname

Forename (s)

Details

Date of re-joining main scheme

Pension Contribution Rate

Annual Pensionable Pay

Please return this form to: Royal Borough of Greenwich Pensions Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE19 6HQ

Completed by: _____ Date: _____

Title: _____ Telephone No: _____

NOTIFICATION OF CHANGE TO 50/50 SECTION

To be completed by employer

Royal Borough of Greenwich: Local Government Pension Scheme

Personal Details

National Insurance Number

Employee Number

Employer

Surname

Forename (s)

Details

Date of change to 50/50 section

Pension Contribution Rate

Annual Pensionable Pay

Please return this form to: Royal Borough of Greenwich Pensions Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE19 6HQ

Completed by: _____ Date: _____

Title: _____ Telephone No: _____