**Pensions Data Collection Specification**

The data collection file should be prepared in accordance with the specification and formats below. Do not add columns or change header names. Format the columns as outlined.

The data should only relate to participating members of the Local Government Pension Scheme (LGPS), do not include employees contributing to other schemes (e.g. Teachers) or include eligible LGPS members who are not participating in the Scheme.

It should include:

* all LGPS members including those who have left within the pay period; the individual must appear on the file for at least one month showing the date of leaving.
* all casuals that have been enrolled in the LGPS must be shown every pay period even when they have not received any pay

A separate entry is required on the spreadsheet for each contract of employment. The details on each row must relate to an individual employment e.g., the date of admission (DOA) should be the admission date for the individual employment, not the date of admission with the employer.

**Before submitting your file**

Check that the data file you are sending relates to the relevant pay period (you have not copied an earlier pay period data in error).

Check the file before sending to ensure the volumes look reasonable.

Check the file for reasonableness (i.e. number of members, pay and contribution totals are consistent with expected totals etc.)

Please note that where a file is submitted in an incorrect format, it will be invalid and you will be prompted to correct the data.

Please note that once you have saved your excel file to csv you should not edit the csv file. If you identify some amendments, please edit the original excel file and resave as a csv file. Editing and saving a csv file will affect leading zeros in any data fields and cause matching errors.

| **Column** | **Field Name** | **Description** | **Format** | **Max Length** | **Mandatory** | **Validation against this field** | **Format Example** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A | EMPLOYERNO | UPM Pay Location Reference\*  Confirmation of individual UPM Pay Location References will be advised shortly | Text | 20 | Yes | EMPLOYERNO must be provided and must be a recognised pay location reference in UPM | 00001  or  00001-1234567 (where 1234567 is the school code for outsourced LA maintained schools) |
| B | EMPLOYEEMEMBERSHIPNO | UPM Folder Reference - Enter 0 if no member number available | Text | 8 | Yes | EMPLOYEEMEMBERSHIPNO must be present - Enter 0 if no member number available | **Not in use by LPPA – please enter 0** |
| C | EMPLOYEEPAYROLLNO | Employee payroll number - as per employer payroll/HR system. Must be a unique reference to identify an individual pensionable employment | Text | 16 | Yes | EMPLOYEEPAYROLLNO must be provided | 123456B |
| D | NINO | Member National Insurance Number | Text | 9 | Yes | NINO must be provided in the correct format | NA123456A  TN123456F\*  \* TN denotes temporary number  123456 should be birthdate in format ddmmyy  F or M for gender |
| E1 | TITLE | Members Title – enter the full description for example Mr, Lady, Rev, Prof | Text | 10 | Yes | TITLE must be provided and must be a recognised title in UPM | Mr  Mrs  Lady  Rev |
| F | FORENAMES | Members Forenames | Text | 40 | Yes | FORENAMES must be provided and must not contain numeric characters | Alan Edward |
| G | SURNAME | Members Surname | Text | 40 | Yes | SURNAME must be provided and must not contain numeric characters | Smith |
| H | GENDER | Member Gender | Text | 1 | Yes | GENDER must be either M or F | M – Male  F - Female |
| I | DOB | Members Date of Birth | Date | 10 | Yes | DOB must be provided and must be in a valid date format - DD/MM/YYYY  For joiners, DOB must not be greater than DOA  For joiners, DOB must not be 75 at DOA | 01/01/1960 |
| J2 | MARITALSTATUS | Members Marital Status | Text | 20 | Conditional based on either a Joiner or Leaver | MARITALSTATUS must be provided for rows which are flagged as a Joiner or Leaver  MARITALSTATUS must be a recognised marital status in UPM. | Married  Divorced |
| K | DATEOFMARRIAGE | Enter the date of marriage or the date of divorce for changes | Date | 10 | No | DATEOFMARRIAGE must be in valid date format - DD/MM/YYYY | 01/01/2017 |
| L | PHONENUMBER | Members Mobile Phone Number (no spaces) | Number | 11 | No |  | 01132441404 |
| M | EMAILHOME | Members Personal Email Address | Text | 70 | No | EMAILHOME must be in a valid email address format | Clare@yahoo.com |
| N | EMAILWORK | Members Work Email Address | Text | 70 | No | EMAILWORK must be in a valid email address format | Clare@work.co.uk |
| O | ADDRESSLINE1 | Members address line 1 | Text | 50 | **This must only be provided for Joiners**  IMPORTANT: Please only provided address data for joiners. Existing members will be required to inform LPPA of their address via the member portal, ‘Pension Point’, ensuring we have one source of data | ADDRESSLINE1 must be provided for rows which are flagged as a Joiner  ADDRESSLINE1 must not contain commas | 1 Test Street |
| P | ADDRESSLINE2 | Members address line 2 | Text | 50 | No | ADDRESSLINE2 must not contain commas | Test |
| Q | ADDRESSLINE3 | Members address line 3 | Text | 50 | No | ADDRESSLINE3 must not contain commas | Morley |
| R | ADDRESSLINE4 | Members town/city | Text | 50 | No | ADDRESSLINE4 must not contain commas | Preston |
| S | ADDRESSLINE5 | Members county | Text | 50 | No | ADDRESSLINE5 must not contain commas | West Yorkshire |
| T | POSTCODE | Members Postcode | Text | 8 | **This must only be provided for Joiners**  IMPORTANT: Please only provided postcode data for joiners. Existing members will be required to inform LPPA of their address via the member portal, ‘Pension Point’, ensuring we have one source of data | POSTCODE must be provided for rows which are flagged as a Joiner  POSTCODE must be in a correct format | LE12 5HG |
| U | JOBTITLE | Members Job title | Text | 60 | No |  | Cleaner |
| V | SCHOOL | If applicable, enter the School Name here | Text | 50 | No | SCHOOL must not contain numeric characters | St Peters |
| W | EFFECTIVEDATE | This should be the last day of the pay period, or, for LEAVERS this should be the Date left scheme.  For all pay frequencies this should be 31 March on the last submission to ensure consistent roll up. | Date | 10 | Yes | EFFECTIVEDATE must be provided and must be in a valid date format - DD/MM/YYYY | 31/01/2017 |
| X | SCHEMESECTION | Section of the scheme employee was member of at end of period or at the date of cessation of active membership in the employment. | Text | 1 | Yes | SCHEMESECTION must be either 1 for Main section or 2 for 50/50 section | 1  2 |
| Y | CONTRATE | Employee contribution rate payable at end of period. Standard contribution rate being deducted at the end of the period. | Real | 10 | Yes | CONTRATE must be provided  CONTRATE must be a valid rate applicable to the SCHEMESECTION | 5.5  2.75 |
| Z | BASICPENSIONCONTS | Employee Contributions paid in **main section**. Contributions paid in the main section for the period **excluding** Part Time Buy Back (PTBB), APCS, ARCs, Reg 55 and AVCs. | Real | 10 | Conditional Yes if SCHEMESECTION is set as 1 | Error if BASICPENSIONCONTS has been provided but the SCHEMESECTION is not set as 1 (Main Section)  Error if you have not provided a BASICPENSIONCONTS figure and the member is flagged as SCHEMESECTION = 1 and BREAKREASON is NULL or CASUAL is Y  Error if BASICPENSIONCONTS have been provided but MAINSECTIONPENSIONABLEPAY has not | 950.23  0 if contributions not paid in the period |
| AA | MAINSECTIONPENSIONABLEPAY | Actual pensionable pay received in main section on which LG contributions have been calculated in the main section of the scheme including any Assumed Pensionable Pay the member is treated as receiving during the period.  For Casuals & Variables, if pay has not been received in this period enter 0.00 | Real | 10 | Conditional Yes if SCHEMESECTION is set as 1 | Error if MAINSECTIONPENSIONABLEPAY has been provided but the SCHEMESECTION is not set as 1 (Main Section)  Error if you have not provided a MAINSECTIONPENSIONABLEPAY figure and the SCHEMESECTION = 1 and BREAKREASON is NULL or CASUAL is Y  Error if MAINSECTIONPENSIONABLEPAY has been provided but BASICPENSIONCONTS has not | 2345.55  0 if no pay received relating to main section |
| AB | PENSIONABLEPAY | Annual Full Time Equivalent Final Pensionable Pay (as per 2008 regs). | Real | 10 | Yes | Error if PENSIONABLEPAY <£7000.00  PENSIONABLEPAY is the full-time equivalent Pensionable Salary and cannot be <£7000.00 | 27666.85 |
| AC | FIFTYFIFTYSECTPENSIONABLEPAY | Actual pensionable pay received in the 50/50 section of the scheme including any Assumed Pensionable Pay the member is treated as receiving during the period. | Real | 10 | Conditional Yes if SCHEMESECTION is set as 2 | Error if FIFTYFIFTYSECTPENSIONABLEPAY has been provided but the SCHEMESECTION is not set as 2 (50/50 Section)  Error if you have not provided a FIFTYFIFTYSECTPENSIONABLEPAY figure and the SCHEMESECTION = 2 and BREAKREASON is NULL or CASUAL is Y  Error if FIFTYFIFTYSECTPENSIONABLEPAY has been provided but FIFTYFIFTYPENSIONCONTS has not | 10000.25  0 if no pay received relating to 50/50 section |
| AD | FIFTYFIFTYPENSIONCONTS | Employee Contributions paid in the 50/50 section for the period **excluding** Part Time Buy Back (PTBB), APCS, ARCs, Reg 55 and AVCs to Equitable Life or Prudential. | Real | 10 | Conditional Yes if SCHEMESECTION is set as 2 | Error if FIFTYFIFTYPENSIONCONTS have been provided but the SCHEMESECTION is not set as 2 (50/50 Section)  Error if you have not provided a FIFTYFIFTYPENSIONCONTS figure and the member is flagged as SCHEMESECTION = 2 and BREAKREASON is NULL or CASUAL is Y  Error if FIFTYFIFTYPENSIONCONTS have been provided but FIFTYFIFTYSECTPENSIONABLEPAY has not | 400.66  0 if contributions not paid in the period |
| AE | APCSEMPLOYEEREGULAR | Employee Additional Pension Contributions (APC's) - regular contribution | Real | 10 | Mandatory if applicable |  | 1000.37  0 if contributions not paid in the period |
| AF | APCSEMPLOYEELUMPSUM | Employee Additional Pension Contributions (APC's) - lump sum | Real | 10 | Mandatory if applicable |  | 500.48  0 if contributions not paid in the period |
| AG | AVCS | Employee AVC Contributions AVCs paid to Equitable Life or Prudential | Real | 10 | Mandatory if applicable |  | 750  0 if contributions not paid in the period |
| AH | ARCS | Employee ARC contributions paid (Reg 14 2008 regs) | Real | 10 | Mandatory if applicable |  | 150.55  0 if contributions not paid in the period |
| AI | ADDYRSCONTSUM | Employee Additional contributions paid (E.g. Reg 55 - Purchase of additional membership) | Real | 10 | Mandatory if applicable |  | 300.33  0 if contributions not paid in the period |
| AJ | EMPLOYERCONTS | Contributions made by employer in respect of employee's pensionable pay | Real | 10 | Mandatory if applicable |  | 1001.24  0 if contributions not paid in the period |
| AK | APCSEMPLOYERREGULAR | Employer Additional Pension Contributions (APC's) - regular contribution | Real | 10 | Mandatory if applicable |  | 835.48  0 if contributions not paid in the period |
| AL | APCSEMPLOYERLUMPSUM | Employer Additional Pension Contributions (APC's) - lump sum | Real | 10 | Mandatory if applicable |  | 5000  0 if contributions not paid in the period |
| AM | EMPLOYERAVCS | Employer AVC Contributions | Real | 10 | Mandatory if applicable |  | 205.2  0 if contributions not paid in the period |
| AN | PARTTIMEBUYBACKCONTS | Part time buy-back contributions | Real | 10 | Mandatory if applicable |  | 950.23  0 if contributions not paid in the period |
| AO | BREAKSTARTDATEPM | Start Date of UNPAID Break in Pensionable Membership.  Only required where a break in paid membership is being notified. | Date | 10 | No | If present, BREAKSTARTDATEPM must be in valid date format - DD/MM/YYYY  BREAKSTARTDATEPM cannot be in the future. | 01/11/2017 |
| AP | BREAKENDDATEPM | End Date of Break in UNPAID Pensionable Membership.  Only required where a break in membership is being notified  This field can be left blank in case of Sick Pay and paid Maternity | Date | 10 | No | If present, BREAKENDDATEPM must be a valid date format - DD/MM/YYYY  If BREAKENDDATEPM present, this must be greater than or equal to BREAKSTARTDATEPM.  If BREAKENDDATEPM present, the BREAKSTARTDATEPM should not be null  BREAKENDDATEPM cannot be in the future. | 15/11/2017 |
| AQ3 | BREAKREASON | Reason for Break (Only required where a break in membership is being notified) | Text | 4 | Conditional Yes if BREAKSTARTDATE is provided | If BREAKSTARTDATEPM is provided, BREAKREASON must be either S, C, PL, M or A and cannot be NULL | S  C  PL  M  A |
| AR | HOURSCHANGESTARTDATE | Date of Change of Hours or Change of Term-Time Weeks | Date | 10 | Mandatory following a contractual change to hours or term-time weeks | Must be in valid date format - DD/MM/YYYY  Error if HOURSCHANGESTARTDATE provided and NEWSTANDARDHOURS is NULL or = 0.00 | 10/11/2017 |
| AS | NEWCONTRACTEDHOURS | Current Weekly Contracted Hours | Real | 10 | Yes | Current contractual hours for the pay period  NEWCONTRACTEDHOURS must be present  For joiners, where the casual flag is Y, NEWCONTRACTEDHOURS should be 0.01  NEWCONTRACTEDHOURS should not be greater than NEWSTANDARDHOURS | 18.50  Casual - 0.01  Full Time - 37.00  Part Time - actual weekly contracted hours (e.g. 18.50) |
| AT | NEWSTANDARDHOURS | New Weekly Standard Hours (Full time equivalent). | Real | 10 | Yes | NEWSTANDARDHOURS must be present | 37.00 |
| AU | PREVCONTRACTEDHOURS | Previous Weekly Contracted Hours. | Real | 10 | Conditional Yes: Mandatory if HOURSCHANGESTARTDATE populated | For Joiners, PREVCONTRACTEDHOURS must be null | 20.00 |
| AV | PREVSTANDARDHOURS | Previous Weekly Standard Hours (Full time equivalent).  Required for new members except new joiners. | Real | 10 | Conditional Yes: Mandatory if HOURSCHANGESTARTDATE is populated | For Joiners, PREVSTANDARDHOURS must be null | 37.00 |
| AW | DOA | Date of Scheme Admission  (This is the date of scheme admission for this employment, not the start date of employment) | Date | 10 | Conditional Yes for Joiners | DOA must be present for joiners  For joiners, DOB must not be greater than DOA  For joiners, DOA must be in valid date format - DD/MM/YYYY  For joiners, DOA cannot be after EFFECTIVEDATE  DOA must not be more than 3 months ago unless file period is Annual or Mid-year | 01/11/2017 |
| AX | CASUAL | Flag to indicate the member is casual or variable | Text | 1 | Conditional Yes if NEWCONTRACTEDHOURS = 0.01 | If NEWCONTRACTEDHOURS = 0.01 then CASUAL should be Y | Y |
| AY | PENPAY | Annual Pensionable Pay for new joiners based on hours worked. If annual pay is 20000 and they work 17.5/35 hours the PENPAY would be 10000 (pro-rata pay NOT scaled up for FTE).  Based on the 2014 scheme definition. | Real | 10 | Conditional Yes for joiners | For Joiners, must be provided  PENPAY cannot be 0 | 20000 |
| AZ | AE | Flag to indicate this member has been Auto Enrolled | Text | 4 | Conditional Yes for Joiners | For joiners, AE must be either Y or N | Y  N |
| BA4 | EETYPE | Employee Type | Text | 6 | Conditional Yes for Joiners | For joiners, EETYPE must be provided if the AE = Y  For joiners, EETYPE must be either EJ, NEJ, EW or CO | EJ  NEJ  EW  CO |
| BB | OORECDDATE | Date the ‘Declaration of Opt-out’ received by Employer | Date | 10 | No | If present, OORECDDATE must be in a valid date format – DD/MM/YYYY | 05/11/2017 |
| BC | ERDEC | Declaration that the Employer has seen the Opt-out notice and provided enrolment information | Text | 1 | Conditional Yes if OOFG = Y | For joiners, ERDEC should be populated with Y if OOFG = Y | Y  N |
| BD | OOFG | Opt-out flag  Only set to Y if member opted-out within 3 months of joining & contributions have been refunded via the payroll | Text | 1 | Conditional Yes for Joiners | For joiners, OOFG should be Y or N and not NULL  For joiners, if OOFG is Y, OODATE should be populated  For joiners, if OOFG is Y, OOREASON should be populated  For joiners, if OOFG is Y, ERDEC must be populated with Y | Y  N |
| BE | OODATE | Opt-out date  Mandatory if OOFG = Y | Date | 10 | Conditional Yes if OOFG = Y | For joiners, OODATE must be in valid date format - DD/MM/YYYY  For joiners, check that OODATE is not less than DOA  For joiners, OODATE must not be greater than 3 months from DOA | 05/11/2017 |
| BF | OOREASON | Opt-out Reason  Mandatory if OOFG = Y | Text | 2 | Conditional Yes if OOFG = Y | For joiners, if OOREASON is populated this should be either AE = Auto Enrolment or C = Contractual (i.e. LGPS regulation) | AE  C |
| BG | DISCFG | FIELD NOT IN USE BY LPPA | Text | 1 | No |  |  |
| BH | JOINERFG | Joiner indicator  This will trigger the creation of a new joiner | Text | 1 | Yes | JOINERFG must be either Y or N  Y if member joined the scheme during the period, N if no. | Y  N |
| BI | LEAVERFG | Leaver indicator  This will trigger the creation of a leaver case | Text | 1 | Yes | LEAVERFG must be either Y, N or T  Y if Yes - if member left the scheme during the period  N if No  T if TUPE transfer | Y  N  T |
| BJ5 | REASONFORLEAVING | Reason for leaving the pension scheme | Text | 100 | Conditional Yes if LEAVERFG = Y | If LEAVERFG = Y, REASONFORLEAVING must be provided | Deceased  Redundancy or Business Efficiency aged 55 or over  Resignation aged under 55 |
| BK | REDUCTIONINPAY | Has the member had a reduction in pay? | Text | 1 | Conditional Yes for Leavers | For leavers, REDUCTIONINPAY must be either Y or N | Y  N |
| BL | PIOVERRIDEDATE | If you are using previous years pay, you must confirm the effective date of the pay | Date | 10 | Conditional Yes If REDUCTIONINPAY = Y | If REDUCTIONINPAY = Y then PIOVERRIDEDATE must be provided | 12/04/2016 |
| BM | PRE2008FTEPAY | Annual Full Time Equivalent Final Pensionable Pay (as per 2008 regs).  Annualised full time equivalent pay from the previous 365 days or grossed up to an annual figure if the period covered is less than 365 days. This should be pay for full year and not scaled down for term-time weeks | Real | 10 | Conditional Yes If REDUCTIONINPAY = Y | If REDUCTIONINPAY = Y then PRE2008FTEPAY must be provided | 21000 |
| BN | REDUCTIONWAIVED | Is the employer waiving the early retirement reduction? | Text | 1 | No |  | Y  N |
| BO | TYPEOFILLHEALTHRET | Tier 1, 2 or 3 | Text | 1 | No |  | 1  2  3 |
| BP | SERIOUSILLHEALTH | This should be Y if it is a Serious Ill Health | Text | 1 | No |  | Y  N |
| BQ | ASSUMEDPENPAY | This is the members actual annual pay figure to be used in the calculation of ill health enhancement | Real | 10 | No |  | 20000 |
| BR | NOTES | Free text field for any notes.  Note this is for LPPA purposes and will not be updated on the member record. | Text | 250 | No |  | Free text |
| BS | CURRENTTFCON | The number weeks of the year that the member is currently contracted to work | Text | 5 | Yes |  | 43.33 |
| BT | CURRENTTTFFTE | The number of weeks of the year available for the member to work (Full time equivalent) | Text | 5 | Yes | CURRENTTTFFTE cannot be less than CURRENTTFCON | 52.2 |
| BU | PREVTTFFTE | The previous number of weeks of the year available for the member to work (Full time equivalent)  Required for all members except new joiners. | Text | 5 | Conditional Yes: Mandatory if HOURSCHANGESTARTDATE is populated | For Joiners, PREVTTFFTE must be null | 52.2 |
| BV | PREVTTFCON | Previous number of weeks of the year that the member was contracted to work  Required for all members except new joiners. | Text | 5 | Conditional Yes: Mandatory if HOURSCHANGESTARTDATE is populated | PREVTTFCON cannot be less than PREVTTFFTE  For Joiners, PREVTTFCON must be null | 43.33 |

NOTES:

1 Column E – TITLE. Recognised titles are: Baroness, Cllr, Col, Coroner, Dr, Drs, Lady, Lord, M s, Mdm, Miss, Mr, Mrs, Ms, Mstr, Mx, Prof, Rev, Revd, Rvt, Sir, Sr

2 Column J – MARITALSTATUS. Recognised marital/partnership statuses are: Civil Partner, Divorced, Married, Partner, Same Sex Marriage, Separated, Single, Widowed, Unknown

3 Column AQ – BREAKREASON. S = Strike break, C = Career break, PL = Paternity leave, M = Maternity leave, A = Authorised absence

4 Column BA – EETYPE. EJ = Eligible Jobholder, NEJ = Non-Eligible Jobholder, EW = Entitled Worker, CO = Contractual Joiner

5 Column BJ – REASONFORLEAVING. Recognised reasons are: Deceased, Dismissed, Flexible Retirement aged 55 or over, Ill Health Retirement, Opt-out of Scheme, Redundancy or Business Efficiency aged 55 or over, Resignation aged 55 or over including voluntary retirement, Resignation aged under 55, TUPE/Academy Conversion/MAT Transfer

**Legal Responsibility**

As Scheme Employer you have a legal responsibility to provide accurate and timely data to us. You must take all reasonable steps to ensure that the data provided to us is correct **before** you submit it to us. The data received via data files forms the basis of each Member’s pension pot which is accrued month on month until the Member leaves the Scheme.

LPPA will only check the data provided to us for reasonableness against the data we already hold, and if appropriate will query inconsistencies with you. However, LPPA will not undertake a detailed check of individual calculations or all entries on the data files.

The responsibility for accurate and complete data submissions lies with you as the employing authority and you should therefore ensure that you have relevant controls in place to ensure the correct provision of data.

If you provide incorrect data, we may quote or pay incorrect benefits, the consequences of which could lead to complaints, appeals and recalculations, reputational damage etc.

If you become aware that you have submitted incorrect data, you must inform us immediately.

We would also expect you to investigate the cause of the error, take appropriate action to avoid recurrence, and provide an update to us.

If it appears to us that any Employer is failing to take reasonable care in supplying data to us, The Fund reserves the right to recover from the Employer any resulting additional costs incurred.

Where an employer provides incorrect data, The Fund may be required to report the breach to the Pensions Regulator where the breach is assessed to be of material significance to the Regulator.

When assessing materiality, consideration will be given to the –

* cause of the breach,
* effect of the breach,
* reaction to the breach, and
* wider implications of the breach.