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	Text	9	Yes	NINO must be provided in the correct format	NA123456A TN123456F*

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		Insurance Number					* TN denotes temporary number 123456 should be birthdate in format ddmmyy F or M for gender
E[1]	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	01/01/1960

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
						For joiners, DOB must not be greater than DOA For joiners, DOB must not be 75 at DOA	
J[2]	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**	ADDRESSLINE1 must be provided for rows which are flagged as a Joiner	1 Test Street

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
					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 not contain commas	
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	Text	50	No	SCHOOL must not contain numeric characters	St Peters

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		School Name here					
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	Text	1	Yes	SCHEMESECTION must be either 1 for Main section or 2 for 50/50 section	1 2

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		in the employment.					
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	Real	10	Conditional Yes if SCHEMESECTION is set as 1	Error if MAINSECTIONPENSIONABLEPAY has been provided but the	2345.55

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		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				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	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

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
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	400.66 0 if contributions not paid in the period

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
						been provided but FIFTYFIFTYSECTPENSIONABLEPAY has not	
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	Real	10	Mandatory if applicable		300.33 0 if contributions not paid in the period

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		of additional membership)					
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

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
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

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
AQ[3]	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	Real	10	Yes	NEWSTANDARDHOURS must be present	37.00

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		time equivalent).					
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	01/11/2017

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
						DOA must not be more than 3 months ago unless file period is Annual or Mid-year	
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).\n\nBased on the 2014 scheme definition.	Real	10	Conditional Yes for joiners	For Joiners, must be provided\n\nPENPAY cannot be 0	20000
AZ	AE	Flag to indicate this member has	Text	4	Conditional Yes for Joiners	For joiners, AE must be either Y or N	Y\nN

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		been Auto Enrolled					
BA[4]	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

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
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

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
BJ[5]	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	Real	10	Conditional Yes If REDUCTIONINPAY = Y	If REDUCTIONINPAY = Y then PRE2008FTEPAY must be provided	21000

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		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					
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	Real	10	No		20000

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		pay figure to be used in the calculation of ill health enhancement					
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 current contractual number of weeks that the member is paid for	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	Text	5	Conditional Yes: Mandatory if	For Joiners, PREVTTFFTE must be null	52.2

Column	Field Name	Description	Format	Max Length	Mandatory	Validation against this field	Format Example
		==year available for the member to work (Full time equivalent)== Required for all members except new joiners.			HOURSCHANGESTARTDATE is populated		
BV	PREVTTFCON	The previous ==contractual== number of weeks of the year that the member was ==paid for==. 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.