

Monthly Return Phase Two Comparison Document (North)

Y = Yes / N = No / C = Conditional

NEW UPM Field Name	Description	Mandatory or Conditional	New Field	Previous Fields [COLUMN] - [FIELD NAME]
EMPLOYERNO	UPM Pay Location Reference	Y		A - Employer Code
EMPLOYEEMEMBERSHIPNO	Not in use - please enter 0	Y	Y	N/A
EMPLOYEEPAYROLLNO	Employee payroll number - as per employer payroll/HR system. Must be a unique reference to identify an individual pensionable employment	Y		E - Payroll Reference
NINO	Member's National Insurance Number	Y		D - National Insurance Number
TITLE	Member's Title (for example Mr, Rev, Lady, Dr)	Y		I - Title
FORENAMES	Member's Forenames	Y		J - Forenames
SURNAME	Member's Surname	Y		K - Surname
GENDER	Member's Gender (enter M or F)	Y		L - Gender
DOB	Member's Date of Birth in format DD/MM/YYYY	Y		M - Date of Birth
MARITALSTATUS	Member's Marital Status (in full, for example MARRIED, SINGLE, DIVORCED, WIDOWED)	C - Only for Joiners or Leavers		N - Marital Status
DATEOFMARRIAGE	Enter date of marriage or divorce for changes in format DD/MM/YYYY	N	Y	N/A
PHONENUMBER	Member's mobile phone number (with no spaces)	N	Y	N/A
EMAILHOME	Members Personal Email Address	N	Y	N/A
EMAILWORK	Members Work Email Address	N	Y	N/A
ADDRESSLINE1	Members address line 1	C - Only for Joiners		O - Address Line 1
ADDRESSLINE2	Members address line 2	C - Only for Joiners		P - Address Line 2
ADDRESSLINE3	Members address line 3	C - Only for Joiners		Q - Address Line 3
ADDRESSLINE4	Members address line 4	C - Only for Joiners		R - Address Line 4
ADDRESSLINE5	Members address line 5	C - Only for Joiners		S - Address Line 5
POSTCODE	Members Postcode	C - Only for Joiners		T - Post Code
JOBTITLE	Member's Job Title	N	Y	N/A
SCHOOL	Name of school (if applicable)	N		F - School Code

NEW UPM Field Name	Description	Mandatory or Conditional	New Field	Previous Fields [COLUMN] - [FIELD NAME]
EFFECTIVEDATE	This should be the last day of the pay period, or, for LEAVERS this should be the Date left scheme. Use date format DD/MM/YYYY.	Y		AG - Payroll Period End Date
SCHEMESECTION	Scheme section member was part of at the end of the pay period (or leaving date for leavers), must be either 1 for Main section or 2 for 50/50 section.	Y		W - Scheme Indicator
CONTRATE	Standard employee contribution rate being deducted at the end of the period.	Y		AJ - Scheme Contribution Rate
BASICPENSIONCONTS	Employee Contributions paid in main section for the period.	C - Only if SCHEMESECTION is 1		AI - Employees Contributions This Period
MAINSECTIONPENSIONABLEPAY	Actual pensionable pay on which LG contributions have been calculated in the main section of the scheme.	C - Only if SCHEMESECTION is 1		AH - Pensionable Pay
PENSIONABLEPAY	Annual Full Time Equivalent Final Pensionable Pay (as per 2008 regs). PENSIONABLEPAY is the full-time equivalent Pensionable Salary and cannot be <£7000.00	Y		U - Annual FTE Pensionable Salary
FIFTYFIFTYSECTPENSIONABLEPAY	Actual pensionable pay on which LG contributions have been calculated in the 50/50 section of the scheme.	C - Only if SCHEMESECTION is 2		AH - Pensionable Pay
FIFTYFIFTYPENSIONCONTS	Employee Contributions paid in 50/50 section for the period.	C - Only if SCHEMESECTION is 2		AI - Employees Contributions This Period
APCSEMPLOYEEREGULAR	Employee Additional Pension Contributions (APC's) - regular contribution	Y - If applicable		AM - Employee's Additional Contributions
APCSEMPLOYEEELUMPSUM	Employee Additional Pension Contributions (APC's) - lump sum	Y - If applicable		AM - Employee's Additional Contributions
AVCS	Employee AVC Contributions AVCs paid to Equitable Life or Prudential	Y - If applicable		AL - Employee Additional Voluntary Contributions
ARCS	Employee ARC contributions paid (Reg 14 2008 regs)	Y - If applicable	Y	N/A
ADDYRSCONTSUM	Employee Additional contributions paid (E.g. Reg 55 - Purchase of additional membership)	Y - If applicable	Y	N/A
EMPLOYERCONTS	Contributions made by employer in respect of employee's pensionable pay	Y - If applicable		AK - Employer's Contributions This Period
APCSEMPLOYERREGULAR	Employer Additional Pension Contributions (APC's) - regular contribution	Y - If applicable		AN - Employer's Additional Contributions
APCSEMPLOYERLUMPSUM	Employer Additional Pension Contributions (APC's) - lump sum	Y - If applicable		AN - Employer's Additional Contributions
EMPLOYERAVCS	Employer AVC Contributions	Y - If applicable	Y	N/A
PARTIMTEBUYBACKCONTS	Part time buy-back contributions	Y - If applicable	Y	N/A
BREAKSTARTDATEPM	"Start Date of UNPAID Break in Pensionable Membership. Only required where a break in paid membership is being notified. Must be in format DD/MM/YYYY."	N	Y	N/A

NEW UPM Field Name	Description	Mandatory or Conditional	New Field	Previous Fields [COLUMN] - [FIELD NAME]
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. Must be in format DD/MM/YYYY."	N	Y	N/A
BREAKREASON	Reason for Break (Only required where a break in membership is being notified). If BREAKSTARTDATEPM is provided, BREAKREASON must be either S, C, PL, M or A and cannot be NULL	C - Only if BREAKSTARTDATEPM is provided		AQ - Absence/Secondment Indicator
HOURSCHANGESSTARTDATE	Date of Change of Hours or Change of Term-Time Weeks. Must be in format DD/MM/YYYY.	N		Z - Effective Date Of Current Contractual Hours
NEWCONTRACTEDHOURS	Current Weekly Contracted Hours.	Y		AA - Contractual hours
NEWSTANDARDHOURS	New Weekly Standard Hours (Full time equivalent).	Y		AD - Whole-Time Equivalent Hours
PREVCONTRACTEDHOURS	Previous Weekly Contracted Hours.	C - If HOURSCHANGESSTARTDATE is provided	Y	N/A
PREVSTANDARDHOURS	Previous Weekly Standard Hours (Full time equivalent).	C - If HOURSCHANGESSTARTDATE is provided	Y	N/A
DOA	Date of scheme admission for this employment. Must be in format DD/MM/YYYY.	C - Only for Joiners		Y - Date Joined Local Government Pension Scheme
CASUAL	Flag to indicate the member is casual or variable (enter Y or N).	C - If NEWCONTRACTEDHOURS = 0.01		AC - Part Time Indicator
PENPAY	Annual Pensionable Pay for new joiners based on hours worked.	C - Only for Joiners	Y	N/A
AE	Flag to indicate this member has been Auto Enrolled.	C - Only for Joiners	Y	N/A
EETYPE	"For joiners, EETYPE must be provided if the AE = Y. For joiners, EETYPE must be either EJ, NEJ, EW or CO"	C - Only for Joiners	Y	N/A
OORECDDATE	Date the 'Declaration of Opt-out' received by Employer. Must be in format DD/MM/YYYY.	N	Y	N/A
ERDEC	Declaration that the Employer has seen the Opt-out notice and provided enrolment information. Enter either Y or N.	C - Only if OOFG = Y	Y	N/A
OOFG	Opt-out flag. Enter either Y or N. (Only set to Y if member opted-out within 3 months of joining & contributions have been refunded via the payroll.)	C - Only for Joiners	Y	N/A
OODATE	Opt-out date. Must be in format DD/MM/YYYY.	C - Only if OOFG = Y		AS - Opt Out Date
OOREASON	Opt-out reason. This should be either AE = Auto Enrolment or C = Contractual (i.e. LGPS regulation).	C - Only if OOFG = Y	Y	N/A
DISCFG	Not in use at present - please leave blank	N	Y	N/A
JOINERFG	New joiner indicator. Enter either Y or N (Y if member joined the scheme during the period, N if no). Entering Y will trigger the creation of a new joiner.	Y		AR - Opt In Date

NEW UPM Field Name	Description	Mandatory or Conditional	New Field	Previous Fields [COLUMN] - [FIELD NAME]
LEAVERFG	Leaver indicator. Enter either Y, N or T (Y if Yes - if member left the scheme during the period, N if No, T if TUPE transfer). This will trigger the creation of a leaver case.	Y		AU - Date Of Leaving
REASONFORLEAVING	Reason for leaving the pension scheme (for example Resignation, Dismissal, Retirement, Opt-Out).	C - Only if LEAVERFG is Y		AV - Reason For Leaving
REDUCTIONINPAY	Has the member had a reduction in pay? Enter either Y or N.	C - Only if LEAVERFG is Y	Y	N/A
PIOVERRIDEDEDATE	If you are using previous years pay, you must confirm the effective date of the pay in the format DD/MM/YYYY.	C - If Y in REDUCTIONINPAY	Y	N/A
PRE2008FTEPAY	Annual Full Time Equivalent Final Pensionable Pay (as per 2008 regs).	C - If Y in REDUCTIONINPAY	Y	N/A
REDECUTIONWAVED	Is the employer waiving the early retirement reduction? Enter either Y or N.	N	Y	N/A
TYPEOFILLHEALTHRET	For Ill Health Retirement only, enter 1, 2 or 3 to indicate which tier was awarded	N	Y	N/A
SERIOUSILLHEALTH	This should be Y if it is a Serious Ill Health	N	Y	N/A
ASSUMEDPENPAY	This is the members actual annual pay figure to be used in the calculation of ill health enhancement.	N	Y	N/A
NOTES	Free text field for any notes. (Note: this is for LPPA purposes and will not be updated on the member record.)	N	Y	N/A
CURRENTTFCON	The number weeks of the year that the member is currently contracted to work.	Y		AB - Contractual Weeks
CURRENTTTFFTE	The number of weeks of the year available for the member to work (Full time equivalent)	Y		AE - Whole-Time Equivalent Weeks
PREVTTFFTE	The previous number of weeks of the year available for the member to work (Full time equivalent)	C - If HOURSCHANGESSTARTDATE is provided	Y	N/A
PREVTTFCON	Previous number of weeks of the year that the member was contracted to work	C - If HOURSCHANGESSTARTDATE is provided	Y	N/A