



## 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 eligible members of the Firefighters' Pension Scheme, do not include employees contributing to other schemes e.g. Local Government Pension Scheme.

It should include:

- all Firefighters' Pension Scheme 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 retained members that have been enrolled in the Firefighters' Pension Scheme 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	Validations against this field	Format Example
A	EMPLOYERNO	UPM Pay Location Reference	Text	20	Yes	EMPLOYERNO must be provided and must be a recognised pay location reference in UPM	e.g. AA00001
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 i.e. AA121212B	NA123456A TN123456F

							TN denotes temp number  123456 should be birthday in format ddmmyy  F or M for gender
E <sup>1</sup>	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	01/01/1960

						For joiners, DOB must not be greater than DOA  For joiners, DOB must not be 75 at DOA	
J <sup>2</sup>	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	01/01/2017
L	PHONENUMBER	Members Mobile Phone Number (no spaces)	Numb	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 <b>only be provided for Joiners</b>  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	Leeds
S	ADDRESSLINE5	Members county	Text	50	No	ADDRESSLINE5 must not contain commas	West Yorkshire
T	POSTCODE	Members Postcode	Text	8	This must <b>only be provided for Joiners</b>	POSTCODE must be provided for rows which are flagged as a Joiner	LE12 5HG

					<p><b>IMPORTANT:</b> 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</p>	<p>POSTCODE is not in correct format</p>	
U <sup>3</sup>	RANK	Code relating to the rank of the member at the effective date	Text	3	Yes	RANK code must be provided and must be a recognised title in UPM	F1 P2
V	EFFECTIVEDATE	<p>This should be the last day of the pay period or for LEAVERS this should be the Date left scheme.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><i>For all pay frequencies this should be 31 Mar on the</i></p>	Date	10	Yes	<p>EFFECTIVEDATE must be provided and must be in a valid date format</p> <p>EFFECTIVEDATE must be provided and must be within the period of submission except if the LEAVERFG = Y</p>	01/01/2017

		<i>last submission to ensure consistent roll up</i>					
W	SCHEMENAME	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	4	Yes	SCHEMENAME must be either 1992,2006,2015 or Mod	1992 2006 2015 Mod
X	CONTRATE	Standard Employee contribution rate being deducted at the end of period.	Real	10	Yes	CONTRATE must be provided  CONTRATE must be a valid rate	12.9
Y	BASICPENSIONCONTS	Employee Contributions paid in main section. Contributions paid in the main section for the period <b>excluding</b>	Real	10	Yes	You have not provided a BASICPENSIONCONTS figure and BREAKREASON is NULL or RETAINED is Y  BASICPENSIONCONTS have been provided but	950.23  0 if contributions not paid in the period

		CPD, Temporary promotion, Additional Contributions and 60 <sup>th</sup> Contributions				MAINSECTIONPENSIONABLE PAY has not	
Z	MAINSECTIONPENSIONABLE PAY	Actual Pensionable Pay received on which 2015 scheme contributions have been calculated in the main section of the scheme and any <u>Assumed Pensionable Pay</u> the member is treated as receiving during the period.	Real	10	Yes	Error if you have not provided a MAINSECTIONPENSIONABLE PAY figure and BREAKREASON is NULL or RETAINED is Y  Error if MAINSECTIONPENSIONABLE PAY have been provided but BASICPENSIONCONTS has not	2345.5  0 if no pay received relating to main section
AA	PENSIONABLEPAY	Annual Full Time Equivalent Final Pensionable Pay (for Final	Real	10	Yes	Error if PENSIONABLEPAY < £20,000:-  PENSIONABLEPAY is the full-time equivalent	27666.8



		Salary Benefits)				Pensionable Salary and cannot be < £20,000	
AB	APCSEMPLOYEEREGULAR	Employee Additional Pension Contributions (APC's) - regular contribution	Real	10	Mandatory if Applicable		1000.37 0 if contributions not paid in the period
AC	APCSEMPLOYEEELUMPSUM	Employee Additional Pension Contributions (APC's) - lump sum	Real	10	Mandatory if Applicable		500.48 0 if contributions not paid in the period
AD	ADDYRSCONTSUM	Additional contributions to purchase 60 <sup>th</sup> membership in 1992 & 2006 (including retained) scheme	Real	10	Mandatory if Applicable		300.33 0 if contributions not paid in the period
AE	APCSEMPLOYERREGULAR	Employer Additional Pension Contributions	Real	10	Mandatory if Applicable		835.48

		(APC's) - regular contribution					0 if contributions not paid in the period
AF	BREAKSTARTDATEPM	Start Date of Break in Pensionable Membership. Only required where a break in membership is being notified  Please leave this field blank if the member is on sick leave or paid maternity leave	Date	10	No	If present, BREAKSTARTDATE must be in valid date format  BREAKSTARTDATE cannot be in the future	01/11/2017
AG	BREAKENDDATEPM	End Date of Break in Pensionable Membership. Only required where a break in membership is being notified	Date	10	No	If present, BREAKENDDATEPM must be valid date format  If BREAKENDDATEPM present, this must be greater than or equal to BREAKSTARTDATEPM.  If BREAKENDDATEPM present, the	15/11/2017

		Please leave this field blank if the member is on sick leave or paid maternity leave				BREAKSTARTDATEPM should not be null  BREAKENDDATEPM cannot be in the future	
AH	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 - Strike break  C - Career break  PL - Paternity leave  M - Maternity leave  A - Authorised absence
AI	HOURSCHANGESTARTDATE	Start Date of Hours Change	Date	10	Mandatory following a contractual change of hours	<del>CONTRATE must be provided</del>  If HOURSCHANGESTARTDATE has been provided it must be in valid date format  Error if HOURSCHANGESTARTDATE has been provided and NEWSTANDARDHOURS is NULL or = 0.00	10/11/2017

AJ	NEWCONTRACTEDHOURS	Current Weekly Contracted Hours	Real	10	Mandatory	<p>Current contractual hours for the pay period</p> <p>NEWCONTRACTEDHOURS must be present</p> <p>For joiners, where RETAINED is Y, NEWCONTRACTEDHOURS should be 0.01</p> <p>For non-joiners, this field should not be equal to PREVCONTRACTEDHOURS</p> <p>NEWCONTRACTEDHOURS should not be greater than NEWSTANDARDHOURS</p>	<p>Retained - 0.01</p> <p>Full Time - 42.00</p> <p>Part Time - actual weekly contracted hours (e.g. 18.50)</p>
AK	NEWSTANDARDHOURS	New Weekly Standard Hours (Full time equivalent).	Real	10	Mandatory	NEWSTANDARDHOURS must be present	37.00
AL	PREVCONTRACTEDHOURS	<p>Previous Weekly Contracted Hours.</p> <p>Required for all members except new joiners.</p>	Real	10	<p>Conditional Yes: Mandatory if HOURSCHANGESTA RTDATE is populated</p>	For Joiners, PREVCONTRACTEDHOURS must be null	20.00

AM	PREVSTANDARDHOURS	Previous Weekly Standard Hours (Full time equivalent).  Required for all members except new joiners.	Real	10	Conditional Yes: Mandatory if HOURSCHANGESTA RTDATE is populated	For Joiners, PREVSTANDARDHOURS must be null	37.00
AN	DOA	Date of Scheme Admission DD/MM/YYYY	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  For joiners, DOA cannot be after EFFECTIVEDATE  DOA must not be more than 3 months ago unless process variable is Annual or Mid-year	01/11/2017
AO	RETAINED	Flag to indicate the member is Retained	Text	1	Conditional Yes If NEWCONTRACTED HOURS = 0.01	If NEWCONTRACTEDHOURS = 0.01 then RETAINED should be Y	Y - Yes

AP	PENPAY	<p>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.</p> <p>Based on the 2015 scheme definition.</p>	Real	10	Conditional Yes for Joiners	<p>For Joiners, must be provided</p> <p>PENPAY cannot be 0</p>	20000
AQ	OOFG	<p>Opt out immediately flag</p> <p>(Only set to Y if member opted-out within 3 months of joining &amp; contributions have been refunded via the payroll)</p>	Text	1	Conditional Yes for Joiners	<p>For joiners, OOFG should be Y or N and not NULL</p> <p>For joiners, if OOFG is Y, OODATE should be populated</p>	<p>Y - Yes</p> <p>N - No</p>

AR	OODATE	Opt out date  Mandatory if opt-out flag = Y	Date	10	Conditional Yes if opt-out flag = Y	For joiners, OODATE must be in valid date format  For joiners, check that OODATE is not less than DOA  For joiners, OODATE must not be greater than 3 months from DOA unless process variable is Annual or Mid-year	05/11/2017
AS	JOINERFG	Joiner indicator – This will trigger the creation of a new joiner	Text	1	Yes	JOINERFG must be either Y or N	Y if Yes - if member joined the scheme during the period. N if No
AT	LEAVERFG	Leaver indicator – This will trigger the creation of a leaver case	Text	1	Yes	LEAVERFG must be either Y or N or T	Y if Yes - <i>if member left the scheme during the period.</i> N if No  T if TUPE Transfer
AU	REASONFORLEAVING	Reason for leaving the pension scheme	Text	100	Conditional Yes if LEAVERFG = Y	Recognised reasons are: -  <ul style="list-style-type: none"> <li>• Dismissed</li> <li>• Resignation</li> <li>• Retirement</li> </ul>	Dismissed  Resignation  Retirement  Opt Out

						<ul style="list-style-type: none"> <li>• Opt Out</li> <li>• Ill Health Retirement</li> <li>• Ill Health Retirement Plus Injury</li> <li>• Deceased</li> </ul>	Ill Health Retirement  Ill Health Retirement Plus Injury  Deceased
AV	SPLITPENSION	If the member has a split pension entitlement, please enter the date of the reduction in salary.	Date	10	No		31/12/2021
AW	AVERAGE PENSIONABLE PAY	Average pensionable pay to be used in calculation of FS benefits <b><u>for split pension entitlement</u></b>	Real	10	No		21001.24
AX	NOTES	Free text field for any notes.  Note this is for LPPA purposes and will not	Text	250	No		*FREETEXT*



		be updated on the member record.					
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NOTES:

<sup>1</sup> 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

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

<sup>3</sup> Column U -

<u>ACCEPTED FIRE RANKS</u>	<u>Code</u>	<u>ACCEPTED POLICE RANKS</u>	<u>Code</u>
Commander	F1	Constable	P1
Deputy Assistant Commissioner (London)	F2	Sergeant	P2
Commissioner	F3	Inspector	P3
Firefighter Competent	F4	Chief Inspector	P4
Firefighter Protected Point G	F5	Superintendent	P5
Firefighter Protected Point H	F6	Chief Superintendent	P6
Crew Manager Development	F7	Assistant Chief Constable	P7
Crew Manager Competent	F8	Deputy Chief Constable	P8
Watch Manager Development	F9	Chief Constable	P9
Watch Manager Competent A	F10	Constable or Sergeant	P10
Watch Manager Competent B	F11	Chief Constable	P11
Station Manager Development	F12	Assistant Chief Constable	P12
Station Manager Competent A	F13	Inspector to Superintendent	P13
Station Manager Competent B	F14		
Station Manager Protected Point L	F15		



Group Manager Development	F16		
Group Manager Competent A	F17		
Group Manager Competent B	F18		
Area Manager Development	F19		
Area Manager Competent A	F20		
Area Manager Competent B	F21		
Asst Chief Fire Officer	F22		
Deputy Chief Fire Officer	F23		
Chief Fire Officer	F24		
Firefighter Trainee	F25		
Group Manager	F26		
Firefighter Development	F27		
Sergeant/Watch Manager	F28		
Sub Officer	F29		
Station Officer	F30		
Asst Divisional Officer	F31		
Asst Divisional Off or above	F32		

### 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.



Local Pensions Partnership  
Administration

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.

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.