

# LPPA Employer Guide

# Pensionable Pay Calculator Guide

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**Version** : 4.0

**Owner** : Aftab Malek

**Author** : Ammie McHugh

## Change History

Version	Date	Author	Amendment
1.0	31/03/2017	Ammie McHugh	Original Document
2.0	24/07/2017	Ammie McHugh	Extras pages amended
3.0	16/09/2020	Aftab Malek	Name changed, new screenshots as per new pensionable pay calculator with leaver form tab
4.0	11/03/2021	Aftab Malek	New screens included as now a combined form reg

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## Introduction

This calculator is designed to assist you in the process of providing pay and other required information for leavers. You may use this tool in replacement of the current LPPA leaver form, by sending LPPA a PDF version of the completed spreadsheet or you may wish to use this as a calculator to determine final pay which you can then input on the current LPPA online leaver form.

If you wish to send a PDF version of the spreadsheet in replacement of the current LPPA leaver form, it must be completed / signed off by an authorised individual. Authorised signatories are those with higher level access to the employers' area of the website.

## Employee Details

Please refer to the Employee Details tab, as per below. Please complete all mandatory fields, mandatory fields shown in red.

LPP Local Pensions Partnership Administration	Employee Details
Which LGPS fund is membership of ?	
Surname	
Forename(s)	
Employee's Personal Email Address (if known)	
Date of Birth	
National Insurance No	
Pay reference	
Does the employee have more than one pensionable employment?	
Did the pensionable employment start on or after 01/04/2014 (CARE scheme only)	
Date of Termination	
Reason For Termination	
Is final pay period a previous corresponding year?	
<b>Not all mandatory fields completed</b>	
<span style="background-color: white; padding: 2px;">Employee Details</span> <span style="padding: 2px;">Calculation Sheet</span> <span style="padding: 2px;">Extras</span> <span style="padding: 2px;">Leaver Form</span> <span style="padding: 2px;">+</span>	

Once all fields are completed\* and satisfactory the fields will appear green as per below:

LPP	Employee Details
Local Pensions Partnership Administration	
Which LPPS fund is membership of ?	Lancashire County Pension Fund
Surname	Bloggs
Forename(s)	Joe
Employees Personal Email Address (if known)	
Date of Birth	16/06/1987
National Insurance No	AB123456C
Pay reference	987654
Does the employee have more than one pensionable employment	No
Did the pensionable employment start on or after 01/04/2014 (CARE scheme only)	No
Date of Termination	31/03/2021
Reason For Termination	Resignation
Is final pay period a previous corresponding year?	No
All mandatory fields completed, move on to Calculation Sheet	

The member here has both pre and post 01/04/2014 benefits, therefore final pay information will be required to calculate the benefits.

**\*NB – some fields are conditional depending on the answers provided and will come up in red accordingly.**

LPP Local Pensions Partnership Administration		Employee Details		Clear Employee De
Which LPPS fund is membership of?	Lancashire County Pension Fund			
Surname	Bloggs			
Forename(s)	Joe			
Employee's Personal Email Address (if known)				
Date of Birth	15/05/1987			
National Insurance No	AB123456C			
Pay reference	987654			
Does the employee have more than one pensionable employment	No			
Did the pensionable employment start on or after 01/04/2014 (CARE scheme only)	Yes			
Please confirm FTE* pay of post to be	£25,000			*Full time equivalent
Date of Termination	31/03/2021			
Reason For Termination	Resignation			
All mandatory fields completed, move on to Calculation Sheet				
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> <span>Employee Details</span> <span>Calculation Sheet</span> <span>Extras</span> <span>Leaver Form</span> <span>+</span> </div>				

If the member only has post 01/04/2014 service i.e. CARE scheme only, then the employee details tab will look as above. In this case, we won't require you to fully complete the calculation sheet as covered in the next section. However, if it transpires later that the member has transferred in service, which entitles them to pre-April 2014 service/benefits, then we may come back to you for a final pay calculation.



For any members who fall into this category, you need to complete the calculation as follows: -

1. Confirm whether the member is due any pensionable pay after the date of leaving, using the “yes/no” drop-down box.  
If you select “Yes”, you will be asked to confirm the month the payment is due and the amount – as this a payment after the date of leaving, you can only provide a date that is after the members date of leaving.
2. Add any comments that would be beneficial to LPPA when calculating the members benefits.





Boxes outlined in red need completing by the employer (please see above). You will need to complete steps 1-5 for all leavers who joined the scheme pre 01/04/2014, as they have final salary benefits.

In some cases, for members who joined after 01/04/2014 we may come back to you for final salary information if they have transferred in final salary benefits.

1. Confirm whether the member is due any pensionable pay after the date of leaving, using the “yes/no” drop-down box. If you select “Yes”, you will be asked to confirm the month the payment is due and the amount – as this a payment after the date of leaving, you can only provide a date that is after the members date of leaving.
2. The calculator will either pick up the member full-time equivalent pay (also referred to as grade step/scale point) from the employee details tab if the member only has service after 01/04/2014 i.e. under the CARE scheme (skip steps 3-5 if this applies) **OR** if the member was in the scheme prior to 01/04/2014, then it will calculate the full-time equivalent pay, once steps 3 - 5 have been completed.
3. Input the final pay period (usually the final 365 days of employment). If the member hasn't been employed for the last 365 days of the year, then just input the final pay period as applicable. The calculator will work out what the final pay is and will scale up to 365 days. The dates need to be input in chronological order starting with the end date on the top line working back to the start of the final pay period. If there have been any contractual changes in the final pay period, you need to show **a separate line for each change in contract**. Changes to contract include: a change in rate of pay; change in contractual hours or change to contractual weeks. In the example above you can see that a separate line has been recorded when the hours have changed from 01/01/2020 and also a new line from 01/04/2020, when the rate of pay has changed.
4. Next you need to input the contract details: contractual hours, full time hours, contractual weeks and whole-time weeks.
5. Here you need to input the MONTHLY basic pay, you do not need to scale up for part time members, and you do not need to work out part month amounts for midmonth leavers.
6. Add any comments that would be beneficial to LPPA when calculating the members benefits.

Once steps 1 – 6 have been completed, press the relevant fund button to calculate the final pay. You have one of 2 options to choose from, “Lancashire County Fund” or “Cumbria County Fund”

You will then see a figure in the field labelled "Total final Pay for calculating pension benefits". As per image below: -

Name: Bloggs, Joe NINO: AB123456C Pay ref: 987654										Lancashire County Pension Fund										
Reason For Termination	Resignation					Date of Termination	31/03/2021					LANCASHIRE COUNTY FUND Calculate Final Pay, then input Extras		CUMBRIA COUNTY FUND Calculate Final Pay, then input Extras						
Is final pay period a previous corresponding year?	No					FTE (Final Salary/Scale Point/Gradestep) of Post to be Terminated	£16,200.00													
Pensionable Pay deemed after date of leaving (if applicable) (CARE scheme)	Yes																			
Month	Apr-21																			
Amount (£)	£150.00																			
Lancashire County Pension Fund																				
<p>If this is "Red", you have run the incorrect fund calculation. Check you have selected the correct fund on "employee details" tab and then run the calculation again with the correct fund button above</p> <p>This is for LPPA info only</p>																				
	MONTHLY BASIC PAY (salary)	START DATE	END DATE	Days Worked in Start Month	Days Worked in End Month	Complete Calendar Months Worked	D	M	Y	Pay Period	Contractual Weekly Hours	FTE Hours (i.e. 36.25/ 37.00 etc.)	Contractual Weeks (Term-time weeks if applicable)	FTE weeks (52 OR 52.143 etc.)	FTE PAY	P/YT HRS (INCLUDING SCALED DOWN IF TERM-TIME)				
(Latest date at top)	1950.00	01-Sep-20	31-Mar-21	30	31	5	30	6	0	30	3490.00	37	37	52.143	52.143	9450.00	37.00			
(old/new)	1275.00	01-Jan-20	31-Aug-20	30	31	1	30	2	0	30	3825.00	37	37	52.143	52.143	3825.00	37.00			
	1010.00	01-Apr-20	31-May-20	30	31	0	30	1	0	30	2030.00	32.5	37	52.143	52.143	2276.92	32.50			
															15551.92					
<b>Additional Comments</b> (any comments to assist LPPA in processing the pension benefits)																				
Examples: - Assumed Pensionable Pay (APP) amounts, APP dates, Leave Without Pay dates, maternity dates																				
												SCALED UP EXTRAS	0.00							
												NON SCALED UP EXTRAS	0.00							
												EXTRAS SUBTOTAL	0.00							
												AD-HOC EXTRAS	0.00							
												SCALED UP FACTOR (IF FINAL PAY PERIOD <365 DAYS)	1.0000							
															<b>TOTAL FINAL PAY for calculating pension benefits (pre April 2014 benefits only)</b>	<b>£15,551.92</b>				

This is calculated automatically once the above has been entered (if applicable)

If this is £0.00, then please review the data input and if member has been on same pay/hours all the way 365 days and no figure is calculating, split the final pay lines and then retry.

If the member does not receive any pensionable extras, you can either save it and add details of who has completed the form, before passing it on for an authorised person to review and submit to LPPA.

Now refer to the [leaver form section](#) (click the hyperlink), for the next steps to authorising and completing the form and sending it to LPPA.

If you have run the calculation through for the incorrect fund, based on the information you have completed on the employee details page, you will be presented with a red error box, highlighting that you have selected the incorrect calculation button for the relevant fund. See below: -

Name: <b>Bloggs, Joe</b> NINO: <b>AB123456C</b> Pay ref: <b>987654</b>				Lancashire County Pension Fund			
Reason For Termination		Resignation		Date of Termination		31/03/2021	
Is final pay period a previous corresponding year?		No		FTE (Final Salary/Scale Point/Grades/step) of Post to be Terminated		£15,200.00	
Pensionable Pay due/paid after date of leaving (if applicable)(CARE release)		Yes					
Month		Apr-21					
Amount		£150.00					

**LANCASHIRE COUNTY FUND**  
Calculate Final Pay, then input Extras

**CUMBRIA COUNTY FUND**  
Calculate Final Pay, then input Extras

Incorrect calculation

→

If this is 'Red', you have run the incorrect fund calculation. Check you have selected the correct fund on "employee details" tab and then run the calculation again with the correct fund button above

	MONTHLY BASIC PAY (salary)	START DATE	END DATE	Days Worked Start Month	Days Worked In End Month	Complete Calendar Months Worked	D	M	Y	Pay Period	Contractual Weekly Hours	FTE Hours (i.e. 36.25, 37.00 etc.)	Contractual Weeks (Term-time weeks if applicable)	FTE Weeks (etc.)	FTE PAY	FTE HRS (INCLUDING SCALING DOWN (IF TERM-TIME))
(Last date stop)	1150.00	01-Sep-20	31-Mar-21	30	31	5	30	5	00	9450.00	37	37	52.143	52.143	9450.00	37.00
(dd/mm/yy)	1275.00	01-Jun-20	31-Aug-20	30	31	1	30	2	00	3825.00	37	37	52.143	52.143	3825.00	37.00
	1000.00	01-Apr-20	31-May-20	30	31	1	30	1	00	3000.00	32.5	37	52.143	52.143	2278.92	32.33
															15551.92	

**Additional Comments** (any comments to assist LPPA in processing the pension benefits)  
Example - Assured Pensionable Pay (APP) amounts, APP dates, Leave Without Pay dates, sickness dates

SCALED UP EXTRAS	0.00
NON SCALED UP EXTRAS	0.00
<b>EXTRAS SUBTOTAL</b>	<b>0.00</b>
AD-HOC EXTRAS	0.00
SCALED UP FACTOR (IF FINAL PAY PERIOD <365 DAYS)	1.0000
<b>TOTAL FINAL PAY for calculating pension benefits (pre April 2014 benefits only)</b>	<b>£15,551.92</b>

This is calculated automatically once the above has been entered (if applicable)

If this is **£0.00**, then please review the data input and if member has been on **same pay/hours** all the way to **365 days** and no figure is calculating, **split the final pay lines** and then retry.

To correct this, ensure you have selected the correct fund on the "Employee Details" tab. Then press the button for the relevant fund on the "Calculation sheet" tab.

## Calculating pensionable extras for Final Pay

If the Scheme member received pensionable extras that are pensionable under the LGPS 2008 scheme regulation's you need to input these payments on the tab labelled 'Extras'. Pensionable extras as part of the LGPS 2008 regulations essentially are extra payments made to an employee that you would have deducted pension contributions on these payments before 01/04/2014.

**Please note that non-contractual overtime is NOT pensionable under LGPS 2008 regulations and should NOT be included anywhere on this section.**

Another important point to note is that the extra payments should be included for the period they have been earned, this may not always be the same period that the payment has been made.

Pensionable extras should be categorised into scaled up and non-scaled up extras. The employer should determine what category the extras fall in to. To help decide this you should consider: for a part time employee would they receive 'more' of the pensionable extra if they worked full time. If the answer is yes, then the extras payment should be input into the 'Scaled up' extras section if no then then payment should be input into the 'Non-scaled up extras section.

Any ad-hoc pensionable extras paid that are a flat rate regardless of contractual hours and weeks can be input in the 'Ad-hoc extras' section.

The screenshot shows the 'Extras' section of the Pensionable Pay Calculator. It features three main input areas: 'Scaled up extras', 'Non-scaled up extras', and 'Ad-hoc extras'. Each area contains a table with columns for months from Dec to Dec. Callout boxes provide instructions: 'Input the value of the extra payment for the month it was earned', 'Input the value of the extra payment for the month it was earned', and 'Input the value of the extra payment for the month it was earned'.

Please input extra pensionable payments in the relevant boxes, remember to input the payments for the period they **relate** to, you need to input the full monthly value. The months are set up in chronological order, so the leaving month is shown to the left working back 12 months over to the right.

Now refer to the calculation sheet; you will notice that the final pay now includes the extras. This takes into account any scaling/non-scaled and ad-hoc. See red box below.

At this point any additional comments can be added in the comments box, anything that you would consider useful to LPPA, whilst processing the leaver.

Name: Bloqq, Joe MHO: AB123456C Pay ref: 987654		Lancashire County Pension Fund	
Reason for Termination	Resignation	Date of Termination	31/03/2021
Is final pay based on previous corresponding pay?	Yes	ETC (Final Salary/Grave Point/Grades) of Post to be Terminated	£16,200.00
Are there any special considerations applicable to this scheme?	No		
For?	Age 21		
Gender?	Male		

**LANCASHIRE COUNTY COUNCIL**  
 Calculate Final Pay, Extras and ETC

Year	Start Date	End Date	Start Month	End Month	Compensation	U	P	V	MP	Contracted Weekly Hours	HP	Contracted Weeks	HP	HP PAY	OT PAY
2019-20	01-May-19	30-Mar-20	05	03	2	00	3	00	20000	37	37	37	15110	1493.00	82.00
2020-21	01-Apr-20	31-Mar-21	04	03	1	20	1	00	18000	32.5	32	32	143	2275.00	82.00
<b>2020-21</b>															

**Additional Comments:** (add comments to assist LPPA in processing the pension benefits)

Example: If you are a member of the LPPA, you should add your details to the pension benefits.

EXTRAS SUBTOTAL	400.00
AD-HOC PAY	0.00
<b>TOTAL FINAL PAY FOR CALCULATING pension benefits (pre April 2014 benefits only)</b>	<b>£16,751.92</b>

You can now save it and add details of who has completed the form, before passing it on for an authorised person to submit to LPPA.

Now refer to the [leaver form section](#) (click the hyperlink), for the next steps to authorising and completing the form and sending it to LPPA.

## Members who have had leave without pay (LWOP) in their final pay period

If a scheme member has LWOP in their final pay period and does NOT buy back the lost pension you must show the unpaid days on the final pay calculator.

In the example below the scheme member was on LWOP on 29/08/2020 to 31/08/2020, these days have been omitted from the final pay period. If there are multiple periods of LWOP you may wish to add omit these days as one group rather than each day separately, this is acceptable as long as the basic pay, contractual hours and contractual weeks were the same for each period of LWOP. It is also helpful if you confirm the LWOP days in the additional comment section.

Name: Ringgs, Joe NINO: AR1234566 Pay ref: 987654					Lancashire County Pension Fund				
Reason For Termination		Resignation			Date of Termination		31/03/2021		
Deferral pay period a previous corresponding year?		No			PTE (Final Salary/Scale Rate/Gradestep) of Post to be Terminated		£15,200.00		
Pensionable Final Award after deduction of any ill health related payments (applicable to 01/04/2018 onwards)		Nil							
Pension		Apr 21							
Award/1		£250.00							

  

MONTHLY BASIC PAY DATE	START DATE	END DATE	Days worked (incl Mon)	Days worked (excl Mon)	Contract Weeks (incl Mon)	Contract Weeks (excl Mon)	Contract Weeks (incl Mon) (with bank holidays)	Contract Weeks (excl Mon) (with bank holidays)	Contract Weekly Hour	PTE (Final Salary/Scale Rate/Gradestep) of Post to be Terminated	Contractual Hour	Contractual Week	Contractual Week (with bank holidays)	Contractual Week (excl Mon) (with bank holidays)	PTE PAY	PAY HRS (INCLUDING SCALED DOWN IF BANK HOLIDAY)
£250.00	01-Sep-20	31-Mar-21	38	37	8	8	8	8	248.00	£15,200.00	27	27	52.00	52.00	£450.00	37.00
£275.00	01-Jun-20	30-Aug-20	38	37	8	8	8	8	270.00	£15,200.00	27	27	52.00	52.00	£370.00	37.00
£275.00	01-Sep-20	31-May-21	38	37	8	8	8	8	270.00	£15,200.00	27	27	52.00	52.00	£370.00	37.00
															£540.00	

  

Additional Comments (any comments to assist LPPA in processing the person benefit)	
Member on LWOP from 29/08/2020 - 31/08/2020.	

  

SCALED UP EXTRAS	150.00	
NON SCALED UP EXTRAS	250.00	
EXTRAS SUBTOTAL		400.00
AD HOC EXTRAS	0.00	
SCALED UP FACTOR (OF FINAL PAY PERIOD -100 DAYS)	1.0000	
TOTAL FINAL PAY for calculation pension benefits (pre April 2018 benefit only)		£15,000.00

You can now save it and add details of who has completed the form, before passing it on for an authorised person to review and submit to LPPA.

Now refer to the [leaver form section](#) (click the hyperlink), for the next steps to authorising and completing the form and sending it to LPPA.

## The Leaver Form

### CARE scheme only leaver

LPP		Leaver Form	
Local Pensions Partnership Administration			
Which LPPS fund is membership of?	Lancashire County Pension Fund		
Surname	010000		
Forename(s)	200		
Employee Personal Email Address (if known)			
Date of Birth	16/06/1987		
National Insurance No	AB123456C		
Pay reference	967654		
Does the employee have more than one pensionable employment?	No		
Date of Termination	31/08/2021		
Reason For Termination	Resignation		
Did the pensionable employment start on or after 01/04/ 2014 (CARE scheme only)	Yes		
FTE (Final Salary/Scale Point/Gradestep) of Post to be Terminated	£25,000.00		
TOTAL FINAL PAY for calculating pension benefits (pre April 2014 benefits only)			
Pensionable Pay due/paid after date of leaving (if applicable)(CARE scheme) Amount (£)			
Additional Comments (any comments to assist LPPA in processing the pension benefits)	Member on LWOP from 25/08/2020 - 31/08/2020.		
I understand that the accuracy of this data is essential in order to calculate the member's pension benefits and I confirm and represent that the above data is accurate and complete.			
<input checked="" type="checkbox"/> Please confirm you have understood			
Authorised By			
Email Address			
Contact no.			
Date			
Completed forms may be emailed to :- <a href="mailto:YPS.Forms@localpensionspartnership.org.uk">YPS.Forms@localpensionspartnership.org.uk</a>			

For members who only have post 1<sup>st</sup> April 2014 benefits, there will not be a figure in the “Total final pay” field – this is because we don’t require that information as the pension benefits are based on the pay data reported on your monthly files. However, if it transpires later that the member has transferred in service, which entitles them to pre-April 2014 service/benefits, then we may come back to you for a final pay calculation.

The leaver form collates all the information input on the employee details and calculation sheet into one simple form, which requires an authorised person to review, confirm they understand the disclaimer by “checking” the tick box and authorise the form by completing their details under the “authorised by” section.

It is essential that the information is reviewed and checked before being sent over to LPPA, as it will be used to calculate any pension benefits in line with the data we hold on our records.

Date Last Updated: 15/03/2021

All printed versions are uncontrolled

The calculator can be saved in Excel and will retain the information completed (should you have a need to review it and provide revised information.)

There is a button which will convert the document to a PDF, which you can keep a copy for your own records and also send to YPS. Completed forms may be emailed to [YPS.Forms@localpensionspartnership.org.uk](mailto:YPS.Forms@localpensionspartnership.org.uk).

Any forms returned to LPPA, without authorisation by an approved person will be rejected. An authorised person is someone who has higher level access to the employer section of the website, where they can currently complete other online forms.

### Final and CARE scheme leaver

<b>LPP</b>		<b>Leaver Form</b>	
Local Pensions Partnership Administration			
Which LGPS fund is membership of?	Lancashire County Pension Fund		
Surname	Bloxse		
Forename(s)	Jon		
Employee's Personal Email Address (if known)			
Date of Birth	15/06/1987		
National Insurance No	AB123456C		
Pay reference	987654		
Does the employee have more than one pensionable employment?	No		
Date of Termination	31/08/2021		
Reason For Termination	Resignation		
Did the pensionable employment start on or after 01/04/2014 (CARE scheme only)?	No		
FTE (Final Salary/Scale Point/Grades step) of Post to be Terminated	£16,200.00		
Is final pay period a previous corresponding year?	No		
<b>TOTAL FINAL PAY</b> for calculating pension benefits (pre April 2014 benefits only)	<b>£15,959.71</b>		
Pensionable Pay due/paid after date of leaving (if applicable)(CARE scheme) Amount(£)	Yes £150.00		
Additional Comments (any comments to assist LPPA in processing the pension benefits)	Member on LWOP from 29/08/2020 - 31/08/2020.		
I understand that the accuracy of this data is essential in order to calculate the member's pension benefits and I confirm and represent that the above data is accurate and complete.			
<input type="checkbox"/> Please confirm you have understood			
Authorized By			
Email Address			
Contact no.			
Date			
Completed forms may be emailed to:- <a href="mailto:YPS.Forms@localpensionspartnership.org.uk">YPS.Forms@localpensionspartnership.org.uk</a>			

For members who only have pre and post 1<sup>st</sup> April 2014 benefits i.e. final pay and CARE, there will be figure in the “Total final pay” field – this is because we need this to calculate the pensionable benefits.

The leaver form collates all the information input on the employee details and calculation sheet into one simple form, which requires an authorised person to review, confirm they

understand the disclaimer by “checking” the tick box and authorise the form by completing their details under the “authorised by” section.

It is essential that the information is reviewed and checked before being sent over to LPPA, as it will be used to calculate any pension benefits in line with the data we hold on our records.

The calculator can be saved in Excel and will retain the information completed (should you have a need to review it and provide revised information.)

There is a button which will convert the document to a PDF, which you can keep a copy for your own records and also send to YPS. Completed forms may be emailed to [YPS.Forms@localpensionspartnership.org.uk](mailto:YPS.Forms@localpensionspartnership.org.uk).

Any forms returned to LPPA, without authorisation by an approved person will be rejected. An authorised person is someone who has higher level access to the employer section of the website, where they can currently complete other online forms.

### General Usage Information

All tabs now have “clear” buttons – this allows you to clear certain parts of the form without losing **all** the information.

The screenshot shows the 'Employee Details' section of the LPPA Employer Guide. The form is titled 'Employee Details' and includes a 'Clear Employee Details' button. A red box highlights the form fields, which are as follows:

Which LGPS fund is membership of?	Lancashire County Pension Fund
Surname	Bloggs
Forename(s)	Joe
Employee's Personal Email Address (if known)	
Date of Birth	16/06/1987
National Insurance No.	AB123456C
Pay reference	Q87654
Does the employee have more than one pensionable employment?	No
Did the pensionable employment start on or after 01/04/2014 (CARF scheme only)?	Yes
Please confirm FTE* pay of post to be	£25,000
Date of Termination	31/03/2021
Reason For Termination	Resignation

\*Full time equivalent

All mandatory fields completed, move on to Calculation Sheet

This will only clear all the “employee details”.

Name: **Bloggs, Jon** NINO: **AB123456C** Pay ref: **90/654** **Lancashire County Pension Fund**

Reason for Termination	Resignation	Date of Termination	31/03/2021
Is final pay period a previous corresponding year?	No	File (final salary/scale point/banded) of Post to be Terminated	£16,200.00
Is any award or deep paid other (date of issue, if applicable/ICAE scheme)	Yes		
Month	Apr 21		
Amount	£750.00		

**LANCASHIRE COUNTY FUND**  
 Calculate Final Pay, then input Extras

**CUMBRIA COUNTY FUND**  
 Calculate Final Pay, then input Extras

Clear All pay info

Clear additional comments

Contract	Weekly Basic Pay (before)	Start Date	End Date	User Admin Start Point	User Admin End Point	Longest Calendar Month	Days	Weeks	Hours	Contract Weekly Hours	FTE Hours (26.25/37.50 applicable)	Contract Weeks (30 weeks applicable)	FTE Weeks (32.143 etc.)	FTE PAY	RT HRS (INCLUDING SCALED DOWN OF TERM-LINE)
01-01-2020	£150.00	01-Sep-20	31-Mar-21							37	37	52.143	52.143	37.00	
02-01-2020	£175.00	01-Apr-20	31-Aug-20							37	37	52.143	52.143	37.00	
03-01-2020	£100.00	01-Apr-20	31-May-20							37.5	37	52.143	52.143	38.00	

**Additional Comments:**

Additional comments box

**Summary:**

Basic Pay	£16,200.00	£16,200.00
Additional Pay	£750.00	£750.00
<b>Total</b>	<b>£16,950.00</b>	<b>£16,950.00</b>

**Notes:**

If you think "Red", you have run the wrong fund calculation. Check you have selected the correct fund on "Employee details" tab and then run the calculation again with the correct fund button above.

The “clear all pay info” button, clears all the information in the middle section, as marked above.

The “clear additional comments” button will only clear the additional comments box.

Name: Bloggs, Joe NINO: AB123456C Pay ref: 987654							Lancashire County Pension Fund																																																																																																																																																															
Reason For Termination: Resignation							Date of Termination: 31/03/2021																																																																																																																																																															
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Only input if final pay period starts part way through a month i.e. 15/11/15 etc.

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Items that are not paid regularly and are not scaled up for performance hours over year. Sick holidays are an example.

Only input if final pay period starts part way through a month i.e. 15/11/15 etc.

The “clear all extras” button, will clear all the “item/month” amounts recorded in any of the sections.

# LPP

**Local Pensions Partnership  
Administration**

## Leaver Form

Save as PDF

Clear authoriser details

Which LPP fund is your membership of?	Leicestershire County Pension Fund
Surname	Ricggs
Forename(s)	Joe
Employee Number/Email Address/Phone no.	
Date of Birth	16/06/1987
National Insurance No.	AD123456C
Pay reference	987654
Does the employee have more than one pensionable employment?	No
Date of Termination	31/03/2021
Reason For Termination	Resignation
Did the pensionable employment start on or after 09/04/2014 (CARE scheme only)	No
FTE (Final Salary/Scale Point/Grade step) of Post to be Terminated	£18,200.00
Is the employee on a period of absence pending appointment?	No
TOTAL FINAL PAY for calculating pension benefits (pre April 2014 benefits only)	
Pensionable Pay (including any direct leaving ill pay/scale/CARE scheme) (inc. LWOP)	£150.00
Additional Comment (any comment to assist LPPA in processing the pension benefits)	Member has had LWOP on 29/06/2020 to 31/08/2020
I understand that the accuracy of this data is essential in order to calculate the member's pension benefits and I confirm and represent that the above data is accurate and complete.	
Authoriser (E)	
Org. Address	
Contact no.	
Date	

Completion date: 15/03/2021

[YPSForm@leicestershirepensions.co.uk](mailto:YPSForm@leicestershirepensions.co.uk)

Please confirm you have entered this information

All authorisation details must be completed as the form will not be accepted

The “clear authoriser details” button, will clear the 4 fields at the bottom of the sheet only.