LPPA Employer Guide Pensionable Pay Calculator Guide

Version : 4.0

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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 LCPS fund is membership of 7		+
Sumame.		
Forename(s)		
Employees Personal Email Address (if known)		
Date of Birth		
National Insurance No		
Pay reference		
Does the employee have more than one pensionable employment.		
Did the persionable employment start pn or after 01/04/2014 (CARE Scheme only)		
Date of Termination		
Reason For Termination		
Is final pay period a previous corresponding year?		
Not all may	ndatory fields completed	

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

L P P Local Pensions Partnership Administration	Employee Details
Which LCPS fund is membership of 2	Lancashire County Pension Fund
Sumana	Bloggs
Forename(s) Employees Personal Email Address (if krown)	Joe
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 persionable employment start on or after 01/04/2014 (CARE scheme only)	No
Date of Termination	31/03/2021
Reason For Termination	Resignation
to final pay period a previous corresponding year?	No

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	Employee Details	Clear Employee D
Which ECPS fund is membership of 7	Lancashire County Pension Fund	
Sumanya	Bloggs	
Fotonome(s)	Joe	
Employees Personal Email Address (if known)		
Date of Birth	16/06/1987	
Matumal Insurance No	AB123456C	
Fay reference	987654	
Does the employee have more than one persionable employment	No	
Ind the personable 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
Bate of Termination	31/03/2021	
	NS2M S2001	
All mandatory field	s completed, move on to Calculation Sheet	

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.

Calculating Final Pay and Pensionable Pay for CARE benefits

CARE scheme only leaver (post 1st April 2014 membership only)

Moving on to the "Calculation Sheet", which you can see below. For any members who fall into this category, you need to complete the calculation as follows: -



LPPA Employer Guide

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.

Final pay & CARE scheme leaver (pre and post 1st April 2014 membership)

Moving on to the "Calculation Sheet", which you can see below. Here you will input the information required to calculate the final pay. If the member has service prior to 01/04/2014, which is calculated under the final pay regulations.

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

Name: Blogg	s, Joe NIN	O: AB123456C	Pay re	t: 987654				Lancash	ire County	Pensi	on Fund			
Reason For Termination	Resignation	1					0	ate of Terr	nination	31	03/2021	1	LANCASHIR	E COUNTY
Is final pay period a previous corresponding year?	No				FTE	(Fine of	al Sel	ary/Scale Po t to be Ter	oint/Gradestep) minated		DIV/01		EUN Calculate Final F Extr	ID Pary, <u>then</u> input as
Pensionable Pay dure/paid altres date of leasing fill applicable ICORE solveme (-		
Henth		1												-
Arround®]												
MONTHLY DASIC PAY (adary)	START DATE	END DATE Day Not Star	z Dens and in Moda (In Ens th Mont	Eomplete ed Delender d Marsha h Volked	11 0 0 0 0 0	N o t h z	X - C - X	Pagan 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/T HRS (INCLUDING SCALED DOWN IF TERM-TIME)
(Lases date er soc)														
(dd'mmigy)				_										
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				_										
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			a1					31					0.00)
Additional Comments (an	y comments	to assist LPPA in	n process	sing the pen	sion	bene	efits)						1	
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									NON SCALED	EXTRA	S SUBTOTAL		0.00	
									AD-HOC EXTR	RAS		0.00		· /
									SCALED UP F PAY PERIOD	ACTOR <365 D/	(UF FINAL AYS)			/
									TOTAL FIN/ pension ben benefits onl	AL PAY lefits (j ly)	for calculat are April 20	ing 14	£0.00	I
									CompletedBy					

As you can see the top boxes with the personal details pull through from the "Employee details tab".



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.
 - 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: -

Na	me: Blogg:	s, Joe NIN	0: AB1234	56C Pa	y ref: 9	87654				ancashi	ire County	Pensi	on Fund					
Reason For Term	nination	Resignation	1						Da	te of Term	ination	31/	03/2021		LANCASHIR	E COUNTY		CUMPBIA COUNTY FUND
Is final pay perio previous corresp year?	od a conding	No					PTE	(Final of P	Salar; Post t	y/Scale Poi o be Tern	int/Gredestep) ninated	£10	5,200.00		EUN Calculate Final P Extra	D ay, <u>then</u> input IS		Calculate Final Pay, then input Extras
Penatonable Pas date date of leaving lif applicable ICARE :	lpaid after schemel	Yes																
North	1	Apr-21												Len	cephire County Pend	ion Fund		If this is 'Red', you have run the incorrect fund calculation. Check you have selected the correct.
Aroun	(4)	£150.00	1															fund on "employee details" tab and then run the raioulation again with the correct fund button above
	MONTHLY BASIC PAY (salary)	START DATE	END DATE	Deep Wokard in Start Month	Baya Worked In End Month	Complete Calendar Monito Worked	0 9 7 7	Nontha	7 e	Payin 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/T HRS (INCLUDING SCALED DOWN IF TERM-TIME)		This is for LPPA info only
(Latest data at top)	1350.00	01-Sep-20	31-Mar-2	30	1 31		30	Б	0 30	3450.00	37	37	52,143	52,143	9450.00	37.00	1	
(ddrww/gyl	1275.00	01-Jun-20	31-Aug-20	30	1 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-21		1 .11		1 30		0 30	2001.00	32.5	37	52,143	52,143	2276,92	32,50		
							\vdash		+									
									- 10						15551.92		1	
Additional Co	mments (an	y comments	to assist LP	PA in pr	ocessing	the pen	sion	benet	its)]								This is calculated automatically once the above has been
Examples - Assumed	Pensionable Pay	UAPPI amounts.	APP dates. Lee	re 'n'ithout i	^p ay dates, r	nakemiki dal	99				SCALED UP ET	CTRAS		0.00	1			extras added (if applicable)
-											NON SCALED	UP EXT	RAS	0.00		1 /		If this is £0.00, then please review the data input and
											AD-HOC EXTR	AS	SUBICIAL	0.00	0.00	· /		If member has been on same pay/hours all the way
											SCALED UP PAY PERIOD 4	CTOR	(IF FINAL (YS)	1,0000	1			365 days and no figure is calculating, split the final p lines and then retry.
											TOTAL FINA pension ben benefits only	ul PAY efits (p y)	for calculati re April 20	ng 14	£15,551.92	[
											Consideration 1	1				1	1	

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 <u>leaver form section</u> (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: -

N	ume: filoggi	5, Joo NIN	0: AB1234	56C Pa	y ref:	987654					ancash	ire Count	y Pe	ensie	on Fund								
Reason For Terr	milation	Resignation	κ.		-					0.00	te of Terri	nination .		31/	03/2021	1	LANCASHIR	E COUNTY	P - 1				
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Pendonable Pas das date offenoing M applicable (CARE	slpaid alter solvene)	Ves													-				-				
Mant	h	Apr:21															Contractory of the local division of the loc		1F CR	this is 'Rep'', you have run the inco eculation. Check you have pelected	the correct		
Anoun	et i	1754 00																	fu	nd on "employee details" tab and \$	ten run the		
	HONTHLY BASIC HWY	START DATE	END OATE	Days Wolestin	Has Worked	Europiete Extendiar Mondut	0.4	N.	v.		Paylo Period	Contractua Weakty	11	THE.	Centrality of Weature	178 Newly	PTE PAY	P/T HRS (INCLUDING	-	eculation again with the correct fun	d button above		
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												TOTAL FI pension b benefits o	NAL enefit mly)	PAY ts (p	for calculat re April 20	ing 14	\$15,591,02	I					

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 <u>non-contractual overtime</u> 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.

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.

Nan	ne: Nogge	, loe MIN	0: AB1204	SGC Pa	y net: S	07654				1	ancash	ire County	Pensi	on Fund			
Reason For Term	nation	Resignation	1							Dwit	a of Terr	mation	31	03/2021	1	LANCASHIR	E COUNTY
is final pay pency previous correspo year?	ta Inding	No					m	(/ini of	e Se Poe	iary et te	oState Po be Terr	ing/Gredenteg ninated	£1	6.200.00		Celculate Final F Extra Extra	1 0 Yey <u>, litern</u> impact 25
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dir mişat	015.00	01-Aur-20	31-ibag-20	30	3		30	2	3	x	3625.00	د ا	7 21	52.MD	52,143	3325.00	37,66
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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 <u>leaver form section</u> (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.

Nar	me: Blogg	s, loe NIN	D: AB1234	SGC Pa	y ret: 4	87654				1	ancash	ire County	Pensi	an Frind			
Reason For Termi	ination	Resignation								Dat	te of Term	ination	31	03/2021	1	LANCASHIN	COUNTY
Is final pay pario previous correspo year?	dia onding	No					m	: (7); 0	el Se F Por	niar) et ti	y/Scale Po o be Terr	ht/Gradestap) ninated	41	5,200.00		Ecologia Calculate Final P Ecologia	12 Noș <u>ilina</u> înput 15
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dohr nigut	275.00	01 Am 20	28 Aug 20		22		2.	:	2 11	20	>414	1 37	37	52,163	52,143	3701.61	37.00
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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 <u>leaver form section</u> (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

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For members who only have post 1st 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 <u>YPS.Forms@localpensionspartnership.org.uk</u>.

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.

LPP	
	Leaver Form
Local Pensions Partnership	
Administration	
Which LOPS fund is membership of ?	Lascarbine County Passion Bund
Surnama	Biogen
Forename(s)	broker Ine
Employees Personal Email Address (If known)	
Date of Birth	16/06/1987
National Insurance No	AB123450C
Pay reference	987654
Does the employee have more than one	No
pendionable employment	
Data of Termination	31/03/2021
Reason For Termination	Resignation

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or after 01/04/2014 (CARE scheme only)	no
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year?	
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Authorized By	
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	YPS Formaggiocalperatoriagae herafrig.org.uk

Final and CARE scheme leaver

For members who only have pre and post 1st 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 pension 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 <u>YPS.Forms@localpensionspartnership.org.uk</u>.

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 <u>all</u> the information.

ocal Pensions Partnersh	Employee Details	Clear Employee Details
dministration	ip	
which LGPS fund is membership of 2	Lancashire County Pension Fund	
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orename(s)	los	
mployees Personal Email Address (if nown)		
ate of 8mm	16/06/1987	
ational Insurance No	AB123456C	
ay reference	987654	2.
oes the employee have more than ne pensionable employment	No	
id the persionable employment star o or atter 01/04/2014 (CARF cheme only)	n Yes	
lease contro FTE" pay of post to i	£25,000	*Full time equivalent
ate of Termination	31/03/2021	The second
azon For Termination	Resignation	

This will only clear all the "employee details".

LPPA Employer Guide

Name: Bloggs, Joe NINO: AB123456C Pay ref: 987654	Lancashire County	Pension Fund			
Reason for Termination Resignation	Date of Termination	31/03/2021	LANCASHIRE COUNTY	CUMBBIA COUNTY FUND	Clear ALL pay inits
Te final pay period a provious corresponding No year?	FIE (Final Salery/Scale Point/Stredestep) of Post to be Terminated	£16,200.00	<u>FUND</u> Calculate Final Pay, <u>then</u> input Editas	Collabolie Final Pres, then Input Entras	Clear additional comments
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Vervi Agn 21 Alisser 34 C150.00				calculation. Check you have selected the correct fund on "employee detaik" tab and then run the	
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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.



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	Sout as FDF	Clear nuthoriser deteils
which LCPD for dia monitorship of 7	Lancashire County Pension Fund		
Sanare	Blogga		
Fotetrane(x)	Joe		
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Pountmence	987654		
Does the employee have more than one period of a simplexity A	le No		
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