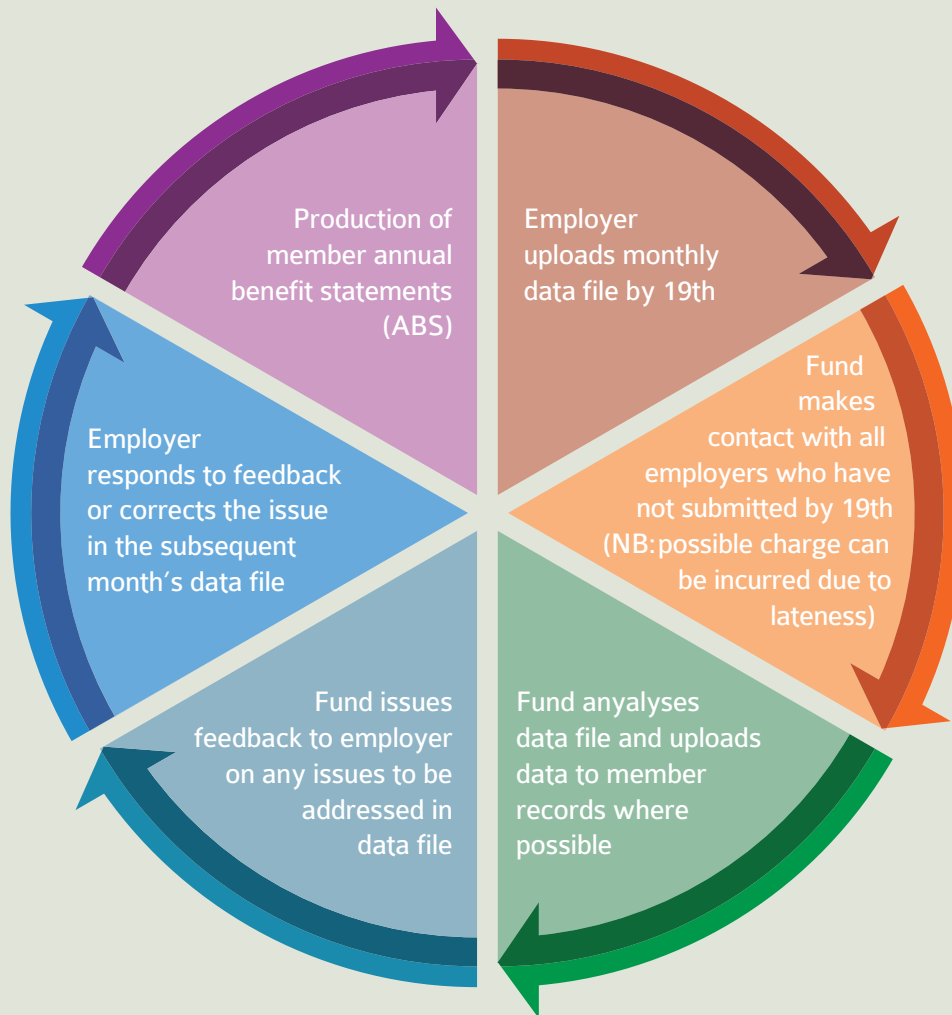


# Employers' Briefing Note

## Monthly Data Submission - Special Edition 37a

### Monthly Submission Process Overview



Please ensure that you continue to submit the monthly data submissions and make payment of contributions by the 19th of the following month. **Please note the annual full-time equivalent (FTE) final pensionable pay (as per 2008 LGPS regulations), the figure held in column AA on the monthly data submission for March 2019, is the amount that is used in the annual benefit statement for the calculation of the member's pre-1 April 2014 benefits and would need to reflect the last 365 days pay (FTE). Please can you therefore be extra vigilant when supplying this figure.**

**Please note that the data provided in the monthly data submissions and accompanying remittance advice for 2018/19 will be taken into account at the 2019 Actuarial Valuation.**

Your continued support in the timely submission of these outstanding monthly submissions mean that we can meet our regulatory requirement for providing the member with their annual benefit statement for 2018/19 by the 31 August 2019.

## Casual Members

As part of the ongoing review process, the Fund has implemented some changes to validations which includes the way in which data for casual employees is recorded. This new validation means the Fund may need to query those records where nil earnings and contributions are submitted for members who are not currently indicated as being casual. On the monthly data file, the casual field is mandatory, so anyone who joined as a casual worker since monthly data collection was introduced (April 2017) will not error. However, there are a large number of members who are casual, but for whom the Fund does not yet have the correct indicator recorded. If you are able to supply us with list of your casual members, this will help to reduce the number of queries seen in this area.

## Web Portal Process Frequent Errors

### Error: Incorrect payroll month-end date

**Description:** At the beginning of the process, after the csv file has been uploaded you are manually asked to enter the date of the payroll month. Please make sure this reflects the last day of the month, ie, 01/03/2018 – 31/03/2018 should be entered as 31/03/2018. This can lead to issues within the system with regards to allocation of contributions.

**Solution:** Please ensure the date entered always reflects the last date of the month for that payroll period regardless of the date when your payroll closes internally.



The screenshot shows the West Midlands Pension Fund web portal. At the top, there is a logo and the text 'West Midlands Pension Fund' and 'UPM2v26 Development Test System'. Below this, it says 'You are currently logged in as Dev Test'. There is a navigation bar with links for 'Accessibility', 'Help', 'Contact', 'FAQs', 'Log Out', and 'Home'. On the left side, there is a menu with options: 'Change Password', 'Search', 'Worktray', 'View Location Details', 'Work Finder', and 'Group Trays'. The main content area is titled 'Monthly submission - Load Data'. It displays 'Development Employer, 1208, West Midlands Pension Fund' and asks the user to 'Load the csv data file and set the relevant payroll month end date eg 30/04/2017'. There is a section titled 'Please Supply Requested Information' with a prompt: 'Please enter the end date of the payroll month eg 30/04/2017'. A text input field is provided for the date, and an 'OK' button is visible below it.

### Error: Notification of 50/50 section of scheme, commencement or ceasing

**Description:** There have been instances where we haven't been notified when a member has either commenced or ceased in the 50/50 scheme. This requires manual intervention to check whether a Web S10 has been provided by the employer and where not, we must revert back to the employer to request the dates of commencement and/or ceasing.

**Solution:** Please ensure the Fund is notified of any 50/50 section membership changes before the next monthly submission is processed or include the change on the next monthly submission.

### Error: Incomplete submissions in your Worktray

**Description:** We've identified many submissions sitting in either the Employers or Payroll Providers Worktray that haven't routed through to the Fund. A majority are sitting at the [Report and Export Stage]. The process must be completed for the Fund to be able to analyse and process the monthly submission.

**Solution:** Please check your Worktray and advise us of any processes that require aborting or any processes that you require assistance with.

### Error: Web Remittance Advice missing

**Description:** We have received several submissions that do not include the Web Remittance information. This is vital information for our Finance department to allocate the monies paid to the Fund.

**Solution:** Refer to Page 29 - 31 of the Employer Guide which outlines the correct process. If you have completed the process correctly, you will be able to view a Web Remittance Advice document under the [View Documents] tab. To locate this, on the left-hand menu click on Pay Location Details followed by Paylocation.

## Web Remittance Advice

All aspects of the Web Remittance Advice produced via this process should be accurate, completed in full and the Fund should be notified of any significant changes or discrepancies. Where an offset can be applied with respect of any surplus, you must still make payment of the employee contributions to the Fund (ie, member contributions cannot be used to offset surplus).

### Guidance Notes

Sensitivity: RESTRICTED

## How to Complete the Web Remittance Advice

### Web Remittance Advice Guidance Completion Notes

**Lump Sum Payment – Past Service Deficit (PSD)** is manually entered in the Web Submission process. This is the value of the payment to be made to the Fund in the relevant period. If you have paid this in full in a previous month, inset 0.00 for all future months.

**Total Remittance** is the total value expected to be paid to the Fund. Please ensure this value matches the cash payment we receive. Where you are including PSD within your monthly payment, please ensure the payment received is the total of both the total remittance field and the lump sum payment field.

**AVCs** are updated from the data file. This is for Fund information only and payment is to be paid direct to Prudential (the AVC provider) and not to the bank details in this document.  
*[Please contact the Fund should you need to confirm the payment details.]*

**Bank details** are provided to confirm the payment details to use when making payments for monthly Contributions and Lump Sum Past Service Deficit payments. Where possible, please quote your employer reference to enable accurate and timely allocation of cash received.

Remittance Advice of Contributions  
**CON1B FORM**

Employer Name:	[Auto-populated]	Code:	[Auto-populated]
Payment Month:	[Auto-populated]		
End Date:	[This should be the period end date of the submission month]		

Employer Contribution Rate (Percentage deducted from pensionable pay) %	[FSR Rate]
Lump Sum Payment Due for the month £	● [Past Service Deficit payment]

Total Pensionable Pay	£ (a) [Populated from data file]
Standard Employees' Contributions	£ (b) [Populated from data file]
Employer Contributions	£ (c) [Populated from data file]
Additional Employee Contributions	£ (d) [Populated from data file]
Additional Employer Contributions	£ (e) [Populated from data file]
<b>Total Remittance</b>	£ ● [Total of (b) + (c) + (d) + (e)]

APC Member's Contributions - regular	£ [Populated from data file]
APC Member's Contributions - lump sum	£ [Populated from data file]
APC Employer's Contributions - regular	£ [Populated from data file]
APC Employer's Contributions - lump sum	£ [Populated from data file]
Part time Buyback contributions	£ [Populated from data file]
Additional Contributions (do not include AVC)	£ [Populated from data file]
ARC Payments	£ [Populated from data file]
<b>AVCs</b>	£ [Populated from data file]

Notes

Lump sum paid April 18

Payment has been remitted to Nat West Bank PLC, 1 St. Philips Place, Birmingham, B3 2PP  
Sort Code 60-02-35 and Account No 01038249

**It is a legislative requirement under the Pensions Act 1995 for employers to pay any contributions deducted from a member's pay within 19 days of the end of the month in which the contributions are deducted.**

**Auto-populated**  
These data fields are populated directly from UPM, no manual input is required.

**Employer Contribution Rate** is manually entered in the Web Monthly Submission process. This is the monthly employer contribution rate applied to your Payroll. This should be the Future Service Rate (FSR) provided in the Actuary Report for the relevant financial year.

**Populated from data file**  
These data fields are updated from the data file, no manual input is required. Please confirm the values are per your monthly Payroll file.

**Notes** is manually entered in the Web Monthly Submission process. Please use this field to inform the Fund of any relevant information to assist with file process and payment allocation.

## Final Statement 2018/19

We require completion of a Final Statement as part of the year-end processes for 2018/19, as an annual certification of the contributions paid to the Fund by your organisation. The statement must be submitted via the Web Portal in excel format ('Submit Final Statement' process) **for each employer record**. Any submissions received via email or hard copy will not be accepted. [Guidance notes](#) can be found on our website to help with completion of the form.

Please forward this Brief to your payroll provider as appropriate.

## Further Information Available to Employers and Members

Further information on the LGPS can be found on the Fund's website at [wmpfonline.com](http://wmpfonline.com)

The website can also be used to provide information to members or as signposting for them to access information about the scheme and web portal.

**We always welcome feedback on our services. If you would like to make any further suggestions for improvement, please email: [wmpfemployerliaison2@wolverhampton.gov.uk](mailto:wmpfemployerliaison2@wolverhampton.gov.uk)**

**Website:** [wmpfonline.com](http://wmpfonline.com)

**Web portal:** <https://portal.wmpfonline.com/UPMWebApp/home.page>

**Employer helpline:** 0300 111 6516

**Please only give members the Customer Service telephone number 0300 111 1665, not the employer helpline telephone number.**