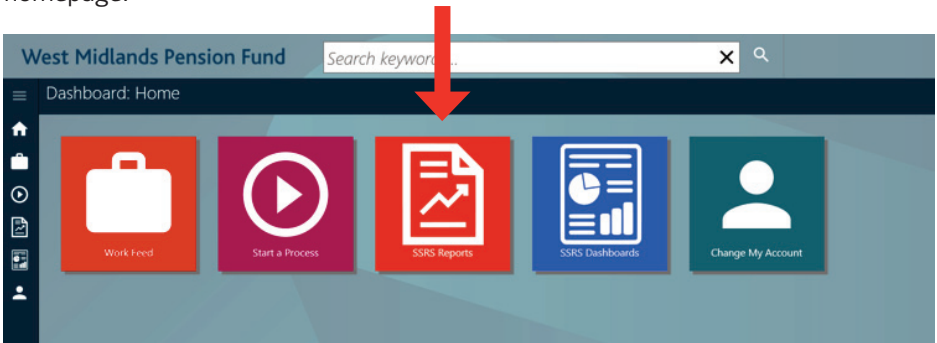




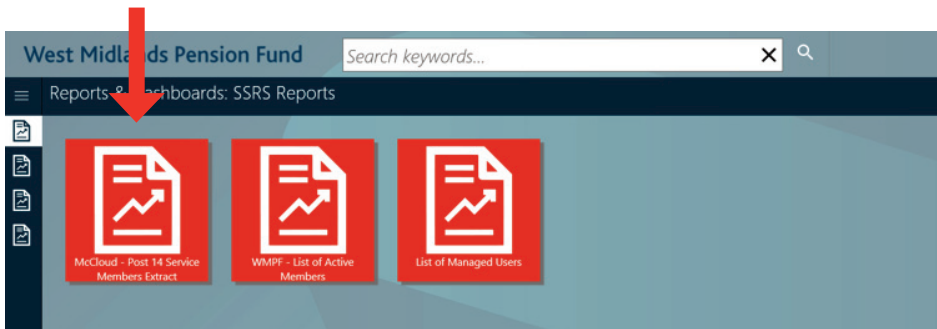
EMPLOYER HUB QUICK GUIDE

SSRS REPORTS MCCLOUD – POST 14 SERVICE MEMBERS' EXTRACT

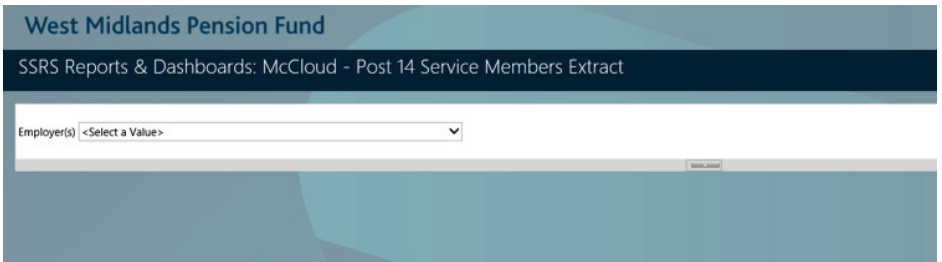
- 1) After logging into the [Employer Hub](#), click on the **SSRS Reports** tile on the homepage.



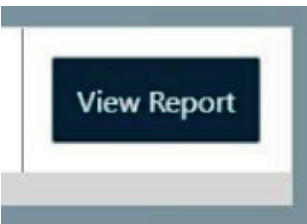
- 2) Then click **McCloud – Post 14 Service Members Extract**.



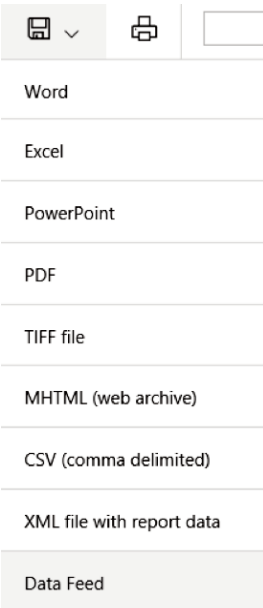
- 3) Select the employer for whom you wish to run the report using the drop-down arrow to the right of the **Employers** box.



- 4) Click **View Report**.



- 5) The report can then be viewed in Hub, or exported to a program of your choice (we recommend exporting it to Excel to allow filters to be applied).



APPENDIX ONE: SUPPORTING NOTES:

This report can be run for any employer that the logged in hub user has access to, but for only 1 employer at a time.

The output of the report can be used as guidance to identify the employees that that need to be included in the McCloud Hours data template (and if relevant the Service Break data template).

The output fields are as follows:

NI NUMBER

SURNAME

FORENAME

DATE OF BIRTH

EMPLOYER IDENTIFIER

EMPLOYER NAME

PENSION REF NUMBER

*SERVICE START DATE

*The SERVICE START DATE field is for information to assist in the location of the member in your records.

IMPORTANT NOTES:

- 1) A member could appear more than once in the **McCloud Post 14 Service Member Extract** if they have had service with another employer (or a period of non-membership) between the entries.
- 2) The pension reference number on the **McCloud Post 14 Service Member Extract** may be different to the most recent reference held on your payroll system due to the member's amalgamation with later service (i.e. the original record has transferred to a new pension reference number).
- 3) There may be missing members on the report due to the following reasons:
 - Concurrent service has been combined with another service line and the employer code cannot be easily extracted from the Fund's service record.
 - The Fund has not received any earnings information for any period after 31 March 2014 (known as possible leavers).
 - Service with the employer has been recorded on the Fund's records as transferred in service (if the member transferred service out of the WMPF and back in again at a later date).
 - The service started on or after 1 April 2021 – details for these members are not required at this time.

- 4) Service Start Date: This may not be the actual service start date for the employment but the start of the first service line on the Fund's records with an element of post 14 service – this should be used as guidance only.
- 5) If you are running this report as a payroll provider, the extract may produce details of members prior to your contract commencing with the employer. If you do not have access to the hours and service break information prior to your contract commencing with the employer, please contact them regarding the missing information if you are submitting the data templates on their behalf. **You must not submit a partial file, you must ensure a full set of post 1 April 2014 data is present (i.e. the file must contain data from 1 April 2014 or the commencement of the employer if later).**

This extract should be used as guidance only. In the event of any discrepancies, the employer/payroll provider should submit the information from their own records.

Contact us

If you have any queries in relation to the above changes, or any other aspect of Employer Hub or WMPF processes, please do not hesitate to contact us:

- Raise an [Employer or Member specific query](#)
- Email - general queries: wmpfemployerliaison2@wolverhampton.gov.uk
- Email - monthly submissions: wmpfmonthllysubs@wolverhampton.gov.uk
- Raise a query via the [Employer Hub](#)
- Contact number: **0300 111 6516**