

When should you tell us about a new joiner on your monthly data file?



New entrants to the scheme should normally be 'flagged' on your monthly data file so that a record can be created for them; however, it might sometimes be unclear whether a new record needs to be created for a member or not. This guidance should help you when making decisions about new joiners.

When you don't need to flag a member as a new joiner

You don't need to flag a member as a joiner if you have determined a 'single employment relationship exists'. For example, if they:

- have changed job roles within the same organisation (e.g. been promoted) and are not continuing their former contract. In this case they can keep the same member reference number and any changes to their payroll number should be submitted via standard interface (where applicable).
- have changed employment location within a MAT. In these cases, please submit an Admin Referral to tell us of the change in scheme employer unless you've determined that a single employment relationship *does not* exist.

Single Employment Relationships

LGPS guidance says that where a 'single employment relationship' exists there is no need to submit a leaver on an existing record and set up a new joiner for another. Examples of a single employment relationship might be where a member is promoted, moves jobs within the organisation, or experiences a drop in pay. A good test for whether this relationship exists would be to ask, "did the member receive a P45 for the previous position?" If not, it's likely that the employments are in a single employment relationship, and that a new joiner is not required. The guidance also says that it is for the employer (not a third-party payroll provider) to decide whether this relationship exists, and consequently whether a new record is required. More information can be found in the [LGPS Payroll Guide](#) but if you'd like to talk to us about this please contact us at WMPFEmployerLiaison2@wolverhampton.gov.uk.

When you must not flag a member as a new joiner

Members *must not* be flagged as a joiner on your monthly data files (in column BJ) if they:

- are subject to a [TUPE transfer](#)¹. In these cases we will action a ‘bulk transfer’ of the records as part of the employer onboarding/cessation process.
- have changed payroll number, even if there’s been a payroll provider change. In these cases, we only need to be told about changes to members’ pay reference numbers. These changes should be submitted to us on a [standard interface](#)².

When you do need to flag members as a new joiner

Members *must* be flagged as joiners in column BJ of the monthly data file if they:

- have joined a scheme employer for the first time and are being brought into the scheme under auto-enrolment requirements or they have opted into the scheme at a later date.
- have taken a second or third job at their current employer (i.e. they hold more than one role at the same time).
- are subject to a TUPE transfer but have elected to keep their records separate³.

You are only able to flag members as new joiners on the Monthly Submissions up to six months after they have joined the scheme. You can do this by entering the date of joining in columns S (‘Contribution start date’) and AW (‘Date joined scheme’) and then combining the earnings and contributions for the number of months the joiner is backdated to (up to six months). This does not apply if a member joined in a previous scheme year – in these cases, please see our [guidance](#).

If you have any queries about new joiners or would like more information, please see our [website](#).

¹ There may be occasions that a bulk transfer is not appropriate for TUPE – if you’re in doubt, please contact us at WMPFEmployerLiaison2@wolverhampton.gov.uk.

² If new joiners are created incorrectly from an instruction on a monthly data file we may charge employers for the time it takes our officers to correct the member data errors.

³ Please don’t submit leaver or joiner notifications unless you’ve received an email from us asking you to.