

News Winter '08

Welcome to this year's winter edition of TP News, the quarterly employer newsletter keeping you up-to-date with news from across the Scheme. We hope you will find the contents of this newsletter useful and informative and would welcome any feedback or comments.

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For more information on any of the articles in TP News or should you wish to feedback any comments, please log on to www.teacherspensions.co.uk

Communicating with New Scheme Members

Employers have a responsibility to issue a copy of the leaflet "Your Guide" to all new members and should draw their attention to the TP website. You may already issue an introduction pack or offer information at an induction event, but it is important that new members know early on about, for example, transferring in previous pension credit and how to nominate someone to receive a death grant or survivor benefits should they die.

Engaging with new members early on in their career will help them to consider when they need to start planning for the retirement they want. Coming soon.....look out for new literature for use in a member pack to help you to introduce your employees to the scheme arrangements as soon as they take up post.



Changes to the average salary calculation

The average salary definition using the best 365 days in the last 1095 days will cease to apply to retirements where the payable date is on or after 1 January 2009. A full list of payable dates can be found in the Frequently Asked Questions section of the website www.teacherspensions.co.uk.

Online Forms



What's In A Name ?

Member Details - Please take care not to abbreviate names, or use "known as" names. Incorrect member details can lead to duplicate or incorrect member records.

Developments are underway to convert all appropriate member and employer forms into electronic versions accessible via the web. This will allow information to be securely submitted to TP online. Using web based forms will benefit employers and members by:

- + ensuring that the current form is always used so reducing the need to request additional information;
- + ensuring that the correct employer authorises the form, i.e. the LA rather than a school;
- + improving turn around times;
- + reducing the risk of loss in the post; and
- + helping the environment by reducing the use of paper.

Over the next twelve months we intend to increase the functionality of the secure area to provide additional services to members. Information on the forms and services that are currently available can be found on the Announcements section of the TP website www.teacherspensions.co.uk.

Your feedback is welcome. Please email any comments to chris.mcmaster@teacherspensions.co.uk.

Annual Benefit Statements (ABS)

The ABS has been substantially re-designed, it is clearer, more attractive and informative to encourage members to pay greater attention to this important document. The ABS includes members' state pension information for the year ending 5 April 2008.

We will start to issue the ABSs in January 2009 with the majority to be issued to the workplace. Information to each establishment head will include a DVD that should be made available to members individually or as a group. The DVD is a very useful tool for explaining the benefits of the TPS through "lifestyle scenarios".

Recording Part-time Service

Some points to help you:

- + The full-time equivalent salary should be recorded.
- + The actual part-time salary **paid** is required, not the annual part-time salary.
- + Always insert either (7) or (8) in the 'Special Class' field to show if the member is in regular or irregular employment.
- + If a part-time member has more than one part-time contract with you then provide the average full-time equivalent salary, show £1 in the part-time salary paid field and record the number of days not worked in the 'Days Excluded' field.

More information about part time service can be found in the Employer Guide www.teacherspensions.co.uk.

Teaching and Learning Responsibilities Payments (TLR)

TLR payments were increased from 1 September 2008 by 2.45%. Details are available in the Employer Guide www.teacherspensions.co.uk.

If you are asked for service and salary information remember to include the TLR payment in the annual salary rate and show the amount in the 'Other Allowance' field.

Retirement and Arrears of Contributions

When a scheme member applies for their retirement benefits including Phased Retirement their record is scrutinised to ensure that there are no anomalies before the benefits are put into payment. If the record shows that the member owes contributions these are deducted from the lump sum. By adopting this approach we are able to include all the members' service in the calculation of their retirement benefits.



Unpaid Maternity and Adoption Leave

We have received a number of queries about the position of unpaid maternity and adoption leave. To clarify: the TPS position remains unchanged. The TPS regulations only allow for the payment of contributions where a member is receiving Statutory Maternity Pay or contractual remuneration.

Training On-line

A new feature appears on the TP website, Employers' Web TV www.teacherspensions.co.uk. This consists of a number of training modules that you can use to train new staff or as refresher training for your existing staff. Each module lasts about 10 minutes and take the form of question and answer sessions. At the end of each module the viewer can print off a handout highlighting the main points covered in the training session. You can use this resource in conjunction with the Employer Guide, www.teacherspensions.co.uk and the Employer Toolkit.

The modules are:

- + Introduction
- + Module 1 Appointments
- + Module 2 Leaving pensionable employment
- + Module 3 Contingent Benefits (ill-health and death benefits)
- + Module 4a Annual Return (information relevant to employer from all sectors)
- + Module 4b Annual Return (sector specific information)
- + Module 5 End of Year Certificate, TR17/17a

Your feedback is important to us. Please send your views to chris.mcmaster@teacherspensions.co.uk.

Employer Workshops

A New Focus For 2009

You will see from the schedule below that the workshops have been re-titled providing a clearer indication of the course content this is to ensure that attendees can choose the most appropriate one to attend. The feedback from the revised workshops this year has been positive especially from those involved in workforce and succession planning. The workshops not only give attendees the opportunity to gain hands on experience but also provide the opportunity to make contact with others who administer the scheme. The workshops are open to both employers and their third party payroll or administration providers.

Workshops Available:

Provision of Data - This covers starters/leavers, annual return, end of year certificates and TR17 (17a) exercises. It is aimed at administrators who are involved with these processes and it is open to third party HR and Payroll providers.

Retirement Flexibilities - This covers the background to the scheme; and employer responsibilities. It is especially designed to demonstrate how employers can use the flexibilities of the pension scheme for recruitment, and retention.

If you are interested in attending one or both of the workshops please email annalisa.leach@teacherspensions.co.uk.

Date	Workshop	Venue	Date	Workshop	Venue
19/01/09	Provision of Data	Mowden Hall Darlington	07/07/09	Provision of Data	University of Central Birmingham
20/01/09	Retirement Flexibilities	Mowden Hall Darlington	08/07/09	Retirement Flexibilities	University of Central Birmingham
03/02/09	Provision of Data	University of Central Birmingham	28/07/09	Provision of Data	NUT Hamilton House London
04/02/09	Retirement Flexibilities	University of Central Birmingham	29/07/09	Retirement Flexibilities	NUT Hamilton House London
03/03/09	Provision of Data	University of Wales Cardiff	30/07/09	Provision of Data	NUT Hamilton House London
04/03/09	Retirement Flexibilities	University of Wales Cardiff	08/09/09	Provision of Data	University of Wales Cardiff
18/03/09	Provision of Data	South Devon College	09/09/09	Retirement Flexibilities	University of Wales Cardiff
19/03/09	Retirement Flexibilities	South Devon College	29/09/09	Provision of Data	Mowden Hall Darlington
21/04/09	Provision of Data	NUT Hamilton House London	30/09/09	Retirement Flexibilities	Mowden Hall Darlington
22/04/09	Retirement Flexibilities	NUT Hamilton House London	20/10/09	Provision of Data	South Devon College
23/04/09	Provision of Data	NUT Hamilton House London	21/10/09	Retirement Flexibilities	South Devon College
06/05/09	Provision of Data	Lancashire College	10/11/09	Provision of Data	Lancashire College
07/05/09	Retirement Flexibilities	Lancashire College	11/11/09	Retirement Flexibilities	Lancashire College
13/05/09	Provision of Data	Town Hall Peterborough	01/12/09	Provision of Data	NUT Hamilton House London
14/05/09	Retirement Flexibilities	Town Hall Peterborough	02/12/09	Retirement Flexibilities	NUT Hamilton House London
23/06/09	Provision of Data	Southampton Solent University	03/12/09	Provision of Data	NUT Hamilton House London
24/06/09	Retirement Flexibilities	Southampton Solent University			