

Member Print Guidelines



Introduction

Teachers' Pensions have updated and improved the member print and this will replace the current version. The new member print will also replace the appointment statement and therefore when a TR6 is provided, a member print will automatically be generated.

The changes include:

- A new member print named MEMPRNTxxx.PDF for specific requests
- A new member print named TR6MEMPRNTxxx.PDF - for prints generated as the result of a TR6 submission (therefore replacing the appointment statement)
- The 'Appointment Statement' folder on the Employer Portal re-named as "Historical Documents", which will house old style appointment statements generated in the last three months.

We've created simple guidelines to help you with the revised member print. These guidelines:-

- suggest how you should use the member print in a step by step approach to each section
- provide more in depth information where it may be required
- include recommendations on useful information you should check within the record.

We cover all sections included in the member print:-

1. Personal details
2. Normal Retirement Age and Career Average Tapering Data
3. Final Salary Arrangements Average Salary
4. Service Guidance
5. Other information that is used in the calculation of Personal Retirement Benefits
6. Elections
7. Death Grant nomination
8. Part-time elections, Opt In / Opt Outs & Auto Enrolment
9. Events

1. Personal Details

This section shows the member's personal details and the scheme arrangement they are in. Information should be checked to make sure it is all correct and completed.

Reference Number:	00/00019	Type:	HOME
Forename(s):	John	Address 1:	13 Example Avenue
Surname:	Smith	Address 2:	Example Town
Previous Surname:	-	Address 3:	-
Date of Birth:	08/01/1972 (Verified	Address 4:	-
Date of Death:		Address 5:	-
NI Number:	UZ604206F	Postcode:	DL99 7TT
Scheme Arrangement:	Final Salary Full Protection	Country:	UK
	Tapered Protection,		
	End Date DD/MM/YYYY		
	Career Average	Telephone:	0111 123123
	01/04/2015		
	(Transition)		
	Career Average	Mobile:	-
		Email	ybcerisewarble@test.com

Any missing or incorrect personal details can be updated via the 'Change of Teacher's Details' facility on the Employer Portal. Alternatively, a member can be advised to change their details through My Pension Online (if they have an account).

2. Normal Retirement Age and Career Average Tapering Data

Arrangement	First Day of Service	Last Day of Service	Normal Retirement Date	Normal Pension Age
80 th	01/04/2002	31/03/2003	08/12/2035	60 Years
60 th	01/04/2013	31/03/2014	08/12/2040	65 Years
Career Average	01/04/2015	31/03/2017	08/02/2044	67 Years,

This section shows a breakdown of the arrangement(s) in which the member has service and the dates of that service. The member print will only show the very first and last confirmed line of service held for each scheme arrangement. If there is no service on our records for a particular scheme arrangement then the dates for that scheme arrangement will be blank,

3. Final Salary Arrangements Average Salary

Average Salary (£)	Method of Calculation	Average Salary Period Start Date	Average Salary Period End Date
32,461.00	Re-valued Salary (B)	01/04/2012	01/04/2015

For members who have final salary benefits, this section shows the average salary based on the service and salary currently held on the member's record.

Please note that this is an estimate based on the current member data and should be used for guidance only. It's only when we receive a fully completed retirement application and the member's record has been verified that a fully accurate calculation can be made.

The method used to calculate the average salary (A,B & C) is identified.

Method C

If the member left pensionable service before 1 January 2007, Average Salary will be calculated as the highest amount of full salary for any consecutive 365 days of reckonable service, whether continuous or not, during the last 3 years of reckonable service.

In any other case, the better of the following calculations will be used:-

Method B

The last 10 years of salary is increased to current day values using factors provided by HM Treasury. The average of the best consecutive 3 years re-valued salaries in those 10 calendar years is used. If this method is used it shows the 3 year period that is used in the calculation.

Or

Method A

The last recorded 365 days of pensionable service shown on the member's record

The only exception to this method is if a member left pensionsable service between 1 January 2007 and 31 December 2008, the average salary would be the better of method A, B or C.

[illegible]

The table provides a brief description of the various fields which feature on the member print under service guidance.

Fields	Description																				
Type	<p>These are the service lines which are suffixed with a code denoting the type of service and the arrangement to which the service relates to:-</p> <table border="1"> <thead> <tr> <th>Code</th><th>Description</th></tr> </thead> <tbody> <tr> <td>00</td><td>Not confirmed, appointment only</td></tr> <tr> <td>02</td><td>Part time (non pensionable service)</td></tr> <tr> <td>05N</td><td>Pensionable service under the 80th arrangement</td></tr> <tr> <td>05S</td><td>Pensionable service under the 60th arrangement</td></tr> <tr> <td>05C</td><td>Pensionable service under the career average arrangement</td></tr> <tr> <td>08</td><td>Opted out</td></tr> <tr> <td>15</td><td>Contributions repaid</td></tr> <tr> <td>35</td><td>Contributions repaid</td></tr> <tr> <td>45</td><td>Transferred out service</td></tr> </tbody> </table>	Code	Description	00	Not confirmed, appointment only	02	Part time (non pensionable service)	05N	Pensionable service under the 80th arrangement	05S	Pensionable service under the 60th arrangement	05C	Pensionable service under the career average arrangement	08	Opted out	15	Contributions repaid	35	Contributions repaid	45	Transferred out service
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LA and Estab	Show where the teacher has worked. A full list of school names and numbers can be found on the EduBase2 website																				
Annual Salary	Provides the full-time salary rate																				
P/T salary	For a part-time teacher this provides the actual part-time earnings in each period																				
Overtime	Overtime earned in a period																				
Days excluded	The days in a period that don't count towards a member's pension																				
Reckonable years and days	The days that do count towards a member's pension in a period																				
Withdrawn	Indicates the date on which a member left an employment																				
P/T Indicator	If a teacher is part-time this shows if it was regular or irregular work																				
Accrual	Under career average this will show the accrual rate at which a member's pension is calculated. Standard accrual is 1/57 th but if a member had taken a faster accrual election it will be one of 1/55 th , 1/50 th , or 1/45 th																				

5. Other Reckonable Service that is used in the calculation of Personal Retirement Benefits

	Years	Days
<u>Other Reckonable for calculation of Personal Retirement Benefits</u>		
Transferred In:	3	0
Current Added Years:	1	0
Past Added Years, Concluded (but service credit not verified):	0	0
Past Added Years, Not Concluded until 29/02/2017:	2	0
Reg34:	0	0
Total:	6	165

These fields show other service that will count towards a member's retirement.

- *Transferred In* - any previous pensions that a member has transferred into the Teachers' Pension Scheme
- *Current Added Years (Combined contributions)* -where a member continued paying into the Scheme when they left service to continue to accrue pensionable service to count towards their pension benefits. These elections stopped in Dec 2006
- *Past Added Years (PAY)* - this is where a member has bought extra pensionable service to count towards their final salary pension. Any PAY shown as 'concluded' has been deemed paid for in full.
- Any PAY paid for by instalments, where the member's last day of pensionable service is after the last day of the instalment plan, will be shown as paid for. This has however assumed continuous payment during the instalment period. At retirement a member's record is scrutinised. If it's found that there have been any breaks in pensionable employment or any change in contract during the PAY instalment period, this may change the amount of PAY service that the member is credited with and which is then used in the calculation of retirement benefits.
- Where payments are being made by instalments and the last day of pensionable service is prior to the instalment end date, the full amount of PAY that the member has elected to purchase will be shown, but as 'not concluded'. If the member does not complete the PAY either by leaving pensionable employment or opting out of the Scheme, then they would have the option to complete the election by paying a one off lump sum payment or taking paid up credit (i.e. the amount of service elected to be purchased will be pro-rated).
- *Reg 34* - Between 1972 and 1973 members paid a higher rate in contributions which resulted in full-time members getting an additional 8 days service credit. For part-time members and members who started part way through the period, this service was pro- rated.

6. Elections

This section covers the flexibility options available to a member to pay extra contributions, giving them extra pension benefits for when they retire.

Additional pension

This is where a member can purchase an additional amount of pension either by a one-off lump sum payment or by monthly instalments.

Additional Pension - Instalments (Method A)

Arrangement	Start Date	End Date	Monthly Amount (£)	Amount of Additional Pension Purchased (£)	Amount of Family Benefits Purchased (£)
NPA65	01/11/2013	31/10/2032	335.12	5900.00	2950.00

If the member has elected to pay by monthly instalments (method A) this will show the start and end date of the election period on the member print along with the monthly amount to be deducted. If a member has a break in service, provided that it's less than a calendar month, the election will still be valid. If the break is for more than a calendar month, then the member has the option to either pay a one-off lump sum payment to complete the election or take paid up credit where the amount will be pro-rated.

If you have a new member of staff and they have an additional pension election, please check with them to see that they haven't had a break of more than one calendar month between employments.

Additional Pension - Lump Sum (Method B)

Arrangement	Paid On	Amount of Additional Pension Purchased (£)	Amount of Family Benefits Purchased (£)
NPA65	30/07/2013	500.00	0.00

Where the member has opted to make a one-off lump sum payment to purchase additional pension, this will show the amount the member has purchased (method B).

Faster Accrual

An election for faster accrual can only be made by a member in the career average arrangement and would normally run from 1st April to 31st March.

Faster Accrual (Career Average arrangement only)

Local Authority	Establishment	Accrual Rate	Start Date	End Date	Contributions Deduction (%)
123	1234	1/55	01/04/2015	31/03/2016	0.66
353	0951	1/50	01/04/2016	31/03/2017	0.72
344	0951	1/50	01/04/2016	31/03/2017	0.88

Members' who transition to the career average arrangement after 1 April 2015, or who are already in the career average arrangement and take up a new post mid-year, can make an election to cover the remainder of that year but they must make it within one month of joining.

If the member has multiple employers, they can choose to take the election for all or only some of their employments and can select a different rate of faster accrual for each. There are three rates the member can choose instead of the standard contribution rate of 1/57th of their pensionable earnings. The rates are 1/45th, 1/50th or 1/55th.

The record identifies the different employers the member has made the elections with, which accrual rate they have chosen and the extra % deduction.

Buy Out

An election for Buy Out can only be made by a member who has benefits in the career average arrangement. A member can elect to 'buy out' the actuarial reduction that will apply if they decide to retire from teaching before reaching their Normal Pension Age. They can 'buy out' the actuarial adjustment for up to three years, depending on the number of years between 65 and their career average normal retirement age.

Members only have one opportunity to buy out the reduction and this must be done within six months of first entering career average. Contributions towards the Buy Out election last throughout their career and are with all employers, unless the member chooses to end (revoke) their election.

Buy Out of Standard Reduction (Career Average arrangement only)

Years Bought Out	Months Bought Out	Start Date	End Date	Contributions Deduction (%)
2	10	01/04/2015	07/12/2042	2.42

Any buy out shown above assumes continuous payment up until the election end date.

At retirement the member's record will be checked and if it's found that there have been any breaks in pensionable employment or any change in contract during the Buy Out election period, the amount of accrued pension to which the Buy Out is applied may be reduced. Pension accrued after the Buy Out election is revoked and will have the standard reduction applied, if applicable.

7. Death Grant nomination

This will identify whether a member has made a Death Grant Nomination. However it will not show the name(s) of the nominated person(s).

According to our records the member has made a valid death grant nomination.
 According to our records the member has not made a valid death grant nomination or any nomination previously made has been revoked.

8. Part-time, Opt-out, Opt-in & Auto-enrolment

The Member Record Print shows the effective dates of any part-time elections, opt-out, opt-in or auto enrolment dates.

Type	Effective Date	Close Date	LA	Establishment
Part-Time	01/04/1994	-	All Employers	-
Opt-Out	01/09/2012		332	1234
Auto-enrolment	01/04/2013	-	332	1234
Opt-Out	01/04/2017	-	332	1234
Opt-In	01/04/2018	-	332	1234

9. Events

Type of Event	Retirement Type	Payable/Effective	Award Number	Previous Award Number
Age Retirement	New	01/09/2007	-	-
Re-Employment	-	01/04/2016	-	-

This shows if a member has retired previously and on what grounds as well as if they have come back into service after claiming benefits. The 'type of event' are:-

Type of Event	Explanation (where required)
AGE	
PREMATURE	
INFIRMITY	Ill-Health
REDUCED	
DEATH	
EFE	Additional Service After Retirement (ASAR)
AGE60	
AAB60	
IPIBCA (I	Ill Health Partial Incapacity Benefits
ITIBCA	Ill-Health Total Incapacity Benefits
AGE FINAL	
INF partial incapacity benefit	Ill-Health
INF total incapacity benefit	Ill-Health
INF partial incapacity benefit 60th	Ill-Health
INF total incapacity benefit 60th	Ill-Health
PHASED AGE	
PHASED ARB	
PREM EFFICIENCY	
PREM REDUNDANCY	
UNKNOWN	

The 'Retirement Types' columns are as follows:-

New	First retirement award
Revised	Revision of earlier award and therefore replaces it
Fresh	An award which takes account of an earlier ill-health award
Stop	The award has been stopped
Supplementary	Additional award e.g. for a period of re-employment
Interim	Used to put into payments 'other payments' such as additional pension
Correcting	An award put in place following an award that has been stopped
EFE revision	Additional Service After Retirement (ASAR) award

It's important that if someone has retired on Age or Premature grounds and they come back into re-employment, they complete a Certificate of Re-employment so that Teachers' Pensions can assess whether their pension in payment will be affected.

If a member has only retired on Actuarially Adjusted Benefits, they don't need to complete a Certificate of Re-employment.

If a member has retired on ill-health grounds, you must be satisfied that they are well enough to return to a teaching role. You would also need to notify Teachers' Pensions of anyone taking up a position so that we can check if their pension is affected