



Technical Update

Wiltshire Pension Fund: For safe, secure, cost effective, provision of your pension

Welcome to first edition of our new newsletter.

We will use this newsletter to inform you of important changes, keep you updated with news and remind you of what information we need from you and in what form it needs to be.

Key Changes and points—Important

As the result of 'Lean' meetings and in the interest of creating greater consistency amongst Employers, we request that all Employers do the following:

1. Use the '**365 Method**' for calculating **Pension Remunerations** (required on the Leaver form and for estimates). To assist with this, and in general with correct calculations, we have produced a spreadsheet. This will shortly be on our web-site under 'forms' and it will help you quickly and easily complete these calculations and ensure consistency amongst Employers.
2. Always use a full time equivalent of 52 weeks per year when completing Starter, Change and Leaver forms. Some employers are currently using, for example, 52.143.
3. Send in changes of hours forms promptly. If changes of hours are not recorded in a timely manner this can then arise in a long winded query when a leaver form then comes in. It will also affect the employee's Annual Benefit Statement by having the incorrect pension and lump sum figures if the hours are incorrect.

From paper to electronic

Our website (www.wiltshirepensionfund.org.uk) is currently being updated so that it can become a more useful source of information. We aim for all key information and decisions to be found on the web-site instead of being found on attached documents to e-mails.

Recent and future updates:

- **Electronic starter forms** can now be found under the 'forms' sections and these can be completed in Word and e-mailed to one of our generic e-mail addresses (further details on the web-site)
- **Electronic Leaver forms** will also be available within the next week, followed by all the other employer' forms, once they have completed the 'Lean process'.
- We will also looking to introducing **spreadsheets**, to cover the main forms required, especially for Employers who have high volumes of forms.
- You should have now received **new starter packs for members**. Electronic versions can also be found on the web-site under the 'employer' section.

- If you do wish to receive further paper packs please e-mail: andrewcunningham@wiltshire.gov.uk with your request.

Reminders

- You do not need to send us 'Opt-out' forms for employees who have opted-out upon or before starting employment (ie **before** you send us a starter form **and** contributions were deducted from their pay). Employers should, however, still keep these forms for their records.

Please remember to inform us **promptly** of new starters, changes and leavers.

'Changes' we are often not informed of:

- Hours (even a half an hour change)
- Weeks worked per year

Queries, comments or suggestions:

For any queries, comments regarding any aspect of this newsletter, or if you have any further suggestions on how we can improve our communications and service, please contact:

Andy Cunningham

E: andrewcunningham@wiltshire.gov.uk

T: 01225 713612