

How to ...

process a scheme leaver

When an employee who pays into the Local Government Pension Scheme leaves your employment, you will need to inform Dorset County Pension Fund, so that we can begin to make the necessary arrangements and inform the scheme member of their pension entitlement.

In this guide we will cover the various types of leavers, and the appropriate actions that you will need to take.

Types of Leavers

Depending on when your employee leaves, and how long they have been in your employment, there are different procedures for how their leaving is processed. Please see the scenarios below:

- Member opts out within 3 months of joining - instant refund processed through your payroll
- Member leaves/opts out after 3 months but within 2 years - refund / transfer payable by Dorset County Pension Fund
- Member leaves/opts out after 2 years and is under 55 - member is due deferred benefit
- Member leaves/opts out after 2 years and is 55 or over - member is entitled to receive pension.

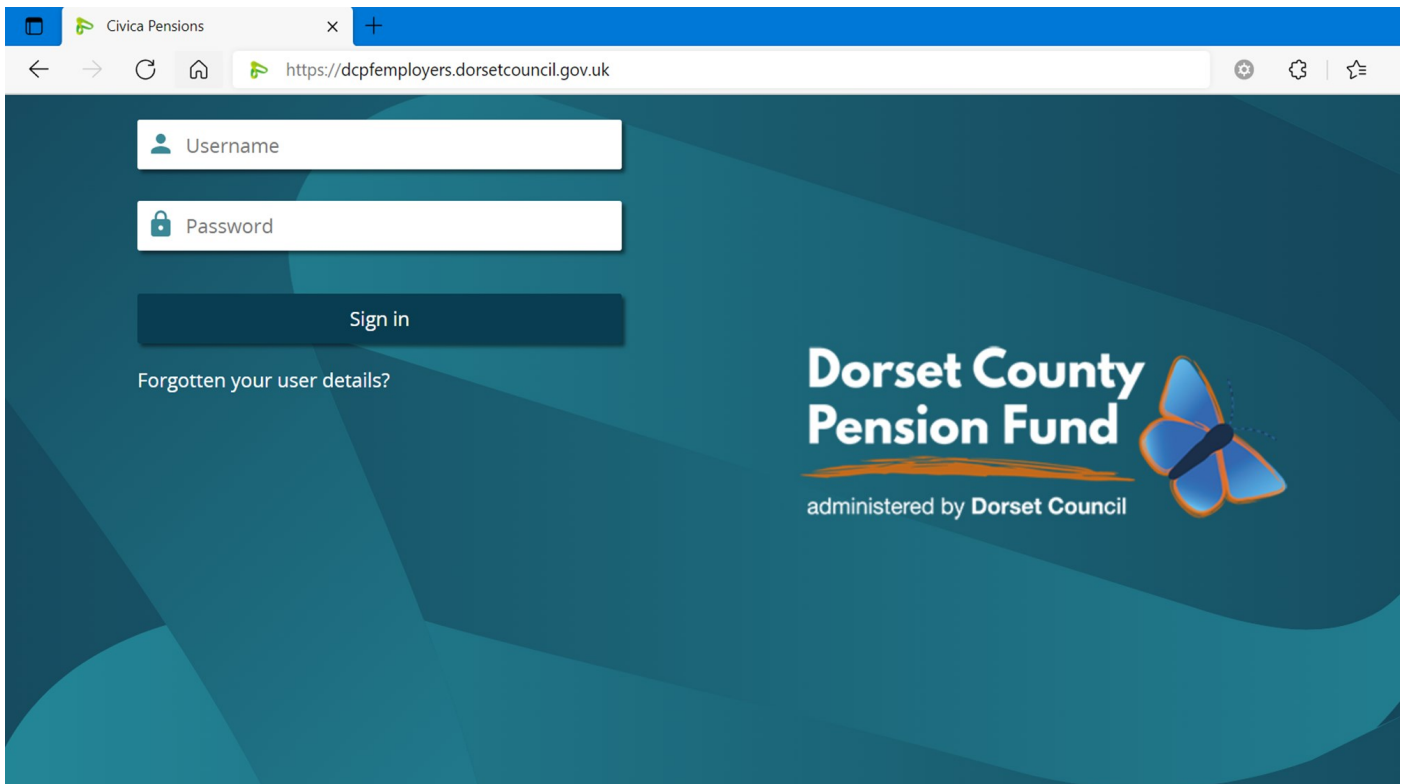
Types of Retirements

- Voluntary resignation from age 55 (a reduction may apply)
- Ill health - any age
- Compulsory - 2 days before age 75
- Flexible retirement
- Redundancy (voluntary or enforced)

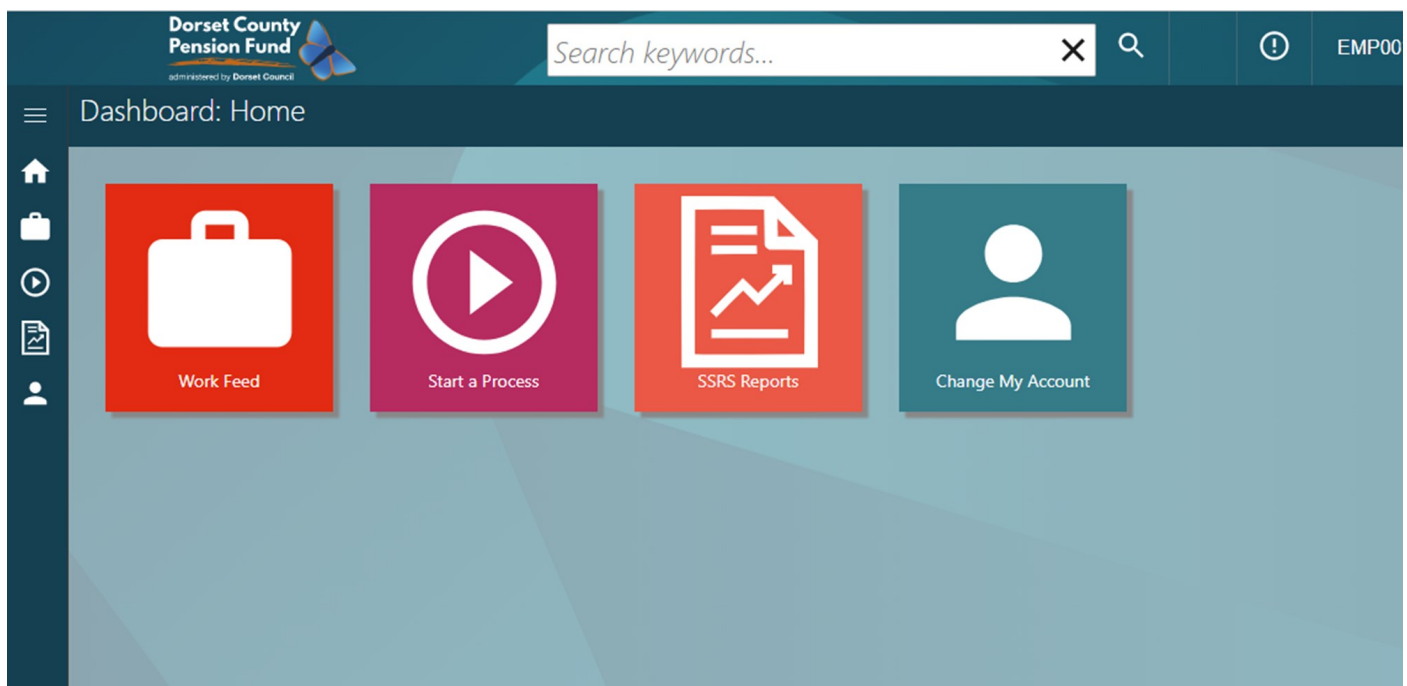
What we need to know

- Leavers form completed on the employer portal (process as follows)
- Any relevant documents, for example Ill Health Certificates, confirmation of agreement to redundancy

Please log in to the employer portal at <https://dcpfemployers.dorsetcouncil.gov.uk>



The screenshot shows the login page of the Dorset County Pension Fund employer portal. The browser's address bar displays the URL <https://dcpfemployers.dorsetcouncil.gov.uk>. The page features a dark blue background with a large, abstract, light blue shape. On the left, there is a login form with two input fields: 'Username' and 'Password', each with a corresponding icon (a person and a lock). Below these fields is a 'Sign in' button. A link for 'Forgotten your user details?' is located below the 'Sign in' button. On the right, the 'Dorset County Pension Fund' logo is displayed, featuring a blue butterfly icon. Below the logo, it says 'administered by Dorset Council'.



The screenshot shows the dashboard of the Dorset County Pension Fund employer portal. The top navigation bar includes the Dorset County Pension Fund logo, a search bar with the placeholder text 'Search keywords...', and a user identifier 'EMP00'. Below the navigation bar, the main content area is titled 'Dashboard: Home'. On the left, there is a vertical sidebar with icons for home, work feed, start a process, SSRS reports, and change my account. The main content area displays four large, colorful buttons: 'Work Feed' (red), 'Start a Process' (purple), 'SSRS Reports' (orange), and 'Change My Account' (teal). Each button has a white icon representing its function.

To create a leaver process you need to choose [Start a Process](#).

If you want to check if a leaver process has already been submitted use the search bar (Search keywords...) at the top of the screen. If you search using the member's surname or National Insurance Number you will find the member. Then navigate to documents in the left hand action bar, this will display all forms submitted on this portal for this member.

Leaver Process on the Employer Portal

Select the process

Search for the member to record the query against

If the member has more than one employment / membership

Click on and select the employment you are ceasing

Complete the form, selecting the reason for leaving

and click **Next**

Enter the hours the member has worked in this role.

Then the full time hours

Finally the date these hours become effectively.

Dorset County Pension Fund
Work Item Processing: Start A Process

ACTIONS

- ★ Do you want to start process?
- ◆ Proceed to Choose what to start the process against

Select the Process you wish to start
Doc Type: Client count: 1

Filter...

- Most Frequently Used
- Employee forms HUB
 - Change of Hours and Notify Details of Absence (Hub)
 - Change of Personal Details (hub)
 - Document Upload
 - Joiner Notification
 - Monthly Return Excl Financial - Employer Load
 - Scheme Movements (Hub)
 - Web Estimate Request
 - Web Leaver**
 - Hub
 - Create a new user
 - Employer General Query

Dorset County Pension Fund
Work Item Processing: Start A Process

ACTIONS

- ★ Enter the search criteria
- ◆ Pick another process

Choose what to start the process against
Please search for the member you wish to start the process against

★ Enter the search criteria

MEMBERSHIPS (2 OF 2)

Active 4
Active 44

Please Select

- Please Select
- Change of Payroll Provider
- Deceased
- Dismissed
- Flexible Retirement aged 55 or over
- Ill Health Retirement
- Opt out of Scheme
- Redundancy or Business Efficiency aged 55 or over
- Resignation aged 55 or over including voluntary retirement
- Resignation aged under 55
- TUPE / Academy Conversion / MAT Transfer

Dorset County Pension Fund
Work Item Processing: Web Leaver
UPMFolder: Mrs Example Member, 52831, 14351, (Status: Active)

ACTIONS

- ★ Enter Process Data (DataForm)

Complete Leaver Form
Please provide a leaver form for the member

★ Enter Process Data (DataForm)

Leaver Form

Date of Leaving / opt out *

Please choose the reason for leaving *

If applicable do you want to waive reductions? *

Please answer Yes or No as appropriate.

Additional Pension to be awarded (£ per annum to 2 decimal places) *

Enter the annual amount of any Additional Pension to be awarded by the Employer. Please use 2 decimal places and do not use a £ sign. If none enter 0.00.

Next

Dorset County Pension Fund
Work Item Processing: Web Leaver
UPMFolder: Mrs Example Member, 52831, 14351, (Status: Active)

ACTIONS

- ★ Enter Process Data (DataForm)

Complete Leaver Form
Please provide a leaver form for the member

★ Enter Process Data (DataForm)

Leaver Form

Enter the hours the member works in this post (to 2 decimal places). If the member works term time only, please convert to part time hours. For example a member who works 18.00 per week for 44.4 weeks is 18.00 / 52.14 X 44.4 = 15.33 hours per week. *

Enter the hours as a decimal not hours and minutes. Use 2 decimal places. For example 18 hours 30 minutes = 18.50

Enter the hours the member would work if they were full-time in this post (to 2 decimal places) *

Please enter the hours as a decimal not hours and minutes. Use 2 decimal places. For example 37 hours = 37.00

Back Next

Please complete the form using the explanations provided.

If the title has an asterisk, this information must be provided. All drop down menus must have an option chosen.

Member Pension Contributions

These are split out for the year of leaving (1 April to date of leaving) and previous year (01/04 - 31/04). If no contributions paid input 0.00

CARE Pay

CARE pay is the member's actual pay for the year of leaving (1 April to date of leaving) and also the previous year. This will include any Assumed Pensionable Pay if applicable.

For further information on CARE pay visit the DCPF website

<https://dcpfemployers.org/calculating-care-pay/>

Assumed Pensionable Pay for Ill Health Retirements and Death in Service

This only needs completing for these leavers, for all other leavers input 0.00

Final Pay

This is the Full Time Equivalent pay for the last 365 days regardless of leaving date.

For further information on Final Pay visit the DCPF website

<https://dcpfemployers.org/calculating-final-pay/>

Actual Rate of pay on date of leaving

This is the member's full time equivalent pay rate on the day they leave. If you have pay scales this is the figure required.

If you have used the **Best of the last three years** or a **Regulation 10** to calculate the Final Pay, this should be shown here.

Dorset County Pension Fund Approved by Dorset Council

Search keywords... X

Work Item Processing: Web Leaver

UPMFolder: Mrs Example Member, 52831: 52831_14351. (Status: Active)

ACTIONS

- ★ Enter Process Data (DataForm)

Complete Leaver Form

Please provide a leaver form for the member

★ Enter Process Data (DataForm)

Leaver Form

Date Joined Scheme
01/01/2017

Does the member have service on this record before 01/04/2014? *

Yes

Amount of BASIC pension contributions from 1 April to date of leaving (to 2 decimal places) *

This is the amount of basic pension contributions paid in the current tax year from April to the date of leaving in this post only. Do not include any Added Years, ARC's or AVC's paid. Please use 2 decimal places and do not use a £ sign. If nil paid enter 0.00.

Amount of BASIC pension contributions paid from previous 1 April to 31 March before date of leaving (to 2 decimal places) *

This is the amount of basic pension contributions paid in the last tax year from 1 April to 31 March in this post only. Do not include any Added Years, ARC's or AVC's paid. Please use 2 decimal places and do not use a £ sign. If nil paid enter 0.00.

Has the member paid any Additional Pension Contributions (APCs) *

No

Please choose Yes or No as appropriate. A drop down menu is available.

Has the member paid any Additional Regular Contributions (ARCs) *

No

Please choose Yes or No as appropriate. A drop down menu is available.

Has the member paid any Added Years contributions *

No

Please choose Yes or No as appropriate. A drop down menu is available.

Has the member paid any Additional Pension Contributions (APCs) *

No

Please choose Yes or No as appropriate. A drop down menu is available.

Has the member paid any Additional Regular Contributions (ARCs) *

No

Please choose Yes or No as appropriate. A drop down menu is available.

Has the member paid any Additional Voluntary Contributions (AVCs) *

No

Please choose Yes or No as appropriate. A drop down menu is available.

Has the member paid any Added Years contributions *

No

Please choose Yes or No as appropriate. A drop down menu is available.

CARE pay (2014 Scheme)

Main Section Cumulative Pay / Assumed Pensionable Pay from 1 April to date of leaving (to 2 decimal places) *

Please enter the member's pay including any Assumed Pensionable Pay from 1 April to date of leaving whilst a member of the main scheme. Use 2 decimal places but do not use the £ sign. If there are none please enter 0.00

Main Section Cumulative Pay / Assumed Pensionable Pay from previous 1 April to 31 March before date of leaving (to 2 decimal places) *

Please enter the member's pay including any Assumed Pensionable Pay from 1 April to 31 March of the previous year whilst a member of the main scheme. Use 2 decimal places but do not use the £ sign. If there are none please enter 0.00

50/50 Section Cumulative Pensionable Pay / Assumed Pensionable Pay from 1 April to date of leaving (to 2 decimal places) *

Please enter the member's pay including any Assumed Pensionable Pay from 1 April to 31 March of the previous year whilst a member of the 50/50 scheme. Use 2 decimal places but do not use the £ sign. If there are none please enter 0.00

50/50 Section Cumulative Pensionable Pay / Assumed Pensionable Pay from previous 1 April to 31 March before date of leaving (to 2 decimal places) *

Please enter the member's pay including any Assumed Pensionable Pay from 1 April to date of leaving whilst a member of the 50/50 scheme. Use 2 decimal places but do not use the £ sign. If there are none please enter 0.00

Assumed Pensionable Pay for Ill Health Retirements and Death in Service cases (to 2 decimal places) *

Tier 1 and Tier 2 ill health pensions or death in service- APP will need to be calculated in the normal way (see section 4.2 of the Payroll guide) but using the average of the pensionable pay for the 12 (weekly) or 3 (monthly) complete pay periods prior to the date of termination / death (including any APP credited in and relating to those pay periods), to which any regular lump sums paid in the 12 months prior to the date or retirement / death which the employer determines there is a 'reasonable expectation' would again have been paid to the member are added back into the annual rate of APP. Where the Independent Registered Medical Practitioner certifies that the member was working reduced contractual hours during the relevant 12 (weekly) or 3 (monthly) pay periods wholly or partly as a result of the condition that caused or contributed to the ill health retirement, the APP figure is to be calculated on the pay the member would have received during the relevant pay periods if they had not been working reduced contractual hours.

Final Pay (Full Time Equivalent Pay 2008 definition)

Final pay for the last 365 days worked. *

Please enter the amount of the member's full time equivalent final pay for the year (365 days) prior to the date of leaving.

- If the member was not in the scheme for the whole year prior to the date of leaving, please reciprocate their pay to 365 days by taking the Final Pay dividing it by the number of days worked and then multiplying by 365.
- If the member was in the scheme for the whole year prior to the date of leaving, but you are completing the form for only your portion of the final year (for a payroll transfer for example), please do not reciprocate the final pay to a full year's equivalent. The DCPF will add your figure to the figure for the remainder of the year from the other provider.

Please use decimal places but do not use the £ sign. For example 27000.00

Actual Rate of full-time pay/salary on date of leaving (to 2 decimal places) *

Please enter the rate of the member's full-time equivalent pay at the date of leaving. Use 2 decimal places but do not use the £ sign. For example 27000.00

Best of the last three years - previous Final Pay details if applicable

Best of three years Final Pay (£)

Final Pay Year used

Please Select

Please choose the relevant year.

Pay drop within 10 years of date of leaving - Regulation 10.

Please give details to the member's best three year consecutive average annual pay figure in the last 13 years ending 31 March. Please see the section on Regulation 10 at <https://dcpfemployers.org/calculating-final-pay>. Only complete if relevant.

Details (£)

Period End Date

dd/mm/yyyy

Multiple Concurrent Employments

If the member has a employment that was concurrent with the position they have left and it is continuing, please select Yes and then include the details requested.

If you select No you can continue with the Next button.

This screenshot shows a form titled 'Multiple Concurrent Employments'. It starts with a question: 'Does this member have any other pensionable employments with you, which are continuing and have run concurrently? *'. There is a dropdown menu with 'Yes' selected. Below this, there are two sections for concurrent jobs. The first section is for 'Job Number 1' and the second for 'Job Number 2'. Each section has a text box for 'Job Title of Concurrent Job' and another for 'Full Time Equivalent pay/salary for concurrent job number' at the date of leaving. At the bottom, there is a large text box for 'If the member has any further concurrent jobs please enter the job titles and Full time equivalent pay details on the box opposite.' and two buttons: 'Back' and 'Next'.

Other Relevant Information

Please add any details or information you think may be relevant or useful.

Please press Submit

This screenshot shows the 'Complete Leaver Form' page. It has a header 'Work Item Processing: Web Leaver' and a sub-header 'UPMFolder: Mrs Example Member, 52831: 52831_14351, (Status: Active), [X]'. On the left is an 'ACTIONS' sidebar with 'Enter Process Data (DataForm)' selected. The main content area has a heading 'Complete Leaver Form' and a sub-heading 'Please provide a leaver form for the member'. Below this is a section 'Enter Process Data (DataForm)' with a question 'Have contributions been refunded through payroll? *' and a dropdown menu with 'No' selected. There is a large text box for 'Other Relevant Information'. Below that is a 'Leaver Form' section with a statement: 'The above is a correct and complete statement of the member's position certified on behalf of the employer.' It also shows 'Completed By: EMP00' and 'Date: 15th September 2021'. At the bottom are 'Back' and 'Submit' buttons.

Upload Leaver

You have the option to add documents to the leaver process. This might be a Regulation 10 Calculation or an ill health certificate or any document related.

If you have documents to upload choose Upload Documents in the Action bar.

If you do not need to upload a document choose Submit Leaver in the Action bar.

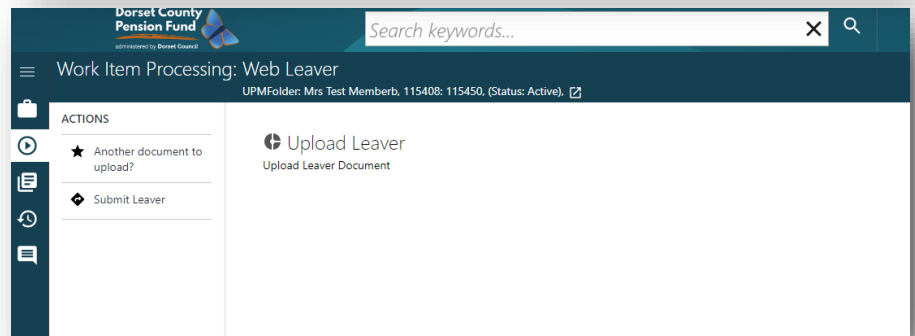
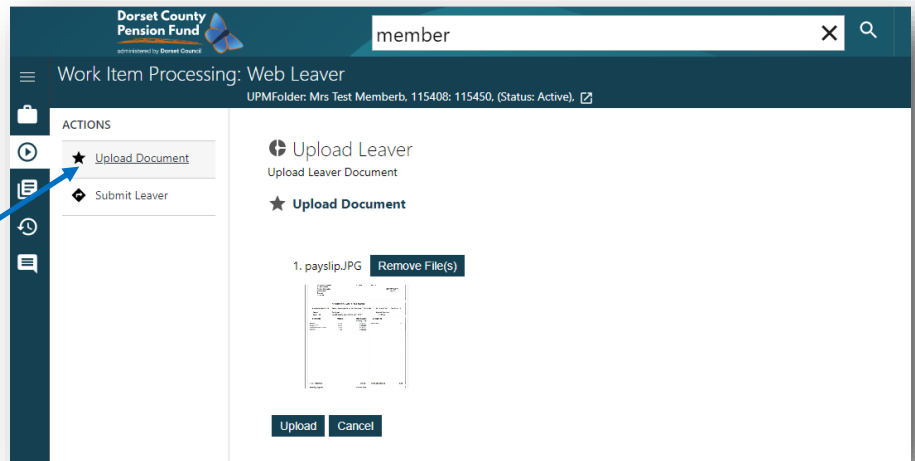
Add your file and press upload.

This screenshot shows the 'Upload Leaver' page. It has a header 'Dorset County Pension Fund' and a search bar. The main content area has a heading 'Work Item Processing: Web Leaver' and a sub-header 'UPMFolder: Mrs Example Member, 52831: 52831_14351, (Status: Active), [X]'. On the left is an 'ACTIONS' sidebar with 'Upload Document' and 'Submit Leaver' options. The main content area has a heading 'Upload Leaver' and a sub-heading 'Upload Leaver Document'.

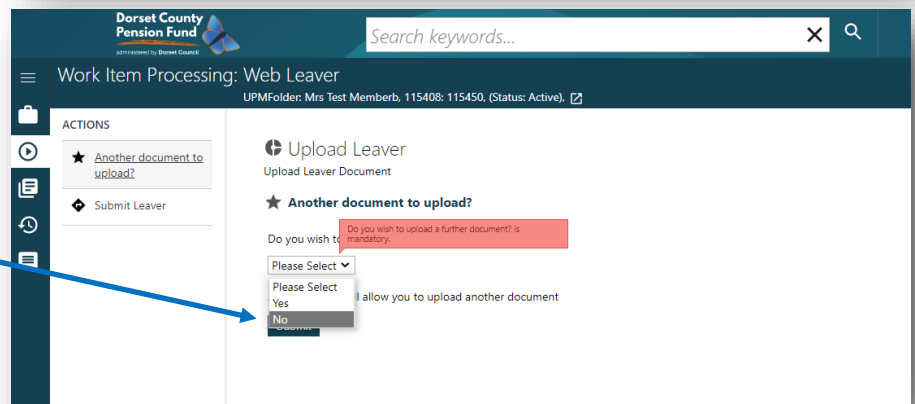
This screenshot shows the 'Upload Document' page. It has a header 'Dorset County Pension Fund' and a search bar. The main content area has a heading 'Work Item Processing: Web Leaver' and a sub-header 'UPMFolder: Mrs Test Memberb, 115408: 115450, (Status: Active), [X]'. On the left is an 'ACTIONS' sidebar with 'Upload Document' and 'Submit Leaver' options. The main content area has a heading 'Upload Leaver' and a sub-heading 'Upload Leaver Document'. Below this is a section 'Upload Document' with an 'Add File(s)' button and 'Upload' and 'Cancel' buttons.

You will have the option of submitting up to three supporting documents.

Use the starred actions in the Action bar to navigate through uploading additional documents



Once you have finished attaching supporting documents, please select No



This process will be visible in the DCPF administration system within two minutes of you submitting. It will set up a task for the Pensions Team to action accordingly.