

Pension Officer Liaison Group Meeting 1 March 2023

End of Year Returns 2023

**Dorset County
Pension Fund**

administered by Dorset Council



Timescales

- Returns **must** be with the DCPF by 30 April at the latest
- DCPF will be sending all data to printers for Annual Benefit Illustrations by beginning of July
- DCPF need to make quality checks and resolve errors before uploading the data
- Annual Benefit Illustrations must be sent out by 31 August 2023

Employer support and help

- End of Year Training Sessions
 - Friday 10 March at 10:00am
 - Tuesday 28 March at 10:00am
- Web page containing <https://dcpfemployers.org/end-of-year-returns/>
 - Template spreadsheet
 - Specification document for the spreadsheet
 - Example spreadsheet including guidance on each field
- Email or phone the Employer Relations and Communication Team

The spreadsheet

If multiple employer numbers - a spreadsheet is needed for each payroll location – different from monthly returns

The spreadsheet assumes you will have been sending in forms throughout the year, for example

- Hour changes
- Address changes
- Leavers
- Starters

Only collecting the information needed to post the contributions and pay details. If submitting a monthly return this should be an easy process

If Dorset Council manage your payroll this will be done for you.

The spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Employer Number	Folder Ref	NINO	Surname	Forenames	Gender	Date of Birth	Payroll Number	Date Joined Scheme	Contribution Date	Section of scheme employee was member of at end of Scheme Year or at the date of cessation of active membership in the employment.	Employee contribution rate payable at end of Scheme Year	Pensionable Pay received in main section	Employee Contributions paid in main section
1	00***		AB123456C	Person	Test	F	01/01/2000	123	01/04/2022	31/03/2023		1	5.50	12000.00
2														
3														
4														
5	Guidance on each column													
6	Numeric	Alpha	Alpha	Alpha	Alpha	Alpha	Date	Alpha	Date	Date	Numeric	Numeric	Numeric	Numeric
7	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	y
8	5	10	9	40	40	1	10	20	10	10	1	5	10,2	10,2
9	The digit employer code padded to 5 digits. For example, if your employer code is 123 this must be entered as 00123	Leave blank	The format should be AA111111A	Maximum of 40 characters	Maximum of 40 characters	M = Male F = Female	DD/MM/YYYY	Employee payroll number - as per employer payroll/HR system. Must be a unique reference to identify an individual pensionable employment.	Date joined Scheme - if after start of scheme year enter date joined. If joined before start of scheme year enter 01/04/YYYY	End of scheme year, or date of leaving if left during scheme year. If still active at end of scheme year = 31/03/YYYY.	Main Section - 1 50/50 Section = 2	Members current contribution percentage rate based on actual pay LGPS Contribution Rates. Please do NOT use % symbol.	Cumulative pensionable pay received in the employment during the scheme year whilst in main section (including the assumed pensionable pay the member was treated as receiving during the scheme year whilst in the main section). Must contain a figure - enter 0.00 if the member was not in the main scheme	Cumulative contributions from pension: previous field main scheme, Part Time Buy (PTBB), APCS, AVCs to Equit Prudential
10	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?	Why is the cell red?
	The employer code is not five digits or is blank.	The cell is not blank. Ensure the cell is empty.	The cell is blank. The NI number is not in the correct format.	The cell is blank. There are more than 40 characters. There is only 1 character.	The cell is blank. There are more than 40 characters. There is only 1 character.	Gender is not in the correct format. Must be M for Male or F for Female	The cell is blank.	There are more than 20 characters. The payroll number appears on the return more than once.	The cell is blank.	The cell is blank.	The main scheme should be denoted as follows:- Main Section - 1 50/50 Section = 2 Please ensure 1 or 2 is entered in the cell or that the cell is not blank.	You have not entered a valid contribution rate. Please enter one of the following:- Main Section 5.50 5.80 6.50 6.80	The cell is blank. Please enter 0.00 if there are no earnings to record or if the member was not in the main scheme.	The cell is blank. Please enter 0.00 if the member was not in the main scheme.

Convert your spreadsheet to CSV

IMPORTANT

When you have completed your spreadsheet, you must copy and paste your data into a new spreadsheet

After you have put it in a new spreadsheet, please convert to CSV.

Upload to the employer portal

You will need to upload the CSV document to the employer portal.

Annual Returns can be found under Start a Process. You then need to choose the employer code you are submitting for.

The screenshot shows the 'Work Item Processing: Start A Process' interface. On the left, under 'ACTIONS', there are two options: 'Do you want to start process?' and 'Proceed to Choose what to start the process against'. The main area is titled 'Select the Process you wish to start' with 'Doc Type: Client count: 1'. Below this is a 'Filter...' input field. A list of options is shown under 'Most Frequently Used' and 'WEB'. The 'Employee forms HUB' is selected, and 'Annual Returns' is highlighted with a blue box. Other options include 'Hub', 'Create a new user', and 'Employer General Query'.

The screenshot shows the 'Work Item Processing: Start A Process' interface. On the left, under 'ACTIONS', there are two options: 'Enter the search criteria' and 'Pick another process'. The main area is titled 'Choose what to start the process against' with the instruction 'Please search for the employer you wish to start the process against'. Below this is a search input field with '09999' entered. The search results show 'EMPLOYERS (1 OF 1)' and 'Training Employer, 09999'. A button labeled 'Training Employer, 09999' is visible at the bottom right.

After submitting

After you have submitted your End of Year spreadsheet the systems team will pick it up and load it.

All queries will be sent directly to your Word Feed on the employer portal.

You will receive an email to inform you that a work item has arrived in your group tray.

Queries on the Portal

The queries will need to be reassigned to your username in order to action them.

Ensure you have selected the group tray.

The screenshot shows the 'Workfeed: My Work' section of the portal. On the left, there are 'OPTIONS' and 'ACTIONS' sections. The 'OPTIONS' section includes a 'Filter...' input, checkboxes for 'My Work' and 'EMP09999', a 'Select User' dropdown, an 'Order by Due Date desc' dropdown, and a 'Filter By' dropdown. The 'ACTIONS' section has a 'Reassign' button. The main content area displays '5 items' in a list. Each item is an 'EOY Query' with a 'New Item' tag, a red 'X' icon, and a checkbox. The queries are:

- EOY Query - Additional Contributions - Query with Employer - EMP09999 New Item
Mrs Test Membera, 119120: 120809, (Status: Active), 09999 Training Employer 31/03/2022: Scheme LGPS
Comment: Sub Process started from (LG Annual Returns (Internal)) - Parent Process Number (212128)
- EOY Query - Hours Mismatch - Query with Employer - EMP09999 New Item
Mr Test Memberf, 119125: 120814, (Status: Active), 09999 Training Employer 31/03/2022: Scheme LGPS
Comment: Sub Process started from (LG Annual Returns (Internal)) - Parent Process Number (212128)
- EOY Query - Hours Mismatch - Query with Employer - EMP09999 New Item
Mrs Test Memberb, 119121: 120810, (Status: Active), 09999 Training Employer 31/03/2022: Scheme LGPS
Comment: Sub Process started from (LG Annual Returns (Internal)) - Parent Process Number (212128)
- EOY Query - 50/50 Election - Query with Employer - EMP09999 New Item
Mr Test Memberg, 119126: 120815, (Status: Active), 09999 Training Employer 31/03/2022: Scheme LGPS
Comment: Sub Process started from (LG Annual Returns (Internal)) - Parent Process Number (212128)
- EOY Query - 50/50 Election - Query with Employer - EMP09999 New Item
Mrs Test Membera, 119120: 120809, (Status: Active), 09999 Training Employer 31/03/2022: Scheme LGPS
Comment: Sub Process started from (LG Annual Returns (Internal)) - Parent Process Number (212128)

Item	Due date	Start date	Action
EOY Query - Additional Contributions - Query with Employer - EMP09999 New Item	02/01/2023	23/12/2022	<input type="checkbox"/>
EOY Query - Hours Mismatch - Query with Employer - EMP09999 New Item	02/01/2023	23/12/2022	<input type="checkbox"/>
EOY Query - Hours Mismatch - Query with Employer - EMP09999 New Item	02/01/2023	23/12/2022	<input type="checkbox"/>
EOY Query - 50/50 Election - Query with Employer - EMP09999 New Item	02/01/2023	23/12/2022	<input type="checkbox"/>
EOY Query - 50/50 Election - Query with Employer - EMP09999 New Item	02/01/2023	23/12/2022	<input type="checkbox"/>

Queries on the Portal

When you have clicked into the query -

You will have the opportunity to respond.

If the query is a missing leaver / joiner it will take you to the relevant process.

The screenshot displays the 'Work Item Processing' interface for an 'EOY Query - Hours Mismatch'. The page includes a search bar, a navigation menu, and a sidebar with icons for home, refresh, list, clock, and messages. The main content area is titled 'Query with Employer' and features a 'Respond' button. Below this, there is a 'Message from DCPF' section with input fields for Member (Mr Test Memberf), NINO (LI997807A), and Employee Payroll Number (175505). A text area contains a message from DCPF: 'Good Morning. The hours provided on the End of Year return do not match the hours we hold on the members record. Please use the form below to notify us of the hours change.' The form is divided into sections for 'Details of Hours', 'First Change of Hour', and 'Second Change of Hour', each with instructions and input fields for new hours/WTE hours and effective dates. An 'Additional Service History Information' section includes a text area for details. At the bottom, there is a dropdown menu for 'Would you like to upload supporting documentation?' with a 'Please Select' option.

Frequently Asked Questions

I submit a monthly return, do I need to complete an EOY?

Yes, you will still need to complete the EOY. At the current time we are unable to roll up the process and not all employers completing the monthly return provide all details. This is something we are currently trialling with a couple of employers for the future.

Do I report leavers on the EOY even if I've completed a leaver form?

Yes, you need to include everyone who was active in the year (apart from under 3 month opt outs refunded by payroll). This is to ensure that your contributions balance. This also means we will capture leavers who may have got missed during the year.

Dorset Council do my payroll? Will I need to do this?

If Dorset Council managed your payroll on 31 March 2023 they will complete the EOY on your behalf.

I've only got one / two members of staff do I need to complete this?

Yes, all employers will need to complete the EOY regardless of size.

End of Year process 2023

Any questions?

