

Employers' LGPS "How to"

Our [Pension Administration Strategy](#) sets out the LGPS roles and responsibilities of us and our employers in detail. For example, an employer's responsibilities include publishing and forwarding to us an up to date employer policy statement for all employer [discretions](#) under the LGPS regulations.

This "How to" is a quick reference guide aligned with our most common processes / things that may happen to an employee requiring action / employees' needs. It is not exhaustive. The LGPC's [HR Guide](#) and [Payroll Guide](#) explain how employers should deal with many of their LGPS responsibilities in detail. Employees are responsible for doing certain things in the LGPS, for example asking to move from the main LGPS to the 50/50 LGPS:

<https://www.worcestershire.gov.uk/worcestershirepensionfund/info/4/employee-members/15/employee-forms>

Absences	the APC calculator and process
Appeals / First instance decisions	Regulations 72 to 79 of the LGPS 2013 Regulations and our Appeals form .
AVCs	https://www.worcestershire.gov.uk/worcestershirepensionfund/info/4/employee-members/17/increasing-benefits
Changed employee circumstances	Change of circumstance or Address / Hour Excels
Complaints (and appeals)	https://www.worcestershire.gov.uk/worcestershirepensionfund/info/3/deferred-members/13/unhappy
Contributions from employees	the LGPC Payroll Guide updated by the appropriate Annual Update LGPC Bulletin that is usually issued in March and our Monthly CARE posting Excel spreadsheet and our Contribution remittance PCF1 Excel spreadsheet
Contributions from employers	the 2019 actuarial valuation report and our Monthly CARE posting Excel spreadsheet and our Contribution remittance PCF1 Excel spreadsheet
Deaths	https://www.worcestershire.gov.uk/worcestershirepensionfund/info/1/worcestershire-pension-fund/1/contact-us
Forms and Excel spreadsheets	https://www.worcestershire.gov.uk/worcestershirepensionfund/info/5/employers/28/employer-forms-excel-spreadsheets
Ill health	Ill Health Retirements - Worcestershire Pension Fund
Leavers	Cessation Leavers Form
New starts / automatic enrolment	https://www.worcestershire.gov.uk/worcestershirepensionfund/info/5/employers/27/automatic-enrolment and Pension Starter Form
Pensionable pay	the LGPC Payroll Guide
Retirements	Employer Pension Estimate Request Form Cessation Leavers Form
Transfers of staff	Our Transfers of staff between WPF employers including academy conversions guidance notes
Year end	our End of year return Excel spreadsheet

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