

Monthly CARE year to date posting Excel spreadsheet completion notes 04 02 2021

1. We require (emailed to avile@worcestershire.gov.uk) a monthly CARE year to date (LGPS years run from 1 April to 31 March) posting Excel spreadsheet from each of our employers for all employees in the LGPS to provide us with accurate, up to date pay (including pence) and membership periods / data.
2. **One row of information in the exact format** shown in our example in row 2 (do not add or remove columns or change their order and make sure you enter an NI number even if it is a temporary one) is required **for each employment of each employee who was in the LGPS at some point during the LGPS year**. There is no need to provide a row for an employee who opted out before the start of the year.
3. **Do not provide any duplicate pay references (maximum 12 characters)** on the spreadsheet. If you only have one pay reference for an employee who has multiple jobs, you could enter just the pay reference for job 1; enter A at the end of the pay reference for job 2; enter B at the end of the pay reference for job 3; etc.
4. An employee who is in the LGPS is **either in LGPSMAIN or in LGPS5050 at any given point in time**. If an employee moves from LGPSMAIN to LGPS5050 in the period, the earliest "LGPSMAIN / LGPS5050 To" must be at least one day before the latest "LGPSMAIN / LGPS 5050 From".
5. The 'from' date in column E (or H for a 50/50 section member) should be **1 April YYYY of the current year unless** the employee started after this date in which case it should be **the start date in the LGPS**.
6. The 'to' date in column F (or I for a 50/50 section member) should be the **last day of the month we are posting or leaving date if the employee left the LGPS between 1 April and the end of the month we are posting**
7. Column K is only needed for employees joining (or re-joining) the LGPS **in the year** that the spreadsheet relates to.
8. Column L is only needed for employees leaving the LGPS **in the year** that the spreadsheet relates to.
9. **If you have pay for a leaver who left before the year you are posting, you need to notify us separately**, as any pay you are posting needs to belong to the appropriate membership dates.
10. **Pay is either actual pay or assumed pensionable pay (APP)**. APP is used in cases of reduced contractual pay or nil pay as a result of sickness or injury; or during relevant child related leave (i.e. ordinary maternity, paternity or adoption leave or paid shared parental leave and any paid additional maternity or adoption leave); or whilst on reserve forces service leave. Guidance on how to calculate pensionable pay and APP is available from the LGPS's **HR and Payroll guides** at <http://www.lgpsregs.org/resources/guidesetc.php>
11. **No pound signs (£) or added dots** should be entered on the spreadsheet.

===== ENDS =====