

EMPLOYER NEWSLETTER

MAY 2023



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2023 / 2024 PCF1 spreadsheet

The 2023/ 2024 Contribution remittance PCF1 spreadsheet is available from our website at:

<https://www.worcestershirepensionfund.org.uk/employers/employer-forms-and-excel-spreadsheets>

Please supply us with it monthly as well as your monthly CARE posting spreadsheet no later than the 19th of each month.

Backdated pay awards FAQs

If you have ever wondered how to treat former employees who left before their final year's pay award was finalised, why not have a look at the LGA's FAQs at

<https://www.lgpsregs.org/employer-resources/guidesetc.php>

If you would like us to recalculate a former employee's benefits to take account of a backdated pay award, please ensure that you provide us with a fully completed Cessation Leavers Form and pay us the appropriate unpaid employer and member contributions.

HR and payroll guides

To make sure that you are up to date with the annual updates for 2023/24, check out the latest versions of these at:

<https://www.lgpsregs.org/employer-resources/guidesetc.php>

LGPS Guide

Following the recent changes to the annual and lifetime allowances (see our April 2023 newsletter), we have now updated our LGPS Guide across our website.

APCs

Our (is your own one up to date?) 2023 Statement of Policy on our discretions is now live, and you can find it on our website under [Pensions administration | Worcestershire Pension Fund](#).

Please note that, when an employee wants to spread the cost of making good lost service, we have set a minimum regular payment of £10 per month and require all payments totalling less than £100 to be a lump sum (see the bottom of page 2 of our Policy).

All about investment pots

We have updated this document that provides information about where we are going to invest, see:

<https://www.worcestershirepensionfund.org.uk/about-us/funding-and-investments>

Employer role training

As detailed in Amie's email of 24 April there are future Employer role training dates for 2023 that can be booked at <https://www.local.gov.uk/events>

Our Forms and Excel Spreadsheets:

We have added updated versions of the following to our website:

- Pension Starter Form
- TV1 (transfer in of non-LGPS benefits) form
- TV2 (transfer in of LGPS benefits) form
- Death grant nomination form

We have also produced an APC medical declarations form for use when a member is interested in buying more than £1,000 of extra LGPS pension

Please make sure that you always check our website's [Employer forms and Excel spreadsheets](#) page for the dates of the latest versions before using previously saved versions.

Contact Us:

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<https://www.worcestershirepensionfund.org.uk/>