

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

24/10/2023 [www.worcestershirepensionfund.org.uk](http://www.worcestershirepensionfund.org.uk)