

EMPLOYER NEWSLETTER

January 2024



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Sample year end return

Following the success of previous years' sample returns, we are repeating this exercise and will accept an email that you are happy that your provider will be doing a sample for at least one of the employers that they provide payroll services to.

By **16 Feb** please email [Stephen](#) either that your provider will be doing a sample or complete and return one sample row (for one sample employee of your choice) as at 31 March 2024 on our [End of year return 2024](#) spreadsheet that is in the fourth last bullet.

Please see the [End of year return 2024](#) notes and assume that your sample employee's pay / hours remain unchanged from 31 Dec 2023 until 31 March 2024 and that LGPS contribution rates do not change for 2023/2024.

If your payroll provider provides information direct to us, please ask them to send the sample via you for you to check before sending on to Stephen, as this will test that your provider can do what you will require of them and how you will manage / instruct / monitor / allocate resources to the 2024 year-end process.

Training Sessions

We are hosting a range of different training sessions for both employers and employees throughout the year.

For **employers** these sessions will help you understand documents such as Leavers forms, preparing for Year End and Ill Health Retirements as well as having sessions such as monthly returns drop ins for you to come along to, to help you understand your role within pensions as an employer.

Our first session 'Year End training' is on 27th February at 2pm.

For **employees** these online sessions will give an overview of the Local Government Pension Scheme, where to find information and who to contact within the Worcestershire Pension Fund. There will also be an opportunity to ask questions regarding pensions. Dates for the employee sessions are:

- 14th Mar 2024 11am
- 27th Jun 2024 2pm
- 10th Sep 2024 4pm
- 9th Dec 2024 2pm

Please [email](#) us if you would like to be booked onto any of our employer sessions and pass on the details of our employee sessions to your staff to get them booked on.

[Our Forms and Excel Spreadsheets](#)

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:

pensions@worcestershire.gov.uk

[Worcestershire Pension Fund](#) |
[Worcestershire County Council](#)