Civil Service **Pensions** | 2015 Remedy

Remedy Data: requirements and process

**This document specifies the data requirements and process
for 2015 Remedy for Civil Service employers**

Contents

Who is this information for?

This information is for individuals responsible for providing payroll data to MyCSP, i.e. Pension Leads, HR professionals, payroll professionals and third party/ outsourced suppliers.

It is designed to prepare you to collect and provide data to the Scheme Administrator (MyCSP), so members impacted by the 2015 Remedy can make a choice about their benefits at retirement.

Overview

Background on 2015 Remedy

In 2015, the Government introduced reforms to public service pensions. These reforms saw most Civil Servants move into a new pension scheme called 'alpha'.

As part of these reforms, some members were not moved into alpha and some were moved in at a later date, depending on their age.

Because these members were treated differently based on their age, some public service workers raised concerns that this was discriminatory and took the Government to court.

In 2018, the Court of Appeal judged that the difference in treatment between those closer to retirement and everyone else was unlawful age discrimination.

As a result of this judgement, steps are being taken to address those 2015 reforms, making the scheme fair to all members. This is where the name 2015 Remedy comes from.

The members who stayed in their original schemes (also known as Legacy schemes) back in 2015 will be moved across into the alpha scheme on 1 April 2022.

All members of Civil Service Pensions who continue in service from 1 April 2022 onwards will do so as members of alpha.

classic, classic plus, premium and nuvos (known as the Legacy pension schemes) will be closed in relation to service after 31 March 2022.

Eligible members will receive a choice at retirement of which pension scheme benefits they would prefer to take for the period from 2015 to 2022.

The choice will be between their Legacy pension or their alpha pension. Not all members will be better off in their Legacy scheme, so it isimportant that individual members are able to choose which benefits are better for them.

Your role in implementing the Remedy

As Scheme Administrator, MyCSP needs employers, payroll and shared services providers to supply some additional data. This additional data will enable us to deliver in-scope members a choice when it's time for them to retire.

The data you currently supply to MyCSP via the interface is based on the requirements and rules of the scheme each member is currently in. Members' schemes could be a section of the Principal Civil Service Pension Scheme (premium, classic, classic plus or nuvos) or the alpha scheme.

Each of the schemes have slightly different data requirements based on how benefits are calculated as dictated by the scheme rules. For example, for members in classic we collect WPS data but for members in alpha, we collect pensionable earnings data – not WPS.

So we can offer in-scope members a comparison of benefits between their PCSPS scheme and alpha when it comes to them retiring, we need to collect the additional 'missing' data for all in scope members.

This is a critical part in making the Remedy happen and offering impacted members a choice, so we have prepared this guide to outline the additional data requirements and detail how you need to supply them to us.

The data we need

We need you to supply one of these two pieces of data. Both need to cover the period 1 April 2015 to 31 March 2022 (or until the member's date of retirement, leaving or death if earlier).

- **Pensionable earnings** for all members of classic, classic plus or premium who remained in PCSPS on 1 April 2015 as well as members who transitioned to alpha after 1 April 2015; **OR**

- **WPS contributions** for alpha members who were in classic prior to their transition to alpha. MyCSP needs this data for all impacted members.

If the data cannot be supplied, a reason must be selected in the drop-down menu.

Timeframe

We will collect the data in two phases.

Phase 1: Starting February 2022

From February 2022, we will start collecting data for those members who, as of 31 March 2021, are:

- **deceased**

- **deferred; or**

- **pensioner**.

Phase 2: Starting August 2022

From August 2022, we will begin collecting data for all remaining active in-scope members, including partial retirees. In addition, we will also collect for:

- Any additional Phase 1 members who have fallen in-scope between 1 January 2022 and 30 June 2022.

- Any residual records which remain incomplete following closure of Phase 1 data collection.

Civil Service Pensions

The data collection process

MyCSP will issue an Excel datasheet to you that contains details of all your in-scope members. This datasheet is for you to input the required data into, then return back to MyCSP.

The datasheet will contain the following information.

1. Unique identifiers for each member MyCSP requires data for (NINO, Employer, Altkey/Payroll Number).

2. The data requirements for each member, highlighted in yellow. There may be multiple entries for a member dependent upon the number of years data is required for.

The datasheet will be sent to you via the same channel used for sending your monthly interface.

Please note, MyCSP has locked down as much of the datasheet as possible to prevent unauthorised or unnecessary changes. Please do not override these settings as this may corrupt the data.

Process overview

| 1 Receiving the datasheet | 2 Completing the datasheet | 3 Returning the datasheet | 4 Validation of datasheet |
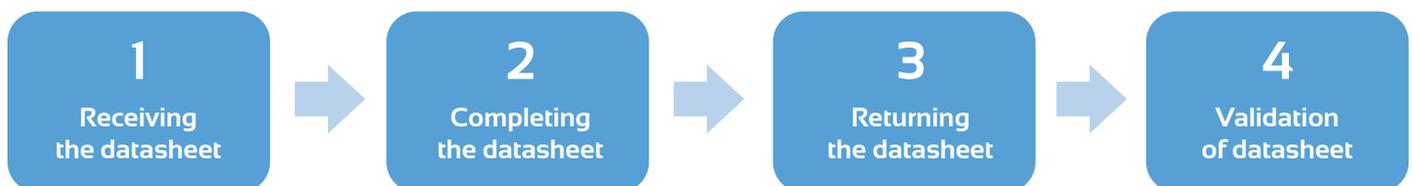
Step 1: Receiving the datasheet

• We will send you an encrypted Excel datasheet as per your normal monthly interface process.

• The datasheet will have a set naming convention based on your employer code and will be protected with a bespoke password.

• The password will be provided in a separate email.

Step 2: Completing the datasheet

- You will need to enter a numeric value (0.00 and over) in all the datasheet fields highlighted in yellow, for the applicable scheme year. This will either be WPS contributions or Pensionable earnings.

- Each impacted member could have multiple rows of data you will need to provide, captured on separate lines. These will depend on length of service. There may also be multiple records for the same scheme year if the member has left and re-joined within this time, or there has been a change in payroll providers meaning two pay points need to be captured.

- The datasheet will only show entries for the scheme years we need. Some of these entries may only require part-year information, this will be indicated by the end date.

  - Each row of data will start with a scheme year of 01/04 (1 April). For members with part-year service, please only provide data for the period of time the member was in service in that scheme year. Example: If the member worked from 01/06 (1 June) to the end date shown, please provide requested data (WPS or Pensionable earnings) from 01/06 instead of from 01/04.

- If there is a reason the data cannot be provided or it falls outside of a tolerance, there are drop-down options in the column titled 'Reason for Data not being Supplied/Outside Tolerances'. Please select the applicable reason from this drop-down list. **See page 14 for a list and explanations of the reasons shown in the drop-down menus**.

Step 3: Returning the datasheet

- Within the summary tab information, please ensure WPS/Pensionable earnings fields are complete and the failed validation row shows 0.

- Once you have completed the datasheet with all the required data and summary tab information, please return it via the same method it was sent to you, using the same password.

- Please remember to add the appropriate suffix to the document depending on the number of datasheets returned **(see below for more information on this)**.

- Send your completed datasheet to **DCEmployerQuery@MyCSP.co.uk**.

- The timeframe to complete your datasheet will be provided to you when you receive it. There will be tailored response times for employers. If you are unable to achieve this date, please email the dedicated mailbox for all 2015 Remedy queries, **DCEmployerQuery@MyCSP.co.uk**

2015 Remedy Employer Guidance

Step 4: Validation of the datasheet

• Please allow 20 working days for your first file to be validated.

• All records that are validated will be uploaded to our database.

• Any records that fail validation will be returned to you with a reason. The data collection process will then start again from Step 2.•The data returned will be the complete dataset for that member. For example, if you input and return two lines of data for a specific member and the requirement was to complete four lines, the four lines of data for the incomplete member will not be uploaded and returned for completion. The data partially provided will also be returned to you.

Validation failure reasons

If the required data is not supplied or falls outside of a tolerance, a validation failure reason will show in column Q. The reasons why data could be flagged include:

1. Pensionable earnings were below £2000

2. Pensionable earnings were above £200,000

3. WPS contributions were below £30

4. WPS contributions were above £3,000

5. Missing data

The first four reasons do not necessarily mean the data supplied is incorrect, but they do indicate unusual activity.

There may be a valid reason for this validation failure and there are a number of reasons why you cannot supply this information. For example, the member may have a period of long-term absence or was not contributing to the pension scheme at this time. If a member falls into one of these categories, please select the appropriate reason in the drop-down list provided in column P, "Reason for Data not being Supplied/outside Tolerances". Doing this will change the status of the validation from 'FAIL' to 'PASS'.

Reasons for data not being supplied/outside tolerances

If data is not supplied or falls outside of a tolerance, a validation failure reason will show in column Q. The reasons why data may be flagged can be found **here**.

There are a number of reasons why data will fail a tolerance set by MyCSP or why the data is not required at all. These are listed below.

• The member had partial/all non-reckonable service during this scheme year.

• The member was not in service at this time.

• The member did not qualify for a pension scheme.

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There are a number of reasons why data will fail a tolerance set by MyCSP or why the data is not required at all. These are listed below.

• The member had partial/all non-reckonable service during this scheme year.

• The member was not in service at this time.

• The member did not qualify for a pension scheme.

- The member was employed by a different employer at this time.

- The value supplied is correct although it has failed a tolerance.

If you encounter a scenario whereby the data will fail a tolerance, please select the appropriate reason which will automatically change the status from FAIL to PASS.

Please note, if data is required, both fields should only contain numeric values on or over £0.00.

How MyCSP validates the datasheet

Completed datasheets will be validated within 20 working days. MyCSP will check your datasheet to ensure the following.

1. The file has been returned in the same way it was issued and with appropriate security measures applied.

2. The file is suffixed according to the response number. For example, the first response should contain the suffix "_Response01". The second response (which will be to address any failed/ outstanding data) should contain "_Response02" and so on.

3. All data requirements have been met.

4. The data provided passes internal validation checks.

5. The Summary tab has been completed.

All datasheets must pass each of these validations to be deemed 'validated'.

In the case of a datasheet not meeting the above criteria, a further datasheet will be returned to you containing records that have not met validation or are incomplete. An explanation of why the information has not met the validation checks will also be provided.

If there are data validations and a further datasheet is required, this will contain the original data supplied to MyCSP. Only rows which have failed tolerance/have missing data are to be addressed.

The process will continue until all records have been completed, as required according to timeframes provided.

What the datasheet looks like

The datasheet is an Excel file and has three tabs: Version Control, Summary and Output. The information within the Output tab looks similar to the Payment History set sent via the monthly interface.

The Version Control tab

The Version Control tab provides general information regarding the datasheet, such as its purpose.

The Summary tab

The Summary tab provides a running total of values which represent completed and outstanding lines of data.

Once you are happy with the information supplied and the **Failed Validation** (circled red) field shows 0, please add your name into the **Completed by** field and add the date in the same bottom table.

Save the file with the same naming convention it was sent with. Depending on the number of responses add the following "_Response01" as a suffix and send back using the appropriate secure methods.

The Output tab

The image shows what the **Output** tab will look like. Required fields are highlighted in **yellow**. Information not required is **grey**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	MEMBNO	FullName	NINO	ALTKEY	STARTDTE	SVPRDNO	ENDDTE	SCHEME	EMPLYR	PAYPNT	WPSConts	NeedWPSConts	EARNINGS	NeedEarnings	ERNAME	Reason for Data not being Supplied/Outside Tolerances	Validation Failure Reason	Current Status
2	12345678	Joe Bloggs	AB123456C	EMP123	01/04/2015	1	31/03/2016	PCS	EMP	EMPL		N		Y	Employer Name			FAIL
3	12345678	Joe Bloggs	AB123456C	EMP123	01/04/2016	1	31/03/2017	PCS	EMP	EMPL		N		Y	Employer Name			FAIL
4	12345678	Joe Bloggs	AB123456C	EMP123	01/04/2017	1	31/03/2018	PCS	EMP	EMPL		N		Y	Employer Name			FAIL
5	45678912	Jo Bloggs	DE123456F	EMP456	01/04/2015	1	31/03/2016	CSO	EMP	EMPL		Y		N	Employer Name			FAIL
6	45678912	Jo Bloggs	DE123456F	EMP456	01/04/2016	1	31/03/2017	CSO	EMP	EMPL		Y		N	Employer Name			FAIL
7	45678912	Jo Bloggs	DE123456F	EMP456	01/04/2017	1	31/03/2018	CSO	EMP	EMPL		Y		N	Employer Name			FAIL

The Output tab is protected and only allows data to be entered into the highlighted columns. The tab can be filtered for ease of use.

Overview of each column in the Output tab

Column name	Meaning	Description	Cell format	Provided?
MEMBNO	Member Number	Numeric member number supplied by MyCSP	Locked	Y
FullName	Full Name	The member's full name including title	Locked	Y
NI	National Insurance Number	National Insurance Number	Locked	Y
ALTKEY	Payroll Number	A member's most recent payroll number supplied to MyCSP	Locked	Y
STARTDTE	Pay History Scheme Year Start Date	Start date of the scheme year, this should always start 01/04/****	Locked	Y
SVPRDNO	Service Period Number	Service Period Number – this will increment by 1 depending on how many times this member has left and re-joined the same employer within that particular scheme year.	Locked	Y
ENDDTE	Pay History Scheme Year End Date	End date of the scheme year. This should be 31/03/****, unless the member left the scheme/employment, then the end date will be whatever date that occurred.	Locked	Y
SCHEME	Pension Scheme Code	This is CSO for the alpha pension scheme and PCS for every other scheme.	Locked	Y

Column name	Meaning	Description	Cell format	Provided?
EMPLYR	Employer Code	This code is specific to the department the member worked for.	Locked	Y
PAYPNT	Paypoint Code	This is the code sent to MyCSP when issuing the employers monthly interface. There can be multiple employment departments within one paypoint.	Locked	Y
WPSConts	Widow or Widower's Pension Scheme Contributions	This is usually 1.5% of the member's pensionable earnings. This should be supplied when the employee paid the contributions. MyCSP will only ever require the employee's contributions – the same as the monthly interface.	Can accept commas e.g. £1,000. Positive values only (0.00 and above). 2 decimal places maximum.	N
NeedWPSConts	Are WPS contributions required?	This column is not a part of the database but an indicator to yourself, as the employer as to whether we require WPS contributions for this member or not.	Locked	Y
EARNINGS	Pensionable earnings	Pensionable earnings. This is the member's salary/assumed pay plus any pensionable emoluments such as allowances or bonuses. This should be recorded for the scheme year they were earned, not paid.	Can accept a comma, for example, £25,000. Positive values only (0.00 and above). 2 decimal places maximum.	N
NeedEarnings	Are pensionable earnings required?	Similar to the column NeedWPSConts, this is an indicator as to whether or not we need this information as part of the data collection.	Locked	Y
ERNAME	Employer Name	Employer name	Locked	Y

The data we need

WPS contributions

Widow or Widower's Pension Scheme (WPS) contributions are 1.5% of a classic member's pensionable earnings within the scheme year. These contributions are paid towards the cost of providing benefits to a widow, widower or surviving civil partner after a member's death.

WPS contributions are mandatory and apply to all classic members regardless of marital status. If a member completes 45 years' service, they will continue to pay the 1.5% WPS contribution.

For members of the classic scheme, WPS contributions are sent monthly to MyCSP, on a cumulative basis for the scheme year (starting 1 April and ends 31 March). For 2015 Remedy, we require the total value for the scheme year.

Regardless of the member's start date in the scheme, the Start Date in the datasheet will always be 1 April (same as the monthly interface).

Please refer to **Scenario 1** for an example.

Pensionable earnings

A member's pensionable earnings is the total of their earnings and/or Assumed Pay, which are deemed pensionable by their employer.

This is usually made up of salary, allowances and bonuses. Other payments such as overtime may also be classed as pensionable, however again, these are decided by the employing department.

For members of CARE schemes (nuvos, alpha), pensionable earnings are sent monthly to MyCSP on a cumulative basis for the scheme year (starting 1 April and ending 31 March). For 2015 Remedy, we require the total value for the scheme year.

Regardless of the member's start date in the scheme, the Start Date in the datasheet will always be 1 April (same as the monthly interface).

Please refer to **Scenario 2** for an example.

Scenarios

For the majority of member records, you should expect to see only two data requests within your 2015 Remedy datasheet. These are:

1

- WPS contributions not required
- Pensionable earnings required

2

- WPS contributions required
- Pensionable earnings not required

However, there are a small population of members for whom we will require both sets of data, so both pensionable earnings and WPS fields will be highlighted yellow.

Scenario 1 – Widows Pension Scheme contributions required

Using Mr Joe Bloggs' as an example for the scheme year commencing 01/04/2016, Mr Joe Bloggs was contributing into the alpha scheme at this time, so we are already holding his pensionable earnings; we now require his Widows Pension Scheme contributions.

	B	C	D	E	F	G	H	I	J	K	L	M	N
	FullName	NINO	ALTKEY	STARTDTE	SVPRDNO	ENDDTE	SCHEME	EMPLYR	PAYPNT	WPSConts	NeedWPSConts	EARNINGS	NeedEarnings
	Joe Bloggs	AB123456C	EMP123	01/04/2016	1	31/03/2017	CSO	EMP	EMPL		Y		N

Using Mr Joe Bloggs for the scheme year starting **01/04/2016,**

His salary history is as follows:
01/01/2016 – 31/05/2016 = £26,810
01/06/2016 – 31/03/2017 = £27,080

Pensionable Allowances:
01/03/2016 – 31/08/2016 = £1,500

For the scheme year applicable, we know his salary was:

£26,810 for **2 months** out of the scheme year and £27,080 for **10 months** out of the scheme year. (26810 / 12) x 2 + (27080 / 12) x 10

This means his cumulative salary for this scheme year is **£27035** (£4468.33 + 22566.67)

Allowances: £1,500 for **5 months** of the scheme year (1500 / 12) x 5

This means his cumulative pensionable emoluments for this scheme year is **£625.00**

1.5% out of this combination is what should be entered in Mr Bloggs' WPS field

(27035 + 625) x 1.5% = **£414.90**

Scenario 2 – Pensionable earnings required

Now using Ms Bloggs as an example for the scheme year commencing 01/04/2015. Ms Bloggs was contributing into the classic scheme at this time, so we are already holding her WPS contributions, we now require her earnings.

B	C	D	E	F	G	H	I	J	K	L	M	N
FullName	NINO	ALTKEY	STARTDTE	SVPRDNO	ENDDTE	SCHEME	EMPLYR	PAYPNT	WPSConts	NeedWPSConts	EARNINGS	NeedEarnings
Ms Bloggs	AB123456C	EMP123	01/04/2015	1	31/03/2016	PCS	EMP	EMPL		N		Y

Her salary history is as follows:

15/03/2014 – 30/06/2015 = £46,500
01/07/2015 – 30/06/2016 = £53,200

Pensionable Allowances:

01/04/2015 – 31/08/2015 = £2,500

Pensionable Bonuses:

01/06/2015 = £150.00
17/07/2015 = £90.00
02/01/2016 = £75.00
10/03/2016 = £250.00

For the scheme year applicable, we know her salary was:

£46,500 for **3 months** out of the scheme year and £53,200 for **9 months** out of the scheme year. (46500 / 12) x 3 + (53200 / 12) x 9

This means her cumulative salary for this scheme year is **£51525** (£11625 + £39900)

Allowances: £2,500 for 5 months of the scheme year (£1041.67)

Total bonuses for the scheme year = £565.00

This means her cumulative pensionable emoluments for this scheme year were **£1606.67** (£1041.67 + £565)

The total pensionable earnings for Ms Bloggs' scheme year was a total of the above, meaning the value to be entered into this field is **£53131.67** (51525 + 1606.67)

Scenario 3 – Partial earnings required: mid-year transition

In this case, Mr Smith transitioned into the alpha pension scheme partway through the scheme year. We will only require the earnings and the WPS contributions for the portion of the year we do not hold for them. For example, Mr Smith transitioned to alpha on the 01/09/2016, so the earnings to be entered (into field M2) must only be for the PCSPS (where scheme = PCS) period between 01/04/2016 to 31/08/2016. For the WPS contributions (field K3), the value entered here must only be for the CSO period between 01/09/2016-31/03/2017.

Please refer to Scenario 2 for an example of a pensionable earnings calculation.

A	B	C	D	E	F	G	H	I	J	K	L	M
FullName	NINO	ALTKEY	STARTDTE	SVPRDNO	ENDDTE	SCHEME	EMPLYR	PAYPNT	WPSConts	NeedWPSConts	EARNINGS	NeedEarnings
Mr Smith	CD123456E	EMP456	01/04/2016	1	31/08/2016	PCS	EMP	EMPL		N		Y
Mr Smith	CD123456E	EMP456	01/04/2016	1	31/03/2017	CSO	EMP	EMPL		Y		N

Scenario 4 – No WPS contributions/pensionable earnings required

There are circumstances for which we have requested data, but you establish that no/partial WPS contributions or pensionable earnings are due. Column P has drop-down options to select in this scenario. Doing this will automatically remove the record from the Outstanding column within the Summary tab.

Examples:

Option 1 – Non-reckonable or part year service

The member could have been on a long-term absence, meaning the WPS contributions or pensionable earnings are not required or are unusually low and do not meet the tolerance. The tolerance may also not be met if the member is a seasonal worker, resulting in their contributions being lower than usual. The data may also not be required if the member opted out partway through, or for the entire scheme year.

Option 2 – Not in service at this time

If the member left service or was not employed with your employing department before or partway through the scheme year and it is not known whether the member was employed elsewhere, please select Option 2.

Option 3 – Did not qualify for the pension scheme

If someone has three months' or less of service, their contributions should be refunded directly from their employer. Likewise, if there is between 3-24 months' service, the member can either choose to have their contributions refunded or the value transferred to an alternative pension scheme. In both cases, there is no liability to the scheme, so this exclusion option should be selected.

Option 4 – Not in service at this time: member is under a different employer

Similar to Option 2, if the member left service before or partway through the scheme year, the entry or lack thereof will cause a validation failure. If the member transferred departments or moved to a different employer, we will still require this data and will request the details of the employing department.

Option 5 – I confirm value supplied is correct

This option should be used when there is no reason to exclude the value not meeting a tolerance, other than when the information is unusually low or high. This could be used where a member is a high earner, so their pensionable earnings are higher than usual for example.

Scenario 5 – More than one input required for the same scheme year

If a member leaves and re-joins the same employer within the same scheme year, this will result in a separate record for each period of service. The service period number (column E) will increment by 1 each time this occurs, as shown in the example below. In this circumstance, please enter the WPS/Pensionable earnings record highlighted for the individual periods of service.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	FullName	NINO	ALTKEY	STARTDTE	SVPRDNO	ENDDTE	SCHEME	EMPLYR	ERNAME	PAYPNT	WPSConts	NeedWPSConts	EARNINGS	NeedEarnings
	MRS Jennifer Mills	AB123456C	EMP123	01/04/2017	1	30/06/2017	PCS	EMP	Employer	EMPL		N		Y
	MRS Jennifer Mills	AB123456C	EMP123	01/04/2017	2	31/03/2018	PCS	EMP	Employer	EMPL		N		Y

Returning the datasheet

Once all records have been addressed, the failed validation total is 0 and the message circled below appears, please complete the following steps:

Employer	EMP
Filename	EMP_20211116_1257_V1.xls

	Total Queried	Completed	Outstanding
Record Count	6	6	0
WPSCNT Required Values	3	3	0
Earnings Required Values	3	3	0
Failed Validation	0		

Issues all answered - please return

Completed by:	
Date:	

1. Ensure the datasheet is password protected with the same password originally provided and return using appropriate secure methods.

2. The datasheet should be named using the same format as originally sent, please suffix "_Response01" according to the number of returns. For example, the first return will be "_Response01".

3. Return via a secure method to the **DCEmployerQuery@MyCSP.co.uk** inbox, with the subject formatted 2015 Data Collection Sheet Return, Employer Code, Employer Name, Response Number e.g. "2015 Data Collection Sheet Return, DWP, Department for Work and Pensions, 01".

MyCSP will then use internal **validation checks** to ensure the file meets the criteria. Any corrections will be returned in the same method and follow the same process as the first file sent.

Completing a further datasheet
(if applicable)

If data was missing from the initial datasheet or failed a tolerance without a reason being selected, a further datasheet will be generated and issued in the same way.

This version is the same format as the first. However, only records for members who require completion will be supplied. For example, if three out of four records were completed for one member, all four records will be returned.

The data originally supplied will also be returned for the three lines in case these require amendment too. Only the missing/failed data will count towards the percentage of completion.

Please refer to the steps in the **Returning the Data File** section for the process for returning the datasheet.

FAQs

1   What is Assumed Pay?

There are times when a member is treated as still building up reckonable service despite being unpaid. This will apply to members who are:

- seconded to a different employer under an arrangement where they continue to be a member of the CSP arrangements. For more information see section 5.5, Secondment, of the Employers Pension Guide: **https://www.civilservicepensionscheme.org.uk/employers/ employer-pension-guide/section-5-your-responsibilities-when-staff-are-in-service/**;

- on sick leave on reduced pay, e.g. receiving sick pay at half rate or receiving Statutory Sick Pay (SSP) – it does not apply for members receiving Sick Pay at Pension rate (SPPR) (even if they are also in receipt of SSP) or members receiving no pay;

- being paid statutory maternity pay after 23 June 1994;

- receiving other forms of statutory pay, including; adoption pay, ordinary statutory paternity pay, additional statutory paternity pay, statutory paternity pay for adoption;

- on ordinary maternity leave after 19 October 1994;

- on ordinary adoption leave;

- on paternity leave;

- on unpaid leave for a period which the Scheme Manager, Cabinet Office has agreed can count as reckonable service. For example, where the member is allowed time off to undertake public duty such as service as a magistrate;

- absent from duty because they have been called out or recalled for permanent service in the reserve forces;

- being paid at a reduced rate because of the abatement rules;

- voluntarily surrendering pensionable earnings.

The following link provides a table showing contributions and reckonable service when on sick, maternity and paternity pay:

https://www.civilservicepensionscheme.org.uk/media/506433/mycsp-sick-and-maternity-pay-annex-5c-28052019.pdf

2 A member within the datasheet received a backdated pay award, paid the following scheme year. What scheme year should this be included in?

Please enter the WPS contributions when they were paid. Pensionable earnings should be entered when they were earned, not paid.

3 There are a number of members who transitioned into the alpha pension scheme but are not showing in the datasheet, why is this?

There are a number of reasons a member is deemed out of scope. They may have joined after 31 March 2012, were not members of a public service pension scheme between 1 April 2015 and 31 March 2022, or had a non-qualifying break in service of over five years.

4 Why have employers been given different timescales for completion?

In order to ensure checks are as accurate as possible, we have taken the decision to issue the 2015 Remedy datasheets in stages. The response time is dependent on a number of factors such as the number of members and overall quality of data. If you are unable to achieve this date, please let us know by emailing the dedicated mailbox, **DCEmployerQuery@mycsp.co.uk**.

5 Can the member's pensionable earnings holding on MyCSP's database be provided in order to calculate the WPS contributions?

Employers are to use the pensionable earnings paid in each scheme year to then calculate the WPS contributions (refer to Scenario 1 for an example). MyCSP will not be providing the earnings holding on the database.

6 Does this exercise form part of the data cleanse?

The 2015 Remedy is separate to any data cleanse activity. Any corrections to data would need to go through the usual Statement of Work (SoW) process.

7 Who is in scope for this exercise?

- Were members of, or eligible to be members of, a public service pension scheme on the 31 March 2012;

- Were members of a public service pension scheme between 1 April 2015 and 31 March 2022; and

- the two periods above were continuous (or treated as continuous under the scheme regulations, including those with a qualifying break in service of less than five years).

Help available to you

We understand you may have queries or questions prior to Phase 1 and Phase 2 data collections and throughout the collection period.

Email

We have set up a dedicated email address for queries:

DCEmployerquery@mycsp.co.uk

If you are having difficulties obtaining data, please let us know by emailing us at the address above. We will liaise with your Employer Relationship Manager and arrange a call to discuss further, if needed.

One-to-one employer assistance can be provided if required – please email us to arrange this.

We aim to respond to queries within 10 working days.

Teleconference

We will invite you to an employer support call once the data collection period has started.

Share your feedback

We'd like to understand if this updated guide has been helpful. Please take a moment to complete this simple survey to help us improve this and future guides.

https://www.smartsurvey.co.uk/s/Remedy-data2-collection-guide/