

Getting started checklist



Key actions

The following checklist sets out the initial steps to get you up and running:

Activity	Done
Employer obligations You should familiarise yourself with the contents of the Admission Agreement and the Employer Pension Guide (EPG) on the Civil Service Pensions website, both of which contain important information on your role and responsibilities as an Employer in administering the Civil Service Pension arrangements.	<input type="checkbox"/>
Payroll handover / data integrity You should ensure that, as part of your HR / payroll data transfer activity, you receive full details of the pension schemes which employees are members of, or eligible for, confirmation of which elements of employees' pay are pensionable and details of their employment history.	<input type="checkbox"/>
Interface Development You should review the documentation relating to interface development and pass this to your IT / Payroll development team(s) as soon as possible.	<input type="checkbox"/>
Secure data transfer You should consider how you will transfer data securely. If you would like more information about using Connect including the set up cost and ongoing running charges associated with using this service please speak to your MyCSP project manager.	<input type="checkbox"/>
Contacts You will receive contact details for your MyCSP project manager and the ongoing Service Delivery Manager (SDM) and Team Manager (TM). You should tell Cabinet Office and your MyCSP project manager or SDM who in your organisation should be the primary contact, who will be responsible for HR / payroll matters and who should receive invoices from MyCSP and / or Cabinet Office. It is important that this information is kept up to date if roles / responsibilities change.	<input type="checkbox"/>
Ongoing administration You will receive a suite of forms to use for notifying MyCSP of certain events or to request information and services. These will need to be completed and submitted to the Enquiry Centre, or to your SDM as appropriate, in order for MyCSP to action the request. Cabinet Office should also be notified when someone leaves the Scheme in accordance with Schedule 4 of the Admission Agreement.	<input type="checkbox"/>