

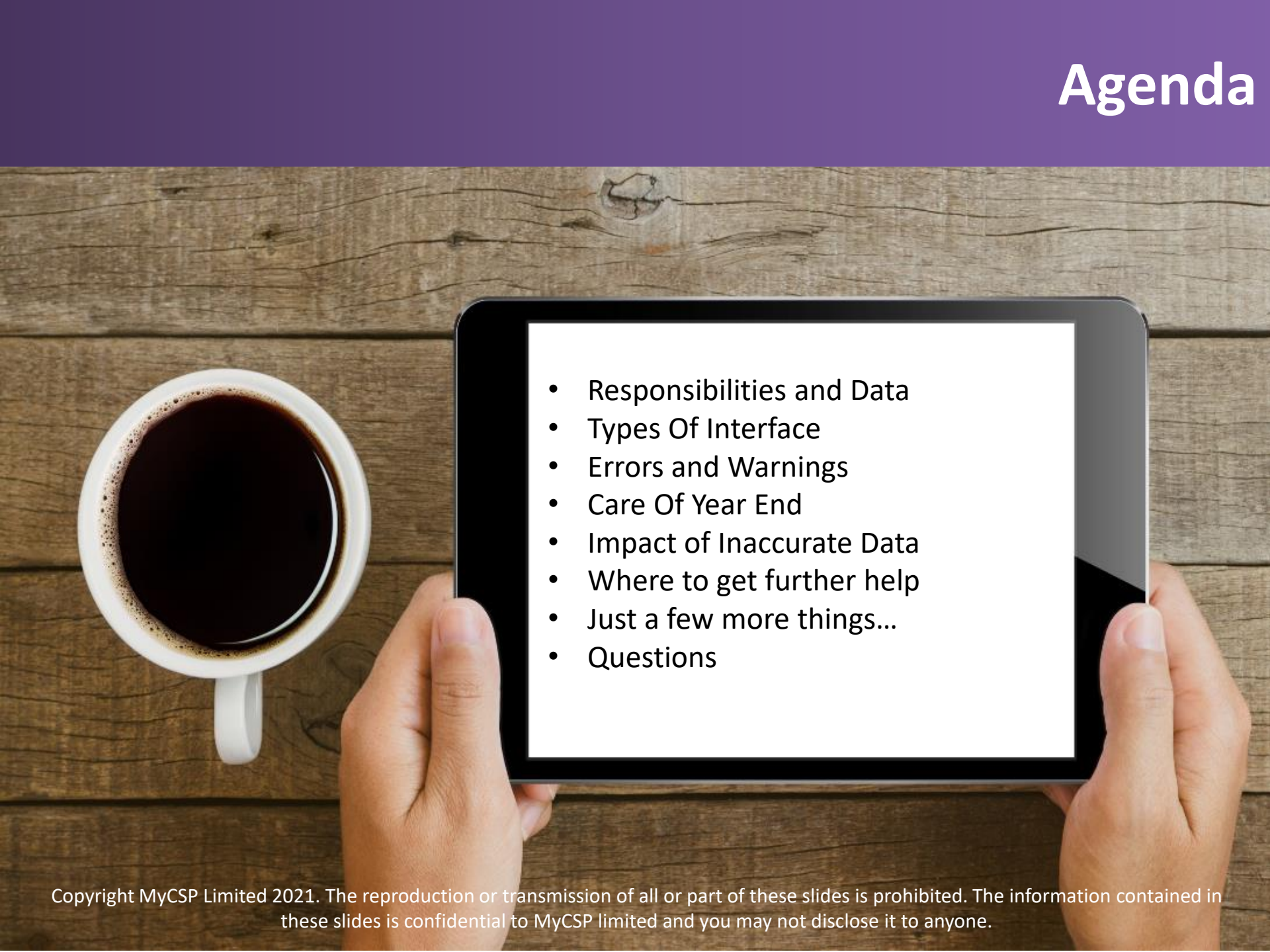
# Hot Topics – Winter Edition

A woman with blonde hair, wearing a blue short-sleeved top, is sitting at a desk in an office. She is smiling and talking on a black corded telephone. In her left hand, she holds a yellow pencil. On the desk in front of her is a white mug and a computer keyboard. The background shows a typical office environment with desks, papers, and other people working.

## Data and Interface

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# Agenda

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- Responsibilities and Data
  - Types Of Interface
  - Errors and Warnings
  - Care Of Year End
  - Impact of Inaccurate Data
  - Where to get further help
  - Just a few more things...
  - Questions

# Responsibilities and Data



# Employer participation agreement

## General Principles and Responsibilities for Employers

Ensure scheme data is submitted in accordance with applicable legislation, scheme rules, interface validations, the Cabinet Office compliance model and guidance issued on behalf of the board and MyCSP.

Ensure all personal data collected from members for transmission to MyCSP is current and accurate

Where MyCSP reports data validation failures relating to the Employer's own data, the employer must review the data and take remedial action to correct any errors for which it is responsible.

Where it is established by the board that an additional scheme liability has arisen as a result of the submission of incorrect data by an Employer to MyCSP, the Employer will bear the cost of this additional liability



# YOU

## Own the data

# Why is data important?

The data you provide is used to calculate member's pension benefits in accordance with the scheme rules.

Poor record keeping can lead to incorrect pension benefits and therefore **additional costs** such as administration for error correction and possible claims from members.

If good standards of record keeping are not practiced the **Pension Regulator can take action** if evidence of steps to correct data are not found.

# What do we mean by data?

Including but not limited to

Pensionable  
payments and  
allowances

Scheme  
membership  
information

Contribution  
rates and  
salary bands

Additional  
contributions –  
EPA, Added  
Pension

Changes to  
personal  
details

Service  
History

# Pensionable earnings - what is pensionable?

Pensionable earnings are the total of basic salary (or wages) and other **pensionable** emoluments. An emolument is any form of remuneration paid to an employee in addition to basic salary.

A detailed description of what is pensionable is set out in Annex 10B of the Employer Pension Guide, within Section 10 'Pensionable Earnings':

<https://www.civilservicepensionscheme.org.uk/media/bjqlxrg1/annex-10b-general-description-of-which-elements-of-remuneration-are-pensionable.pdf>





# Pensionable earnings - what is pensionable?

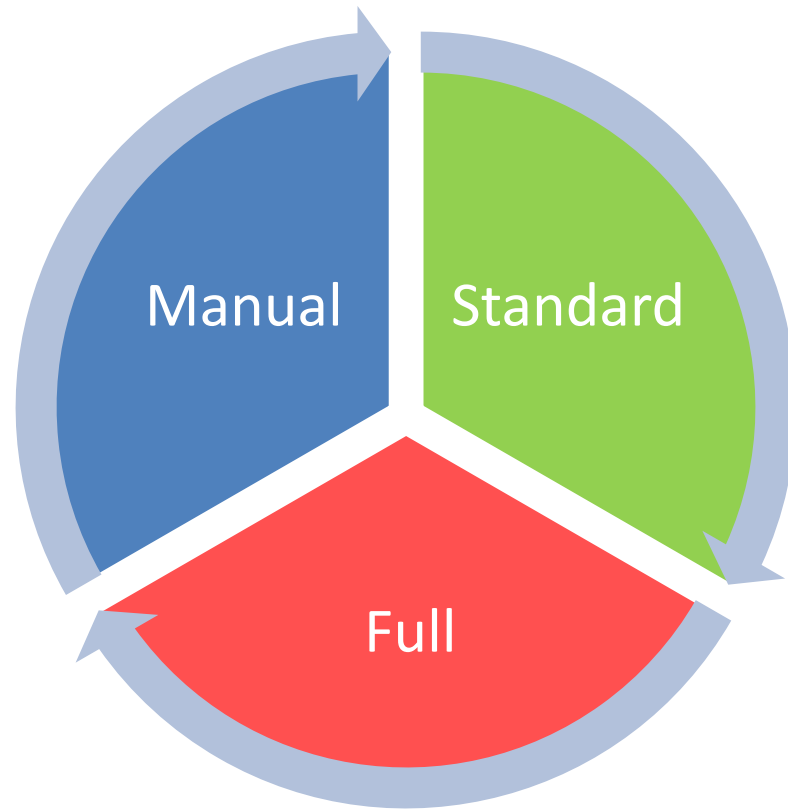
## Important

The information given in the previous slides are a general rule of thumb. Some employers may have differing arrangements with the scheme manager (Cabinet Office) about what elements are/are not pensionable.



# Interface Types

# Types of interface



**Pre agreed monthly  
submission date.**

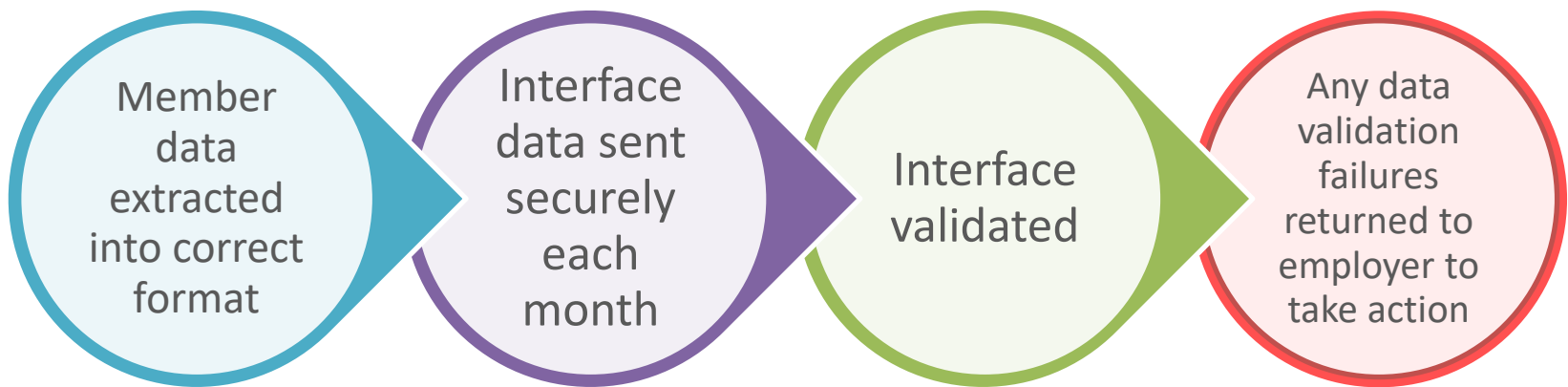
**+/- 2 working days**

# Transfer Methods

EPN673 sets out how the interface must be sent. The new guidelines came into force as of 31 January 2023:

<https://www.civilservicepensionscheme.org.uk/employers/employer-pension-notices/eptn673-data-interface-transfer-methods/>

# Process



From January 2020  
the interface  
compliance level  
equals an error  
rate of **0.5%** or less



# Errors and Warnings



If your monthly interface submission contains more than 1% of errors this will be sent back to you for correction. Additional in month submissions due to interface files not being transactable will be monitored and will become chargeable on receipt of three or more additional files within a 12-month rolling timescale

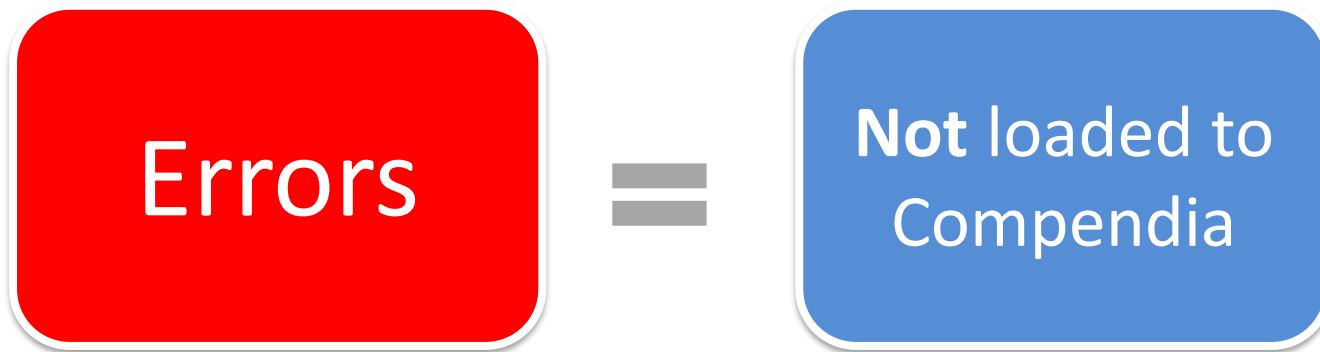
Further information on EPN589

An error is something that cannot be true – for example: A piece of data provided does not sit within the periods of service the employee has worked.

This relates to either a part time hour / Salary, Allowance, Short time hours that are submitted either before the new joiner start date or after the period of service end date

or

No address line 1 was recorded for a member on the interface – as everyone holds an address line 1.



Warnings are unusual, but not impossible scenarios – for example an individual has a salary increase of 40%.

Warnings are sent back warnings are sent back on the data validation report (DVR);  
along with errors so you can verify if the information is correct.



# Re-submissions

*Additional in month submissions due to interface files not being transactable will be monitored and will become chargeable on receipt of three or more additional files within a 12-month rolling timescale;*

Any further attempts to correct the error will be processed under the 'statement of work' procedure and will be **chargeable**.

The background of the slide is a blurred office scene with large windows and people working at desks. A large green rectangular box is centered on the slide, containing white text.

A reminder that only data changes should be interfaced to MyCSP.

For example, if a member's salary record has not changed from the previously interfaced salary, there is no need to send this data.

# Top 5 data validation failures

DVC	Description	DVF Type	How to correct the DVF
20742	New data has been supplied with a start date that overlaps with an existing record for Salary History.	Error	Employer to investigate and supply with corrected date(s). Overlapping start date(s) or end date(s) for a salary history record.
30056	Duplicate transactions - data has been provided with the same start date or same start date and key fields.	Error	Employer to review both duplicate transaction containing same start date. One of the two lines can be re-process whilst the other must be deleted.
27004	Missing records.	Error	Employer to ensure any new joiners contain the five mandatory data set. Data set provided for a new joiner but missing one of the five mandatory sets (associated with N1 - ICV CODE) - (BAS,SER,SAL,PAY,ADD).
20782	New data has been supplied with a start date that overlaps with an existing record for Allowance History.	Error	Employer to investigate and supply with corrected date(s).Overlapping start date(s) or end date(s) for a Allowance history record.
20827	New Joiner/re-joiner data supplied with missing information (see error details for missing data set(s)). All data was rejected.	Error	Employer to provide the five mandatory sets (Basic, Service, Salary, pay history and address) to create a record on Compendia.

# Top 5 data warnings failures

DVC	Description	DVF Type	How to correct the DVF
30071	No Payhistory record has been supplied for an active member.	Warning	Employer to review payroll system to ensure employee is still active. If so, provide YTD pay data on interface file. If no longer active, please supply termination (leaver) service data line.
20763	Pay History Service Period Number is greater than 3, which indicates unusual activity.	Warning	Payroll number should only be greater than 3 if the employee have left and join the same department 3 times or more within the financial year. If the employee has joined for the first time then the period number should be defaulted to 1.
22025	The allowance record indicated in the Error Details column has been supplied in the latest interface but has failed the 30% increase/decrease tolerance check. Please confirm the allowance rate is correct or resubmit the correct allowance if required.	Warning	Employer to review the allowance rate to ensure it is correct. Allowance provided on the interface is either greater than or less than the previous allowance held on Compendia.
30091	Contributions not received for active Alpha member	Warning	Employer to provide the contributions on the interface file. No Scheme contribution supplied on the interface file, if opted out please provide an opted out line.
30028	A leaver notification has been received but an end date has not been supplied. See Error Details column for specific record type	Warning	Service History termination line supplied on the interface file, but not included other data sets to close off the employee's record. These are Salary, and potential Part time hours, and allowance history.

A photograph of two women in a home office setting. One woman is leaning over a desk, looking at a laptop, while the other sits at the desk with another laptop. The room features large windows with shutters, a guitar, a globe, and a fish tank in the background.

# Care year end

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# What is CARE year end?

“Closing down the financial year for CARE scheme members for the delivery of the Annual Statements Exercise.”



# Annual statements

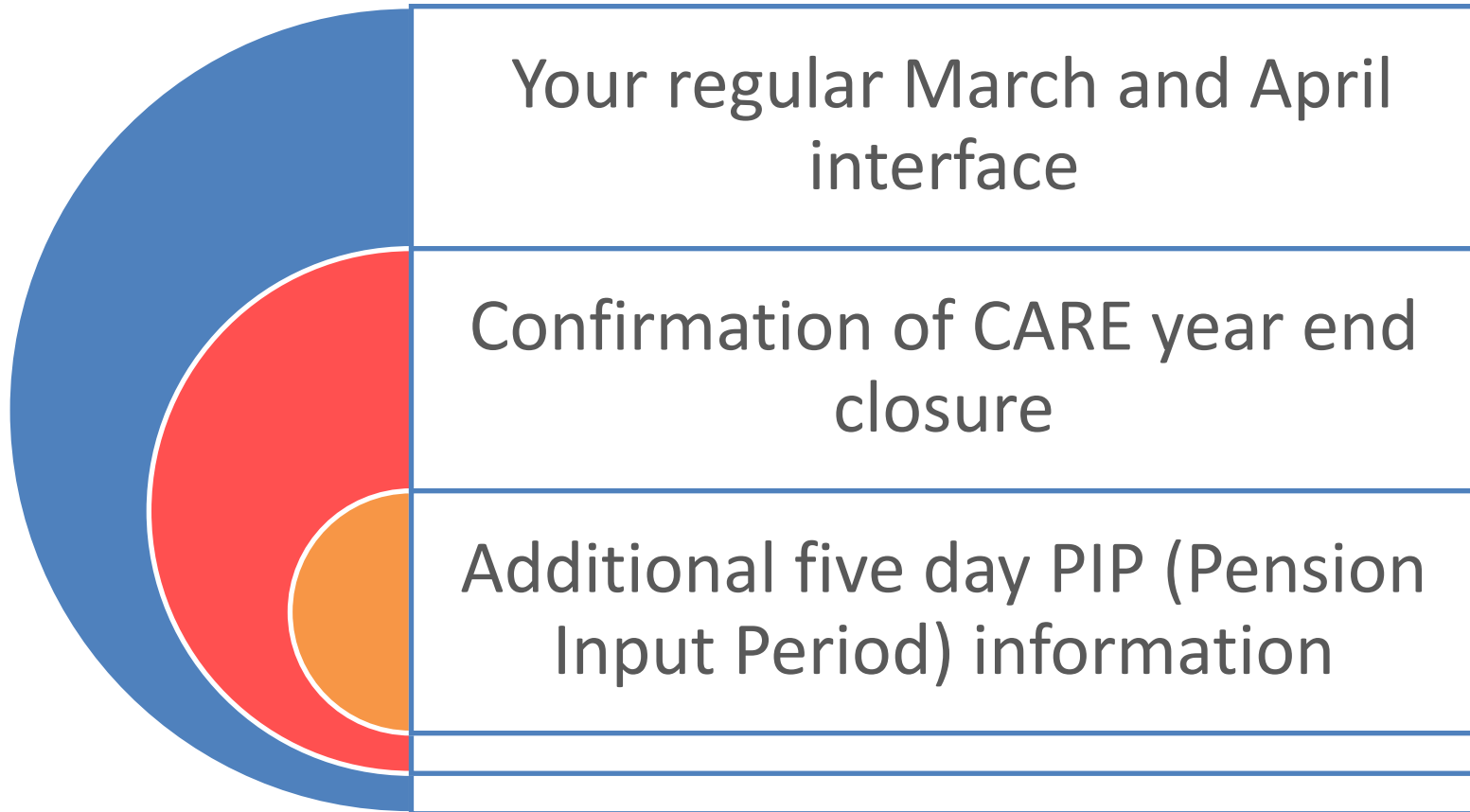
Annual  
benefit  
statements

Sent to active members of the scheme as of 31<sup>st</sup> March and shows their accrued pension benefits

Pension  
savings  
statements

Sent to eligible members who have breached HMRC'S Annual Allowance limit

# What needs to be provided?



# Additional five day PIP information

Your monthly interface provides us with data up to the last day of the previous month.

The PIP runs from 1st April – 5<sup>th</sup> April therefore we need the additional five days of data for the **production of Pension Savings Statements.**

# Additional five day PIP data

Submit via manual interface  
with Aprils interface

- Member contributions
- Member earnings

# Why is it so important?

Failure to submit your end of year data on time may result in **inaccurate** Annual Statements or even **non-distribution** of statements to members who are eligible to receive one.

A person wearing a white lab coat is seated at a desk, typing on a laptop. The laptop screen displays a portrait of a woman. The background is a blurred laboratory or office environment with various items on the desk, including a pen and a small container.

# The impact of inaccurate data...

# Manual checks

NIGO checks

Manual checks completed on forms and official requests at first point of contact

Data  
Validation  
team

Manual checks of the data received via interface , following official requests and successful NIGO checks



# Data validation

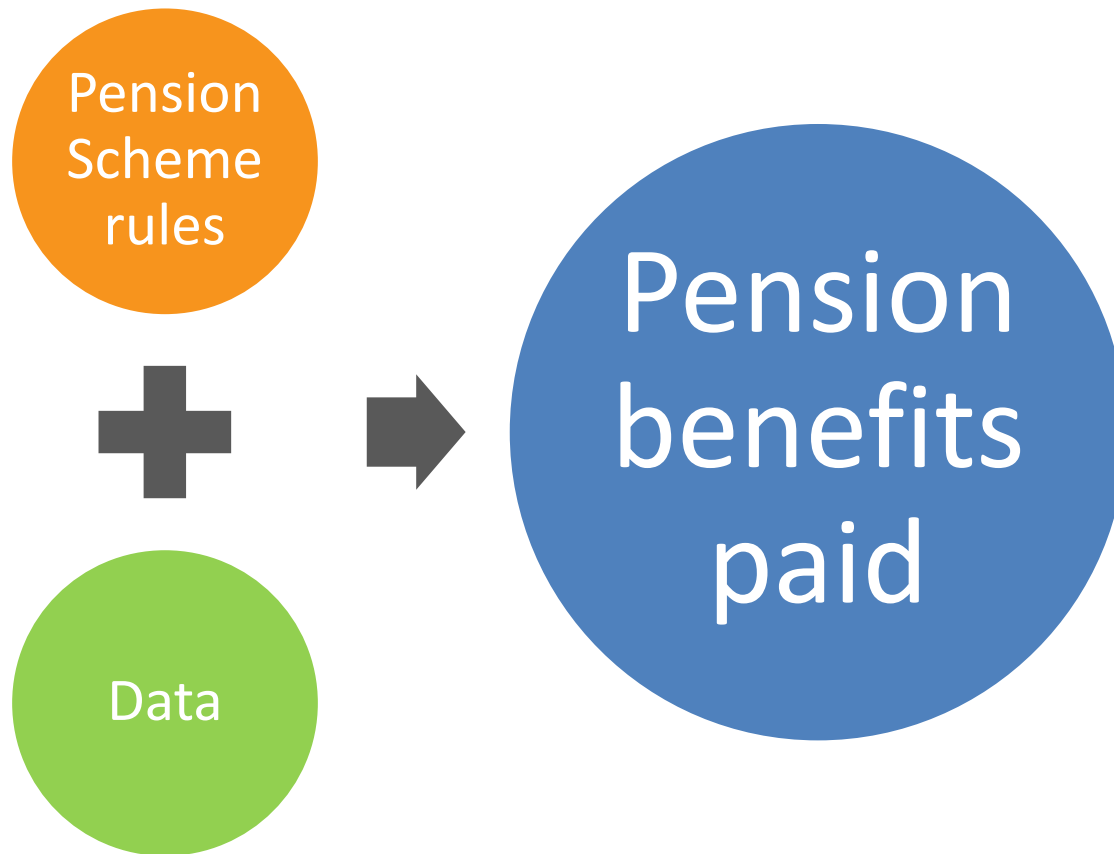
If anything is missing/incorrect we will request this from you on a DR1 form, which may delay the request.

## Data Request Form



Member Details			
<b>Member Name</b>		<b>Date of Birth</b>	
<b>NI Number</b>		<b>Staff Number</b>	
<b>Current Employer</b>			
<b>Previous Employer(s) and Service Dates</b>			

# Why is data so important?



# Impact of incorrect data

Under or overpaying benefits

Incorrect ABS or PSS

Tax Implications

Portal Issues

Incorrect advice

Complaints

# Where to get further help

Your interface analyst

The interface guide on our website <https://www.civilservicepensionscheme.org.uk/employers/monthly-interface/>

# Contact details

MyCSP  
PO Box 2017  
Liverpool  
L69 2BU

[contactcentre@mycsp.co.uk](mailto:contactcentre@mycsp.co.uk)

0300 123 1040 – employer line

0300 123 6666 – member line

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

Other pension training – [www.mycsp.co.uk](http://www.mycsp.co.uk)

# A few more things to note

- Updated Developers Guide
  - Payroll Migrations
- Compliance Model not changing this year

# What's coming up for Employers

Lifetime Allowance Letters  
Data Interface Transfer Methods – Deadline passed  
Resource Accounts 22/23  
CARE year end and PIP  
Spring Regional Employer Forum  
Active member newsletter  
Hot Topics Spring Edition  
'Contact Us' tool



Any  
questions?