

McCloud data collection exercise

McCloud data collection template notes

Introduction

This document accompanies the McCloud LGPS data collection template (excel spreadsheet), key bullet points and Q&A for employers. The notes contain a description of each data field.

Within the template there are two worksheets titled:

- 1) Part-time hours data
- 2) Service breaks data

Data collection

Data should be provided for all employees who were active members of the LGPS on 1 April 2014 or who were active any time after this date, in respect of each member for the period 1st April 2014 to 31st March 2020, or, if the member left active membership of the scheme earlier then to the date of leaving active membership. Where the member leaves and re-joins active membership, this should be included on the excel spreadsheet. Data in respect of the period 1st April 2020 to 31st March 2022 will also be required, following the end of each tax year and you will be contacted separately about this.

McCloud LGPS data collection notes

Table 1 below illustrates how to complete data fields 15 or 15a and 15b, 19 or 19a and 19b where the member is part-time. Note that the default option is to complete fields 15 and 19 in preference to 15a/b and 19a/b.

Table 2 sets out a description of all the data fields (1 to 21). This is to help employers and payroll providers understand what data should be input to each field within the template. It explains how the data should be formatted and what the expected values are.

Data fields 1 to 11 are generic to both worksheets. They are needed to identify the individual on the pensions administration system and are required for all interfaces.

Where a member has more than one post, the template should be completed in respect of each post under the relevant payroll reference number. The exception to this would be where you would normally roll data into one line as part of your normal data submission, either at year end or as part of your iConnect submission. If you are unsure, contact Stuart Wells (stuart.wells@leics.gov.uk) before proceeding.

Data fields 12 to 15b and 16 to 21 are specific to each worksheet.

What is meant by part-time hours data?

LGPS regulations define a part-time employee as an employee who is neither a whole-time employee nor a variable-time employee. So, this means for pension purposes that any employee who does not work whole time, i.e. 37 hours per week for 52 weeks per year is a part-time employee. This includes employees who work whole or part-time term-time.

Each time the member's part-time percentage or fraction changes a new service line of data should be included to the data collection template. This will generally be when a member changes their working hours, though it may also occur when they achieve a certain amount of continuous service and therefore an increased holiday entitlement. However, if the member's hours

vary every month then you should supply an average amount based on the total hours worked throughout the tax year, i.e. 1st April to 31st March.

Example 1: member works 18.50 hours part-time and their whole time equivalent is 37 hours. This equates to 50% of whole time ($18.50/37 \times 100 = 50$) and the data fields should be completed as follows:

Table 1 - part-time data example

| | Data field 14 | Data fields 15 & 19 |
|-----------|---------------|---------------------|
| Example 1 | P | 50.00000 |

Example 2: member works different hours each month but in over the year (1st April to 31st March) is paid for 1250 hours per annum. Using a whole time equivalent of 1924* (37 hours per week x 52), this equates to 64.96881% of whole time ($1250/1924 \times 100 = 64.96881$) and the data fields should be completed as follows:

Table 2 - part-time data example

| | Data field 14 | Data fields 15 & 19 |
|-----------|---------------|---------------------|
| Example 2 | P | 64.96881 |

Example 3: member is paid for 27.5 hours per week for 45 weeks per annum. Using a whole time equivalent of 1930.62* (37 hours per week x 52.179), this equates to 64.09858% of whole time $((27.5 \times 45 = 1237.50)/1930.62 \times 100 = 64.09858)$ the data fields should be completed as follows:

Table 3 - part-time data example

| | Data field 14 | Data fields 15 & 19 |
|------------------|---------------|---------------------|
| Example 3 | P | 64.09858 |

**Note that if your employer uses a similar but different full time equivalent, e.g. 1928, 1930.62 or 1930.18 etc this can also be used as the basis for your calculation.*

What is meant by service break data?

Service break data is needed for all periods of authorised unpaid leave, trade disputes and unauthorised leave. Authorised unpaid leave, for this purpose, includes:

- any period of unpaid additional maternity or adoption leave, generally from week 40 to week 52, but may start from week 27
- any period of unpaid shared parental leave
- any period of unpaid parental bereavement leave
- any period of unpaid leave the member chooses to take, for example, time off for a sabbatical or where a member who works in a school wishes to take leave in term-time

Do not include service break data for sickness absence, ordinary maternity or adoption leave (first 26 weeks of leave), paid additional maternity or adoption leave (generally from week 27 to week 39), paternity leave, reserve forces leave (where the employee elects to remain in the LGPS), paid shared parental leave or paid parental bereavement leave.

Table 4 McCloud data collection notes

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------------------|-------------------|---------------------|--|---------------------------------------|---------------------|
| Generic data to each worksheet | 1 | NI Number | National Insurance Number of the member. | Alphanumeric (for example: AB123456A) | |
| | 2 | Surname | The surname of the member. | Alpha (for example Smith) | |
| | 3 | Forename | The forename of the member. | Alpha (for example Jack) | |
| | 4 | Date of Birth | The date of birth of the member. | DD/MM/YYYY | |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|---------------------|---|---|---------------------|
| | 5 | Employer identifier | This is the unique identifier for an employer provided by the administering authority. | Ignore – Pension Section Use Only | |
| | 6 | Employer name | Name of the member's employer. | text (for example Leicester City Council) | |
| | 7 | Pension ref number | This is the member's unique pension reference number. Only complete this field if required by the pensions administration software. | Ignore | |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|---------------------|---|---|---------------------|
| | 8 | Payroll ref 1 | This is a unique identifier. Normally, this is the employee's payroll or post number with the current employer. | Alphanumeric – but ignore unless you normally complete this field on iConnect reports | |
| | 9 | Payroll ref 2 | This is a 2 nd unique identifier where relevant. | Alphanumeric – Enter Payroll reference here | |
| | 10 | Payroll ref 3 | This is a 3 rd unique identifier where relevant. | Ignore | |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--|-------------------|---------------------|---|--------------------------|---|
| | 11 | Status | Indicates whether the individual is an active contributing member of the scheme or ceased contributing and has left active membership of the scheme (this includes members who have opted out of the scheme). | Alpha (1 character only) | C =Contributing N = Non-contributing |
| Part-time hours data in relation to the unique payroll reference | 12 | Date hours started | Indicates the start date for the period of hours. If the member's hours have changed there will be a start and end date for each hours change. | DD/MM/YYYY | |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|---------------------|--|----------------------|---------------------|
| | 13 | Date hours ended | Indicates the end date for the period of hours. If the member's hours have changed there will be a start and end date for each hours change. | DD/MM/YYYY | |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|---------------------|---|--------------------------|---|
| | 14 | Part-time indicator | <p>Indicates whether the member is in part-time employment (part-time employment includes any whole-time or part-time term-time employment). If the member's hours have changed there will be an indicator for each period of part-time working.</p> <p>If this data field is left blank, this indicates that the member is whole-time.</p> | Alpha (1 character only) | P = part-time (includes any whole-time or part-time term-time working) during this period of employment |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|---------------------|---|--|---------------------|
| | 15 | Part-time hours % | <p>This field should only be filled where the part-time indicator is set to P and part-time hours are not shown as a fraction in data fields 15a and 15b.</p> <p>It should represent the percentage weekly part-time hours and include an adjustment for any whole-time or part-time term-time working.</p> | Numeric to five decimal places (for example 50.00000). | |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|---------------------------|--|------------------------------|---------------------|
| | 15a | Part-time hours numerator | <p>This field should only be filled where the part-time indicator is set to P and your system is unable to extract the hours as a percentage value.</p> <p>It should represent the weekly part-time hours and include an adjustment for any whole-time or part-time term-time working.</p> | Numeric (for example 17.50). | |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|---|--|---|---------------------|
| | 15b | Whole-time equivalent hours denominator | <p>This field should only be filled where the part-time indicator is set to P and your system is unable to extract the hours as a percentage value.</p> <p>It should represent the weekly whole-time equivalent hours.</p> | Numeric (for example 37.00). Software suppliers may require this field to contain a specific number of characters (for example 37.0000) | |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--|-------------------|--------------------------|---|----------------------|---------------------|
| Service break data in relation to the unique payroll reference | 16 | Service break start date | Indicates the start date of the service break. The start date of the service break is the date from which the member ceased paying contributions on the pensionable pay they would have received but for the absence. | DD/MM/YYYY | |
| | 17 | Service break end date | Where data field 16 is completed, data field 17 is the end date of that service break. | DD/MM/YYYY | |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|--------------------------|---|--------------------------|---------------------|
| | 18 | Reason for service break | <p>Where data fields 16 and 17 are completed, insert the reason the member had a service break.</p> <p>A = authorised unpaid leave.</p> <p>B = Absent due to trade dispute.</p> <p>C= unauthorised leave.</p> | Alpha (1 character only) | A or B or C |

| | | | | | |
|--|----|--|--|------------------------------|--|
| | 19 | Part-time hours % during service break | <p>Only to be completed where data fields 16, 17 and 18 are completed, member would have been part-time but for the service break, and part-time hours are not shown as a fraction in data fields 19a and 19b.</p> <p>Where the member is part-time (includes whole-time and part-time term-time working), pensions administration systems require the break in service to be recorded as the part-time hours that would have been worked but for the service break.</p> <p>If the member is normally part-time, indicate the part-time percentage and include</p> | Numeric (for example 50.00). | |
|--|----|--|--|------------------------------|--|

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|---------------------|---|----------------------|---------------------|
| | | | an adjustment for any whole-time or part-time term-time working, that would have been worked but for the service break. | | |

| | | | | | |
|--|-----|--|---|------------------------------|--|
| | 19a | Part time hours numerator during service break | <p>Only to be completed where data fields 16, 17 and 18 are completed, member would have been part-time but for the service break, and your system is unable to extract the hours as a percentage value.</p> <p>Where the member is part-time (includes whole-time and part-time term-time working), pensions administration systems require the break in service to be recorded as the part-time hours that would have been worked but for the service break.</p> <p>If the member is normally part-time, indicate the part-time hours numerator and</p> | Numeric (for example 17.50). | |
|--|-----|--|---|------------------------------|--|

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|---------------------|---|----------------------|---------------------|
| | | | include an adjustment for any whole-time or part-time term-time working, that would have been worked but for the service break. | | |

| | | | | | |
|--|-----|--|--|---|--|
| | 19b | Whole-time equivalent hours denominator during service break | <p>Only to be completed where data fields 16, 17 and 18 are completed, member would have been part-time but for the service break, and your system is unable to extract the hours as a percentage value.</p> <p>Where the member is part-time (includes whole-time and part-time term-time working), pensions administration systems require the break in service to be recorded as the part-time hours that would have been worked but for the service break.</p> <p>If the member is normally part-time, indicate the whole-time hours denominator and</p> | Numeric (for example 37.00). Software suppliers may require this field to contain a specific number of characters (for example 37.0000) | |
|--|-----|--|--|---|--|

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|--|--|--------------------------|--|
| | | | include an adjustment for any whole-time or part-time term-time working, that would have been worked but for the service break. | | |
| | 20 | Did member elect to purchase lost pension in full? | <p>Where the absence is due to service breaks A or B, the member must purchase lost pension in full to remain protected for the underpin, final pay and 85-year rule.</p> <p>Indicate whether the member elected to purchase lost pension in full.</p> | Alpha (1 character only) | <p>Y = member elected to purchase lost pension purchase in full</p> <p>N = member did not elect to purchase lost pension in full</p> |

| Type of data field | Data field number | Title of data field | Description of data field | Format of data field | Value of data field |
|--------------------|-------------------|-----------------------------------|---|--------------------------|--|
| | 21 | Did member complete the contract? | If 'Y' is the answer to data field 20, indicate if the member completed the contract. | Alpha (1 character only) | Y = member completed the contract N = contributions ceased before contract end date |

Disclaimer

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