

Pensions Administration

An administration service is provided for Local Government, Teachers, NHS and NEST Pension Schemes. In addition, gratuity pensions will be calculated and paid as appropriate.

The provision of the pension service is reliant on accurate and timely information being supplied in respect of changes to employment, employee's personal details and circumstances that may affect pension benefits. Generally, most of this information is obtained from the payroll system.

- A telephone support service providing a quick and efficient response to your enquiries, or those of your employees.
- Interpretation of, and compliance with, all pension scheme regulations.
- Interpretation of and compliance with Pension Auto Enrolment (including Re-enrolment) Legislation, including the production and distribution of all required employee notifications en mass to a single client nominated site.
- Access to experienced staff who are fully aware of the complexities of pension regulations and the administration of statute based pension schemes.
- Determine eligibility of employees to become members of pension schemes (including those opting into scheme) and the establishment and maintenance of pension records.
- Liaise with employee regarding pension options and additional contributions and arrange transfer of pension benefits from former scheme where applicable.
- Completion of documentation and/or production of electronic files, and submission to scheme administrators.
- Notification to pension scheme administrators of all relevant changes affecting an employee's pension records / entitlement, including leave of absence and strikes.
- Administration relating to employees leaving pension schemes, whether to transfer to another employer, opt out, retirement or due to the death of the employee.
- Provision of estimate of benefits for employees approaching retirement, whether prematurely or at normal retirement age.
- Submission of annual pension and service returns to scheme administrators.
- Submission of monthly pension and service returns to scheme administrators, ensuring compliance with Monthly Data Collection (MDC) requirements.

- Provision of details of pension related contributions made by or in respect of employees during each financial year, to appropriate scheme administrator.
- Calculation and payment of gratuity pensions to eligible employees.
- Calculation and payment of Short Term Widows/ Widowers pensions.
- Provision of scheme information to employees in line with Disclosure regulations.
- Deduction of contributions from pay and reconciliation of contributions deducted each pay period.
- Provision of information to appropriate agencies and request / obtain relevant paperwork where an employee dies in service
- For SMBC Schools – facilitate annual audit of pension contributions by external auditor as prescribed by legislation.
- For non - SMBC Clients – facilitate annual audit of pension contributions, within mutually agreed timescales, in order to comply with second stage submission deadlines.
- Conduct on-site Pensions Surgeries to facilitate direct access for client employees to Pensions staff in regard of any pension related questions/information (scheduled by prior agreement).

