

Employer Internet
User manual
Local Government Pension Scheme



Teesside Pension Fund

Version 5

Last updated: 12/05/2009

If you have any queries, please contact the Pensions Unit on telephone number 01642 727777

1.0 Introduction

Employer Internet has been introduced to allow employers to connect to the Pension Fund's administration system. Once connected, employers are able to:

View, create and amend member data

Perform Benefit Calculations

Produce & View documents

Connections are made to the Pension Fund's system via the internet using a web client. The web client runs through a web browser and is secured using 128 bit encryption.

2.0 Accessing the System

To access the system you will need user accounts and passwords, these will be issued by the Pensions Unit. If new users are required please send an email to the Pensions Unit requesting access to Employer Internet. The user accounts will be allocated to an individual and must not be shared with other people as an audit log is produced to show entries made on the system.

You will need to supply the following details:

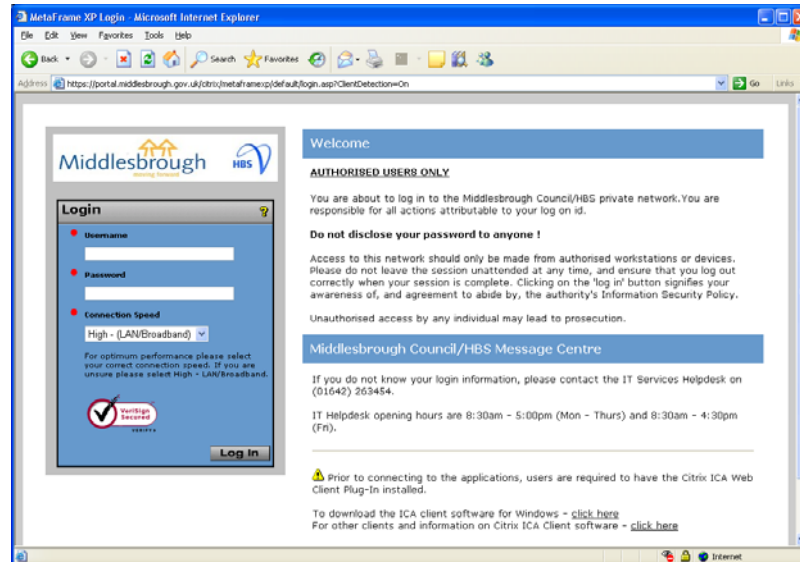
Name of User, telephone number and email address.

Logging On

Open your web browser and enter the site name (URL) as follows:

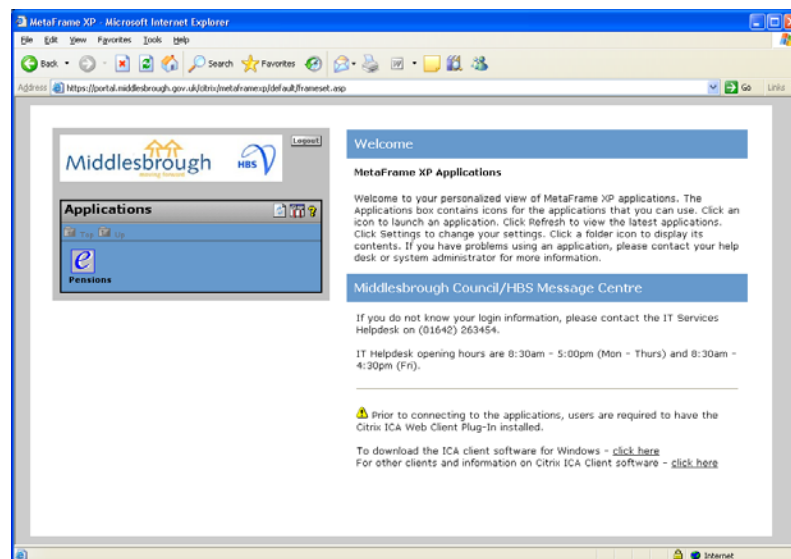
<https://portal.middlesbrough.gov.uk>


The homepage of the site will be displayed as follows:



Enter your **Username** and **Password**, select your connection speed appropriate to your organisation's Internet connection and then click '**Log In**'.

Your desktop will then be displayed within the browser window:



To open up the Pensions Administration System click (single click) on the Pensions Icon  in the applications panel.

To access and use the Pensions Administration System you will be asked to supply logon details on each of 2 screens

These screens will be displayed in sequence and require you to input your user name and password:

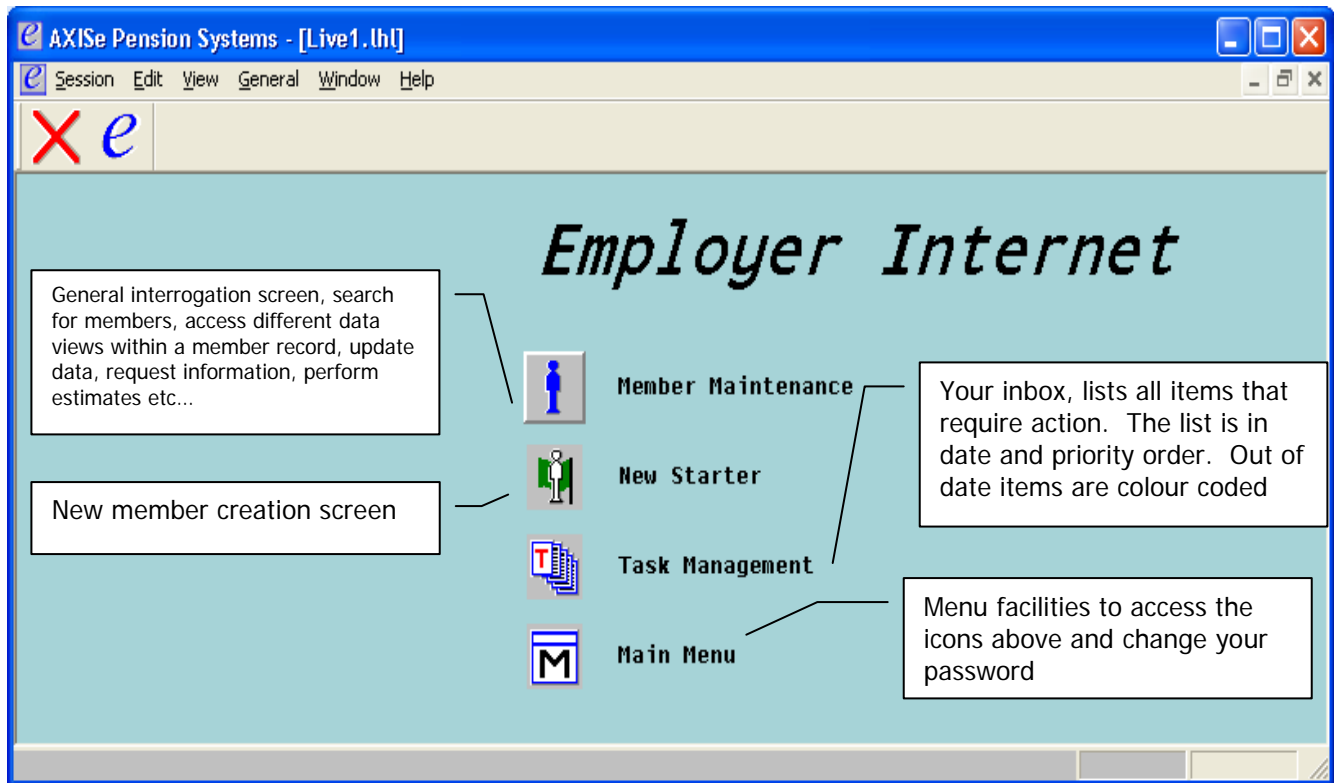
Screen 1

The screenshot shows a Windows-style application window titled "AXISe Pension Systems - [Live1.lhl]" with a menu bar containing "Session", "Edit", "View", "Window", and "Help". In the center, a "Login to pentaxis" dialog box is open. The dialog box has three input fields: "User Name" with the text "emptst", "Password" with masked characters "xxxxxxxx", and "Service" with the text "NLIVE". There are "OK" and "Cancel" buttons at the bottom of the dialog box. A small "-->" button is located to the right of the password field.

Followed by screen 2

The screenshot shows the main application window titled "AXISe Pension Systems - [Live1.lhl]" with a menu bar containing "Session", "Edit", "View", "General", "Window", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window displays the "AXISe" logo in a large, stylized font. Below the logo, there is a login form with two input fields: "Journal Ref:" with the text "EMPTST" and "Password:" with masked characters "xxxxxxx". To the right of the password field is a warning box that reads: "UNAUTHORISED ACCESS TO THIS SYSTEM IS AN OFFENCE UNDER THE COMPUTER MISUSE ACT 1990". At the bottom center of the window is an "OK" button.

After successfully entering your username and password the main menu for Employer Internet is displayed as follows:



3.0 Using the Pensions Admin System

3.1 NEW STARTERS

From the **Main Menu** select **NEW STARTER**



The first thing you must enter is the National Insurance number of the employee.

NEW STARTER	
NI Number	JJ171717D

When entered, AXISe will search to check a record does not already exist on the system.

If there is already a record on the system, the starter screen will appear with all the fields completed, this is displaying the existing record on AXISe.

If a record does not already exist, the screen will appear as below

NI Number	JJ171717D	Supn Ref	
Payroll Ref		Dept. Id	
Surname		Title	
Forenames		Sex	
Scheme	T01	Marital Status	
EmpTyp		Date of Birth	
Emper No	00888	<input type="checkbox"/> DofB Verified	
Part Time		<input type="checkbox"/> Disclosure Opt-Out	
Part Time % /Hours		Date Joined Fund	
Pay on Entry		Employment Number	
Address Line 1		Check	
Address Line 2			
Address Line 3			
Address Line 4			
Address Line 5		Post Code	
Telephone Number		Fax Number	
E-Mail			

The **Scheme** and **Emper No** are defaulted to the Employer Internet scheme and your employer code.

This screen should be completed as below.

NI Number	JJ171717D	Supn Ref	
Payroll Ref	12345	Dept. Id	
Surname	FLINTSTONE	Title	Mr
Forenames	EDGAR	Sex	Male
Scheme	T01	Marital Status	S
EmpTyp	01	Date of Birth	09/05/1980
Emper No	00888	<input type="checkbox"/> DofB Verified	
Part Time	Y	<input type="checkbox"/> Disclosure Opt-Out	
Part Time % /Hours	18.75/37.00	Date Joined Fund	01/01/2006
Pay on Entry	12500.00	Employment Number	
Address Line 1	123 THE VILLAGE GREEN	Check	
Address Line 2	BEDROCK		
Address Line 3	ROCKVILLE		
Address Line 4			
Address Line 5		Post Code	TS10 2AH
Telephone Number		Fax Number	
E-Mail			

The **Address** should be completed in **CAPITALS** using a separate line for each part of the address and without any punctuation or abbreviations.

The address, as input, will be dropped onto any documents printed from the member's record

Part Time & Part Time % / Hours

Whole Time	This field is left blank to indicate a full-time employee (works 37 hours Per week 52 weeks of the year. (if term-time only see below)
Part-time	Enter Y - & Part time hours worked by the employee. These should always be entered as decimals in the following format: 18.75/37.00 (Employee works 18hrs 45mins per week over a whole time of 37hrs) Whole time equivalent should be entered as 37.00 hours for ALL members (if term-time only see below)
Variable Time:	Enter V - & average hours worked by employee and whole time as 37.00 hours. (if term-time only see below)
Casual:	Enter C - do not list any hours worked
Term Time only	ENTER Y in Part-time. Hours need to be adjusted to reflect that they do not work 52 weeks a year. <i>Examples:</i> <i>Employee works 17 hours per week for 44.4 weeks a year, this should be recorded as $17 \times 44.4 / 52.14 = 14.48$ per week and entered on system as 14.48/37.00</i> <i>Employee works whole-time, 30 hours per week for 44.4 weeks a year, this should be recorded as $30 \times 44.4 / 52.14 = 25.55$ per week and entered on the system as 25.55/37.00</i> <i>Employee works 37 hours per week for 44.4 weeks a year, this should be recorded as $37 \times 44.4 / 52.14 = 31.51$ per week and entered on the system as 31.51/37.00</i>

Pay On Entry

This is the Whole-Time Equivalent Pay of the employee. (If employee works 18.50 hrs and earns £10,000 per annum. Amount entered would be £20,000 – WT Equivalent)

For term time only staff the whole time equivalent pay is the pay from the spinal column point before any adjustments are made.

You will not be able to see the record until the Pensions Unit has processed the relevant interface file.

Any fields not shown or detailed above do not require completion.

3.2 MEMBER MAINTENANCE

From the **Main Menu** select **MEMBER MAINTENANCE**



This is the starting point for member enquiries or amendments.

Type in the employee's NINo and click 'OK' to search for their pension record. Alternatively, you can use any of the various fields to lookup the member record. You can enter full or part references to search on, wildcards are entered by putting an asterisk after the wildcard entry. E.g. BROW* will search for all names beginning with BROW...

Once you have located the member, the member maintenance screen is used to view all the associated 'DATA VIEWS', view documents and update information.

To ensure easy access to the data views you may need to go to 'View' on the top tool bar, select 'Toolbars' from the drop-down list and tick;

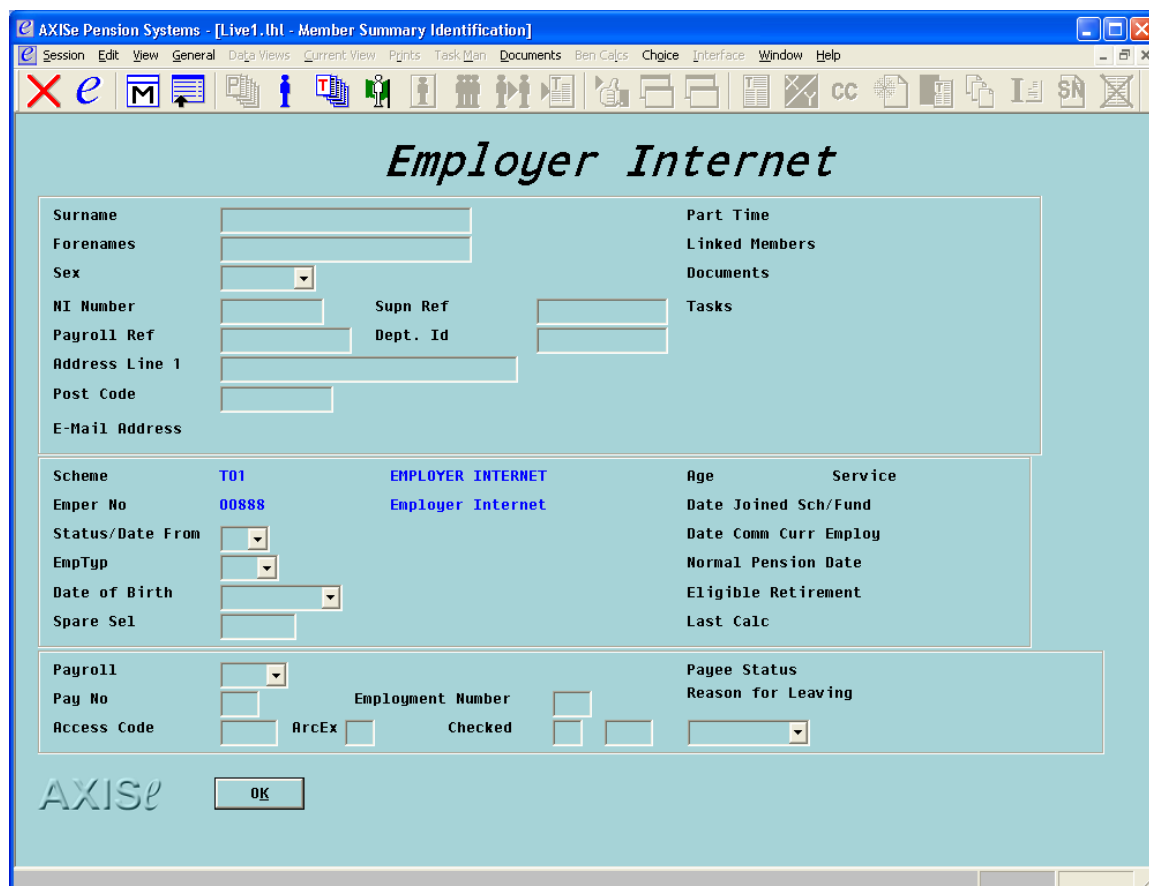
- AXISe Tool Bar

- Current Views

- User Views

If you log out at this point and 'save changes to System' and then log on again these data views will always appear at the right hand side of the screen.

This screen is the starting point for; dealing with **Variations (Contractual or Personal Changes)** producing **Pension Estimates** and inputting **Leavers**.



AXISe Pension Systems - [Live1.lhl - Member Summary Identification]

Session Edit View General Data Views Current View Prints Task Man Documents Ben Calc's Choice Interface Window Help

Employer Internet

Surname	<input type="text"/>	Part Time		
Forenames	<input type="text"/>	Linked Members		
Sex	<input type="text"/>	Documents		
NI Number	<input type="text"/>	Supn Ref	<input type="text"/>	Tasks
Payroll Ref	<input type="text"/>	Dept. Id	<input type="text"/>	
Address Line 1	<input type="text"/>			
Post Code	<input type="text"/>			
E-Mail Address	<input type="text"/>			

Scheme	T01	EMPLOYER INTERNET	Age	Service
Emper No	00888	Employer Internet	Date Joined Sch/Fund	
Status/Date From	<input type="text"/>		Date Comm Curr Employ	
EmpTyp	<input type="text"/>		Normal Pension Date	
Date of Birth	<input type="text"/>		Eligible Retirement	
Spare Sel	<input type="text"/>		Last Calc	

Payroll	<input type="text"/>	Payee Status		
Pay No	<input type="text"/>	Reason for Leaving		
Access Code	<input type="text"/>			
ArcEx	<input type="checkbox"/>	Checked	<input type="checkbox"/>	<input type="checkbox"/>

AXISe

3.3 VARIATIONS (Contractual or Personal Changes)

Amendments to records are instigated from the Interface icon



located on the AXIS toolbar and

fall into the following areas:

Part Time Hours Change
General Amendments
Leavers

AXIS OK

Select the option you want and click 'OK'.

Part Time Hours Change

The current or last notified hours are shown towards the top of the screen. (If the employee had been whole-time the PT Hours/Percentage would be blank)

To show a change 'right click' within the box and select 'Insert'. Enter the date the hours changed and then the new PT Hours/Percentage. (example 1)

If the member is going from p/t to w/t, enter the date the hours changed and then leave the PT Hours/Percentage blank (example 2)

Example 1

DCCPS	PT Hrs/Pcent	PT Ind	Stat	Not	Ind	Stat	Not	Prt	Reqd
01/04/1996			P					<input checked="" type="checkbox"/>	
Date Of Change	PT Hours/Percentage								
01/04/2006	20.00/40.00								

Example 2

DCCPS	PT Hrs/Pcent	PT Ind	Stat	Not	Ind	Stat	Not	Prt	Reqd
01/04/1996	20.00/40.00	Y	P					<input checked="" type="checkbox"/>	
Date Of Change	PT Hours/Percentage								
01/04/2006									

You can use this screen to 'Insert' up to 10 changes in hours at a time.

If you want to check the full service details of an employee you will need to go to the Service History.

General Amendments

This screen allows you to make changes to the member 'personal' information.

The screen below shows the fields that can be updated by using the drop-down options or overtyping the information currently held.

If you update the surname (if the members changes their name e.g. marriage, deed poll) you must Tick the **'Update Prev Surname'** box, this ensures that we maintain a permanent record of all names that have been used by this employee.

If you update the address you must tick the **'Historise Amendment'** box to ensure that we maintain a permanent record of all previous addresses used by this employee.

The **Address** should be completed in **CAPITALS** using a separate line for each part of the address and without any punctuation or abbreviations.

The address, as input, will be dropped onto any documents printed from the member's record

AXISe Pension Systems - [Live1.lhl - General Amendments]

Session Edit View General Data Views Current View Prints Task Man Documents Ben Calc's Choice Interface Window Help

Member F Flintstone TN888888M
Scheme T01 EMPLOYER INTERNET

Surname Flintstone ☐ Update Prev. Surname
Supn Ref
Payroll Ref 123456789 Dept ID
Title Mr Date of Marriage
Marital Status M Spouses DofB/DofD
Emp No
Address Line 1 1 THE STREET
Address Line 2 The Town
Address Line 3 The County
Address Line 4 The Country
Address Line 5 The World
Postcode TS1 1PP
Telephone
email Address hello@mbc ☐ Historise Amendment

AXISe

Creation

3.4 PENSION ESTIMATES

Using the 'Member Maintenance' button locate the employees pension record.


Before calculating a pension estimate you will need to check if there is a **'Divorce PSO Debit Screen'** or a **'Divorce Earmarking Screen'** shown on the **Current Data Views** list.

If there is you should not produce an estimate of pension entitlement for this employee as the wrong figures will be generated, instead you should send an Estimate Request form to the Pensions Unit.

You will then need to ensure that the employees personal information (address, marital status etc.) is up to date and that the dates and hours recorded on the **Service History** screen are correct.

Incorrect service details will produce an incorrect benefits and costing forecast.

You will also need to calculate and make a note of the pensionable pay at the proposed date of leaving. As benefits can be calculated using the best of the last 3 years pay, (or longer if a 'Certificate of Reduction in Pay' has been issued) you will need to check whether this applies to this employee, and if so make a note of the higher pensionable pay figure and the year to which it relates.

To produce the estimate of pension entitlement click on the Benefit Calculation icon  on the AXIS toolbar, and the following screen will become available;

AXISe Pension Systems (Test Version) - [test.lhl - Benefit Options]

Session Edit View General Data Views Current View Prints Task Man Documents Ben Calcs Chgice Interface Window Help

Member E FLINTSTONE TN242424F

Scheme T01 CLEVELAND C.C.

Current Status Active

Effective From 01/04/1996

Type of Calculation Prospective

Date of Event 31/12/2006

Date for Calculation

☐ Trace?

Event

- Refund / Deferred
- Death
- Pension**
- Redundancy / Efficiency
- Ill-health Retirement
- Transfer In / AVC Serv Credit
- Transfer Out
- Service Purchase
- Divorce
- Lifestyle

Current Data ...

- Member Summary
- Basic Details
- Service History
- Scheme Contribs
- Remuneration
- Member Address
- Stat Notice Hist
- User Defined Data

AXISe

OK

The **'Type of Calculation'** will be **'Prospective'**.

The '**Date of Event**' will be the proposed date of retirement, and the '**Date for calculation**' box can be left blank.

In the '**Event**' box select the type of estimate that you require;

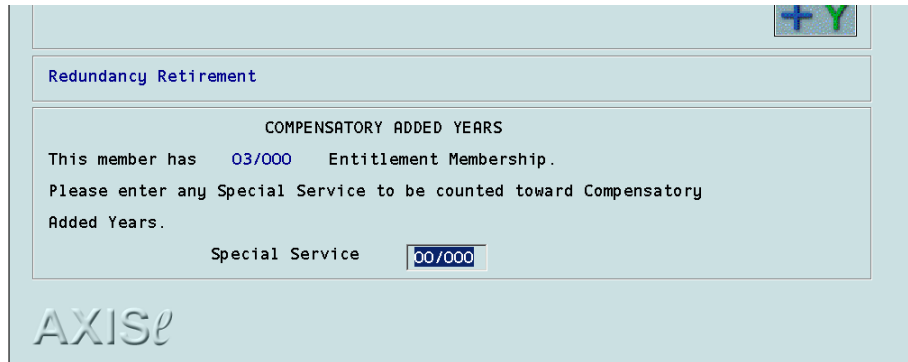
'Pension' for early retirement with consent or normal retirement cases, or

'Redundancy / Efficiency' for people **over the age of 50** who are leaving under this criteria.

Click 'OK'

**** See Leavers section for more information on redundancy cases**

This screen is not to be used to add 'augmented service'



The screenshot shows a software interface for 'Redundancy Retirement'. At the top right is a '+ Y' button. Below it is a header 'Redundancy Retirement'. The main section is titled 'COMPENSATORY ADDED YEARS'. It contains the text: 'This member has 03/000 Entitlement Membership.' followed by 'Please enter any Special Service to be counted toward Compensatory Added Years.' At the bottom, there is a label 'Special Service' and a text input field containing '00/000'. The 'AXIS' logo is in the bottom left corner.

If you are going to award 'added years' this screen allows you to enter any special service to be counted towards added years.

e.g.

An employee could have started work for you on 01/04/1997 but not entered into the pension scheme until 01/04/2004.

As they are leaving on redundancy, the period 01/04/97 to 31/03/04, is classed as special service (non-pensionable service with an employer).

The special service, in this case 07/000 years, would be entered into this screen and is then taken into consideration when AXIS calculates the maximum added years available to an employee.

The actual 'added years' to be awarded would be entered on the next screen.

AXISe Pension Systems (Test Version) - [test.ih] - Benefit Calculation Results

Session Edit View General Data Views Current View Prints Task Man Documents Ben Calcs Choice Interface Window Help

E FLINTSTONE TN242424F
T01 CLEVELAND C.C.

Current Data ...
Member Summary
Basic Details
Service History
Scheme Contribs
Remuneration
Member Address
Stat Notice Hist
User Defined Data

Early Ret. - Employer Consent

Final Pay 31/12/2006 7500.00
Prev Yrs Final Pay 9600.00 Effective Date 31/12/2004
Augmented Service 00/000
IR Max Final Pay 7500.00

Benefit Options
Benefit Conversion ? N Dedn from Lump Sum 0.00
Waive any Act Red ? N

AXISe

The '**Final Pay**' box will need to be overtyped with the whole-time Pensionable Pay at the date of leaving.

Do not change the 'IR Max Final Pay' figure.

The other boxes do not need altering unless one of the following applies;

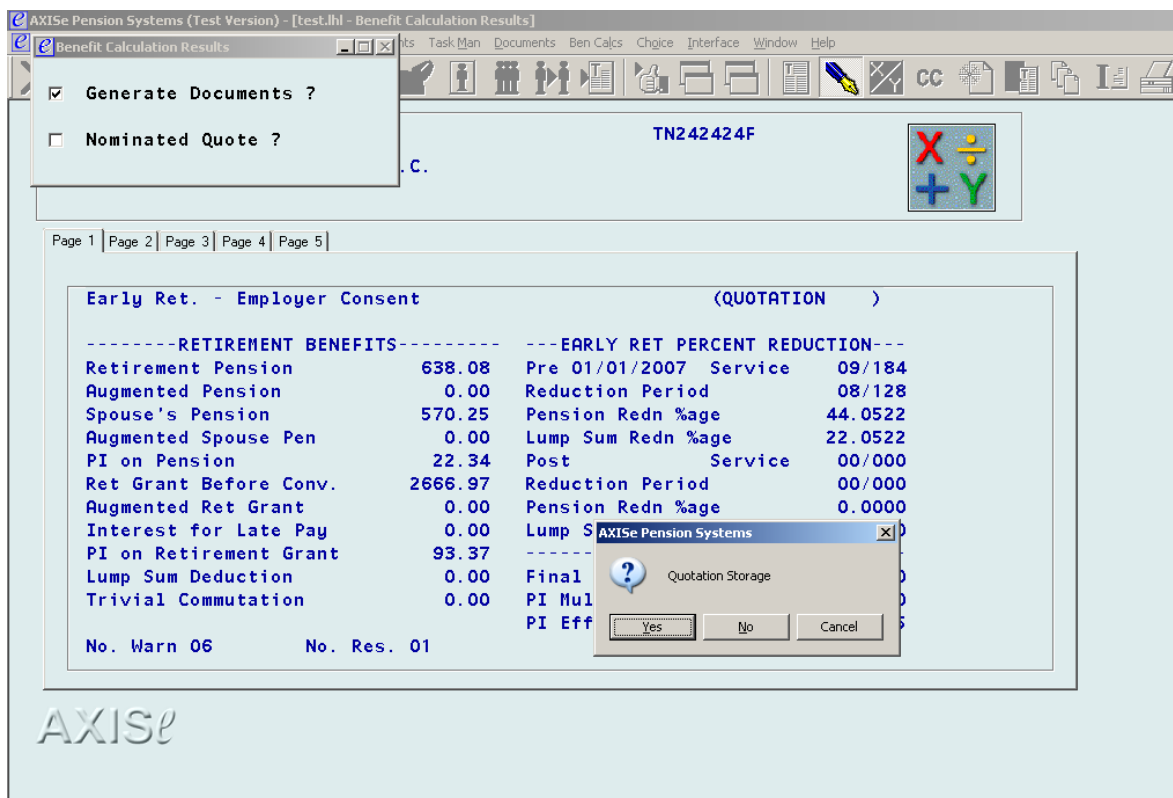
If a higher pay figure from a previous year is to be used in the calculation (best of the last 3 years or longer if a 'Certificate of Reduction in Pay' has been issued) this should be input in the '**Prev Yrs Final Pay**' box.

If a previous years pay is used then the '**Effective Date**' will be the year to which the higher pay figure relates
(remember the day and month must be as the date of leaving i.e 31/12/2004 in the example above)

If the employee owes arrears of pension contributions the amount should be input in the '**Dedn from Lump Sum**' box.

The '**Benefit Conversion**' and '**Waive any Actuarial Reduction**' boxes will default to '**N**' but this can be changed to a '**Y**' if estimates with these options are required.

When complete click the '**Thumbs Up**' icon on the AXIS toolbar and '**Save**' data when prompted.



The next screen will show the calculation details, click on the '**Pen Nib**' icon on the AXIS toolbar and a box will appear called '**Quotation Storage**', click on the '**No**' box.
(an employee could have several quotes calculated on different scenarios and saving all the details would 'log up' the system)

Go back to the 'Member Summary' screen.

Click on 'Documents' on the top tool bar,
then select 'Document List -All' from the drop-down list.

The documents take several seconds to load but if the screen 'sticks' on 'Merging Documents' (the system is merging a 'Word' document into 'AXIS') then hold down the 'Alt' and 'Tab' keys together, and 'tab' along to the 'Word' icon.
The documents list will then appear.

The screenshot displays the 'PCSCAN BACKLOG' window. At the top, a table lists documents with columns: Date/Time, User, Doc Id, Procedure, Task, Src, Typ, Prt, and Doc. A red circle highlights the first seven rows of the table. Below the table, it shows 'Number of Documents: 26'. At the bottom, there are three buttons: 'Simultaneous Display', 'Consecutive Display' (which is circled in red), and 'Refresh'.

Date/Time	User	Doc Id	Procedure	Task	Src	Typ	Prt	Doc
30/01/2007 12:06	TMS18A	HLREDNEFFM	ESTVAN	ESTVAN1	C	Q	Y	0-CURR
30/01/2007 12:06	TMS18A	EARLYCOSTE	ESTVAN	ESTVAN1	C	Q	Y	0-CURR
30/01/2007 12:06	TMS18A	CONVERSION	ESTVAN	ESTVAN1	C	Q	N	0-CURR
30/01/2007 12:06	TMS18A	PENLTA	ESTVAN	ESTVAN1	C	Q	N	0-WORD
30/01/2007 12:06	TMS18A	HLREDNEFFO	ESTVAN	ESTVAN1	C	Q	N	0-CURR
30/01/2007 12:06	TMS18A	EARLYCOSTY	ESTVAN	ESTVAN1	C	Q	Y	0-WORD
30/01/2007 12:06	TMS18A	ESTRETW	ESTVAN	ESTVAN1	C	Q	Y	0-WORD
26/01/2007 14:48	BDF21A	POSTEST	ESTVAN	ESTVAN1	I			I-SCAN
13/12/2006 01:38	SDM26S	NEWABSHBS1		Ben. 50	C	A	Y	0-HIST
13/12/2006 01:38	SDM26S	HLABS		Ben. 50	C	A	Y	0-HIST
12/12/2006 01:39	SDM26S	HLABS		Ben. 50	C	A	Y	0-HIST
23/08/2006 16:26	BCB23A	ESTAGEBENW	ESTVAN	ESTVAN1	I	Q	Y	0-W/CL
23/08/2006 16:26	BCB23A	PENLTA	ESTVAN	ESTVAN1	I	Q	N	0-W/CL
23/08/2006 16:26	BCB23A	001U01107E	ESTVAN	ESTVAN1	C	Q	Y	0-HIST
25/06/2004 14:21	BPK30C	PURCHASE			I			I-SCAN
19/08/2003 16:50	TLM26A	STARTER			I			I-SCAN
19/08/2003 15:20	TMS18A	STACPX	STARTER	STACPX	I			I-SCAN
19/08/2003 15:20	TMS18A	POSTEST	POSTEST	POSTEST	I			I-SCAN

Number of Documents: 26

PCSCAN BACKLOG

AXIS[®]

Simultaneous Display Consecutive Display Refresh

The documents relating to the calculation that you have just completed will be shown at the top of the list.

You will need to print off the documents shown with the current date and time of the calc.

Select and open the documents one at a time by clicking once to highlight the required document and then clicking on the 'Consecutive Display' button at the bottom of the page.

To print the calculation, wait until the document has opened then click on 'Session' on the top tool bar and select 'Print' from the drop-down list.

To print the 'word' documents (EARLYCOSTY & ESTRETW), wait until the document has opened then click on 'File' on the top tool bar and select 'Print' from the drop-down list.

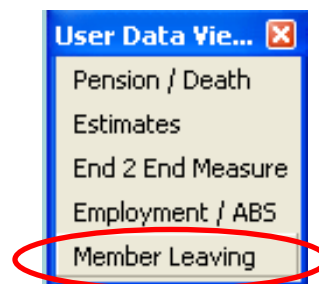
The documents should then be produced by your office printer.

3.5 LEAVERS

From the **User Data View** toolbar select the **MEMBER LEAVING** screen.

This screen is split into three pages:

- 1 Leaving Details / Pensionable Pay
- 2 Early Retirement / Refund
- 3 Misc Leaver Info / Reduced Service



Work through each page and enter the relevant information relating to the selected reason for leaving

The image shows three screenshots of a software interface for entering leaver data. The first screenshot is 'Page 1' titled 'Leaving Details'. It has two columns of checkboxes for reasons for leaving: 'Voluntary Resign.' (checked with 'Y'), 'Opt Out', 'Normal Retirement', 'Emp Consent', 'Emp Consent-Reduced', 'Compulsary Redund.', 'Voluntary Redund.', 'Efficiency', 'Ill Health', and 'Death in Service'. There is a 'Date of Leaving' dropdown set to '16/08/2005'. Below are fields for 'Pensionable Pay' and 'Actual Pay @ DOL' for both 'WT' and 'WTE', all showing '15795.00'. The second screenshot is 'Page 2' titled 'Early Retirement / Refund'. It has sections for 'Early Retirement' (Compensation Payment, Added Years), 'Redundancy Payment' (Augmentation), and 'Refund' (LGPS EES, Contracted Out Earn) with current and previous year values. The third screenshot is 'Page 3' titled 'Misc Leaver Info'. It has sections for 'Outstanding Conts' (LGPS EES), 'Reduced Service' (Service Reason: SICK, SICK / LOR / MAT), 'Service Reduced Fro' (01/01/2005 to 30/01/2005), 'Reduced Pay', and 'NIL Pay' (checked with 'Y'). The 'AXIS' logo is at the bottom left.

'Leaving Details'

If there isn't a specific 'box' to match the reason for leaving, i.e. '**Dismissal**' or '**Transfer to...**' enter 'Y' in the '**Voluntary Resignation**' box as reason for leaving and when the **EMPLEAVE** document opens, overtype 'Voluntary Resignation' with the actual reason for leaving ie. "**Dismissal**" etc.

****Redundancy Cases**

Employees **under the age of 50** are not entitled to the immediate payment of their pension.

In these cases, as above, enter 'Y' in the '**Voluntary Resignation**' box as reason for leaving and when the **EMPLEAVE** document opens, overtype 'Voluntary Resignation' with '**Redundancy**'. We do not need details of redundancy payments in these cases.

Employees **aged 50 or over** are entitled to have their pension paid immediately tick the appropriate box '**Compulsory Redund**' or '**Voluntary Redund**' and enter details of any enhancements in the '**Early Retirement**' section on page 2.

Once the Member Leaving screens are completed go to the Interface icon located on the AXIS toolbar and then select **Leavers** from the available options.



located on the AXIS

☐ Part Time Hours Change
☐ General Amendments
☒ Leavers

AXIS

Enter the **Date of Leaving** in the box provided.

If the member address has changed from that which is currently displayed on AXISe, update the address and check "**Historise Amendment**". (*Not to be ticked if address has not changed*)

Date of Leaving

Address Line 1
Address Line 2
Address Line 3
Address Line 4
Address Line 5
Postcode

Telephone ☒ Historise Amendment

email Address

AXIS

The **Address** should be completed in **CAPITALS** using a separate line for each part of the address and without any punctuation or abbreviations.

The address, as input, will be dropped onto any documents printed from the member's record

When you exit the screen by clicking **Member Summary** from the toolbar, you will be taken directly into the document Generation menu where a document called **EMPLEAVE** will be created.

Action: Select **GENERATE**

Action

Document Id

AXIS

Click **OK** and the document will be created through AXIS-Word Integration..

Example of merged **EMPLEAVE** document (This is a 2 page document)

Page 1 - LEAVING DETAILS

EMPLOYEE\J11717Zalbatross08022006143130.doc - Microsoft Word

EMPLOYER INTERNET - LEAVER FORM

MEMBER DETAILS			
Surname	Albatross	Initials	N
NI Number	J1171717Z		

LEAVER DETAILS	
Reason for Leaving	Normal Retirement
Date of Leaving	01/03/2006

EARLY RETIREMENT	
Redundancy Payment	£0.00

COMPENSATORY ADDED YEARS / LUMP SUM	
Compensatory Added Years	
Lump Sum Compensation	£0.00 (Inclusive of redundancy payment)

AUGMENTATION	
Additional period of membership	

PENSION CONTRIBUTIONS			OUTSTANDING PENSION CONTRIBUTIONS
Current Tax Year	Previous Tax Year		
Employees Contributions	£0.00	£0.00	£0.00
Contracted Out Earnings	£0.00	£0.00	

PERIODS OF SERVICE ON REDUCED / NIL PAY			
From	To	Reason	Reduced / Nil

PENSIONABLE PAY			
Actual Pay at Date of Leaving	£6729.00	Whole time equivalent	£13458.00
Pensionable pay	£6713.09	Whole time equivalent	£13426.19

Misc Information	

EMPLOYER - USER INFORMATION			
Employer - User	Neale Watson	Date Created	8th February 2006

The details shown in red ink are automatically put onto the document from the information input on the member leaving screens, however if alterations are needed they can be overtyped as appropriate.

Pension Contributions: This needs to be completed if the member has left with less than 3 months service and will therefore be entitled to a refund from the Pensions Unit.

Outstanding Pension Contributions: This needs to be completed if there are arrears of contributions owed by the employee.

Misc Information: This section can be typed into, to provide any relevant leaver information that cannot be input on the **Member Leaving** Screens, such as unauthorised absences or authorised absences where the unpaid pension contributions have not been repaid.

Actual Pensionable Pay (paid for work carried out during the requested period)

[illegible]

Whole-Time Equivalent of Pensionable Pay (shown above)

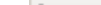
Date From	Date To	Annual or Hourly Basic Pay	Number of Hours Paid		Any other Pensionable Earnings (with description) £	Number of Contractual Weeks Paid
			Basic	Other		
02/03/05	31/03/05	£13071.00	37.00			52.14
01/04/05	01/03/06	£13458.00	37.00			52.14


Both the **'Actual Pensionable Pay'** and **'Whole-Time Equivalent Pensionable Pay'** is to be completed to show the figures that were used to calculate the Pensionable Pay Amounts on Page 1.

As benefits can be calculated using the best of the last 3 years pay, (or longer if a 'Certificate of Reduction in Pay' has been issued) you will need to check whether this applies to this employee, and if so show details of the higher pensionable pay figure and the year to which it relates. (In these cases we also still need to know the pensionable pay at the date of leaving)

Shift Allowances, etc. should be shown in the **'Any other Pensionable Earnings box'**

The **EMPLEAVE** document is generated to ensure a "snap-shot" in time of the information that was provided by the employer & user. The document does not need to be printed and is permanently stored on the member record.

Once you have checked the details on the document, click the  AXISe button on the toolbar and you will be asked to “Save Changes” – choose YES. You will then be returned to AXIS and the summary screen showing details of your EMPLEAVE document.

To exit out you can now hit the  button and return to the Member Maintenance screen.

A 'task indicator' will be automatically generated on the employees record to signal to the Pensions Unit that the member is a leaver and further action is needed from them.

Please note: *You will not be able to see any changes to the member record until the Pensions Unit have processed the relevant interface file.*

If after completing the EMPLEAVE document you realise you have input some incorrect data, you can re-open the document and make amendments.

From the 'Member Summary' screen click the web-style link 'Documents' (single click).

AXISe Pension Systems (Test Version) - [Test:01 - Member Summary Identification]

Surname: RUBBLE Mr Part Time: C
Forenames: BARNEY
Sex: Male Married
NI Number: TN555555M Supn Ref: 12345
Payroll Ref: 123456 Dept. Id:
Address Line 1: 123 The Street
Post Code: AB1 3CD
E-Mail Address:
Linked Members: Documents (circled)
Tasks

Current Data View:
Member Summary
Basic Details
Service History
Scheme Controls
Add Costs Contract
N.I. Costs Record
Remuneration
Free Format Memo
Member Address
Correspondence
Transfer Details
Stat Notice Hist
User Defined Data
Document History

Schema: TO1 CLEVELAND C.C. Age: 61/168 Service: 1/231
Emper No: 00001 Cleveland C.C. (Pre: April 96) Date Joined Sch/Fund: 01/01/2004
Status/Date From: 1 01/08/2004 Active Date Comm Curr Employ: 01/08/2004
EmpTyp: 01 Officer Normal Pension Date: 22/03/2010
Date of Birth: 23/03/1945 Verified Eligible Retirement: 22/03/2010
Spare Sel: Last Calc Quotation: 14/03/2006

Payroll: Pay No: Employment Number: 01 Payee Status: Reason for Leaving:
Access Code: ArcEx: Checked: Y IND 23/08/2004

AXISe OK

You will then be taken to the Document List for that member. The documents are listed in date and time order and also display the user who created it.

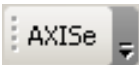
Simply single click the document you created to mark it and then hit the **'Consecutive Display'** button at the bottom of the screen to open it.

Date/Time	User	Doc Id	Procedure	Task	Src	Typ	Prt	Doc
18/08/2006 14:22	EMPTST	EMPLEAVE			N	N	N	WORD
16/08/2006 14:20	EMPTST	EMPLEAVE			N	N	N	WORD
15/08/2006 12:28	BNH25C	GENACK			N	N	N	WORD
15/08/2006 12:27	BNH25C	GENACK			N	N	N	WORD
15/08/2006 12:19	BHE06P	GENACK			N	N	N	WORD
15/08/2006 12:18	BHE06P	GENACK			N	N	N	WORD
15/08/2006 12:16	BHE06P	GENACK			N	N	N	WORD
15/08/2006 10:41	BNH25C	GENACK			N	N	N	WORD
15/08/2006 10:22	BNH25C	REENPLIHW			N	N	N	WORD
11/08/2006 16:59	BNH25C	GENACK			N	N	N	WORD
11/08/2006 16:58	BNH25C	EMPLEAVE			N	N	N	WORD
11/08/2006 16:56	BNH25C	EMPLEAVE			N	N	N	WORD
11/08/2006 15:22	BNH25C	EMPLEAVE			N	N	N	WORD
11/08/2006 11:36	BNH25C	EMPLEAVE			N	N	N	WORD
11/08/2006 11:29	BNH25C	EMPLEAVE			N	N	N	WORD
11/08/2006 11:00	BNH25C	EMPLEAVE			N	N	N	WORD
11/08/2006 10:58	BNH25C	EMPLEAVE			N	N	N	WORD
11/08/2006 10:56	BNH25C	EMPLEAVE			N	N	N	WORD

Number of Documents: 237

AXISe Simultaneous Display Consecutive Display (circled) Refresh

Word will now launch and your document will open. As with any WORD document, you can now make amendments as required.

Once satisfied, click the  button on the toolbar and you will be asked to "Save Changes" – choose YES. You will then be returned to an AXISe summary screen showing details of your EMPLEAVE document. From here you can now leave the record.