Cambridgeshire Pension Fund

Northamptonshire Pension Fund

Employer Self Service

User Guide

Altair system by

heywood

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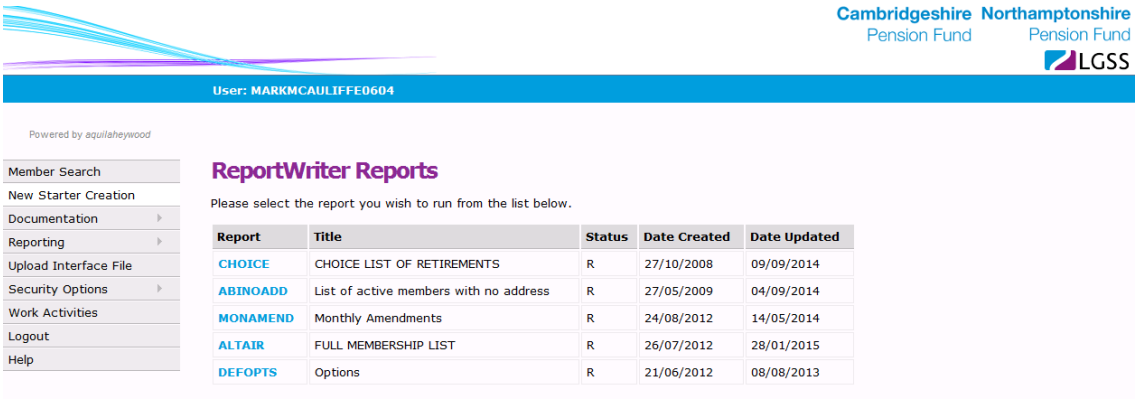
7 Reporting

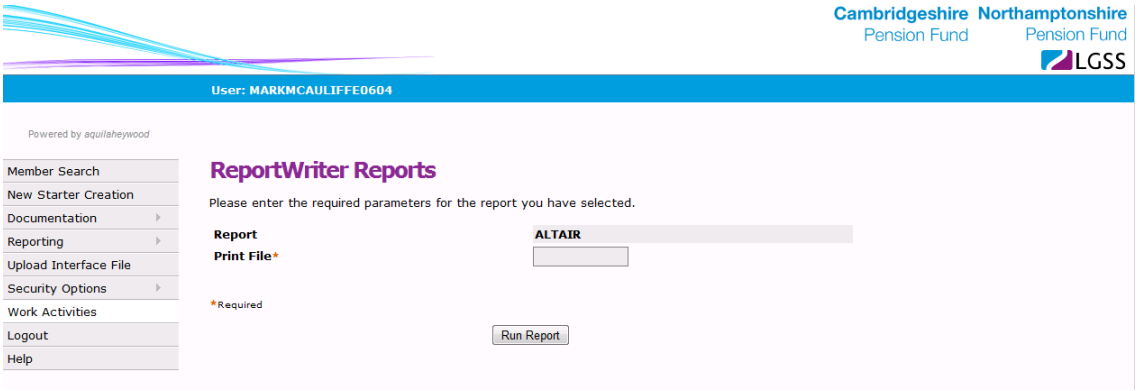
7.1 ReportWriter Reports

The ReportWriter option under the menu item Reporting, enables you to run reports that have been created and published by the pension scheme's administrators. These reports may ask you to enter information when they are run. You cannot create your own reports.

When running a report some results may be omitted, as a result you being restricted access to particular schemes or employers, and member statuses.



When you run a report you be asked to name a print file.



7.2 Standard Reports

The Standard Reports option enables you to run reports in a similar way to Reportwriter reports. These reports may ask you to enter information when they are run. You cannot create your own reports.

When running a report some results may be omitted, as a result of you having restricted access to particular schemes or employers and member statuses.

If you have any reports they will be shown once you click on Reporting and then Standard Reports.

8 Work Activities

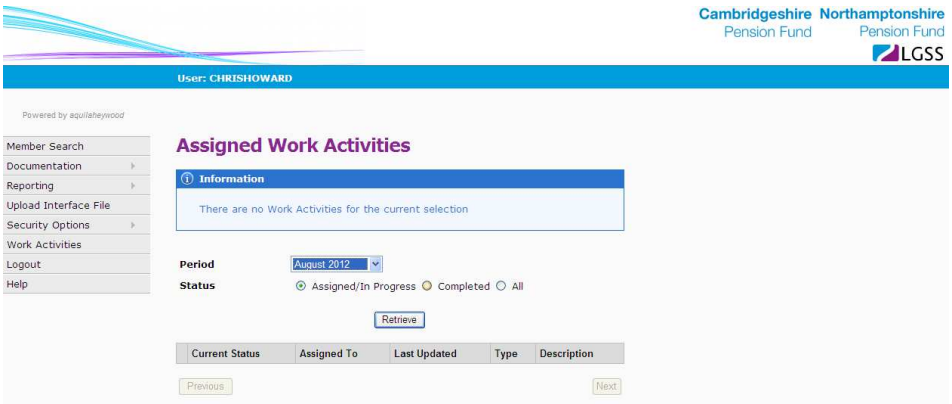
A work activity is an item of work that LGSS Pensions Service administrators assign to you, as an individual Employer Services user, or to your organisation (making the work activity available to multiple Employer Services users).

Once a work activity has been assigned, it is displayed on the Employer Services website as an item of work for processing. If assigned to your organisation, all individual users with access to that employer can view the work activity.

A work activity can have a status of ‘New’, ‘Assigned’, ‘In Progress’, or ‘Completed’. The status is set to ‘New’ when first created and becomes ‘Assigned’ once it has been assigned to you as an individual or to your organisation.

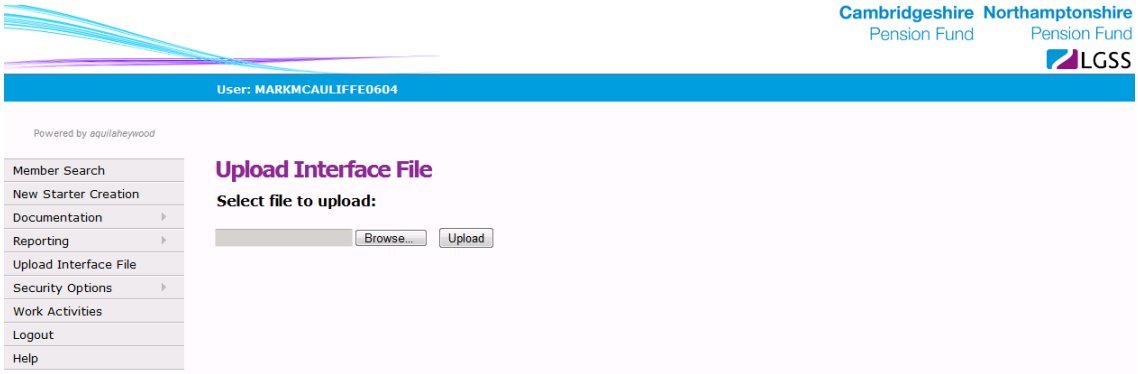
You can display a list of work activities. Selecting a specific work activity from the list displays the history of that item, and enables you to change the status to ‘In Progress’ or ‘Completed’, as appropriate. When a work activity’s status is updated, you can add comments for future reference.

Pension scheme administrators are able to view a complete list of current work activities, details of individual work activities, and any comments added by you or other Employer Services users.



9 Uploading Interface Files

Using the 'Upload Interface File' option, you can upload interface data directly for processing by LGSS Pensions Service.



If you send interface data via the above please also email PenEmployers@northamptonshire.gov.uk and tell LGSS Pensions Service what you have done.

14 Website

For further information please see our websites at:

http://pensions.cambridgeshire.gov.uk/

http://pensions.northamptonshire.gov.uk/

15 Contact us

Contact details are:

General pensions information: Pensions@northamptonshire.gov.uk

Employers Team: PenEmployers@northamptonshire.gov.uk

Postal address:

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Northampton NN4 7YD