

Employer Self Service User Guide

Altair system by

heywood

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6 Documentation

6.1 View Member Documents

After selecting a member, by selecting Documentation on the menu, you can view member documents.

Document	Date	Amendable
NEW BEN STATEMENT LAYOUT	01/12/2014 12:11:20	No
NEW BEN STATEMENT LAYOUT BAKUP	04/09/2013 08:41:18	No
NEW BEN STATEMENT LAYOUT	31/08/2012 12:44:28	No

When you select a document from the list, you can either download (and save) or view the document.

6.2 Generate Member Documents

After selecting a member, you can generate member-related documents.

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Generate Member Documents

Please choose from the document templates available to employer services using the drop-down box below. Once selected, the document will be generated for the currently selected member employment and displayed on the screen.

For leaver certificates generated by this Documentation method, see section 6.4

Currently the following documents are available:

Generate Member Documents

Please choose from the document templates available to employer services using the drop-down box below. Once selected, the document will be generated for the currently selected member employment and displayed on the screen.

Please select a template...

- HLLFESTYLM : Lifestyle Office Summary
- CONVERSION : CONVERSION INFORMATION DOCUMENT
- PAYNEWLTWP : PAYROLL STARTER LTWP
- HLREFUNDM : CONVERTED FROM 001U01102E
- CPAYNEWLTW : CCC PAYROLL STARTER LTWP
- HMRC03ABSM : NEW BEN STATEMENT LAYOUT
- RLWORDABS : Word Version of ABS Template
- HMRC03ABSD : NEW BEN STATEMENT LAYOUT
- EARLYCOSTE : Cost of Early Retirement
- EMPLEAVEN : Employer Leaver Cert D update

6.3 Amend Member Documents

You can amend Word documents by downloading them, making your changes, and then uploading the amended version. The amended version replaces the original or previous version.

Which particular documents are available for amendment is determined by the pension scheme's administrators.

If a document is available for amendment it will be indicated as such when you select Documentation > View Member Documents list, as illustrated below:

Cambridgeshire Northamptonshire Pension Fund Pension Fund LGSS

User: MARKMCAULIFFE0604 Member: Mrs Test Record AB123456C 001JA3348652 Active

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View Member Documents

Please select the document you wish to view from the list below. If you have recently chosen to generate a member document and it does not appear here, it may still be being generated, refresh the page to update the list.

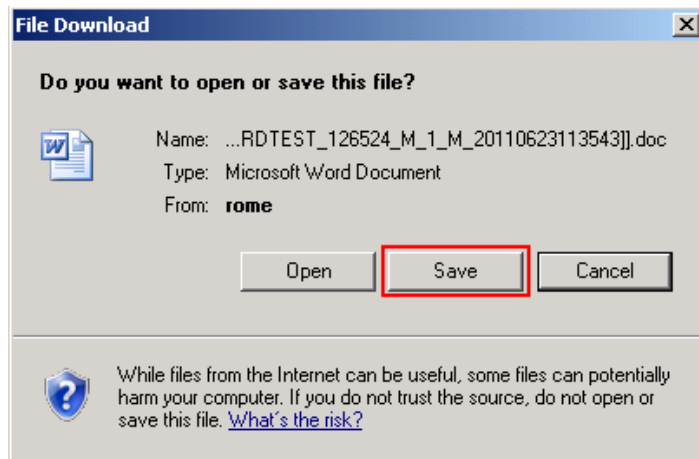
Document	Date	Amendable
NEW BEN STATEMENT LAYOUT	01/12/2014 12:11:20	No
NEW BEN STATEMENT LAYOUT BAKUP	04/09/2013 08:41:18	No
NEW BEN STATEMENT LAYOUT	31/08/2012 12:44:28	No

Previous Next

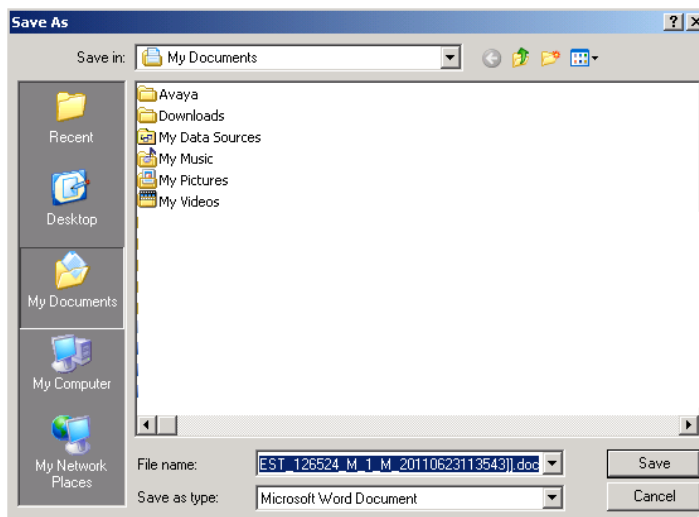
- Member Search
- Personal Details
- New Starter Creation
- Benefit Calculation
- Membership Details
- Financial Details
- Annual Allowance
- Member Update
- Benefit Projector
- Documentation
- Reporting
- Upload Interface File
- Security Options
- Work Activities
- Logout
- Help

To amend the document:

1. Select the document title, for example WORDTEST.
2. When prompted, click the Save button.



3. Save the document to a suitable location.

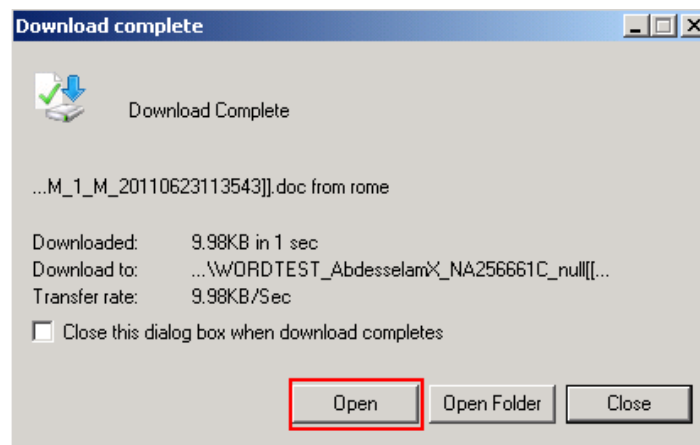


An example document file name might be:

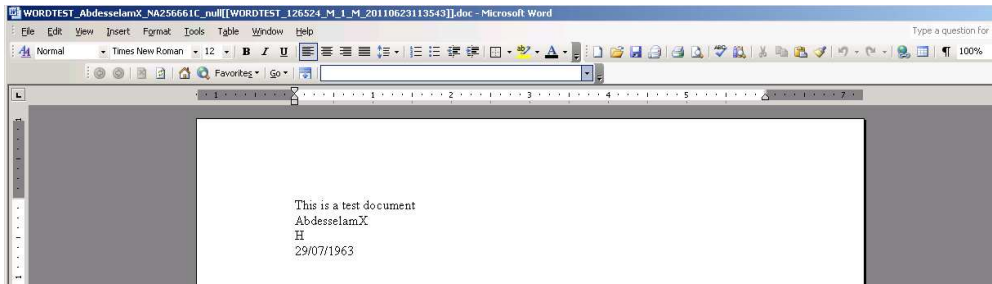
WORDTEST_AbdesselamX_NA256661C_null[[WORDTEST_126524_M_1_M_20110623113543]].doc

Note that this file name is automatically allocated. The text within the square brackets must not be amended, otherwise the document may not be processed correctly.

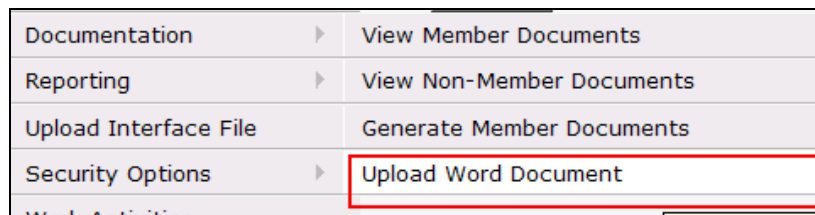
4. When prompted, click the Open button:



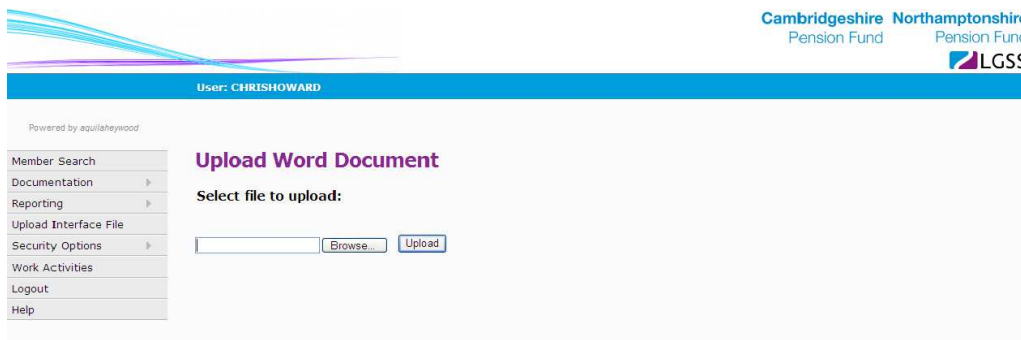
5. The document opens in Microsoft Word. Update it as required:



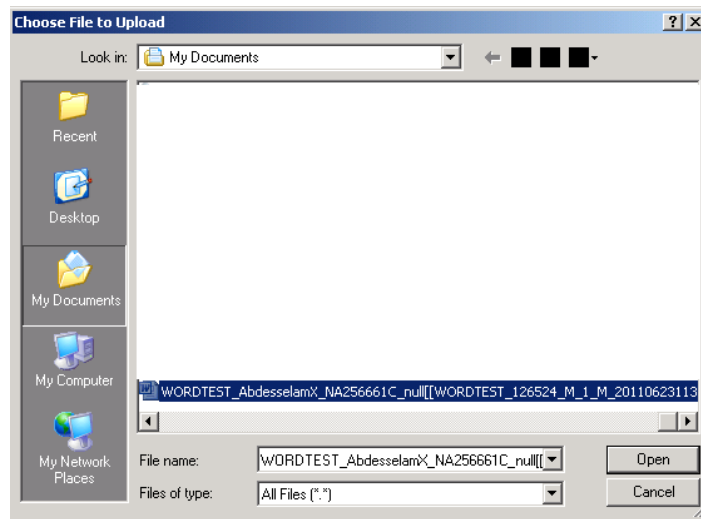
6. Upload the updated document to the member's record, by selecting Documentation > Upload Word Document.



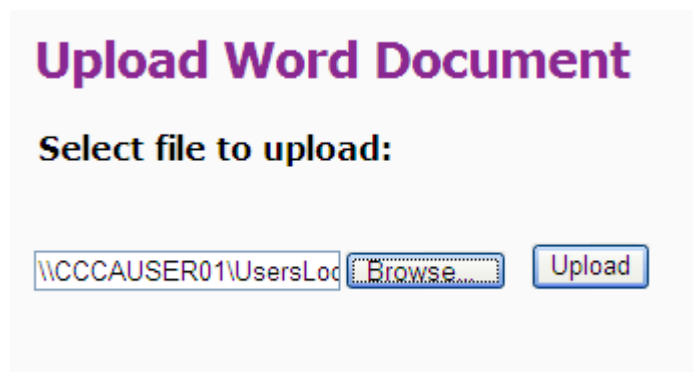
7. Click the Browse button to navigate to the location of the updated document:



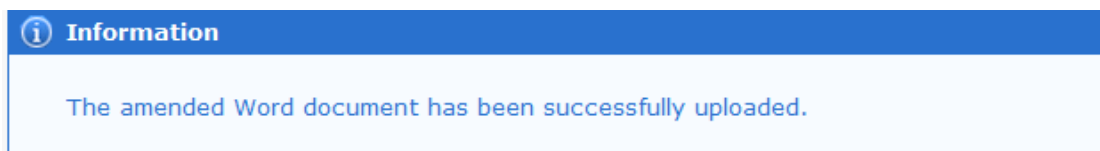
8. Highlight the updated file and click the Open button:



9. Click the Upload button.



10. The following message will be displayed to confirm that the document was uploaded successfully:



6.4 Leaver Certificate

From Generate Member Documents in the Documentation section, click on EMPLEAVEN from the available names list and submit. The following will show:

View Member Documents

i Information

The document is being generated.

Please select the document you wish to view from the list below. If you have recently chosen to generate a member document and it does not appear here, it may still be being generated, refresh the page to update the list.

Document	Date	Amendable
Employer Leaver Cert D update	28/01/2016 14:35:14	Yes

Click the 'Employer Leaver Cert D update' document and you will be asked to 'Do you want to save.....'. Click the down arrow and then click 'save as'. Save the document to your own drive, keeping the file name as it is (please do not change the file name). This saved document will also act as your evidence of what was sent to the LGSS Pensions Service.

Now open the document from your own drive and complete and save.

In Employer Self Service, go to the menu and hover over Documentation and click on 'Upload Word Document'.

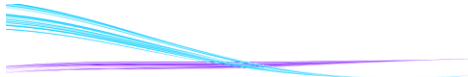
Upload Word Document

Select file to upload:

Browse - find your document that you just saved and click 'Upload'. This will be emailed to

6.5 View Non-Member Documentation

You can access generic (non-member) documents, in Adobe Acrobat PDF or other common formats. You can view and print these documents using compatible software installed on your PC.



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Member Search
Personal Details
New Starter Creation
Benefit Calculation
Membership Details
Financial Details
Annual Allowance
Member Update
Benefit Projector
Documentation
Reporting
Upload Interface File
Security Options
Work Activities
Logout
Help

Documents

Please choose from the documents listed below and click to view. You can use the drop-down box to just show certain types of document if required.

Show All Categories

LEAVERS CERTIFICATE 2014 Schem

[LEAVERS CERTIFICATE 2014 Schem](#) 

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:

LGSS Pensions Service
John Dryden House
8-10 The Lakes
Northampton NN4 7YD