



# LGSS

## Pensions Service

# Year End Return 2016/2017 User Guide

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# Year End Return 2016/2017 User Guide

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# Year End Return 2016/2017 User Guide

## Introduction

This user guide provides an overview of how to use and complete the 2016/2017 Year End Return. This version has more help features and explanations built into the return and we have also built in different checks that will only allow the user to submit the Return once all checks have been passed to a minimum required standard. The purpose of these changes is to make the process easier for users and to streamline and speed up the overall process.

## Completing the Return

### *“Introduction” Sheet*

When you open the return for the first time this is the only sheet you are able to see. In order to complete the return you need to click in the check box below the introduction text to confirm that you have read the introduction and are ready to complete the return.

You will only have to do this on the first occasion you open the return, you will then be able to see the following sheets:

- **Payroll Contact Details** - This sheet contains the basic contact details required on the return as well as the command buttons necessary to prepare the return for submission. Further explanation of the command buttons can be found below.
- **Final Pay and Personal Info** – This sheet is where you enter your members’ personal details and Final Pay data.
- **Contributions & CARE** – This sheet is where you enter your members’ contribution and CARE data.

Examples are provided in the first row of each sheet with more detailed definitions available in this document and by double-clicking on the “note” / “document” icons in each column.

### *“Payroll Contact Details” Sheet*

This sheet contains the basic contact details required on the return as well as the command buttons necessary to prepare the return for submission.

These buttons are

**Clear Return Data:** displays pop-up to allow the user to select which data sheet to clear. The options available are “**Final Pay and Personal Info**” sheet and the “**Contributions & CARE**” sheet.

**Check Final Pay & Personal Data:** this triggers a check of the “**Final Pay and Personal Info**” sheet.

**Check Contributions & CARE Data:** this triggers a check of the “**Contributions & CARE**” sheet.

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**Cross Check Both Data Sheets:** this triggers the return to check that the data is consistent between the two data sheets.

**Identify Data Anomalies:** this triggers the return to check that there are no anomalies within the date related data on both sheets.

Details of the checks performed by each control button can be found in Appendix 1.

While each check is running, a progress screen will be displayed. Once the check has been run, a pop up message appears informing the user of the number of errors and warnings found. Each button will turn green once there are no fatal errors reported by the checks it executes. If the sheet is amended later, the button reverts to its original colour and the sheet needs to be rechecked.

**Error Report Control:** displays a pop-up to allow the user to select which Error or Warning sheets are displayed. The pop-up will only allow the user to select those Error Reports that have data on them.

**Create Return:** this sends two emails to the correct LGSS Addresses. One email contains the full Return as a password protected file. The other email will notify LGSS that the first email has been sent. This approach is designed to prevent delays due to large emails being blocked by a firewall and other similar security issues. The user will be presented with two warnings from outlook that the Return is trying to send an email, both of these emails should be allowed.

## ***“Final Pay and Personal Info” Sheet***

This sheet should have a separate line of data for each pensionable employment held by a member during the scheme year, including those employments which ceased to be pensionable – either because the employment ceased or was opted out of the Pension Scheme.

## ***“Contributions & CARE” Sheet***

This sheet should have at least one line of data for each pensionable employment held by a member during the scheme year. If key factors change during the scheme year it may be necessary for a specific pensionable employment to have multiple lines on this sheet.

These key facts are typically:

- change in contribution rate
- change in Scheme Section

In these cases the “To/From” dates should reflect the periods in which the different key facts applied.

Some Employers/Payroll providers may prefer to have a separate line for each pay period (typically monthly) even if there have been no material changes and this is acceptable too.

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## ***Other sheets***

Other sheets are displayed by the return as required. These include the “progress” sheets which show the progress of each set of checks, and the “Error” sheets and “Warning” sheets, which as their names suggest display error and warnings respectively for the relevant data sheets.

## ***Error Reporting***

When the checks are run, they generate “Fatal” errors and “Warnings” the warnings are then further divided into “Warnings” and “Low level issues”.

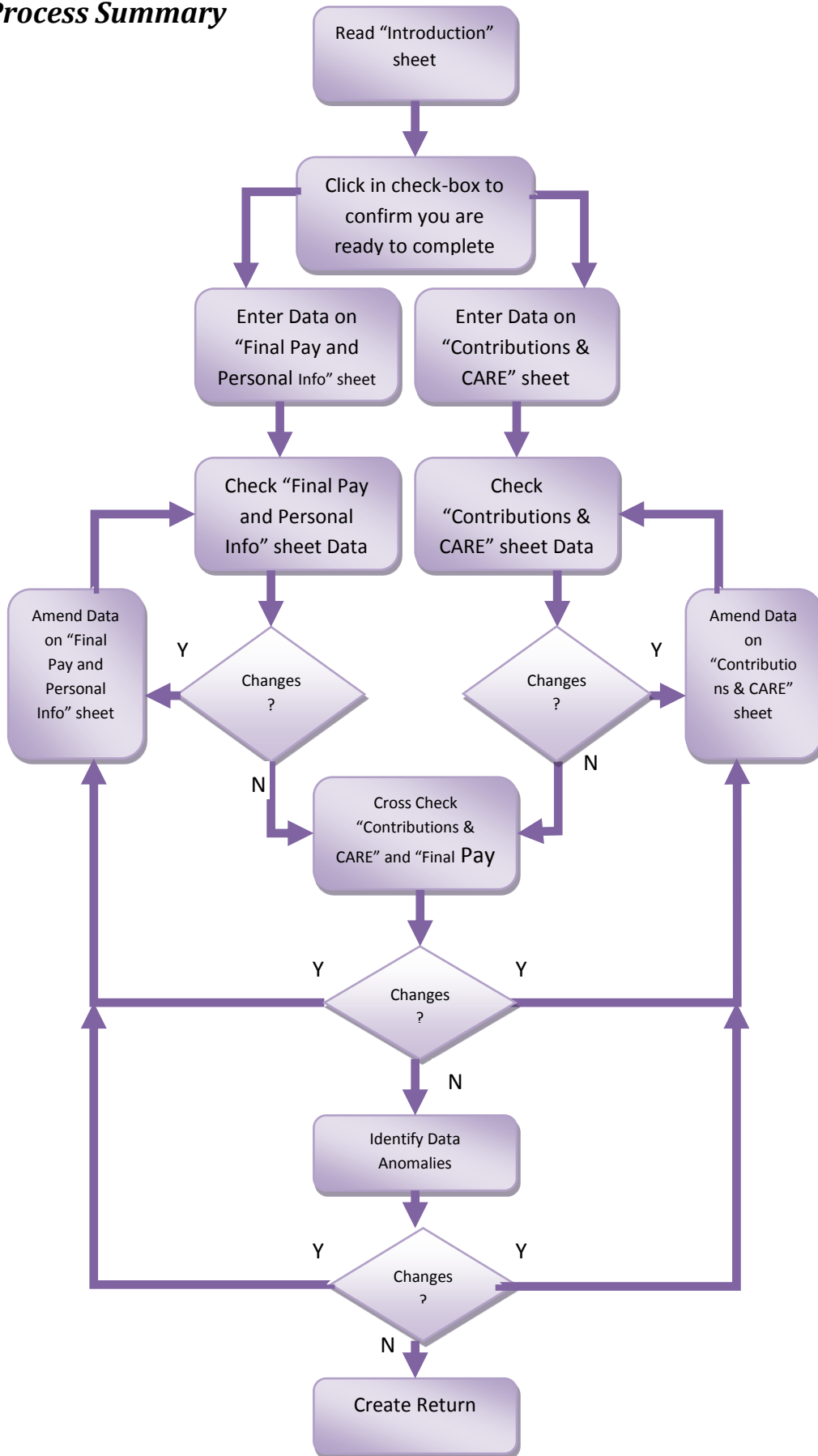
**“Errors”** are highlighted on the relevant data sheet in red and must be resolved before the return can be submitted.

**“Warnings”** are highlighted on the relevant sheet in yellow and must be investigated before the return is submitted. If the user is happy that the data is correct, it is recommended they make a comment in the notes column of the row concerned.

**“Low-level Issues”** are highlighted on the relevant sheet in other colours and should be investigated before the return is submitted but do not require a note unless the user feels it necessary.

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## Process Summary



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## Getting Help

The primary source of help in completing the Return is the **help notes** and **examples** found in each column header; as shown below:

	A	B	C	D	
1	Employer Code  Mandatory	NI Number  Mandatory	Unique Post Reference  (Previously known as Payroll Ref)  Mandatory	Title  Optional	<p><b>Help Note:</b></p> <p>Double click to open the definition of the column in Word.</p> <p><i>(Actual icon displayed may vary depending on your local settings)</i></p>
2	00032 N0547	AB123456C	A123456 0014578-1 A12435-4	Ms Mr Mrs	<p><b>Example:</b></p> <p>Each column includes a quick example to help users when completing the Return.</p>
3					
4					
5					
6					

If you need help with a specific error when checking a sheet move the mouse over the highlighted cell and a comment will be displayed detailing what the error is, as shown below.

3				
4	xxxxaasd	AB		
5				
6				
7				
8				
9				

Employer Code: Too Long  
This field must be exactly 5 Characters

Some times, as in the example above, only one error is reported, in this case, the length of the field is too long. This will happen when the first error detected is so major that there is no purpose in conducting any other checks. Correcting this error by simply reducing the length of the value will “fix” the initial problem. You will then need to run the check again to identify any further errors.

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3	00032 N0547	AB123456C	A123456 0014578-1 110125-4
4	xxasd	AB	
5			
6			
7			
8			
9			

Employer Code: Invalid  
please see your PEN18 for  
the correct code.

The details in the Help Notes and the information in Appendix 1 should help users resolve these errors.

If you have exhausted these sources and still need advice completing this return you should contact us via email [penemployers@northamptonshire.gov.uk](mailto:penemployers@northamptonshire.gov.uk).



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## Appendix 1: Data Checks

### *Final Pay & Personal Info*

The return will perform the following checks on each column on the sheet, one row at a time.

Column	Checks
Employer Code	<p>Checks that the Format of the cell is "Text". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that the code is 5 characters. First character is "0" or "N", remaining four characters is all numeric (0-9).</p> <p>Anything that does not meet these criteria is a "Fatal" error.</p>
NI Number	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that the NI Number is exactly 9 characters in the form <b>AAnnnnnnX</b></p> <p>where</p> <ul style="list-style-type: none"> <li>• <b>A</b> is an alphabetic character</li> <li>• <b>n</b> is a number</li> <li>• <b>X</b> is a A-D, F or M</li> </ul> <p>Anything that does not meet these criteria is a "Fatal" error</p> <p>If the NI No starts with "TN" a warning message raised for a "Temporary Number"</p>
Unique Post Reference	<p>Checks that the Format of the cell is "Text". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that there is a UPR of between 1-12 characters long, and that it contains only the characters A-Z, 0-9, or "-".</p> <p>If either of these checks fail it is a "Fatal" error.</p>
Title	<p>Checks that the Format of the cell is "Text" or "General". If not a warning issued and no further checks are performed.</p>

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	<p>Checks that the Title is one of the allowed values (as dictated by ALTAIR)</p> <p>These values are:</p> <ul style="list-style-type: none"> <li>• Mr</li> <li>• Mrs</li> <li>• Miss</li> <li>• Ms</li> <li>• Dr</li> <li>• Cllr</li> <li>• Prof</li> <li>• Sir</li> </ul> <p>Will provide a warning if the Title is invalid or missing.</p>
Forenames	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that a value has been provided, if this cell is empty then this is a "Fatal" error.</p> <p>Checks that value does not contain commas. If commas are included in the value this is a "Fatal" error</p> <p>Checks that the value is a maximum of 25 characters, in line with ALTAIR limitations. If the value is greater than 25 characters a warnings is issued that the value will be automatically truncated to the first 25 characters.</p>
Surname	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that a value has been provided, if this cell is empty then this is a "Fatal" error.</p> <p>Checks that value does not contain commas. If commas are included in the value this is a "Fatal" error</p> <p>Checks that the value is a maximum of 25 characters, in line with ALTAIR limitations. If the value is greater than 25 characters a warnings is issued that the value will be automatically truncated to the first 25 characters.</p>
Job Title	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p>

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	<p>Checks that a value has been provided, if this cell is empty then a warning is issued.</p> <p>Checks that the value is a maximum of 20 characters, in line with ALTAIR limitations. If the value is greater than 20 characters a warnings is issued that the value will be automatically truncated to the first 20 characters.</p> <p>Checks that the value does not contain “illegal” characters (“;”, “@”, “#”). If the value contains any of these a warning is issued.</p>
Date of Birth	<p>Checks that the Format of the cell is “dd-mmm-yyyy”. If the format is not “dd-mmm-yyyy”, but is still a recognisable date the format is corrected and a warning created, otherwise it is a “Fatal” error and no further checks are carried out.</p> <p>If the DoB means that the member is 14 or younger during the period of the return then a “Fatal” error is raised.</p> <p>If the DoB means that the member is aged between 15 and 17 during the period of the return then a warning is raised.</p> <p>If the DoB means that the member is aged 75 during the period of the return then a warning is raised.</p> <p>If the DoB means that the member is older than 75 during the period of the return then a “Fatal” error is raised.</p>
Employment ceased to be a Pensionable Employment in this Scheme Year (Y or N)?	<p>Checks that the Format of the cell is “Text” or “General”. If not this is a “Fatal” error and no further checks are performed.</p> <p>If there is no value specified then a warning issues that it will be assumed the value is “N”.</p> <p>If a value is specified, which is not “Y” or “N” then a “Fatal” error is raised.</p>
Gender	<p>Checks that the Format of the cell is “Text” or “General”. If not this is a “Fatal” error and no further checks are performed.</p> <p>If there is no value specified then a “Fatal” error will be raised.</p>

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	<p>If the value is not "F", "Female", "M" or "Male" a "Fatal" error is raised.</p> <p>If the value is "Female" or "Male" it is automatically corrected to "F" or "M" respectively.</p>
Address Line 1	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that a value has been provided, if this cell is empty then a "Fatal" error is raised.</p> <p>Checks that the value is a maximum of 30 characters, in line with ALTAIR limitations. If the value is greater than 30 characters a warning is issued that the text has been truncated to the first 30 characters, and the value updated</p> <p>Checks that value does not contain commas. If commas are included in the value this is a "Fatal" error.</p>
Address Line 2 - 4	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that a value has been provided, if this cell is empty then a warning is issued.</p> <p>Checks that the value is a maximum of 30 characters, in line with ALTAIR limitations. If the value is greater than 30 characters a warning is issued that the text has been truncated to the first 30 characters, and the value updated</p> <p>Checks that value does not contain commas. If commas are included in the value this is a "Fatal" error.</p>
Address Line 5	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that a value has been provided, if this cell is empty then a warning is issued.</p> <p>Checks that the value is a maximum of 20 characters, in line with ALTAIR limitations. If the value is greater than 20 characters a warning is issued that the text has been</p>

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	<p>truncated to the first 20 characters, and the value updated</p> <p>Checks that value does not contain commas. If commas are included in the value this is a "Fatal" error.</p>
Post Code	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>If no value has been provided then a "Fatal" error is raised.</p> <p>If the value provided is greater than the 10 character maximum allowed by ALTAIR then a "Fatal" error is raised.</p> <p>If the value provided is not a standard UK Post Code a warning is issued.</p>
Member's APC Contributions Amount for this Scheme Year	<p>Checks that the Format of the cell contains a number. If it does not a "Fatal" error is raised.</p> <p>If the value is not in the range 0 to 99999999.99 inclusive a "Fatal" error is raised</p>
Employers APC Contributions Amount for this Scheme Year	<p>Checks that the Format of the cell contains a number. If it does not a "Fatal" error is raised.</p> <p>If the value is not in the range 0 to 99999999.99 inclusive a "Fatal" error is raised</p>
<p>Additional Contributions (In house AVCs) Amount for this Scheme Year</p> <p>(not checked if "Employment Ceased to be Pensionable..." value is "Y")</p>	<p>Checks that the Format of the cell contains a number. If it does not a "Fatal" error is raised.</p> <p>If the value is not in the range 0 to 99999999.99 inclusive a "Fatal" error is raised.</p>
Member's Other Additional Contributions (not APC or AVC) Amount for this Scheme Year	<p>Checks that the Format of the cell contains a number. If it does not a "Fatal" error is raised.</p> <p>If the value is not in the range 0 to 99999999.99 inclusive a "Fatal" error is raised</p>
Employer's Other Additional Contributions (not APC or AVC) Amount for this Scheme Year	<p>Checks that the Format of the cell contains a number. If it does not a "Fatal" error is raised.</p> <p>If the value is not in the range 0 to 99999999.99 inclusive a "Fatal" error is raised</p>
Full Time Equivalent Final Pay (2008 Scheme Definition)	<p>Checks that the Format of the cell contains a number. If it does not a "Fatal" error is raised.</p>

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<p>(not checked if "Employment Ceased to be Pensionable..." value is "Y")</p>	<p>If the value is not in the range 5000 to 99999999.99 inclusive a "Fatal" error is raised.</p> <p>(Values lower than 6300 are less than lowest possible legal wage, so less than 5000 is really unlikely).</p>
<p>Contractual Hours Type</p> <p>(not checked if "Employment Ceased to be Pensionable..." value is "Y")</p>	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>If no value is provided then a "Fatal" error is raised.</p> <p>If any value other than "F", "P", or "V" is provided then a "Fatal" error is raised. (If lower case is used then it is automatically converted to uppercase.)</p>
<p>Paid Contractual Hours Per Week / Full Time Hours Per Week</p> <p>(not checked if "Employment Ceased to be Pensionable..." value is "Y")</p>	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>A blank value is acceptable and will not generate any error message in its own right.</p> <p>If a value is provided then the following checks are performed</p> <p>The value is of the form "nn.nn/nn.nn" where n is a number (0-9). If the value is not in this form then a "Fatal" error is raised.</p> <p>If the value is "00.00/00.00" a "Fatal" error is raised.</p> <p>If the numerator (the bit before the "/") is "00.00" but the denominator is not "00.00" then a warning is raised.</p> <p>If the Denominator is less than the numerator then a "Fatal" error is raised.</p>
<p>Notes / Comments</p>	<p>Not checked.</p>

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## Appendix 1: Data Checks

### Consistency Checks within Rows

Once all the cells on the row have been checked, the following checks are carried out between cells on that row to ensure data consistency

- **Title** consistent with **Gender**: Any mismatches result in a warning.
- **Contractual Hours Type** consistent with **Paid Contractual Hours Per Week / Full Time Hours Per Week** : Checks the values are consistent as shown by the table below:

Contractual Hours Type value	Paid Contractual Hours Per Week / Full Time Hours Per Week value	Result of check
F	is not blank	"Fatal" error
P	is blank	"Fatal" error
V	is blank	"Fatal" error
P	denominator and numerator have same value	Warning.
V	denominator and numerator have same value	Warning.

These checks are only performed where all values involved in the specific check do not have any "Fatal" errors reported against them.

### Unique Identifier checks within the Sheet.

After all the rows have been consistency checked the return will then check the sheet to make sure that

- Each pensionable employment is identified by a unique combination of "**Employer Code**", "**NI Number**" and "**Unique Post Reference**". Any combinations of these that occur more than once are highlighted as "Fatal" errors.
- Each "**Unique Post Reference**" is unique within a specific "**Employer Code**". Any that are not unique within "**Employer Code**" are highlighted as a "Fatal" error.

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### *Contributions & CARE*

#### Individual cell checks, by column

The return will perform the following checks on each column on the sheet, one row at a time.

Column	Checks
Employer Code	<p>Checks that the Format of the cell is "Text". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that the code is 5 characters. First character is "0" or "N", remaining four characters are all numeric (0-9).</p> <p>Anything that does not meet these criteria is a "Fatal" error.</p>
NI Number	<p>Checks that the Format of the cell is "Text" or "General". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that the NI Number is exactly 9 characters in the form <b>AAAnnnnnX</b></p> <p>where</p> <ul style="list-style-type: none"> <li>• <b>A</b> is an alphabetic character</li> <li>• <b>n</b> is a number</li> <li>• <b>X</b> is a A-D, F or M</li> </ul> <p>Anything that does not meet these criteria is a "Fatal" error</p> <p>If the NINo starts with "TN" a warning message is raised for a "Temporary Number"</p>
Unique Post Reference	<p>Checks that the Format of the cell is "Text". If not this is a "Fatal" error and no further checks are performed.</p> <p>Checks that there is a UPR of between 1-12 characters long, and that it contains only the characters A-Z, 0-9, or "-".</p> <p>If either of these checks are failed it is a "Fatal" error.</p>
Title	For reference only, not checked on this sheet.
Forenames	For reference only, not checked on this sheet.
Surname	For reference only, not checked on this sheet.
Job Title	For reference only, not checked on this sheet.



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<p>Date Effective From</p>	<p>Checks that the Format of the cell is “dd-mmm-yyyy”.</p> <p>If the format is not “dd-mmm-yyyy”, but is still a recognisable date, the format is corrected and a warning created, otherwise it is a “Fatal” error and no further checks are carried out.</p> <p>If the “Date Effective From” is before the start of the period of the return then a “Fatal” error is raised.</p> <p>If the “Date Effective From” is after the end of the period of the return then a “Fatal” error is raised.</p>
<p>Date Effective To</p>	<p>Checks that the Format of the cell is “dd-mmm-yyyy”.</p> <p>If the format is not “dd-mmm-yyyy”, but is still a recognisable date, the format is corrected and a warning created, otherwise it is a “Fatal” error and no further checks are carried out.</p> <p>If the “Date Effective to” is before the start of the period of the return then a “Fatal” error is raised.</p> <p>If the “Date Effective to” is after the end of the period of the return then a “Fatal” error is raised.</p>
<p>Member’s Contributions (excluding additional contributions) for period specified</p>	<p>Checks that the Format of the cell contains a number. If it does not a “Fatal” error is raised.</p> <p>If the value is not in the range -9999999.99 to 99999999.99 inclusive a “Fatal” error is raised.</p> <p>If the value is less than 0 a warning is raised.</p>
<p>Member’s Contribution Rate for period specified</p>	<p>Checks that the Format of the cell is either percentage to two decimal places, “General” or “Text”. If it is not a “Fatal” error is raised.</p> <p>If Format is “General” or “Text” and there is a recognisable numeric value it is converted into the correct format (“0.00%”)</p> <p>If the value is not one of the following:</p> <ul style="list-style-type: none"> <li>• 2.75%,</li> <li>• 2.90%,</li> <li>• 3.25%,</li> <li>• 3.40%,</li> <li>• 4.25%,</li> <li>• 4.95%,</li> <li>• 5.25%,</li> <li>• 5.50%,</li> </ul>

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	<ul style="list-style-type: none"> <li>• 5.70%,</li> <li>• 5.80%,</li> <li>• 6.25%,</li> <li>• 6.50%,</li> <li>• 6.80%,</li> <li>• 8.50%,</li> <li>• 9.90%,</li> <li>• 10.50%,</li> <li>• 11.40%,</li> <li>• 12.50%</li> </ul> <p>then a “Fatal” error is raised.</p>
Employer's Contributions (excluding additional contributions) for period specified	<p>Checks that the Format of the cell contains a number. If it does not a “Fatal” error is raised.</p> <p>If the value is not in the range -9999999.99 to 99999999.99 inclusive, a “Fatal” error is raised.</p> <p>If the value is 0 or less, a warning is raised.</p>
Employer’s Contribution Rate for period specified	<p>Checks that the Format of the cell is either a percentage to two decimal places, “General” or “Text”. If it is not, a “Fatal” error is raised.</p> <p>If Format is “General” or “Text” and there is a recognisable numeric value, it is converted into the correct format (“0.00%”)</p> <p>If the value is less than 0.00%, a “Fatal” error is raised.</p> <p>If the value is 0.00%, a warning is raised.</p> <p>If the value is greater than or equal to 50.00%, a warning is raised</p>
Cumulative Pensionable Pay (CPP) (CARE Scheme) for period specified  (Includes Assumed Pensionable Pay (APP) amount, if appropriate)	<p>Checks that the Format of the cell contains a number. If it does not a “Fatal” error is raised.</p> <p>If the value is not in the range -9999999.99 to 99999999.99 inclusive, a “Fatal” error is raised.</p> <p>If the value is 0 or less, a warning is raised.</p>
Assumed Pensionable Pay (APP) Required? (Y/N) for period specified	<p>Checks that the Format of the cell is “Text” or “General”. If not this is a “Fatal” error and no further checks are performed.</p> <p>If a value has not been provided then a “Fatal” error is raised.</p> <p>If the value is not “Y” or “N” then a “Fatal error is not raised. (This check is not case sensitive.)</p>

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CARE Scheme Section Indicator (MAIN / 5050) for period specified	Checks that the Format of the cell is "Text" or "General". If not, this is a "Fatal" error and no further checks are performed.  If a value has not been provided then a "Fatal" error is raised.  If the value is not "5050" or "MAIN" then a "Fatal" error is not raised. (This check is not case sensitive.)
Notes / Comments	Not checked.

### Consistency Checks within Rows

Once all the cells on the row have been checked, the following checks are carried out between cells on that row to ensure data consistency

- **"Member's Contributions (excluding additional contributions) for period specified"** and **"Member's Contribution Rate for period specified"** are consistent with the **"Cumulative Pensionable Pay (CARE Scheme) for period specified"** and the **"Assumed Pensionable Pay Required? (Y/N) for period specified"**: if the Contributions and the CARE amount are greater than 0 then a notional CARE value is calculated using the Contributions and the Rate.
  - If this notional value is significantly more than the actual CARE value then a "Fatal" error is raised.
  - If this notional value is significantly less than the actual CARE value and the **"Assumed Pensionable Pay Required? (Y/N) for period specified"** is "N" then a "Fatal" error is raised.
  - Otherwise no errors or warnings are raised
- **"Employer's Contributions (excluding additional contributions) for period specified"** and **"Employer's Scheme Contribution Rate for period specified"** are consistent with the **"LGPS Cumulative Pensionable Pay (CARE Scheme) for period specified"**: if the Contributions and the CARE amount are greater than 0 then a notional CARE value is calculated using the Contributions and the Rate.
  - If this notional value is significantly more than the actual CARE value then a warning is raised.
  - If this notional value is significantly less than the actual CARE value then a warning is raised.
  - Otherwise no warnings are raised

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## Appendix 1: Data Checks

- **“Date Effective From”** consistent with **“Date Effective To”**: If the **“Date Effective From”** is after the **“Date Effective To”** a **“Fatal”** error is raised

These checks are only performed where all values involved in the specific check do not have any **“Fatal”** errors reported against them.

### **Unique Identifier checks within the Sheet.**

After all the rows have been consistency checked, the return will then check the sheet to make sure that:

- Each row on the sheet is identified by a unique combination of **“Employer Code”**, **“NI Number”**, **“Unique Post Reference”** and **“Date Effective From”**. Any combinations of these that occur more than once are highlighted and **“Fatal”** errors.

### ***“Final Pay & Personal Info” sheet cross checked against “Contributions & CARE” sheet***

Once there are no **“Fatal”** errors on both the sheets, the consistency between the two sheets will be checked. This check is in two parts.

- **“Final Pay & Personal Info”** is checked to ensure that for each combination of **“Employer Code”**, **“NI Number”** and **“Unique Post Reference”** on the **“Contributions & CARE”** sheet there is a matching row. If there is not, a **“Fatal”** error is raised.
- **“Contributions & CARE”** is checked to ensure that for each combination of **“Employer Code”**, **“NI Number”** and **“Unique Post Reference”** on the **“Final Pay & Personal Info”** sheet there is a matching row. If there is not, a **“Fatal”** error is raised.

### ***Identify Date Anomalies***

Once the two sheets have been successfully checked for consistency between themselves, the two sheets need to be checked to ensure there are no **“anomalies”** with the dates.

- Checks that for each pensionable employment on **“Contributions & CARE”** that there are no overlapping periods of time as defined by the **“Date Effective From”** and **“Date Effective To”** dates. If there is, a **“Fatal”** error is raised.
- Checks for each specific employment that, if the **“Employment ceased to be a Pensionable Employment in this Scheme Year (Y or N)?”** on the **“Final Pay and Personal”** sheet is **“N”** that the latest **“Date Effective To”** is the Scheme Year End Date (31-Mar-2017). If it is not the Scheme Year End Date, a **“warning”** is raised.