

McCloud data collection exercise

McCloud data collection template notes

Index

Index	1
Introduction	2
Data collection.....	2
The 80/20 rule	2
Variable-time and casual members	2
McCloud LGPS data collection notes	4
What is meant by part-time hours data?	4
What is meant by service break data?	7

Introduction

This document accompanies the McCloud LGPS data collection template (excel spreadsheet) and Q&A for employers. The notes contain a description of each data field.

Within the template there are three worksheets titled:

- 1) Employer Declaration
- 2) Part-time hours data
- 3) Service breaks data

Data collection

Data should be provided for all employees who were active members of the LGPS on:

- 1 April 2014 or who were active any time after this date, for members of the LGPS in England & Wales, or

in respect of each member to each year-end date. If the member left active membership of the scheme before the year-end date, then to the date of leaving active membership. Where the member leaves and re-joins active membership, this should be included on the excel spreadsheet.

The 80/20 rule

The McCloud LGPS data collection template aims to make the data fields as generic as possible. It uses the Pareto Principle more commonly called the 80/20 rule. The general point is that the template will collect 80 per cent of the data leaving 20 per cent that will need data manipulation. Consequently, it is envisaged that there will always need to be some form of data manipulation before the data can be uploaded to the pensions administration system.

Variable-time and casual members

A variable-time employee is an employee whose contract of employment provides that they are a variable-time employee for LGPS purposes, and whose pay is calculated by reference to their duties or whose duties must only be performed on an occasional basis. A part-time employee is not a variable-time employee.

Casual employment is where an employee is only guaranteed work when it is needed, and there is no expectation that there will be more work in the future. During

periods when the employee is not working for the employer, the two parties have no active relationship, and neither one has any obligation toward the other. Casual employees are only compensated for time worked.

McCloud LGPS data collection notes

Tables 1, 2 and 3 provide examples of how to complete data fields 15 and 19 where the member is part-time or term-time.

Table 4 sets out a description of all the data fields (1 to 21). This is to help employers and payroll providers understand what data should be input to each field within the template. It explains how the data should be formatted and what the expected values are.

Data fields 1 to 11 are generic to all worksheets. They are needed to identify the individual on the pensions administration system and are required for all interfaces.

Where a member has more than one post, the template should be completed in respect of each post under the relevant payroll reference number.

Data fields 12 to 15 and 16 to 21 are specific to each worksheet.

What is meant by part-time hours data?

LGPS regulations define a part-time employee as an employee who is neither a whole-time employee nor a variable-time employee. So, this means for pension purposes any employee who does not work whole time and is not variable-time, is a part-time employee. This includes employees who work whole or part-time term-time. Another point to consider is that the standard weekly working hours, holiday entitlement and term-time weeks per year, vary across employers within the scheme.

Each time the member's part-time percentage or fraction changes a new service line of data should be included to the data collection template. This will generally be when a member changes their working hours, though it may also occur when they achieve a certain amount of continuous service and therefore an increased holiday entitlement.

Example 1 - member works 18.5 hours part-time and their whole-time equivalent is 37 hours, equating to 50% of Full time equivalent. The data fields should be completed as follows:

Table 1 - part-time data example 1

	Data field 14	Data fields 15 & 19
Example 1	P	50.00

Examples 2 and 3 look at a couple of ways the part-time hours can be calculated when a member works term-time. These are not the only ways in which the term-time calculation can be performed. Whatever method is used to perform the calculation the result should be a percentage or fraction of equivalent value (eg 50 percent or 18.5/37.00 – both figures amount to the same value). You will notice that regardless of the methodology used in examples 2 and 3, the outcome within each example is the same. Therefore, this template does not instruct employers how to calculate the content of the data fields, it merely provides examples on how they can be derived.

Example 2 – member works 36 hours whole-time over 40 weeks term-time which is increased to 45.4 weeks term-time to account for holiday entitlement. The data fields should be completed as follows:

Calculation 1: this uses the hours worked against 45.4 weeks term-time, so includes holiday entitlement

- Percentage: $((45.4 / 52) \times (36/36)) \times 100 = 87.31$ per cent
- Fraction: $((45.4/52) \times 36) = 31.43 / 36.00$ (whole-time equivalent hours)

Calculation 2: this uses the total hours worked per year, including holiday entitlement, divided by the standard full-time hours per-year

- Percentage: $((36 \times 45.4) / (36 \times 52)) \times 100 = 87.31$
- Fraction: $(36 \times 45.4) / (36 \times 52) = 1634.40 / 1872.00$

Table 2 - part-time data example 2

	Data field 14	Data fields 15 & 19
Example 2 – calculation 1	P	87.31
Example 2 – calculation 2	P	87.31

Example 3 – member works 18 hours part-time, 36 hours whole-time equivalent over 40 weeks term-time which is increased to 45.4 weeks to account for holiday entitlement. The data fields should be completed as follows:

Calculation 1: this uses the hours worked against 45.4 weeks term-time, so includes holiday entitlement

- Percentage: $((45.4 / 52) \times (18/36)) \times 100 = 43.65$ per cent
- Hours fraction: $((45.4/52) \times 36) \times (18/36) = 15.71 / 36.00$ (whole-time equivalent hours)

Calculation 2: this uses the total hours worked per year, including holiday entitlement, divided by the standard full-time hours per year

- Percentage: $((18 \times 45.4) / (36 \times 52)) \times 100 = 43.65$
- Fraction: $(18 \times 45.4) / (36 \times 52) = 817.20 / 1872.00$

Table 3 - part-time data example 3

	Data field 14	Data fields 15 & 19
Example 3 – calculation 1	P	43.65
Example 3 – calculation 2	P	43.65

What is meant by service break data?

Service break data is needed for all periods of authorised unpaid leave, trade disputes and unauthorised leave. Authorised unpaid leave, for this purpose, includes:

- any period of unpaid additional maternity or adoption leave, generally from week 40 to week 52, but may start from week 27
- any period of unpaid shared parental leave
- any period of unpaid parental bereavement leave
- any period of unpaid leave the member chooses to take, for example, time off for a sabbatical or where a member who works in a school wishes to take leave in term-time

Do not include service break data for sickness absence, ordinary maternity or adoption leave (first 26 weeks of leave), paid additional maternity or adoption leave (generally from week 27 to week 39), paternity leave, reserve forces leave (where the employee elects to remain in the LGPS), paid shared parental leave or paid parental bereavement leave.

Table 4 McCloud data collection notes

Please note anything highlighted in Pink is not required on the data collection template and will not be used.

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
Generic data to each worksheet	1	NI Number	National Insurance Number of the member.	Alphanumeric (for example: AB123456A)	Not applicable
	2	Surname	The surname of the member.	Alpha (for example Smith)	Not applicable
	3	Forename	The forename of the member.	Alpha (for example Jack)	Not applicable
	4	Date of Birth	The date of birth of the member.	DD/MM/YYYY	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	5	Employer identifier	This is the unique identifier for an employer provided by the administering authority.	Numeric (for example 1234)	Not applicable
	6	Employer name	Name of the member's employer.	Alpha (for example Blackpool Council)	Not applicable
	7	Pension ref number	This is the member's unique pension reference number.	Alphanumeric (for example 123456 or 12345A)	Not applicable This field is not required
	8	Payroll ref 1	This is a unique identifier. Normally, this is the employee's payroll or post number with the current employer.	Alphanumeric (for example 123456 or 12345A)	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	9	Payroll ref 2	This is a 2 nd unique identifier where relevant.	Alphanumeric (for example 123456 or 12345A)	Not applicable This field is not required
	10	Payroll ref 3	This is a 3 rd unique identifier where relevant.	Alphanumeric (for example 123456 or 12345A)	Not applicable This field is not required
	11	Status	Indicates whether the individual is an active contributing member of the scheme or ceased contributing and has left active membership of the scheme (this includes members who have opted out of the scheme).	Alpha (1 character only)	C =Contributing N = Non-contributing

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
Part-time hours data in relation to the unique payroll reference	12	Date hours started	Indicates the start date for the period of hours. If the member's hours have changed there will be a start and end date for each hours change.	DD/MM/YYYY	Not applicable
	13	Date hours ended	Indicates the end date for the period of hours. If the member's hours have changed there will be a start and end date for each hours change.	DD/MM/YYYY	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	14	Part-time indicator	<p>Indicates whether the member is in part-time employment (part-time employment includes any whole-time or part-time term-time employment). If the member's hours have changed there will be an indicator for each period of part-time working.</p> <p>If this data field is left blank, this indicates that the member is whole-time.</p>	Alpha (1 character only)	P = part-time (includes any whole-time or part-time term-time working) during this period of employment

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	15	Part-time hours %	<p>This field should only be filled where the part-time indicator is set to P</p> <p>It should represent the percentage weekly part-time hours and include an adjustment for any whole-time or part-time term-time working.</p>	Numeric (for example 50.00). Software suppliers may require this field to contain a specific number of characters (for example 50.0000)	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	15a	Part-time hours numerator	<p>This field should only be filled where the part-time indicator is set to P and part-time hours are not held as a percentage in data field 15.</p> <p>It should represent the weekly part-time hours and include an adjustment for any whole-time or part-time term-time working.</p>	Numeric (for example 17.50). Software suppliers may require this field to contain a specific number of characters (for example 17.5000)	<p>Not applicable</p> <p>Not required</p>

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	15b	Whole-time equivalent hours denominator	<p>This field should only be filled where the part-time indicator is set to P and part-time hours are not held as a percentage in data field 15.</p> <p>It should represent the weekly whole-time equivalent hours.</p>	Numeric (for example 37.00). Software suppliers may require this field to contain a specific number of characters (for example 37.0000)	<p>Not applicable</p> <p>This field is not required and will be pre-populated with 100</p>
Service break data in relation to the unique payroll reference	16	Service break start date	<p>Indicates the start date of the service break.</p> <p>The start date of the service break is the date from which the member ceased paying contributions on the pensionable pay they would have received but for the absence.</p>	DD/MM/YYYY	Not applicable

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	17	Service break end date	Where data field 16 is completed, data field 17 is the end date of that service break.	DD/MM/YYYY	Not applicable
	18	Reason for service break	Where data fields 16 and 17 are completed, insert the reason the member had a service break. A = authorised unpaid leave. B = Absent due to trade dispute. C= unauthorised leave.	Alpha (1 character only)	A or B or C

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	19	Part-time hours % during service break	<p>Only to be completed where data fields 16, 17 and 18 are completed, member would have been part-time but for the service break.</p> <p>If the member is normally part-time, indicate the part-time percentage and include an adjustment for any whole-time or part-time term-time working, that would have been worked but for the service break.</p>	Numeric (for example 50.0000).	Not applicable

	19a	Part time hours numerator during service break	<p>Only to be completed where data fields 16, 17 and 18 are completed, member would have been part-time but for the service break, and part-time hours are not held as a percentage in data field 19.</p> <p>Where the member is part-time (includes whole-time and part-time term-time working), some pensions administration systems require the break in service to be recorded as the part-time hours that would have been worked but for the service break.</p> <p>If the member is normally part-time, indicate the part-time</p>	<p>Numeric (for example 17.50). Software suppliers may require this field to contain a specific number of characters (for example 17.5000)</p>	<p>Not applicable</p> <p>Not required</p>
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Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
			hours numerator and include an adjustment for any whole-time or part-time term-time working, that would have been worked but for the service break.		

	19b	Whole-time equivalent hours denominator during service break	<p>Only to be completed where data fields 16, 17 and 18 are completed, member would have been part-time but for the service break, and part-time hours are not held as a percentage in data field 19.</p> <p>Where the member is part-time (includes whole-time and part-time term-time working), some pensions administration systems require the break in service to be recorded as the part-time hours that would have been worked but for the service break.</p> <p>If the member is normally part-time, indicate the whole-time</p>	<p>Numeric (for example 37.00). Software suppliers may require this field to contain a specific number of characters (for example 37.00000)</p>	<p>Not applicable</p> <p>This field is not required and will be pre-populated with 100</p>
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Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
			hours denominator and include an adjustment for any whole-time or part-time term-time working, that would have been worked but for the service break.		
	20	Did member elect to purchase lost pension in full?	Where the absence is due to service breaks A or B, the member must purchase lost pension in full to remain protected for the underpin, final pay and 85-year rule. Indicate whether the member elected to purchase lost pension in full.	Alpha (1 character only)	Y = member elected to purchase lost pension purchase in full N = member did not elect to purchase lost pension in full

Type of data field	Data field number	Title of data field	Description of data field	Format of data field	Value of data field
	21	Did member complete the contract?	If 'Y' is the answer to data field 20, indicate if the member completed the contract.	Alpha (1 character only)	Y = member completed the contract N = contributions ceased before contract end date