

# End of Year Survey on Single Scheme Administration 2024

## Single Scheme Membership

**Q1:** Please provide your organisation's designated Relevant Authority Number.

Your designated relevant authority number can be found on our website at: <https://singlepensionscheme.gov.ie/for-employers/list-of-relevantauthorities/>

**Q2:** Your Organisation's Name:

**Q3:** How many pensionable posts (headcount) are there in your organisation, regardless of pension scheme?

Please provide the number of individual staff members occupying pensionable posts, **not** the number of FTEs (Full Time Equivalents).

**Q4:** Did your organisation have any active members, deferred members or pensioners/beneficiaries under the Single Scheme on 31 December 2024?

**Active members** are those ordinarily on the payroll including those suspended or on approved periods of leave.

**Deferred members** are those members that have vested and ceased pensionable Single Scheme employment.

Yes

No

**Q5:** How many members within each of the following Single Scheme categories existed in your organisation on 31 December 2024?

Please enter actual headcount figure as opposed to FTE figure. Enter 0 if none.

**Active members** are those ordinarily on the payroll including those suspended or on approved periods of leave. **Deferred members** are those members that have vested and ceased pensionable Single Scheme employment.

Active members

Deferred members

Pensioners/beneficiaries in payment

## Referable Amounts

**Q6:** Does your organisation currently calculate Referable Amounts for Single Scheme members in each pay period via an automated or manual process?

"**Referable Amount**" is defined in [Circular 11 of 2014](#) and is calculated based on pensionable pay and work pattern of each member. It is not the same as the amount of contributions paid.

**Automated systems** would be the use of pay or pensions software.

**Manual systems** include the use of Excel, the Calculation Tool on the Single Scheme website, etc.

Automated process

Manual process

Currently not calculating

**Q7:** If you answered "Currently Not Calculating" to Q6, please provide an explanatory comment below.

**Q8:** For what years have you calculated Referable Amounts for your Single Scheme members?

*Maximum 12 selection(s)*

2013

2014

2015

2016

2017

2018

2019

2020

2021

2022

2023

2024

**Q9:** If you did not calculate Referable Amounts for any year before 2024 in which you had members, when do you expect to have completed calculation of referable amounts for all of these years?

**Q10:** If you do not currently have an automated system for the calculation of Referable Amounts on a pay period basis, please indicate when an automated system will be in place?

### **Annual Benefit Statements**

**Q11:** Does your Organisation currently issue Annual Benefit Statements to Single Scheme members via an Automated or Manual system?

Automated

Manual

Currently Not Issuing

**Q12:** If you answered “Currently Not Issuing” to Q11, please provide an explanatory comment below.

**Q13:** For what years have you issued Annual Benefit Statements to your Single Scheme members? These will use the Referable Amount values, as referenced in Q8 above.

*Maximum 11 selection(s)*

2013

2014

2015

2016

2017

2018

2019

2020

2021

2022

2023

**Q14:** If you did not issue Annual Benefit Statements for all years referenced in Q13, when will your organisation have issued all Annual Benefit Statements to all members?

**Q15:** If you do not currently have an automated system for Annual Benefit Statement generation, please indicate when an automated system will be in place?

**Q16:** Have you issued 2023 Annual Benefit Statements to members, noting that the statutory deadline for issuance was 30 June 2024?

Yes

No

**Q17:** Please comment on any of the timelines you have indicated above in Q10, Q12, Q14, Q15 and Q16?

**Important:** Technical queries should not be included in your response. Should you have a technical query, please refer to the Single Scheme [website](#). If your query is not resolved on review of website content, please contact us [here](#).

## Leaver Statements

**Q18:** Does your Organisation currently issue Leaving Service Options (Leaver Statements) to Single Scheme members via an Automated or Manual system?

Automated

Manual

Currently Not Issuing

**Q19:** If you are issuing Leaving Service Options (Leaver Statements) do you issue them within 6 months of a member leaving pensionable employment with your Relevant Authority?

Yes

No

## Purchases and Transfers

*Single Scheme members can purchase additional Single Scheme pension and lump sum benefit entitlements, subject to eligibility. Details of the facility are contained in [DPENDR Circular 15 of 2019](#). A separate facility is in place for members of the Permanent Defence Force, outlined in [DPENDR Circular 6 of 2020](#).*

**Q20:** In relation to the Single Pension Scheme Purchase and Transfer Facility, please enter the number of members who have purchased benefits (by actual purchase or by way of transfer) for each year below.

No. of Purchases/Transfers per year

2019

2020

2021

2022

2023

2024

## Software Systems and Tools

**Q21:** Please indicate what software systems or tools your organisation currently uses for the following areas of work. Please also include the version if applicable.  
If work is carried out manually, then please indicate this.

Name of systems/tools:

HR  
Payroll  
Pensions

## Single Scheme Databank

*The [Single Scheme Databank](#) is a database designed to store Single Scheme members data in a common data format. Annual returns by Relevant Authorities are required. Relevant Authorities remain the primary source of data, and must ensure all data is retained by them.*

**Q22:** Have you uploaded 2022 data (Membership, Benefits, and Purchase & Transfer) to the [Single Scheme Databank](#)?

The statutory deadline for uploading 2022 data to the Single Scheme Databank was 01 November 2023.

Yes (full upload)  
Yes (partial upload)  
No

## Communications with Members

**Q23:** In relation to Single Scheme communications to members, please indicate:

**(a)** Have you included a link to the Single Scheme website [singlepensionscheme.gov.ie](https://singlepensionscheme.gov.ie) on your intranet page?

Yes  
No

**(b)** Have you informed Single Scheme members of the availability of a [Member Scheme Booklet](#)?

Yes  
No

**(c)** Have you informed Single Scheme members of the availability of the [Single Scheme Estimator Tool](#)?

Yes  
No

**(d)** Have you included a link to the [Single Scheme members Privacy statement](#)?

Yes  
No

**Q24:** Has your Organisation considered issuing communications and documents (such as Annual Benefit Statements and Leaving Service Options) by electronic means rather than by physical post?  
Link to The Pensions Authority [advice](#) on electronic communication.

Electronic means

Physical post

### Contact Details

**Q25:** Please add your official contact details should we need to seek any clarifications.

**(a)** Your name:

**(b)** Email:

**(c)** Contact phone number: