

Resource Toolkit	Single Scheme Administration Project (Phase 1) Recruitment Resources (Onboarding)
Resource Name	Process Guidelines
Resource Reference	SPS.REC.G.01 (Phase 1)
Description	Suggested Procedure outlining key steps that a Relevant Authority might take in recruiting pensionable employees to ensure that they are included in the correct pension scheme
Version	V1.0

PLEASE NOTE: Administrators may access legislation, Circulars or Letters to Personnel Officers noted in this Procedure by accessing the Circulars & Legislation Section of the Single Scheme Website at www.singlepensionscheme.gov.ie/circulars

Key

 **Yes/No Decision Point**

Ref.	Step	Description of key activities / general guide
0.0	Process Map	<ul style="list-style-type: none"> • The recommended Process Map may be accessed in the Administrator Toolkit for this process. It is recommended that this is consulted when appointing an applicant to a pensionable post.
1.0	Issue Applicant Declaration Form to new hire/re-hire (" <i>applicant</i> ")	<ul style="list-style-type: none"> • A link to the Applicant Declaration Form may be accessed in the Administrator Toolkit for this process; • The requirement for an applicant to provide the information sought on the Applicant Declaration Form on taking up pensionable employment is provided for under Section 51 of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 ("<i>the Act</i>"); • A properly completed Applicant Declaration Form, with any supporting documentation, will assist organisations to: <ol style="list-style-type: none"> a) Make an accurate decision as to the correct Public Service Pension Scheme that a pensionable employee should be included in respect of their new employment; b) Identify if a new pensionable employee holds more than one pensionable public service post that may require their overall pensionable FTE to be restricted in the case of the Single Scheme (Section 46 of the Act); c) Identify if a new pensionable employee is already in receipt of a public service pension to ascertain if their existing pension should be reduced/abated for the duration of their new employment (Section 52 of the Act); • IMPORTANT: It is recommended that the Applicant Declaration Form be issued to the successful applicant at offer stage on conclusion of a recruitment competition prior to the issue of the Contract of Employment.

<p>2.0</p>	<p>Applicant Declaration Form completed by applicant and returned to Recruitment Section</p>	<ul style="list-style-type: none"> • Prior to returning a completed Applicant Declaration Form, an applicant may have queries or seek guidance in completing certain parts of this form, particularly if they have previously been in pensionable employment with an Irish public service body or if it is their first time working in Ireland; • Recruitment Administrators, in particular, have a critical role in assisting an applicant with general queries that they may have in relation to completion of an Applicant Declaration Form. It is, therefore, important that they are aware of the importance attaching to the information on the Applicant Declaration Form and can readily explain the concept of <i>pensions abatement</i> or the 'one person-one FTE' principle to new hires; • If an applicant is unsure of the dates of any prior periods of pensionable service, or any periods of unpaid leave of greater than 26 consecutive weeks availed since 1 January 2013, they should be advised to raise a query with their former employer if they do not hold supporting documentation in their personal papers.
<p>3.0</p>	<p>Completed Applicant Declaration Form reviewed by Recruitment Section</p>	<ul style="list-style-type: none"> • Upon receipt, the Applicant Declaration Form is initially reviewed in its entirety to ensure: <ul style="list-style-type: none"> a) Section 1 to 6, as appropriate, have been fully completed by the applicant; b) Section 9 has been signed and dated by the applicant; c) That any pensionable public service employment history at Q2 broadly matches that detailed on the new hire/rehire CV or Application Form • If the Form is incomplete or unsigned, or there appears to be inconsistencies with information contained on the Form and any enclosures, the Form should not be accepted by the Recruitment Section. Instead, a new Form should issue for completion by the new hire/re-hire, explaining that this is a legislative requirement and that payroll set-up will not progress in the absence of a fully completed Form; • If no issues are identified, proceed to Step 4.0.

<p>4.0</p>	<p>Queries raised on Applicant Declaration Form with applicant and/or their former Public Service employer</p>	<ul style="list-style-type: none"> • In certain circumstances, it may be appropriate for the Recruitment Section to make contact with an applicant’s former Public Service body to resolve queries associated with prior pensionable dates of employment; • If it is disclosed that an applicant is already in receipt of a public service pension or if they will be simultaneously employed in a pensionable capacity with more than one Single Scheme Relevant Authority, the documentation should be reviewed in consultation with the organisation’s Pensions Section that may, in turn, raise queries with the applicant and/or former employers; • This step should be repeated until a fully completed Applicant Declaration Form passes validation checks and, where applicable, matters related to potential pension abatement or dual pensionable service employment have been satisfactorily resolved. • IMPORTANT: It is recommended that no Contract of Employment issues and set-up on payroll is not progressed until a fully completed Applicant Declaration Form has been received, reviewed and any matters related to abatement or dual pensionable public service employment are resolved.
<p>4.1</p>	<p>Is the new hire/re-hire’s first pensionable position in the Irish Public Service?</p>	<ul style="list-style-type: none"> • If “yes”, the applicant should be included in the Single Pension Scheme. Progress to Step 5.0 • If “no”, progress to Step 4.2
<p>4.2</p>	<p>Has the applicant previously been in pensionable employment with a Single Scheme Relevant Authority before 01/01/2013?</p>	<ul style="list-style-type: none"> • A link to the full list of Single Scheme Relevant Authorities is included in the Administrator Toolkit for this process; • If “no”, the applicant should be include in the Single Pension Scheme. Progress to Step 5.0.

		<ul style="list-style-type: none"> • If “yes”, progress to Step 4.3
<p>4.3</p>	<p>Has the applicant broken their pensionable public service link by more than 26 consecutive weeks since 1 January 2013 up to the date they are due to take up their new post?</p>	<ul style="list-style-type: none"> • This information can be obtained by reviewing from Q2 & Q3 of the Applicant Declaration Form; • If “no”, the applicant should be included in the applicable legacy Pension Scheme that immediately predated the Single Scheme in the organisation. Progress to Step 6.0 • If “yes”, progress to Step 4.4
<p>4.4</p>	<p>If the applicant has broken their pensionable public service link by more than 26 consecutive weeks since 1 January 2013 and the date they are due to take up their new post, was any period of this break attributed to unpaid leave in an earlier pensionable post that, if disregarded, would mean the applicant did not a break of 26 consecutive weeks was not exceeded?</p>	<ul style="list-style-type: none"> • “Unpaid leave” refers to a Career Break, Special Unpaid Leave of Absence of a form of protected unpaid leave (e.g. maternity or paternity leave, unpaid parental leave, unpaid Carer’s Leave, etc.) that may have been availed of subsequent to 1 January 2013. Such periods of leave may be disregarded in assessing whether or not there has been a break of 26 consecutive weeks in an applicant’s pensionable Public Service employment “link”. • If “yes”, the applicant should be included in the applicable legacy Pension Scheme that immediately predated the Single Scheme in the organisation. Progress to Step 6.0 • If “no”, the applicant should be included in the Single Pension Scheme. Progress to Step 5.0

<p>5.0</p>	<p>Recruitment Section includes Single Scheme Pensions Clause on Contract of Employment</p>	<ul style="list-style-type: none"> • Insert appropriate Single Pension Scheme Clause on Contract of Employment. • Progress to Step 5.1
<p>5.1</p>	<p>Pensions Section notes membership of Single Pension Scheme</p>	<ul style="list-style-type: none"> • Review undertaken of prior periods of Single Scheme membership based on information provided by member on completed Applicant Declaration Form and any subsequent queries raised; • If it is established that the member has availed of a Single Scheme refund within the last 24 months, the member should be reminded that they may restore earlier referable amounts by repaying the relevant refund with compound interest. This may require the Pensions Section to engage with the Pensions Section in the new hire’s former employer to ascertain details of refund received, date refund paid, attaching information on referable amounts, etc. • Progress to Step 5.2
<p>5.2</p>	<p>Payroll Section notes membership of Single Pension Scheme</p>	<ul style="list-style-type: none"> • Payroll deductions for the Single Pension Scheme commence from the date of hire/re-hire; • Process ends
<p>6.0</p>	<p>Recruitment Section includes the organisation’s legacy (Pre-Single) Pension Scheme Clause on Contract of Employment</p>	<ul style="list-style-type: none"> • Insert appropriate legacy Pension Scheme Clause on Contract of Employment. • Progress to Step 6.1

<p>6.1</p>	<p>Pensions Section notes membership of the organisation’s legacy (Pre-Single)Pension Scheme</p>	<ul style="list-style-type: none"> • Relevant recruitment activity with member related to legacy (Pre-Single) Pension Scheme is outside of scope of this document. • Progress to Step 6.2
<p>6.2</p>	<p>Payroll Section notes membership of the organisation’s legacy (Pre-Single)Pension Scheme</p>	<ul style="list-style-type: none"> • Payroll deductions for the organisation’s legacy (Pre-Single)Pension Scheme commence from the date of hire/re-hire; • Process ends

Disclaimer: *This Recommended Scheme Procedure has been designed by the DPER Single Pension Project Team for straightforward cases that administrators might expect to encounter on a day-to-day basis. It does not purport to cover all eventualities and no liability is accepted by the Minister for Public Expenditure & Reform for any omissions or errors arising. Administrators should carefully consult the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and associated regulations that, at all times, have precedence.*