An Roinn Caiteachais Phoiblí agus Athchóirithe
Department of Public Expenditure and Reform

Single Scheme Administration Project

Single Scheme Databank – Template Descriptions

May 2019

(Version 1.1)

Contents

Glossary of Key Terms Used

Term	Definition
Employee contributions	Every member is required to pay contributions towards their benefits under the Single Scheme. Contributions should be calculated and deducted for members in every pay period (see Single Scheme Act Section 16).
Gross pensionable remuneration	This is basic pay plus any approved allowances that are deemed to be pensionable (see Single Scheme Act Section 11).
Legal personal representative	Executor of the deceased's Estate
Normal retirement age	The normal retirement age for *standard members* under the Single Scheme is the same age at which a member can claim the Contributory State Pension from the Department of Employment Affairs and Social Protection. Using a member's date of birth is the easiest way to figure out the member's normal retirement age: • Age 66 Pension Age: If the member was born before 1 January 1955 • Age 67 Pension Age: If the member was born between 1 January 1955 and 31 December 1960 • Age 68 Pension Age: If the member was born on or after 1 January 1961 (see Single Scheme Act Section 13) Lower normal retirement ages apply for certain grades noted at Section 4.3 of this document. You can find more information under Section 13 of the Act.
Referable amounts	These are the money amounts that are earned in each pay period by members towards their retirement lump sum or retirement pension every time they are paid (see Single Scheme Act Section 18).
Relevant authority (RA)	Each of the 350+ Public Service employers to which the terms of the Single Scheme apply is called a Relevant Authority. A list of current RA names may be found here - http://singlepensionscheme.gov.ie/home/for-employers/list-of-relevant-authorities/ (see Single Scheme Act Section 8(1)(b))
Single Scheme Act / the Act	Public Service Pensions (Single Scheme and Other Provisions) Act 2012
Single Scheme members	active members, leavers, deferred members or pensions in payment under the Single Public Service Pension Scheme in any given year

1   Purpose of this document

The purpose of this document is to confirm the Scheme file templates to be used by Relevant Authorities for preparing and submitting data on all their Single Scheme members (i.e. active members, leavers, deferred members and pensioners) to the Single Scheme Databank. These templates have been developed in consultation with a number of Public Service bodies and should be used by all Relevant Authorities when populating Scheme Files.

Completed Scheme files should **not** *be returned to DPER until a formal request issues to a Relevant Authority from DPER.* ***DPER will only accept completed Scheme Files via the Single Scheme Databank.***

2   Single Scheme Databank

2.1   Background

The development of a Single Scheme Databank is one of the phases of work approved by Government to address current deficiencies in the operation of the Single Scheme while building towards a long-term administrative solution. The purpose of the Single Scheme Databank is to:

- Ensure Single Scheme member and pensioner data from Scheme commencement in 2013 is captured and maintained to a common standard across the Public Sector.
- Safeguard against the potential loss of data on Single Scheme members given that the Single Scheme has now been in operation for over 6 years.

The legal basis for the establishment of the Single Scheme Databank, and the requirement for each Relevant Authority to submit data to the Databank in a prescribed format is provided for at Part 5 of the Data Sharing and Governance Act 2019.

2.2   Data Quality

Each Relevant Authority remains legally accountable for the administration of the Single Scheme in respect of its members, including the calculation of benefits, as well as for the quality of the data that it holds and, in turns, submits to the Single Scheme Databank.

In advance of the initial provision of data to the Single Scheme Databank, it will be a requirement that a senior officer within the Relevant Authority (or Shared Service Centre provider undertaking pensions administration services on behalf of a Relevant Authority), makes a declaration to DPER that the officer has satisfied themselves as to the quality assurance checks undertaken locally to ensure that high quality data is being submitted to the Databank.

To assist with the promotion of high quality data to the Databank, certain general file validation checks form part of the Databank Scheme File submission process. Unless these general file validation checks are successfully passed, the Scheme File will be rejected and cannot be uploaded.

DPER will provide further details on all aspects of validation which will be included in training to be delivered to all Relevant Authorities.

2.3   Timeline

It is intended that each Relevant Authority will be onboarded to the Single Scheme Databank in waves, with the first wave scheduled to commence in Q2 2019.

Training resources have been delivered by DPER and will be shared with each Relevant Authority as part of a bespoke training programme in advance of their onboarding, so that each Relevant Authority understand how to navigate the Databank and how to prepare high quality Scheme Files prior to submission.

3   Overview of Data Templates

Two data templates must be completed and submitted by every relevant authority for <u>each year</u> since 2013:

- ***Membership Data Template*** provides data for all active, deferred, and former members of the Scheme. Information on refunds paid to non-vested leavers is also included.
- ***Benefits Payment Data Template*** records details of any benefits paid under the Scheme, such as pensions in payment or lump sum/gratuities on retirement or death.

In the event that a Relevant Authority has no Single Scheme members for a particular year, this must be reported to the Single Scheme Databank by completing a "nil return" for the year in question.

3.1   Membership Data Template Summary

The Membership Data template content is substantially based on Annual Benefit Statements, and captures the following types of data.

Information to be Held	Explanation
1.Member Personal Information	This will be used to uniquely identify each member of the Scheme.
2.Member Employment Information	Each active member will have at least 1 employment with a Relevant Authority (RA) during the year. In some instances, a member may have more than one period of employment with the same RA, for example, after a break in pensionable employment. For scenarios where members have successive or overlapping employments with the same RA during the course of the same calendar year, each period of pensionable employment is recorded separately on the Databank template.
3.Member Annual Benefits	During each period of pensionable employment, the scheme member will earn referable amounts towards their retirement benefits. This information will be needed to determine a member's retirement benefits upon retirement.

	Only contributions paid and referable amounts earned based on actual pensionable pay received during the calendar year in question, should be included.
4.Member Refunds	A refund may be issued to a former non-vested member. This may be processed in the same Scheme Year that the member ceased pensionable employment, or it could be processed in a subsequent Scheme Year. If a member has received a refund of Single Scheme contributions, the refund details should be included on the Membership Data Scheme File corresponding to the actual Scheme Year when the refund payment was made. Each refund must be associated with a corresponding period of employment and cumulative value of contributions paid and benefits earned during that period of employment.
5. Member Repaid Refunds	If a member has previously received a refund of Single Scheme contributions from any Single Scheme employer, subject to eligibility, and now opts to repay this earlier refund (with compound interest), this section should be filled in in the same year when the refund is fully paid back. This allows service towards vesting period to be captured and the corresponding benefits with the earlier refund to be noted as restored with their current employer.

3.2   Benefits Payment Data Template Summary

The Benefits Payment Data template contains data relevant to the payment of benefits under the Single Scheme.

Information to be Held	Explanation
1.Member Personal Information	This will be used to uniquely identify the member of the Scheme that benefits are derived from in consequence of their membership of the Scheme.
2.Member Employer Information	This will be used to identify the name of Relevant Authority that is paying the benefits.
3.Beneficiary Benefits Paid	If benefits (e.g. pension, death gratuity) are paid to a Scheme member or any other beneficiary (for example to a deceased's Estate, Spouse/Civil Partner or eligible Child), the personal information of the beneficiary and value of the benefits paid will be captured here.

.

4   Data Template Details

This section sets out the detail on the data to be captured in both templates.

4.1   Membership Data Template Details

This section sets out the detail on the data to be captured in the Membership Data Template.

#	Data Item	Type	Condition	Description	Context
M1	**Member Personal Information** Personal data that can be used to identify the member who is earning benefits under the Single Scheme.				
M1.1	Year	Formatted Date (YYYY)	Mandatory	Year in respect of which Scheme member data is being provided.	Used to link the member's benefits to a specific year.
M1.2	PPSN	Alpha-numeric	Mandatory	Must be valid PPS number. Format is 7 digits (including leading zeros) followed by either 1 or 2 letters.	Used to uniquely identify Scheme member to which the data relates.
M1.3	Date of Birth	Formatted Date (DD/MM/YYYY)	Mandatory	The date of birth of the Scheme member.	A secondary source of identification for the Scheme member to which the data relates.
M1.4	First Name	Text	Mandatory	The first name of the Scheme member.	A tertiary source of identification for the Scheme member to which the data relates.

#	Data Item	Type	Condition	Description	Context
M1.5	Surname	Text	Mandatory	The surname of the Scheme member.	A tertiary source of identification for the Scheme member to which the data relates.
M1.6	Maiden Name	Text	Optional (can be blank)	The maiden name of the Scheme member.	A tertiary source of identification for the Scheme member to which the data relates.
M1.7	Gender	Male/ Female	Mandatory	The gender at birth of the Scheme member.	Required for actuarial purposes
M1.8	Civil Status	Text	Mandatory	See Section 5.1 for definitions of Civil Status. 11 options that describe a member's relationship under Irish law with another person: • Single • Married • Civil Partner • Divorced • Cohabitant • Judicially Separated • Separated • Former Civil Partner • Widowed • Surviving Civil Partner	Used to assess if there may be potential beneficiaries for a death benefit.

#	Data Item	Type	Condition	Description	Context
				• Unknown If Civil Status is not known "Unknown" is selected until status is determined. **Every effort should be made to determine the Civil Status of members, noting that this field is a requirement to be populated on Annual Benefit Statements.**	
M1.9	PAO	Yes/ No	Mandatory	A flag to indicate that a member's benefits are subject to a Pension Adjustment Order. granted as part of family law proceedings If unknown, the default setting is 'No' until the status is determined by the Relevant Authority.	Required for disclosure purposes on annual benefit statements and for actuarial analysis
M1.10	Date of Death	Formatted Date (DD/MM/YYYY)	Mandatory for death claims only	The date of death of the Scheme member.	Death claims information and to support actuarial analysis

#	Data Item	Type	Condition	Description	Context
M2	**Member Employment Information**				
	Data relating to each specific period of employment a Single Scheme member has with a Relevant Authority (RA).				
M2.1	RA Number	Numeric	Mandatory	Unique number given to every Relevant Authority (RA) designated under the Scheme. The numbers are managed and assigned to each RA by DPER.	Used to identify RA employing the Scheme member. A list of current RA numbers may be found here - http://singlepensionscheme.gov.ie/home/for-employers/list-of-relevant-authorities/
M2.2	RA Name	Text	Mandatory	Name of Relevant Authority.	A secondary source of identification for the RA to which the data relates. A list of current RA names may be found here - http://singlepensionscheme.gov.ie/home/for-employers/list-of-relevant-authorities/
M2.3	Payroll Number	Alpha-numeric	Mandatory	The Employer's PAYE Registration Number.	Used to link the employee to employment with a particular Relevant Authority

#	Data Item	Type	Condition	Description	Context
M2.4	Additional Payroll Number	Alpha-numeric	Optional (can be blank)	Additional field sometimes used by a Relevant Authority to identify the employees on multiple payrolls.	A secondary piece of data to link the employee to a Relevant Authority in the case of dual/multiple employments.
M2.5	PRSI Class	Text	Mandatory	The subclass of social insurance payments made by the Scheme member as approved by the Department of Employment Affairs and Social Protection at https://www.welfare.ie/en/Pages/Earnings-Bands-and-Subclasses-2018.aspx Currently: AO, AX, AL, A1, A8, A9, BO, BX, B1, CO, CX, C1, DO, DX, D1, HO, HX, H1, ,JO, J1, M, K1, SO, S1	To potentially differentiate members, pensioners and those that may be in subsidiary employment owing to dual employment elsewhere in the public service.
M2.6	Pensionable Employment Start Date	Formatted Date (DD/MM/YYYY)	Mandatory	Date that member begins pensionable employment in the Scheme for the period in question with the RA.	Pensionable employment dates are needed to consider entitlements against vesting period.

#	Data Item	Type	Condition	Description	Context
					Where there are multiple employments with the same employer in the same year, each period of employment is treated as a separate employment.
M2.7	Pensionable Employment Leave Date	Formatted Date (DD/MM/YYYY)	Mandatory only where a member has ceased employment	Date the Scheme member leaves pensionable employment in the Scheme for the period in question with the RA.	Pensionable employment dates are needed to consider entitlements against vesting period. Where there are multiple employments with the same employer in the same year, each period of employment is treated as a separate entry to the Databank.
M2.8	Member Status	Text	Mandatory	See Section 5.2 for definitions of Member Status. 11 options that describe the status of the member in the Scheme: • Active member • Leaver not vested and contributions refunded	Defines the status of the member within the Scheme for the period in question.

#	Data Item	Type	Condition	Description	Context
				- Leaver not vested and contributions not refunded - Leaver deferred benefit - Leaver unknown * - Suspended member - Retirement Normal - Retirement Ill Health - Retirement Cost Neutral - Death in Service - Death of a Deferred Member *Leaver unknown should only be used where the status of the leaver cannot be definitely established. This should **not** be used as a default option.	
M2.9	Normal Retirement Date	Formatted Date (DD/MM/YYYY)	Mandatory	Minimum retirement date on which an individual would retire from the Scheme with no actuarial reduction. Based on Member Category and Date of Birth.	Used to analyse Scheme demographics for policy analysis and actuarial calculations.

#	Data Item	Type	Condition	Description	Context
M3	**Member Annual Benefits**				
	Data relating to the retirement benefits that the member has earned under the Single Scheme.				
M3.1	Membership Category	Text	Mandatory	See Section 5.3 for definitions of Membership Category. 10 categories of Scheme membership which determines the rate at which the member is earning benefits: • Standard • Uniformed • TD/Senator • Minister • President of Ireland • Judicial Office Holder • C&AG (full PRSI) • C&AG (modified PRSI) • Designated Office Holder (full PRSI) • Designated Office Holder (modified PRSI)	Used to determine the rate at which the member is earning retirement benefits.
M3.2	Employee Contributions Paid	Numeric	Mandatory	Total amount of pension contributions paid by the member to the RA in respect of the Scheme during the year.	Used to facilitate reviews of the Scheme and for actuarial analysis/valuations

#	Data Item	Type	Condition	Description	Context
				This field may be zero (but not blank) in scenarios where the member has no pensionable remuneration e.g. receiving a refund after leaving employment, unpaid leave or delayed payment after starting employment at the end of the year.	
M3.3	Total Actual Gross Pensionable Remuneration Paid	Numeric	Mandatory	Total pensionable pay of member in respect of a period of employment during the year, including any approved pensionable allowances received.	Can be used to validate changes in the level of member earnings and benefits from year to year, as well as for actuarial analysis/valuations.
M3.4	Pension Referable Amount	Numeric	Mandatory	The benefits (known as 'referable amounts') earned by the member in respect of the period of employment in question during the year towards his/her pension. The original value of the member's referable amounts are to be submitted to the Databank i.e. **without CPI adjustment.** This field may be zero (but not blank) in scenarios where the member has	Used for disclosure reasons on annual benefit statements and for actuarial analysis/valuations

#	Data Item	Type	Condition	Description	Context
				no pensionable remuneration e.g. receiving a refund after leaving employment, unpaid leave or delayed payment after starting employment at the end of the year.	
M3.5	Lump Sum Referable Amount	Numeric	Mandatory	The benefits (known as 'referable amounts') earned by the member in respect of the period of employment in question during the year in towards his/her lump sum. The original value of the member's referable amounts will be submitted to the Databank i.e. **without CPI adjustment**. This field may be zero in scenarios where the member has no pensionable remuneration e.g. receiving a refund after leaving employment, unpaid leave or delayed payment after starting employment at the end of the year.	Used for disclosure reasons on annual benefit statements and for actuarial analysis/valuations

#	Data Item	Type	Condition	Description	Context
M4	**Member Refunds** Should only be populated if the member has actually been refunded contributions by the RA during the year in question.				
M4.1	Gross Refund Amount Paid	Numeric	Mandatory only if member was paid a refund during a year	The gross amount of employee contributions refunded by the RA during a year.	Required for costings in the event that a member opts, and is eligible, to repay a refund received (with interest) if they re-join the Single Scheme within 2 years.
M4.2	Refund Date	Formatted Date (DD/MM/YYYY)	Mandatory only if member was paid a refund during a year	Date on which the gross employee contributions were refunded/paid during the year. This field must be populated in the Scheme Year that the member receives a Single Scheme refund.	Used to identify the date on which the member receives a refund of their contributions to the Scheme.

#	Data Item	Type	Condition	Description	Context
M4.3	Refund Membership Category	Text	Mandatory only if member was paid a refund during a year	See Section 5.3 for definitions of Membership Category. 10 categories of Scheme membership which determines the rate at which the member is earning benefits: • Standard • Uniformed • TD/Senator • Minister • President of Ireland • Judicial Office Holder • C&AG (full PRSI) • C&AG (modified PRSI) • Designated Office Holder (full PRSI) • Designated Office Holder (modified PRSI) This field must be populated in the Scheme Year that the member receives a Single Scheme refund.	Identifies the rate at which the member was earning retirement benefits for the period of service to which the refund applies.
M4.4	Refund Corresponding Pensionable	Formatted Date (DD/MM/YYYY)	Mandatory only if member was	For a member who avails of a Single Pension Scheme refund of contributions, this is the Single Pension Scheme pensionable employment start date that	Allows refund to be matched to a distinct period of employment.

#	Data Item	Type	Condition	Description	Context
	Employment Start Date		paid a refund during a year	corresponds to the refund amount in question. This field must be populated in the Scheme Year that the member receives a Single Scheme refund.	
M4.5	Refund Corresponding Pensionable Employment Leave Date	Formatted Date (DD/MM/YYYY)	Mandatory only if member was paid a refund during a year	For a member who avails of a Single Pension Scheme refund of contributions, this is the Single Pension Scheme pensionable employment leave date that corresponds to the refund amount in question. This field must be populated if the member receives a refund.	Allows refund to be matched to a distinct period of employment.
M4.6	Refund Corresponding Pension Referable Amount	Numeric	Mandatory only if member was paid a refund during a year	Pension benefit earned during the period of employment that corresponds with the refund of contributions paid by the RA. This field must be populated in the Scheme Year that the member receives a Single Scheme refund.	Allows refund to be matched to a distinct pension benefit, i.e. the pension referable amount.

#	Data Item	Type	Condition	Description	Context
M4.7	Refund Corresponding Lump Sum Referable Amount	Numeric	Mandatory only if member was paid a refund during a year	Lump sum benefit earned during the period of employment that corresponds with the refund of contributions by the RA. This field must be populated in the Scheme Year that the member receives a Single Scheme refund.	Allows refund to be matched to a distinct pension benefit, i.e. the lump sum referable amount.
M5			**Member Repaid Refunds** Only applies if the member has actually repaid previously refunded Single Scheme contributions to the RA during the year. This should only be populated when a member has finished repaying a refund.		
M5.1	Repaid Refund Original RA Number	Numeric	Mandatory only if member has repaid (with compound interest) a prior Single Scheme refund	RA number for the Single Scheme employer to which the earlier refund relates. Unique number given to every Relevant Authority (RA) designated under the Single Scheme. The numbers are managed and assigned to each RA by DPER. This field must be populated in the Scheme Year that the member completes repayment of a Single Scheme refund.	Used to identify the RA that employed the member during the period to which the refund applied. A list of current RA numbers may be found here - http://singlepensionscheme. gov.ie/home/for-employers/list-of-relevant-authorities/

#	Data Item	Type	Condition	Description	Context
M5.2	Repaid Refund Original RA Name	Text	Mandatory only if member has repaid (with compound interest) a prior Single Scheme refund	RA name for the Single Scheme employer to which the earlier refund relates. This field must be populated in the Scheme Year that the member completes repayment of a Single Scheme refund.	A secondary source of identification to establish the name of the RA that employed the member during the period to which the refund applied. A list of current RA names may be found here - http://singlepensionscheme.gov.ie/home/for-employers/list-of-relevant-authorities/
M5.3	Repaid Refund Final Date of Repayment	Formatted Date (DD/MM/YYYY)	Mandatory only if member has repaid (with compound interest) a prior Single Scheme refund	Date on which refunded employee contributions were repaid in full to the RA. This is the date that the member fully completed repaying a Single Scheme refund. This field must be populated in the Scheme Year that the member fully completes repayment of a Single Scheme refund.	Used to identify the date when the member has completed repaying refund.

#	Data Item	Type	Condition	Description	Context
M5.4	Repaid Refund Corresponding Pensionable Employment Start Date	Formatted Date (DD/MM/YYYY)	Mandatory only if member has repaid (with compound interest) a prior Single Scheme refund	For a member who repaid a Single Pension Scheme refund of contributions, this is the Single Pension Scheme pensionable employment start date that corresponds to the refund amount in question. This field must be populated in the Scheme Year that the member completes repayment of a Single Scheme refund.	Allows refund to be matched to a distinct period of employment.
M5.5	Repaid Refund Corresponding Pensionable Employment Leave Date	Formatted Date (DD/MM/YYYY)	Mandatory only if member has repaid (with compound interest) a prior Single Scheme refund	For a member who repaid a Single Pension Scheme refund of contributions, this is the Single Pension Scheme pensionable employment leave date that corresponds to the refund amount in question. This field must be populated in the Scheme Year that the member completes repayment of a Single Scheme refund.	Allows refund to be matched to a distinct period of employment.

#	Data Item	Type	Condition	Description	Context
M5.6	Repaid Refund Gross Contribution Amount	Numeric	Mandatory only if member has repaid (with compound interest) a prior Single Scheme refund	Total amount of gross contributions repaid by the employee to the RA during the year. This field must be populated in the Scheme Year that the member completes repayment of a Single Scheme refund.	Allows refund to be matched to a distinct period of employment.
M5.7	Repaid Refund Compound Interest Amount	Numeric	Mandatory only if member has repaid (with compound interest) a prior Single Scheme refund	Total amount of compound interest levied and repaid in respect of the refunded Scheme contributions. This field must be populated in the Scheme Year that the member completes repayment of a Single Scheme refund.	Record of the amount of compound interest paid by the member on a refund.
M5.8	Repaid Refund Membership Category	Text	Mandatory only if member has repaid (with compound interest) a prior Single	10 categories of Scheme membership which determines the rate at which the member is earning benefits: • Standard • Uniformed • TD/Senator	Identifies the rate at which the member was earning retirement benefits for the period of service to which the repaid refund applies.

#	Data Item	Type	Condition	Description	Context
			Scheme refund	- Minister - President of Ireland - Judicial Office Holder - C&AG (full PRSI) - C&AG (modified PRSI) - Designated Office Holder (full PRSI) - Designated Office Holder (modified PRSI) See Section 5.3 for definitions of Membership Category. This field must be populated in the Scheme Year that the member completes repayment of a Single Scheme refund.	
M5.9	Repaid Refund Corresponding Pension Referable Amount	Numeric	Mandatory only if member has repaid (with compound interest) a prior Single Scheme refund	Referable amounts earned towards retirement pension which corresponded to repay contributions. This field must be populated in the Scheme Year that the member completes repayment of a Single Scheme refund.	Allows refund to be matched to a distinct pension benefit, i.e. the pension referable amount.

#	Data Item	Type	Condition	Description	Context
M5.10	Repaid Refund Corresponding Lump Sum Referable Amount	Numeric	Mandatory only if member has repaid (with compound interest) a prior Single Scheme refund	Referable amounts earned towards retirement lump sum which corresponded to repaid contributions. This field must be populated in the Scheme Year that the member completes repayment of a Single Scheme refund.	Allows refund to be matched to a distinct pension benefit, i.e. the pension referable amount.

4.2   Benefits Payment Data Template Details

This section sets out the detail on the data to be captured in the Benefits Payment Data Template.

#	Data Item	Type	Condition	Description	Context
B1				**Member Personal Information**	
				This is the same as the member personal information given in the Membership Data Template.	
B1.1	Year	Formatted Date (YYYY)	Mandatory	Year in respect of which Scheme benefit payment data is being provided.	Used to link the member's benefits to a specific year.
B1.2	PPSN	Alpha-numeric	Mandatory	Must be valid PPS number. Format is 7 digits (including leading zeros) followed by either 1 or 2 letters.	Used to uniquely identify scheme member to which the benefit data relates.
B1.3	Date of Birth	Formatted Date (DD/MM/YYYY)	Mandatory	The date of birth of the Scheme member.	A secondary source of identification for the Scheme member to which the benefit data relates.
B1.4	First Name	Text	Mandatory	The first name of the Scheme member.	A tertiary source of identification for the Scheme member to which the benefit data relates.
B1.5	Surname	Text	Mandatory	The surname of the Scheme member.	A tertiary source of identification for the Scheme member to which the benefit data relates.

#	Data Item	Type	Condition	Description	Context
B1.6	Maiden Name	Text	Optional (can be blank)	The maiden name of the Scheme member.	A tertiary source of identification for the Scheme member to which the benefit data relates.
B1.7	Gender	Text	Mandatory	The gender at birth of the Scheme member.	Required for actuarial purposes
B1.8	Civil Status	Text	Mandatory	See Section 5.1 for definitions of Civil Status. 11 options that describe a person's relationship in law with another: • Single • Married • Civil Partner • Divorced • Cohabitant • Judicially Separated • Separated • Former Civil Partner • Widowed • Surviving Civil Partner • Unknown If Civil Status is not known "Unknown" is selected until status is determined. **Every**	Used to assess if there may be potential beneficiaries for a death benefit.

#	Data Item	Type	Condition	Description	Context
				effort should be made to determine the Civil Status of members.	
B1.9	PAO	Yes/ No	Mandatory	A flag to indicate that a member's benefits are subject to a Pension Adjustment Order granted as part of family law proceedings If unknown, the default setting is 'No' until the status is determined by the Relevant Authority.	Required for disclosure purposes on annual benefit statements and for actuarial analysis.
B1.10	Date of Death	Formatted Date (DD/MM/YYYY)	Mandatory for death claims only	The date of death of the Scheme member.	Death claims information and to support actuarial analysis

#	Data Item	Type	Condition	Description	Context
B2	**Member Employer Information** This section contains details on which RA paid the benefits to the member during the year.				
B2.1	RA Number	Numeric	Mandatory	Unique number given to every Relevant Authority (RA) designated under the Scheme. The numbers are managed and assigned to each RA by DPER.	Used to identify RA employing member.
B2.2	RA Name	Text	Mandatory	Name of Relevant Authority.	A secondary source of identification for the RA to which the data relates.
B2.3	PRSI Class	Text	Mandatory	The subclass of social insurance payments made by the Scheme member as approved by the Department of Employment Affairs and Social Protection at https://www.welfare.ie/en/Pages/Earnings-Bands-and-Subclasses-2018.aspx Currently: AO, AX, AL, A1, A8, A9, BO, BX, B1, CO, CX, C1, DO, DX, D1, HO, HX, H1, ,JO, J1, M, K1, SO, S1	To potentially differentiate members, pensioners and those that may be in subsidiary employment owing to dual employment elsewhere in the public service.

#	Data Item	Type	Condition	Description	Context
B3.	**Beneficiary Benefits Paid**				
	Information relating to the benefits that are being paid and the individual they are being paid to.				
B3.1	Beneficiary PPSN	Alpha-numeric	Mandatory	Must be valid PPSN number. Format is 7 digits (including leading zeros) followed by either 1 or 2 letters.	Used to uniquely identify individual to which the benefit is being paid to.
B3.2	Beneficiary Date of Birth	Formatted Date (DD/MM/YYYY)	Mandatory	The date of birth of the individual to which the benefit is being paid to.	A secondary source of identification for the individual to which the benefit is being paid to.
B3.3	Beneficiary First Name	Text	Mandatory	The first name of individual to which the benefit is being paid to.	A tertiary source of identification for the individual to which the benefit is being paid to.
B3.4	Beneficiary Surname	Text	Mandatory	The surname of individual to which the benefit is being paid to.	A tertiary source of identification for the individual to which the benefit is being paid to.
B3.5	Beneficiary Maiden Name	Text	Optional (can be blank)	The maiden name of the individual to which the benefit is being paid to.	A tertiary source of identification for the individual to which the benefit is being paid to.

#	Data Item	Type	Condition	Description	Context
B3.6	Beneficiary Gender	Male/ Female	Mandatory	The gender at birth of the individual to which the benefit is being paid to.	A secondary source of identification for the individual to which the benefit is being paid to.
B3.7	Benefit Type	Text	Mandatory	See Section 5.4 for definitions of Benefit Type. 9 options that describe the type of member in the Scheme: - Active pensioner - Deceased pensioner - Deceased member No Pension - Deceased member Death in Service - Deceased member Death in Deferment - Ceased Pensioner - Spouse/Civil Partner Pensioner - Child Pensioner - Short Service Gratuity	Defines the type of benefit that was paid.
B3.8	Benefit Effective Date	Formatted Date (DD/MM/Y YYY)	Mandatory	Effective start date of any of the benefit types listed in field B3.8, i.e. when it should commence	Used to identify the effective start date of a benefit type (B3.8)

#	Data Item	Type	Condition	Description	Context
				rather than when the 1st payment is made.	
B3.9	Pension Payment Start Date	Formatted Date (DD/MM/YYYY)	Mandatory if a pension is in payment to a Single Scheme member during the Scheme Year	Date payment of pension began. This field must be filled in if the following options are selected for field B3.7: • Active Pensioner • Spouse/Civil Partner Pensioner • Child Pensioner	Used to identify the date when the payment of a pension begins.
B3.10	Pension Payment End Date	Formatted Date (DD/MM/YYYY)	Mandatory if a pension in payment to a Single Scheme member has now ceased	Date on which payment of pension ended.	Used to identify the date when the payment of a pension ends, e.g. pensioner dies or spouse/civil partner cohabits with another person.

#	Data Item	Type	Condition	Description	Context
B3.11	Gross Annual Pension Value	Numeric	Mandatory if a pension is now in payment to a Single Scheme member	Total amount of pension paid to the individual during the year. This field must be filled in if the following options are selected for field B3.7: • Active Pensioner • Spouse/Civil Partner Pensioner • Child Pensioner	Used to identify the value of the pension paid by the RA during the year in respect of the pensioner.
B3.12	Gross Retirement Lump Sum	Numeric	Mandatory if a lump sum has been paid to a Single Scheme member who has retired from Single Scheme employment	Total lump sum amount paid to the individual upon retirement in the year. This field must be filled in if the following options are selected for field B3.7: • Active Pensioner	Used to identify the value of the retirement lump sum paid by the RA during the year in respect of the pensioner. This field will only be populated once, at retirement.
B3.13	Short Service Gratuity	Numeric	Mandatory if a Single Scheme member retires due to ill-health with less than 2 years' service	Gratuity paid to member with less than 2 years' service when retiring due to ill-health.	Used to identify the value of the short service gratuity paid by the RA during the year in respect of the member taking ill-health retirement.

#	Data Item	Type	Condition	Description	Context
B3.14	Gross Death Gratuity	Numeric	Mandatory for death claims	Gratuity paid out to member's Legal Personal Representative/Estate. This field must be filled in if the following options are selected for field B3.8: • Deceased member no pension • Deceased member Death in Service • Deceased member Death in Deferment If this field is populated, the First Name (B1.4) and Surname (B1.5) fields should read "Legal Personal Representative of {deceased member's First Surname}"	Used to identify the value of the death gratuity paid by the RA during the year in respect of the member dying. This field will only be populated once, in the event of a member dying.
B3.15	Gratuity Payment Date	Formatted Date (DD/MM/YYYY)	Mandatory if a retirement lumps sum, short service gratuity or death gratuity	Date on which payment of retirement lump sum, short service gratuity or death gratuity was made.	Used to identify the date when the payment of a retirement lump or gratuity was made.

#	Data Item	Type	Condition	Description	Context
			has been paid to a Single Scheme member or beneficiary		

5   Definition of Permissible Field Values

This section contains definitions for those values in both dataset templates that contain multiple options.

5.1   Civil Status (M1.8 and B1.8)

As recognised under Irish national law:

Option	Definition
Single	An individual who has never been married or in a civil partnership.
Married	An individual or two persons of any gender who have registered a marriage with the State.
Civil Partner	An individual who is either of two persons of the same gender who are parties to a civil partnership registration recognised by the State that has not been dissolved or the subject of a decree of nullity.
Divorced	An individual who was previously married and a decree of divorce has been granted by the relevant court under Family Law (Divorce) Act 1996 or is so recognised under Irish law.
Cohabitant	A cohabitant is one of 2 adults (whether of the same or the opposite gender) who live together as a couple in an intimate and committed relationship and who are not related to each other within the prohibited degrees of relationship or married to each other or civil partners of each other.
Judicially Separated	An individual who has been granted a decree of judicial separation under the Family Law Act 1995 or is so recognised under Irish Law.
Separated	An individual who has separated by agreement without having obtained a decree of judicial separation under the Family Law Act 1995.
Former Civil Partner	An individual that was in a registered civil partnership that has been dissolved (other than through the registration of the marriage of a couple previously in a registered civil partnership).
Widowed	An individual that was married and has been predeceased by their spouse and who has not subsequently remarried.
Surviving Civil Partner	An individual that was civil partnered and has been predeceased by their spouse and who has not subsequently entered another civil partnership or married.
Unknown	This field is used when the current civil status of a member is not known and cannot be readily established. This field is only used until the civil status is determined.

5.2   Member Status (M2.8)

Option	Definition
Active Member	A member that is presently paying contributions into the Scheme irrespective of whether or not they have completed the Scheme vesting period.
Leaver not vested and contributions refunded	Member that has ceased pensionable employment with the Relevant Authority in question and it has been definitively established that the member, having regard to all Single Scheme employments, has not completed the Scheme vesting period on their last day of pensionable employment. The member has subsequently claimed and received a refund of their contributions in lieu of all entitlements under the Scheme.
Leaver not vested and contributions not refunded	Member that has ceased pensionable employment with the Relevant Authority in question and it has been definitively established that the member, having regard to all Single Scheme employments, has not completed the Scheme vesting period on their last day of pensionable employment. The member may be eligible to receive a refund of their contributions but has not yet claimed and received such a refund.
Leaver deferred benefit (vested)	Member that has ceased pensionable employment with the Relevant Authority in question and it has been definitively established, having regard to all Single Scheme employments, that the member has completed the Scheme vesting period on their last day of employment with a future entitlement to a retirement benefit.
Leaver unknown	Member that has ceased pensionable employment with the Relevant Authority in question and it has not been possible to definitively establish if the member has completed the Scheme vesting period. The member has not claimed or received a refund.
Suspended Member	A member that is not an active member of the Scheme, that has not ceased employment with the Relevant Authority in question and is expected to return to pensionable employment in the future. This designation may arise where a member is on a form of approved leave (e.g. Career Break) and is not generally covered for death in service benefits.
Retirement Normal	A member of the Scheme that has completed the Scheme vesting period, reached their normal retirement age and drawn down their retirement benefits.

Retirement Ill Health	A member that has completed the Scheme vesting period and been approved early retirement on ill-health medical grounds and drawn down their retirement benefits.
Retirement Cost Neutral	A member that has completed the vesting period and, being at least 55 years of age, and been approved to avail of voluntary early retirement and drawn down their benefits with a permanent actuarial reduction having been applied.
Death in Service	A member of the Scheme that dies while in the pensionable employment of a Relevant Authority.
Death of Deferred Member	A former vested member of the Scheme that had completed the Scheme vesting period at the time of ceasing pensionable employment and had a future entitlement to retirement benefits but subsequently died before accessing these retirement benefits.

5.3   Membership Category (M3.1, M4.3 and M5.8)

Option	Definition
Standard	Most public service grades.
Uniformed	• Gardaí • Defence Forces • Prison Officer • Career Firefighter
TD/Senator	An elected member of the Houses of the Oireachtas.
Minister	An elected member of the Houses of the Oireachtas that the President of Ireland has appointed to a Ministerial Office.
President of Ireland	Elected by the citizens of Ireland.
Judicial Office Holder	A Judge or Office Holder appointed to the Courts in accordance with the Courts (Supplemental Provisions) Act 1961, as amended.
C&AG (full PRSI)	Holder of the Office of the Comptroller and Auditor General as appointed as the President of Ireland paying Class A PRSI.
C&AG (modified PRSI)	Holder of the Office of the Comptroller and Auditor General as appointed as the President of Ireland not paying Class A PRSI.
Designated Office Holder (full PRSI)	Per Section 25(3) of the Single Scheme Act, these broadly comprises the following: • Director of Public Prosecutions, • the Ombudsman, • Master of the High Court, • County Registrar,
Designated Office Holder (modified PRSI)	• Labour Court member, • An Bord Pleanála member, • Competition Authority member, • Environmental Protection Agency director, • Revenue Appeals Commissioner.

5.4   Benefit Type (B3.7)

Option	Definition
Active Pensioner	Retired Scheme member that is in receipt of a pension payment under the Scheme.
Spouse/Civil Partner Pensioner	Eligible Spouse or Civil Partner in receipt of a Scheme pension arising from the death of a vested Scheme member.
Child Pensioner	Eligible child in receipt of a Scheme pension arising from the death of a vested Scheme member.
Deceased Pensioner	An individual that was in receipt of a pension payment under the Scheme that has now ceased owing to the subsequent death of the beneficiary.
Ceased Pensioner	An individual that was in receipt of a pension payment that has now ceased, other than through death of the beneficiary. e.g. a Child Pension that ceases on age eligibility grounds or a Spousal Pension on remarriage.
Deceased Member No Pension	A member that is now deceased and the only entitlement arising is payment of Death Gratuity to their Estate with no pension in payment arising. e.g. in case of a Scheme member who is single with no eligible children.
Deceased Member Death in Service	A vested member of the Scheme that dies in service and the entitlements arising include a Death Gratuity and there is a pension payable to a beneficiary.
Deceased Member Death in Deferment	A vested former member of the Scheme that dies prior to accessing their deferred retirement benefits. The entitlements arising include a Death Gratuity and there is a pension payable to a beneficiary.
Short Service Gratuity	A non-vested member who receives a short service gratuity after retiring on ill health grounds but is not vested to otherwise allow them to qualify for the receipt of a pension.