



Single Scheme Administration Project

Quarterly Bulletin – Issue 23

December 2021



An Roinn Caiteachais
Phoiblí agus Athchóirithe
Department of Public
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Welcome

Welcome to Issue 23 of the quarterly bulletin of the Single Scheme Administration Project. This bulletin aims to share relevant information with all administrators involved in the operation of the Single Public Service Pension Scheme.

This edition includes:

- a link to an advance copy of the forthcoming annual Scheme survey;
- an update on the Single Scheme Databank;
- a review of Single Scheme training activities in 2021;

Annual Survey

We will be sending out a link to the annual survey to all Relevant Authorities in early January seeking data as at 31 December 2021 on your Single Scheme members. The primary objective of the survey is to obtain total membership numbers in order to accurately calculate Pension Authority fees, for payment by DPER on behalf of all Relevant Authorities. We will take the opportunity to check in on other areas of scheme administration, including data relating to levels of compliance (annual statements etc.). The deadline for receipt will be **21st January** and a return by all Relevant Authorities is mandatory. ***An advance draft of all of the questions that will be asked is available on our website [here](#) to allow you to make advance preparations.***

Single Scheme Databank

216 Relevant Authorities have completed onboarding between 2019 and 2021. The remaining standalone RAs will complete the process in 2022, and onboarding programmes have commenced with Department of Education/ESBS and the HSE.

Reminder: 1 November 2021 was the date fixed by the Minister for most organisations to make their statutory return to the Single Scheme Databank for 2020. There are **three** Scheme Files required for the 2020 return:

- Membership Data
- Benefit Payments Data
- Purchase and Transfer Data

We are issuing reminders in relation to incomplete returns and outstanding files. Please email singleschemequeries@per.gov.ie if you have any queries or require user changes on the Databank to progress your returns.

A big **Thank you** to all of you working in Relevant Authorities and Shared Services for your engagement and efforts in the Databank Onboarding process and 2020 returns.

You can find technical resources, including training videos and quality assurance checklists on our website here:

<https://singlepensionscheme.gov.ie/databank/employers/>

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2021 Training Workshops

The project team provided 17 webinars throughout October and November covering all 6 main areas of single scheme administration. Everybody who expressed an interest in Single Pension Training were invited to training. Of the 494 invitations, there were 433 registrations of which 379 logged in to the various modules.

If your organisation requires any new members of staff to attend any of the training modules, please email singleschemequeries@per.gov.ie advising which modules are of interest and the desired number of places. It is important that you do contact us in this regard so that we can gauge interest and determine which training modules will be delivered and how many sessions will be made available to potential participants. As a reminder, the webinar training modules that can be scheduled are:

Module A: Recruitment and Onboarding

Module B: Leaving Employment

Module C: Annual Administration Activities

Module D: Retirement Benefits Administration

Module E: Death Benefits Administration

Module F: Purchase and Transfer of Retirement Benefits

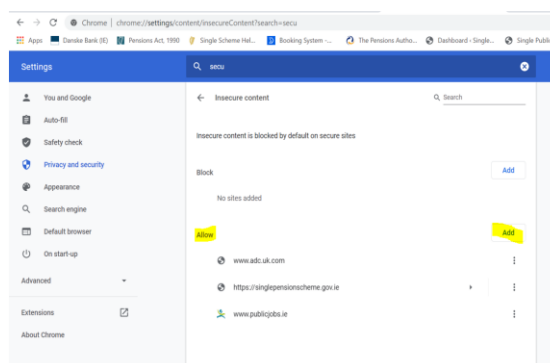
Known issue downloading documentation on Single Pension Scheme Website

We have become aware of a Google Chrome issue when users are downloading files from the Single Scheme website.

While the issue may be resolved by using a different browser (eg MS Edge), Google Chrome users can resolve this issue by adding the URL:

<https://www.singlepensionscheme.gov.ie> under “Allow”
[here](#) under *Settings/Privacy and security*.

(chrome://settings/content/insecureContent?search=secu)



Online Technical Supports and Guidance

You are requested to please continue to consult the dedicated Single Scheme website (www.singlepensionscheme.gov.ie) in the first instance for any technical queries. In recent months a series of training videos for Pensions Administrators have been published to our Training Video Library on our website. This library can be accessed [here](#). Some of the key resources available on the website for Pensions Administrators are highlighted below:

Training Video Library
Single Scheme Circulars and Legislation
Single Scheme Booklets (standard and uniform grades)
Member Benefits Estimator Tool (standard and uniform grades)
Lifecycle Event Toolkits (<i>Onboarding, Retirement, Death, Purchase/Transfer, Annual Administration, etc.</i>)
Employer Calculation Tools
Single Scheme Databank Employer Resources
Recent Employer Training Workshop Resources (<i>Onboarding, Retirement, Death, Purchase/Transfer, Annual Administration, etc.</i>)

For further information or to be added to/removed from the circulation list, please email singleschemequeries@per.gov.ie. For technical queries, please consult with online resources or a senior colleague prior to raising a query. Please include your Relevant Authority identification number in any correspondence and ensure that any personal member data is fully anonymised.



We wish to thank everyone for their assistance to the team this year and to wish all a peaceful festive break - we look forward to working with you in 2022

