

Single Scheme Policy & Support Team

Quarterly Bulletin – Issue 26

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An Roinn Caiteachais
Phoiblí agus Athchóirithe
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Welcome

Welcome to **Issue 26** of the quarterly bulletin of the Single Scheme Policy & Support Team. This bulletin aims to share relevant information with all administrators involved in the operation of the Single Public Service Pension Scheme.

This edition includes:

- *Single Scheme Databank Update*
- *Training Plans for Q4 2022*
- *New Member “At a Glance” guides for Purchase and Transfer*

Single Scheme Databank

Onboarding to the Single Scheme Databank continues to progress throughout 2022 with 223 Relevant Authorities having completed the onboarding process. We would like to remind all RAs, that they should make themselves aware of any outstanding files that should be uploaded as soon as possible. If it is the case that you have no data for a given year, a Nil return is still required and can be completed by uploading a blank file to the relevant section of the Databank.

All RAs who have not yet onboarded should continue to prepare Scheme Files for each year since 2013. If you have any queries around the onboarding process or the preparation of Scheme Files please email singleschemequeries@per.gov.ie

Single Scheme Databank technical information, including Scheme File Templates and training supports, is available at:

www.singlepensionscheme.gov.ie/databank.

2021 Files

The Membership, Benefits and Purchase & Transfer files for 2021 will be due for uploading from Tuesday 13th September 2022. A formal notification was issued in August 2022, all RAs should be completing these files. If any problems are encountered, please do not hesitate to contact us through the Single Scheme Helpdesk, at the email address above.

Single Scheme Policy & Support Team

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Training Plans

We will issue an expression of interest to see if there is any demand for webinar training modules for Quarter 4 of 2022. If your organisation requires any new members of staff to attend any of our webinar based training modules to be delivered in Quarter 4 of 2022, please email singleschemequeries@per.gov.ie; advising which modules are of interest, the desired number of places and email details for attendees.

It is important that you contact us in this regard so that we can gauge interest and determine the number of sessions to schedule. The current, proposed webinar training programme is as follows:

- **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

Please note that places on each module will only be allocated to those individuals who have not already attended that specific training module.

New Purchase / Transfer “At a Glance” Guides

New summary guides for members seeking information relating to the Single Scheme Purchase/Transfer facility have been published to www.singlepensionscheme.gov.ie setting out information on:

- how an eligible member of the Single Scheme can make extra contributions from their own resources to purchase additional Single Scheme retirement benefits, and
- how an eligible member can use a “Transfer Value” from certain Revenue approved pension arrangements to buy extra Single Scheme retirement benefits.



These guides can be viewed [here](#).

We are also in the process of updating the *Standard Accrual Member Information Booklet* to reflect scheme changes since the booklet was first published in 2017.

It is expected that the updated version will be published to our website in the coming weeks

Administrator FAQ document

The majority of Single Scheme queries submitted to singleschemequeries@per.gov.ie are fully addressed in the Administrator FAQ document available on www.singlepensionscheme.gov.ie. Administrators are reminded to refer in the first instance to this online resources where a technical query arises. The **current version** of the Administrator FAQ document can be accessed [here](#).

For further information or to be added to/removed from the Single Scheme 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.**