Single Scheme Administration Project
Quarterly Bulletin – Issue 18
September 2020

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

Welcome

Welcome to Issue 18 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:

- An update on the Single Scheme Databank
- Training Plans for 2020
- Reminder on available Online Resources

Single Scheme Databank

Onboarding to the Single Scheme Databank is progressing in waves, with the first 4 Waves, encompassing 68 Relevant Authorities, now significantly progressed. Wave 5 onboarding commenced in early September. Thank you to those bodies who have worked to collate their data to ensure on-time uploading of files to the Databank by the relevant milestone dates during these challenging times.

Administrators are reminded that technical information related to the Single Scheme Databank, including Scheme File Templates and training supports, is available at www.singlepensionscheme.gov.ie/databank.

At this time, all bodies should be continuing to progress the preparation of Scheme Files for each year since 2013 pending a request from DPER to onboard to the Databank.

Training Plans

The Project Team plan to deliver a series of training webinars in Quarter 4 of this year as a substitute for the classroom based training delivered previously. As this training delivery format will be via webinars their duration will be shorter, running for no more than 90 minutes.

We will prioritise the staff of any Relevant Authorities who have not attended any training to date. Invitations to training will then be extended to newly recruited staff in the areas of HR and Pensions Administration across all other Relevant Authorities. Further information on the modules to be delivered and schedule will be circulated in the coming weeks.

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

National Implementation Steering Committee

Oonagh Buckley, D/Justice (Chair);
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be delivered and how many sessions will be made available to potential participants.

As a reminder, the 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

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

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 and provides guidance on the following areas of Scheme Administration:

- *Recruitment and Onboarding*
- *Annual Administration Activities*
- *Leaving Employment*
- *Contributions and Retirement Benefit Calculations*
- *Purchase of Single Scheme Retirement Benefits and,*
- *Single Scheme Transfer facility*

Some of the key resources available on the website for Pensions Administrators are highlighted below:

Administrator FAQs*
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 (*Onboarding*, *Retirement*, *Death*, *Purchase/Transfer*, *Annual Administration*, *etc.*)
Employer Calculation Tools
Single Scheme Databank Employer Resources
Recent Employer Training Workshop Resources (*Onboarding*, *Retirement*, *Death*, *Purchase/Transfer*, *Annual Administration*, *etc.*)

*updated version 5 published September 2020

If you have an urgent technical query that is not addressed on our dedicated website, please submit your query through the dedicated Single Scheme email address singleschemequeries@per.gov.ie. All queries will be appropriately triaged on receipt for response.