

# Single Scheme Administration Project

Quarterly Bulletin – Issue 25

June 2022



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

## Welcome

Welcome to **Issue 25** 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:

- Single Scheme Databank Update
- Reminder on Google Chrome issue
- Training Plans for 2022

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## Benefit Statements Reminder

The deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2021 is **30 June 2022**.

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## Single Scheme Databank

Onboarding to the Single Scheme Databank continues to progress throughout 2022 with 218 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](mailto:singleschemequeries@per.gov.ie)

Single Scheme Databank technical information, including Scheme File Templates and training supports, is available at [www.singlepensionscheme.gov.ie/databank](http://www.singlepensionscheme.gov.ie/databank).

### 2021 Files

The Membership, Benefits and Purchase & Transfer files for 2021 will be due for upload in the latter part of this year. A formal notification will be issued in July but ahead of that email, all RAs are encouraged to begin compiling 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

Deirdre O'Neill  
Shane Hennessy  
Thomas Gavin  
Dermot Kinane  
Finbar Ó hAnnracháin  
Fergal Carty  
Carol (Yuk Kwan) Ng  
Elliot McGuirk  
Stephen Dunne  
Emma Murphy

### Contact:

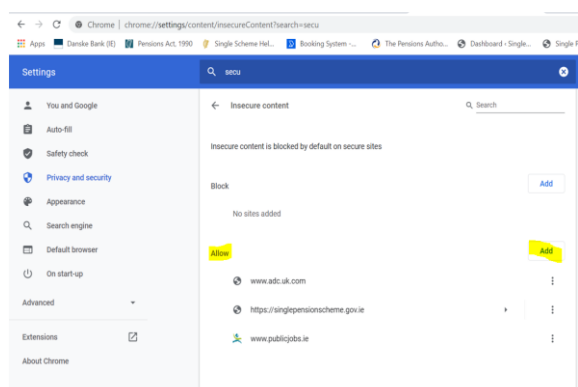
[singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie)

## Known issue downloading documentation on Single Pension Scheme Website

We remain 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)



## Training Plans

An expression of interest has issued to see if there is any demand for webinar training modules for Quarter 3 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 3 of 2022, please email [singleschemequeries@per.gov.ie](mailto: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 do 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:

- |   |                         |
|---|-------------------------|
| ▪ <b>Module A:</b> Recruitment and Onboarding                   | 26 <sup>th</sup> July   |
| ▪ <b>Module B:</b> Leaving Employment                           | 28 <sup>th</sup> July   |
| ▪ <b>Module C:</b> Annual Administration Activities             | 2 <sup>nd</sup> August  |
| ▪ <b>Module D:</b> Retirement Benefits Administration           | 4 <sup>th</sup> August  |
| ▪ <b>Module E:</b> Death Benefits Administration                | 9 <sup>th</sup> August  |
| ▪ <b>Module F:</b> Purchase and Transfer of Retirement Benefits | 11 <sup>th</sup> August |

The modules are expected to run from 10:30 to 12:30.

An email was issued recently inviting for new staff to attend.

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

## Administrator FAQ document

The majority of Single Scheme queries submitted to [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie) are fully addressed in the Administrator FAQ document available on [www.singlepensionscheme.gov.ie](http://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](mailto: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.**