

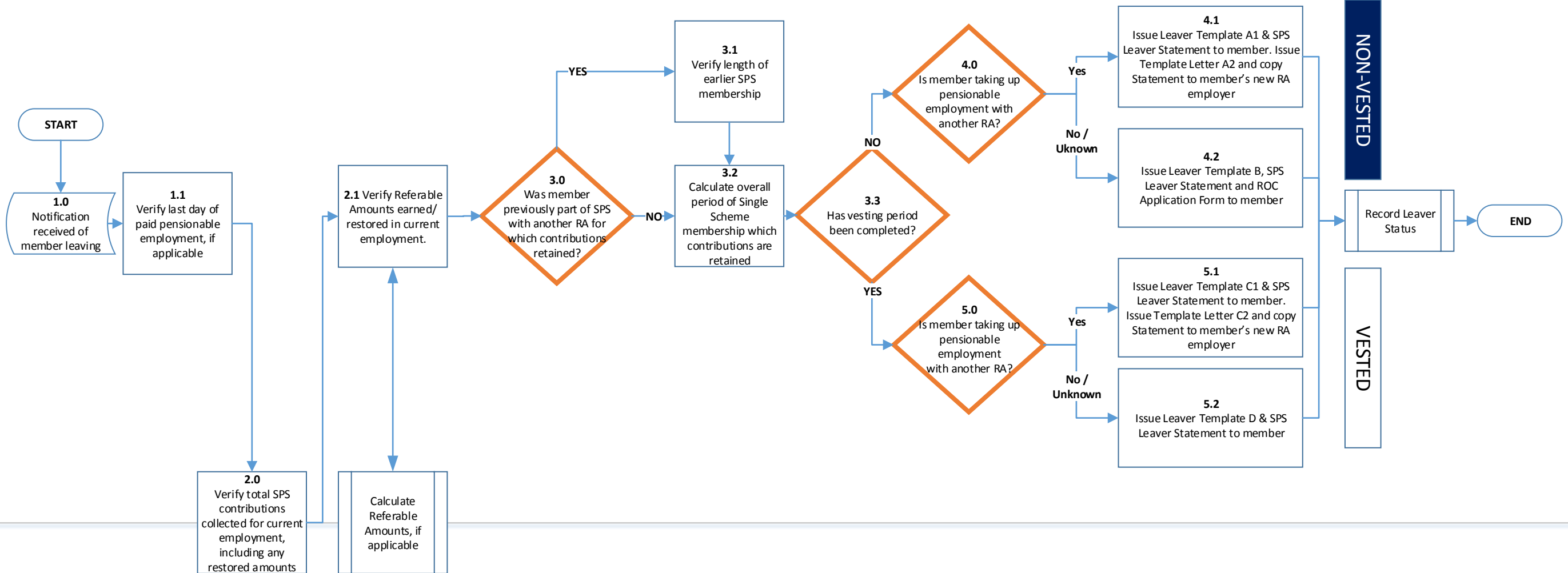
Disclaimer: This Recommended Process has been designed by the DPER Single Pension Project Team for straightforward cases that administrators might expect to encounter on a day-to-day basis. It should be read in conjunction with the relevant Process Guidelines. It does not purport to cover all eventualities and no liability is accepted by the Minister for Public Expenditure & Reform for any omissions or errors arising. Administrators should carefully consult the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and associated regulations that, at all times, have precedence.

Single Scheme Leaver Process – (Other than on Retirement or Death)

SSAP – Phase 1

SPS.LVR.PM.01 (Phase 1)

Important: It is assumed that member's benefits are not subject to the terms of a Pensions Adjustment Order issued under the Family Law Acts. If this is the case, the terms of such an Order should be carefully reviewed prior to finalising and issuing the member's Leaver Statement.



Pensions

Payroll



Process Step Yes/No decision Sub-Process Start/End process