**DPER Single Scheme Databank**

**Suggested Quality Assurance Checklist for Relevant Authorities**

**Benefits Payment Data Scheme File**

**File Scheme Year: \_\_\_\_\_\_\_\_\_**

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| **You should ensure that the current** [**Scheme File Template**](https://singlepensionscheme.gov.ie/wp-content/uploads/2019/05/Benefits-Template.xlsx) **is always used to populate data. The** [**Quick Reference Sheet**](https://singlepensionscheme.gov.ie/wp-content/uploads/2019/07/Benefits-Quick-Reference.xlsx) **for the template will clarify which fields are mandatory, the permissible format of each field and lists of values permissible for certain fields. ** |
|  |
| **Quality assurance should be completed for all files, including *nil return* files. A nil return file is submitted for any year where there were no members or pensioners of the Single Scheme at any point during the year. For a nil return file, QA checks # 1 to 11 should be completed.** **For all other files, all QA checks should be completed on a file prior to attempting upload to the Databank ** |
|  | **General File Format Checks** |  |
| **Check #** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 1 | Have you saved the file in the **correct file format** (Excel or csv)? |  |  |
| 2 | Have you checked that there is **only 1 worksheet** (tab) in the file? |  |  |
| 3 | Have you checked that **all rows and columns are unhidden**? |  |  |
| 4 | Have you applied Autofit to all columns so that **all data is fully visible**? |  |  |
| 5 | Have you checked, using “Show Formulas” under Review tab, that there are **no formulae in any cell** in the worksheet? |  |  |
| 6 | Have you checked, using “Show All Comments” under Review tab, that there are **no comments in any cell** on the worksheet?  |  |  |
| 7 | Have you checked that there are **precisely 28 columns** in the worksheet? |  |  |
| 8 | Have you checked that the **order of the columns** is as precisely detailed on the DPER Scheme File template? |  |  |
| 9 | Have you checked that the **name of each of the fields in the top header row** is as precisely detailed on the DPER Scheme File template? |  |  |
| 10 | Have you checked that the **file is not password protected**? |  |  |
| 11 | Have you checked that the **file name is in the recommended style**? i.e. *RA###\_RAName\_Benefits\_YYYY\_YYYYMMDD* e.g. if saving a completed Benefits Payment File for Kerry County Council on 30 June 2019 for the Scheme Year 2013, the recommended file name would be *“RA193\_KerryCoCo\_Benefits\_2013\_20190630”* |  |  |
|  |  |  |  |  |
| **After you have finished populating the file, you should apply a filter to the header row at top of the worksheet** |
|  | **General File Data Checks** |  |
| **Check #** | **Checks to be completed** | **Initial Check** | **Peer Review Check** |
| 12 | Have you checked that all **mandatory fields** in the file have been populated? |  |  |
| 13 | Have you populated **all fields in the correct format** precisely in line with DPER lists of permissible values? E.g. all dates in dd/mm/yyyy format, Yes or No used instead of Y or N, no negative values for any monetary fields. |  |  |
| 14 | *It is recommended that you save your file as a MS Excel .xls or .xlsx worksheet (one tab only).* If you are instead saving your file in .csv format, have you checked that there are no € symbols (or other Unicode symbols) included in your .csv file. |  |  |
|  |  |  |  |  |
|  | ***Member Personal Information*** |  |
| **Check #** | **Field** | **Checks to be completed** | **Initial Check** | **Peer Review Check** |
| 15 | Year | Have you checked that the Year field **only contains** the Scheme year that the return is being made for? e.g. if the Scheme File is being uploaded for 2014, 2014 must be entered in the Year field for **all rows** |  |  |
| 16 | PPSN | Have you checked that the recorded PPSN is in respect of the **scheme member** from which Single Scheme benefits are derived? |  |  |
| 17 | Date of Birth | Have you checked that the recorded Date of Birth is in respect of the **scheme member** from which Single Scheme benefits are derived? |  |  |
| 18 | First Name | Have you checked that the recorded First Name is in respect of the **scheme member** from which Single Scheme benefits are derived? |  |  |
| 19 | Surname | Have you checked that the recorded Surname is in respect of the **scheme member** from which Single Scheme benefits are derived? |  |  |
| 20 | Maiden Name | Have you checked that any recorded Maiden Name is in respect of the **scheme member** from which Single Scheme benefits are derived? |  |  |
| 21 | Gender | Have you checked that the recorded Gender is in respect of the **scheme member** from which Single Scheme benefits are derived? |  |  |
| 22 | Civil Status | Have you checked that the use of the Civil Status value of **“Unknown” is minimised** to the greatest extent? |  |  |
| 23 | Date of Death | Have you checked that a **Date of Death** is populated for any member where the Benefit Type recorded is:* Spouse/Civil Partner Pensioner
* Child Pensioner
* Deceased Member No Pension
* Deceased Member Death in Service
* Deceased Member Death in Deferment
 |  |  |
|  |  |  |  |  |
| ***Member Employer Information*** |
| **Check #** | **Field** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 24 | RA Number | Have you checked that the **RA Number** included in your file precisely matches the RA Number (up to 3 digits) that has been assigned to your organisation by DPER for Databank files? |  |  |
| 25 | RA Name | Have you checked that the **RA Name** included in your file precisely matches the RA Name that has been assigned to your organisation by DPER for Databank files? |  |  |
| 26 | PRSI Class | Have you check that the PRSI Class of the retired Scheme member has been inserted? |  |  |
| ***Beneficiary Benefits Paid*** |
| **Check #** | **Field** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 27 | Benefit Type | Have you filtered for the **Benefit Type** field **“Active Pensioner”** and **“Short Service Gratuity”** and ensured that the data inserted for the following fields:* Beneficiary PPSN
* Beneficiary Date of Birth
* Beneficiary First Name
* Beneficiary Surname
* Beneficiary Maiden Name (where applicable)
* Beneficiary Gender

is in respect of the **retired member** and are consistent with the data returned in the Member Personal Information section?  |  |  |
| 28 | Benefit Type | Have you filtered for the **Benefit Type** field **“Spouse/Civil Partner Pensioner”** and **“Child Pensioner”** and ensured that the data inserted for the following fields: * Beneficiary PPSN
* Beneficiary Date of Birth
* Beneficiary First Name
* Beneficiary Surname
* Beneficiary Maiden Name (where applicable)
* Beneficiary Gender

is in respect of the **spouse/civil partner or child** in receipt of the benefit? |  |  |
| **For Benefit Types “Deceased Pensioner” and “Ceased Pensioner”, the Beneficiary Personal Information can be that of the former member** **or the surviving spouse/civil partner or a surviving child who may have been in receipt of a pension under the Scheme** |
| 29 | Benefit Type | Have you filtered the **Benefit Type** field for **“Deceased Member No Pension”**, **“Deceased Member Death in Service”** and **“Deceased Member Death in Deferment”** and ensured, when recording the payment of the **Death Gratuity**, that the following fields are populated as ***“Legal Personal Representative of Member’s Full Name (Deceased)****”:** **Beneficiary First Name**
* **Beneficiary Surname**
* **Beneficiary Maiden Name** (where applicable)

*and* ensured that thefollowing fields also correspond to those of the **deceased member**:* **Beneficiary PPSN**
* **Beneficiary** **Date of Birth**
* **Beneficiary Gender**
 |  |  |
| 30 | Benefit Type | Have you filtered the **Benefit Type** field for **“Active Pensioner”** and checked that the **Pension Payment Start Date** is not later than the year of this file and that the corresponding **Gross Annual Pension Value** is populated? |  |  |
| 31 | Benefit Type | Have you filtered the **Benefit Type** field for **“Active Pensioner”** and ensured that the **Gross Retirement Lump Sum** and **Gratuity Payment Date** fields are appropriately **populated if the gratuity was paid during this Scheme Year**? |  |  |
| 32 | Benefit Type | Have you filtered the **Benefit Type** field for all **“Spouse/Civil Pensioner”** and **“Child Pensioner”**, and ensured that the **Pension Payment Start Date** and **Gross Annual Pension Value** fields are populated for these members? |  |  |
| 33 | Benefit Type | Have you filtered the **Benefit Type** field for all **“Deceased Pensioner”** and **“Ceased Pensioner”** and ensured that the **Pension Payment Start Date** and **Pension Payment End Date** fields are populated for these members? |  |  |
| 34 | Benefit Type | Have you filtered the **Benefit Type** field for all **“Deceased Member No Pension”**, **“Deceased Member Death in Service”** and **“Deceased Member Death in Deferment”**, and ensured that the **Gross Death Gratuity** and **Gratuity Payment Date** fields are appropriately populated **if the gratuity was paid during this Scheme Year**? |  |  |
| 35 | Benefit Type | Have you filtered the **Benefit Type** field for all **“Short Service Gratuity”** members and ensured that the **Short Service Gratuity** and **Gratuity Payment Date** fields are **populated if the gratuity was paid during this Scheme year?** |  |  |
| 36 | Benefit Effective Date | Have you checked that the **Benefit Effective Date** is not after this Scheme Year? |  |  |
| 37 | Benefit Effective Date | Have you checked that the **Benefit Effective Date** corresponds to the member’s date of retirement/death + 1 calendar day? |  |  |
| 38 | Pension Payment Start Date | Have you checked that the **Pension Payment Start Date** is the actual date that the benefit was paid? This must be on or after the **Benefit Effective Date**? |  |  |
| 39 | Pension Payment Start Date | Have you checked that the **Pension Payment Start Date** is not after the **Year** of the Scheme File being uploaded? |  |  |
| 40 | Pension Payment Start Date | Have you checked that the **Pension Payment Start Date** is populated for any beneficiary with a **Benefit Type** of:* Active Pensioner
* Spouse/Civil Partner Pensioner
* Child Pensioner
* Deceased Pensioner
* Ceased Pensioner
 |  |  |
| 41 | Pension Payment End Date | Have you checked that the **beneficiary’s** **Pension Payment End Date** is populated for any beneficiary with a **Benefit Type** of:* Deceased Pensioner
* Ceased Pensioner
 |  |  |
| 42 | Pension Payment End Date | Have you checked that the **Pension Payment End Date** is not before the **Pension Payment Start Date**? |  |  |
| 43 | Gross Annual Pension Value | Have you checked that there are **no negative values** entered for **Gross Annual Pension Value**? |  |  |
| 44 | Gross Annual Pension Value | Have you checked that **if the** **Gross Annual Pension Value** **is €0.00**, **the value entered is €0.00** and not "nil"? |  |  |
| 45 | Gross Retirement Lump Sum | Have you checked that there are **no negative values** entered for **Gross Retirement Lump Sum**? |  |  |
| 46 | Gross Retirement Lump Sum | Have you checked that **if the Gross Retirement Lump Sum is €0.00**, **the value entered is €0.00** and not "nil"? |  |  |
| 47 | Short Service Gratuity | Have you checked that there are **no negative values** entered for the **Short Service Gratuity** field? |  |  |
| 48 | Short Service Gratuity | Have you checked that **no zero amounts** or **nil values** have been entered for the **Short Service Gratuity** field? |  |  |
| 49 | Gross Death Gratuity | Have you checked that there are **no negative values** entered for the **Gross Death Gratuity** field? |  |  |
| 50 | Gross Death Gratuity | Have you checked that **no zero amounts** or **nil values** have been entered for the **Gross Death Gratuity** field?  |  |  |
| 51 | Gratuity Payment Date | Have you checked that the **Gratuity Payment Date** is only populated when the **Gross Retirement Lump Sum, Short Service Gratuity**, or **Gross Death Gratuity** fields are populated? |  |  |
| 52 | Gratuity Payment Date | Have you checked that the **Gratuity Payment Date** occurred in this Scheme Year only? |  |  |
|  |  |  |  |  |
| **Updating of data on Membership Data Scheme File** |
| **You should ensure that relevant fields are separately updated on the corresponding Membership Data Scheme File ** |
| **Check #** | **Field** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| 53 | Member Status | In the case of member who **retired during the Scheme File Year**, does the corresponding Membership Data Scheme File for the member in question record a **Member Status** of:* Retirement Normal
* Retirement Ill Health
* Retirement Cost Neutral
 |  |  |
| 54 | Member Status | In the case of member who **died during the Scheme File Year**, does the corresponding Membership Data Scheme File for the member in question record a **Member Status** of:* Death in Service
* Death of Deferred Member
 |  |  |
| 55 | Date of Death | In the case of member who **died during the Scheme File Year**, does the corresponding Membership Data Scheme File for the member in question record the **correct Date of Death**? |  |  |
| 56 | Pensionable Employment Leave Date | In the case of member who **retired** **from service** or **died in service during the Scheme File Year**, does the corresponding Membership Data Scheme File for the member in question **record correct Pensionable Employment Leave Date**?  |  |  |
|  |  |  |  |  |
| **General File Format Rechecks** |
| **Check #** | **Check to be completed** | **Initial Check** | **Peer Review Check** |
| R1 | Have you saved the file in the **correct file format** (Excel or csv)? |  |  |
| R2 | Have you checked that there is **only 1 worksheet** (tab) in the file? |  |  |
| R3 | Have you checked that **all rows and columns are unhidden**? |  |  |
| R4 | Have you applied Autofit to all columns so that **all data is fully visible**? |  |  |
| R5 | Have you checked, using “Show Formulas” under Review tab, that there are **no formulae in any cell** in the worksheet? |  |  |
| R6 | Have you checked, using “Show All Comments” under Review tab, that there are **no comments in any cell** on the worksheet?  |  |  |
| R7 | Have you checked that there are **precisely 28 columns** in the worksheet? |  |  |
| R8 | Have you checked that the **order of the columns** is as precisely detailed on the DPER Scheme File template? |  |  |
| R9 | Have you checked that the **name of each of the fields in the top header row** is as precisely detailed on the DPER Scheme File template? |  |  |
| R10 | Have you checked that the **file is not password protected**? |  |  |
| R11 | Have you checked that the **file name is in the recommended style**? i.e. *RA###\_RAName\_Benefits\_YYYY\_YYYYMMDD* e.g. if saving a completed Benefits Payment File for Kerry County Council on 30 June 2019 for the Scheme Year 2013, the recommended file name would be *“RA193\_KerryCoCo\_Benefits\_2013\_20190630”* |  |  |
| **Sign-off of Scheme File QA Process** |
| **After you have completed the above checks, you should sign-off and date this checklist and then pass it with the Scheme File to a colleague for peer review** |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/ \_\_\_** |
|  |  |  |  |  |
| **Confirmation of peer review incorporating all required amendments prior to upload of file via DGVT Databank** |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/ \_\_\_** |
| **Confirmation of File Record Upload** |
| Once your file has been peer reviewed and uploaded, a Level 2 User can upload the file via the Databank DGVT application. Please record the following:**Final name of file: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****User who uploaded file: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date of File Upload: \_\_\_/ \_\_\_/ \_\_\_****Time of File Upload: \_\_\_\_\_ : \_\_\_\_\_****Number of file rows: \_\_\_\_\_\_\_\_\_\_\_****(excluding header row)****Final system check that record uploaded as expected: ⬜ Yes** **File saved locally: ⬜ Yes File Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/ \_\_\_** |
|  |
| This checklist is for **local use only**. Completed copies of this checklist should **NOT** be sent to DPER  |