

## Contribution recording for employers with an external payroll

- Cashiers will supply a weekly bank statement to confirm monies received. These should be saved in W:\data01\PENSIONS\ADMITTED AND SCHEDULED BODIES - Original spreadsheets sent via email
- External payrolls will send a monthly excel spreadsheet, providing a breakdown of employee and employer contributions along with pensionable pay. These should be saved in W:\data01\PENSIONS\ADMITTED AND SCHEDULED BODIES - Original spreadsheets sent via email
- Once both of these are received, the data should be recorded on the monthly monitoring sheet found in W:\data01\PENSIONS\ADMITTED AND SCHEDULED BODIES - CONTRIBUTIONS 2010-ONWARDS
- Each employer has its own tab to record employee and employer contributions from the monthly spreadsheet which should then be used to reconcile the payment made into the bank account.
- The pensionable pay from the spreadsheet is also recorded to ensure the correct employer contribution rate is being paid.
- Ensure that the overview page is completed with the date the money is received into the bank account for each employer.
- If any payments are received after 22<sup>nd</sup> of the month following the deduction, this must be recorded as a late payment and this must be highlighted to the employer via email. All emails regarding late payments should be saved in W:\data01\PENSIONS\ADMITTED AND SCHEDULED BODIES - CONTRIBUTIONS 2010-ONWARDS\Late Payment Monitoring
- If an employer is consistently late with the payments, the charging policy should be implemented (currently under review). Payments which are paid within 2-5 days of their due date are not considered material.