

Forms and information to be provided to JSS

A reminder for employers



This is specifically for HR and payroll colleagues involved with JSS and the RCPS

This is a reminder about the importance of sending the appropriate forms to JSS at the right time with accurate information, for example: new starters, change of hours, non-reckonable absences, leaver forms etc. Failure to promptly notify JSS could result in mistakes being made on the members record, which could over or understate their pension benefit entitlement, lead to overpayments, and in the worst cases could result in fines being imposed on employers by The Pension Ombudsman if they failed to provide accurate or proper information.

The forms employers need are all on our website: <https://jsspensions.nerc.ac.uk/guidesandforms.asp>. Forms should only be uploaded to the secure SharePoint site. If you are unable to access this, please ask your manager or HR leader to email us at memberships@jss.ukri.org and we will arrange access.

We have provided a list of the forms you may need to use and what information is required, please note that:

- For Nuvo leavers, the JSS1A nuvo leaver forms no longer need to incorporate nuvo earnings to 31 March 2023 as this would already have been provided as part of last year's Annual Benefit Statement data collection exercise.
- For anyone who works Keeping In Touch (KIT) hours during unpaid leave, please e-mail JSS with the details of the KIT hours worked.

We have included an extract from the Civil Service Pension Scheme guidance regarding **contributions and reckonable service when staff are on sick, maternity, or paternity pay** ([annex 5C](#)).

| Form | Purpose / Information Required |
|--------------------|--|
| JSS1 Starter | New starter form for appointments pensionable under the RCPS only. |
| JSS N/R | Non-reckonable absence notifications (unpaid leave). For any long term non-reckonable absences, we would need a form at the beginning of the absence (showing the commencement date of the absence) and then a second form at the end of the absence. <i>It is important that we are informed as soon as possible.</i> |
| JSS HRS/Change | Notification of change of hours – <i>it is important that we are informed as soon as possible.</i> |
| JSS1 Leaver | Request for scheme benefit award when a member leaves, retires or leaves the scheme. This form is also required when a member partially retires. For members leaving on Ill Health or over retirement age please send the form as soon as possible. Please include personal details such as date of birth, NI number, home address and marital status. Full time equivalent salary and pensionable allowances, Saturday and Sunday Premium payments if pensionable but not weekday overtime, for the 3 years prior to the member's last day of service. Please see details relating to ' assumed pay ' below. If someone leaves to join another employer that participates in the RCPS, they may be eligible to remain part of the RCPS arrangements. In this respect, if you are aware of someone moving to another council please e-mail JSS to inform us in advance. This will mean that if they are able to remain part of the RCPS arrangements – when the leaver paperwork is received within JSS, we will know that we need to follow a certain procedure at our end. |
| JSS1 A Leaver | Full time equivalent pensionable earnings for the last 13 tax years for members of the Premium, Classic Plus Scheme and Nuvo members who have transferred in service. JSS will request this information if required. |
| JSS1 A Nuvo Leaver | Pensionable earnings in the last two scheme years before the member's last day of service. Assumed pay is required in certain circumstances – see note below. |

| Form | Purpose / Information Required |
|-----------------------------------|---|
| JSS1 C Leaver | Any changes in hours in the year before the member's last day of service including any extra hours worked. |
| JSS 2 Leaver | Members details for immediate payment of benefits. |
| JSS4 Leaver | This form is required for under two-year leavers and Classic and Classic Plus members who are unmarried on their last day of service. The 1.5% contributions element should be provided from the latter of the member's start date or the date the member's marriage ended. For Classic Plus members we only require this information up to 30 September 2002. |
| JSS5 Leaver | Member contributions paid in scheme years for the purchase of Added Years and / or Added Pension. |
| JSS6 Leaver | Leaving information for members in the Partnership Scheme including the last day of service and last day of payment to the Partnership provider. |
| JSS 8 Cross council transfer form | To be completed when a member transfers from one council to another and remains in the same payroll system. |

Assumed pay/notional earnings

There are times when a member is treated as still building up reckonable service despite being unpaid. This will apply to RCPS members and **partnership** members who are:

- seconded to a different employer under an arrangement where they continue to be a member of the RCPS arrangements.
- on sick leave on reduced pay, e.g., receiving sick pay at half rate or receiving Statutory Sick Pay (SSP) – it does not apply for members receiving Sick Pay at Pension rate (SPPR) (even if they are also in receipt of SSP) or members receiving no pay.
- being paid statutory maternity pay.
- receiving other forms of statutory pay, including adoption pay, ordinary statutory paternity pay, additional statutory paternity pay, statutory paternity pay for adoption.
- on ordinary maternity/adoption/paternity leave.
- on unpaid leave for a period which the Civil Service Pension Scheme Manager (Cabinet Office) has agreed can count as reckonable service. For example, where the member is allowed time off to undertake public duty such as service as a magistrate.
- absent from duty because they have been called out or recalled for permanent service in the reserve forces.
- being paid at a reduced rate because of the abatement rules.
- voluntarily surrendering pensionable earnings.

Employer contributions continue to be made to the RCPS or the members partnership pension provider. This is done based on assuming that the member was paid normally during these special circumstances. The employee makes contributions based on the pay received or normally received during the period their special circumstances apply depending on which circumstance applies at the time. Members of Partnership can make increased contributions on their return to normal working to make up any shortfall.