

# Guidance for employers and payroll providers transitioning members of partnership and the Civil Service Pensions Additional Voluntary Contribution Scheme to Legal & General (L&G)

The Scheme Administrator (MyCSP) has provided the following guidance.

In your September 2018 interface, you should supply the following:

Guidance for members contributing to the partnership scheme	
1	Within the Service History, add a new service line with an effective date of 01.09.18 for all active members in partnership.
1.1	The Scheme Code should be PCS.
1.2	The Scheme Category should be S4 for members in reckonable service, Q4 for members on a service break or N4 for non-qualifying service break.
1.3	The start code should be TP.
1.4	The status should remain the same unless there is a change in the member's circumstances on the day of transition.
1.5	You are not required to close the previous service history with an end date or end reason.
1.6	If other service related events occur on the day of transition and you require support, please speak to your interface analyst. To contact the Interface Team, email <a href="mailto:Interfaceteam@MyCSP.co.uk">Interfaceteam@MyCSP.co.uk</a>
1.7	Please note: if the member has legacy arrangements with existing providers, you are not required to submit a new service line for this event.
1.1	The Scheme Code should be PCS.
2	Within the Pay History for all active members, you should continue to interface partnership employer and employee contributions as if the member had not changed provider. The total year to date contributions should be the combined amount paid to previous provider(s) and L&G.

## Guidance for members contributing to the Civil Service Additional Voluntary Contribution Scheme (CSAVCS)

1	There is no requirement to create a new service history line, unless there is a service related event on the day of transition.
1.1	Within the Pay History, continue to interface CSAVCS contributions as if the member had not changed provider. The total year to date contributions should be the combined amount paid to previous provider(s) and L&G.