Civil Service Pensions

ANNEX A - How to provide a service history update in your monthly interface for members reaching age 75

Once a member reaches age 75, you will need to advise the Scheme Administrator (MyCSP) of their decision to either join the alpha or partnership scheme or not.

Information you will need to include in your monthly interface for members who choose NOT to join either the alpha or the partnership scheme from age 75

You can provide a service history update in one of two ways, depending on the configuration of your interface (see below).

Option A - You will need to resupply the latest open service history record, ensuring that the end date and leaver reason are populated. Key data items and values to consider are shown in the table below.

Service History Contents	Interface Field	Values
Start Date	STARTDTE	This must be the same start date as previously provided on the latest service record
Start Code	STARTCDE	This must be the same start code as previously provided on the latest service record
Scheme	SCHEME	PCS
Scheme Category	SCHCAT	This must be the same start code as previously provided on the latest service record
Status	STATUS	This must be the same start code as previously provided on the latest service record
End Date	ENDDTE	Day before member's 75th birthday
Leaver Reason	SVRSN	44 - 'No longer eligible but still employed'

Option B - If your interface does not recognise the latest open service history, you can provide a service record with a start date equal to the end date (e.g. the day before the member's 75th birthday). For example:

Service History Contents	Interface Field	Values
Start Date	STARTDTE	Day before member's 75th birthday
Start Code	STARTCDE	ZZ

Scheme	SCHEME	PCS
Scheme Category	SCHCAT	Please input the applicable scheme category at the time (see the latest Standard Interface Developer's Guide for a full list of acceptable values).
Status	STATUS	Please input the applicable status at the time (see the latest Standard Interface Developer's Guide for a full list of acceptable values).
End Date	ENDDTE	Day before member's 75th birthday
Leaver Reason	SVRSN	44 - 'No longer eligible but still employed'

Please note: in addition to the above requirements, you must ensure that you have closed all other open history records using the same end date in the service history (the day before the member's 75th birthday). This includes the member's WPS rate history, salary history, part-time hours history, and allowance history (where applicable).

Information you will need to include in your monthly interface for members who choose TO JOIN either the alpha or the partnership scheme from age 75

You will need to provide the same information as detailed above, along with a new service history entry.

alpha		
Service History Contents	Interface Field	Values
Start Date	STARTDTE	Member's 75th birthday (or actual date member joins alpha if later)
Start Code	STARTCDE	C – 'Change of Circumstances'
Scheme	SCHEME	CSO
Scheme Category	SCHCAT	The applicable scheme category at the time. (See the latest Standard Interface Developer's Guide for a full list of acceptable values.)
Status	STATUS	The applicable status at the time (See the latest Standard Interface Developer's Guide for a full list of acceptable values.)
End Date	ENDDTE	Leave blank
Leaver Reason	SVRSN	Leave blank

Please note: In addition to providing a new service history record, you must ensure that a new pay history is supplied with a scheme of CSO, and the year to date earnings and scheme contribution figures are only representative of the alpha service.

WPS contributions must not be supplied once the member has reached age 75.

You must also ensure the WPS rate history is closed using the same end date as in the service history (the day before the member's 75th birthday). You must not close the other open history records i.e. salary history, part time hours history (where applicable) and allowance History (where applicable) must remain open.

partnership		
Service History Contents	Interface Field	Values
Start Date	STARTDTE	Member's 75th birthday (or actual date member joins partnership if later)
Start Code	STARTCDE	C – 'Change of Circumstances'
Scheme	SCHEME	PCS
Scheme Category	SCHCAT	The applicable scheme category at the time. (See the latest Standard Interface Developer's Guide for a full list of acceptable values.)
Status	STATUS	The applicable status at the time (See the latest Standard Interface Developer's Guide for a full list of acceptable values).
End Date	ENDDTE	Leave blank
Leaver Reason	SVRSN	Leave blank

Please note: In addition to providing a new service history record you must ensure that WPS and scheme contributions cease to accumulate and partnership employer and employee year to date contributions are representative of the partnership service.