MANAGE SUBMISSIONS INTERFACE GUIDE

FOR THE CIVIL SERVICE DC PENSION SCHEME PARTNERSHIP AND AVC SECTIONS.

EVERY
DAY
MATTERS.

Legal &
General

CONTENTS.

INTRODUCTION.

Welcome to our interface guide.

This document has been designed to assist you with the preparation of the joiner and contribution information that you will send to us. It details all of the information required by each process within our Manage Submissions application, whether it's mandatory or not, the standard acceptable values for each item, and some information about value mapping.

Some of this information may change over time so please ensure you have the latest version of the document.

The information in this report does not confer any rights or obligations.

MANAGE SUBMISSIONS.

OVERVIEW

Manage Submissions is a simple, intuitive web based application, which provides scheme administrators with the ability to submit both new joiner and contribution details to us on a regular basis. Features include:

- An intuitive web based interface designed to provide a consistent experience for both the new joiner and contribution process
- The application is accessible through our central scheme administrator site Manage Your Scheme
- Supports CSV file formats to allow importing of your own company files
- Access to previous file submissions with the ability to print at any time
- The ability to track the status of all submissions

This system has been designed to reduce your workload, save time, reduce errors and process contributions quickly.

OVERVIEW/HINTS AND TIPS.

USE OF SPACES

Please do not add trailing spaces to any of the attributes. There is no need to 'pack' the data with spaces so that the maximum character value is achieved. In fact, this creates unexpected, and sometimes unwanted, behaviour within Manage Submissions. Where found, trailing spaces at the end of some attributes are just removed. However, in other instances trailing spaces create an error within the application and so their usage should be avoided. This applies to both the joiner and contribution information.

SERVICE ENTRY DATE

When submitting new joiner files the date selected for the Pensionable Service Start Date of the worker must be either before or during the first pay period relating to when the member will make their first contribution.

Please see page 7 for more information.

RETIREMENT DATE

When submitting new joiner files, the retirement age of the members cannot be in the past.

Please see pages 5 and 6 for more information.

CONTRIBUTION HOLIDAY

If the employee has stopped active membership of the pension scheme (left employment) they should be sent through as a leaver and not with a contribution holiday status. If they should then re-join the company and resume contributions we would require a joining instruction before contributions can commence.

If the active membership has been maintained but contributions are to be suspended then contribution holiday status should be applied. No leaver pack will be issued and no joiner instruction will be needed for contributions to resume.

Please see contribution status on page 8 for more information.

For further advice on any of the above, please speak to your Legal & General Implementation Manager.

❯ JOINER INFORMATION.

The joiner information includes the following data items. Please note, where value mapping states yes, alternative values can be entered when value mapping is established.

ITEM NAME	DESCRIPTION	MANDATORY / OPTIONAL FOR FILE UPLOAD	MAXIMUM NUMBER OF CHARACTERS	VALUE MAPPING	EXPLANATION
Title	Title of worker	Mandatory	30	Yes	At least one character is required. Please enter either: **Doctor • Mr • Mrs • Miss • Ms • Professor • The Reverend**.
Surname	Surname of worker	Mandatory	30	No	At least two characters are required. Must not start with hyphen **-** or apostrophe **'**. Only letters **a-z** or **A-Z**, apostrophe **'**, single space ( ) or hyphen **-**.
Forename 1	First forename of worker	Mandatory	18	No	At least two characters are required. Must not start with hyphen **-** or apostrophe **'**. Only letters **a-z** or **A-Z**, apostrophe **'** or hyphen **-**. No spaces.
Forename 2	Second forename of worker	Optional	18	No	Mandatory if forename 3 is present. If entered, at least two characters are required. Must not start with hyphen **-** or apostrophe **'**. Only letters **a-z** or **A-Z**, apostrophe **'** or hyphen **-**. No spaces.
Forename 3	Third forename of worker	Optional	18	No	If entered, at least two characters are required. Must not start with hyphen **-** or apostrophe **'**. Only letters **a-z** or **A-Z**, apostrophe **'** or hyphen **-**. No spaces.
Date of birth (DOB)	Date of birth of worker	Mandatory	10	Yes	Must be greater than 16 years of age and less than 75 years of age. The default date format is **DD/MM/CCYY**. Other available formats are: **MM/DD/CCYY • CCYY/MM/DD**
National Insurance Number (NI)	NI number of worker	Mandatory	9	No	At least nine characters must be entered. Permanent NI format: **AAnnnnnnA** where last **A** is **A**, **B**, **C** or **D**. Temporary NI format: **TNnnnnnnZ** where **Z** is **M**(ale) or **F**(emale). Employers have a duty to provide accurate NI numbers, where they are known and where they are applicable. If not known at the time of creating a joiner record, the NI number should be notified to the provider as soon as it is known. Failure to provide a valid NI Number within a timely manner could result in fines being issued by HMRC.
Gender	Gender of worker	Mandatory	30	Yes	At least one character required. Please enter either **Male** or **Female**. Can include special characters.
Address line 1	First line of worker's residential address	Mandatory	30	No	Can include special characters.
Address line 2	Second line of worker's residential address	Mandatory	30	No	Mandatory if address line 3 is present. Can include special characters.
Address line 3	Third line of worker's residential address	Optional	30	No	Mandatory if address line 4 is present. Can include special characters.

ITEM NAME	DESCRIPTION	MANDATORY / OPTIONAL FOR FILE UPLOAD	MAXIMUM NUMBER OF CHARACTERS	VALUE MAPPING	EXPLANATION
Address line 4	Fourth line of worker's residential address	Optional	30	No	Can include special characters.
Postcode	Postcode of worker	Mandatory	8	No	Mandatory if the UK Indicator is set to **Yes**. If entered, at least five characters are required. Must be entered in one of the following formats: **An nAA • Ann nAA • AAn nAA • AAnn nAA • AnA nAA • AAnA nAA**
UK Indicator	Indicates if the address supplied is within the UK	Optional	30	Yes	Manage Submissions will default this attribute to **Yes** for trust based joiners where no value is provided. If entered (for trust based joiners only), at least one character is required. Please enter either **Yes** or **No**
Home email address	Home email address of worker	Mandatory	100	No	Mandatory if work e-mail address is not provided. Must contain at least two characters followed by **@**, followed by at least two characters, followed by a **.**, followed by at least two characters.
Work email address	Work email address of worker	Mandatory	100	No	Mandatory if home e-mail address is not provided. Must contain at least two characters followed by **@**, followed by at least two characters, followed by a **.**, followed by at least two characters.
Marital status	Marital status of worker	Optional	30	Yes	If entered, at least one character is required. Please enter either: **Married • Single • Divorced • Widowed • Separated • Unknown • Cohabitating • Registered Civil Partner • Dissolved Civil Partner • Surviving Civil Partner**. Marital status will be defaulted to **Unknown** if not entered.
Payroll / staff reference	Reference you use to uniquely identify this worker	Optional	30	No	If entered, at least one character is required. Special characters that can be used are **\ / - ~ : ; ( )**
Salary	Salary of worker	Optional	17	No	This is a maximum of 17 numbers, with 2 of those being decimal places. Include the decimal point if pence are required, otherwise this will be treated as whole pounds. For example, if the salary is £20,000 enter: **20000**
Salary effective date	Salary effective date of worker	Optional	10	Yes	Mandatory if salary is entered. Must be less than or equal to today's date. Must be greater than or equal to **employment start date**, if present. Must be less than or equal to **employment end date**, if present. The default date format is **DD/MM/CCYY**. Other available formats are: **MM/DD/CCYY • CCYY/MM/DD**.
Retirement age (years)	Retirement age of worker (years)	Optional	2	No	If entered, at least two numbers are required. Please enter numbers only. For trust based schemes the number must be within the value range **30 – 75**. If no value is entered, the scheme default value will be used. Please see Hints and Tips on page 3 for more information.

ITEM NAME	DESCRIPTION	MANDATORY / OPTIONAL FOR FILE UPLOAD	MAXIMUM NUMBER OF CHARACTERS	VALUE MAPPING	EXPLANATION
Retirement age (months)	Retirement age of worker (months)	Optional	2	No	If entered, at least one number is required. Please enter number only. Must not be entered if a **retirement age** in years has not been entered. Must not be entered if a **retirement age** in years is equal to 75. Must be within the value range of **0 – 11**. If no value is entered, the scheme default value will be used. Please see Hints and Tips on page 3 for more information.
Enrolment reason	Enrolment reason of worker	Mandatory	30	Yes	**Joiner without opt out** should be entered for all new joiners
Relevant date	The relevant date of worker	Mandatory	10	Yes	The date the worker became eligible to join the pension scheme. This will be 1st September 2018 for go live and 1st of the month that the first contribution relates to for new joiners after go live. The default date format is **DD/MM/CCYY**. Other available formats are: **MM/DD/CCYY · CCYY/MM/DD**.
Scheme category	Target scheme category in which worker's account will be created	Mandatory	30	Yes	This will be provided by L&G and relates to the participating employer that the employee works for. At least one character must be entered. Special characters can be used.
Contribution collection group	Contribution collection group of worker	Mandatory	30	Yes	This will be provided by L&G and relates to the relevant payroll of the participating employer that the employee works for. At least one character must be entered. Special characters can be used.
Employment start date	Employment start date of worker	Mandatory	10	Yes	Must be greater than or equal to 13 years and less than or equal to 75 years from date of birth (where current date is used to determine age). The default date format is **DD/MM/CCYY**. Other available formats are: **MM/DD/CCYY · CCYY/MM/DD**.

ITEM NAME	DESCRIPTION	MANDATORY / OPTIONAL FOR FILE UPLOAD	MAXIMUM NUMBER OF CHARACTERS	VALUE MAPPING	EXPLANATION
Employment end date	Employment end date of worker	Optional	10	Yes	Must be less than or equal to 75 years from DOB (where current date is used to determine age). Must be greater than **employment start date**. The default date format is **DD/MM/CCYY**. Other available formats are: **MM/DD/CCYY · CCYY/MM/DD**.
Service entry date	Pensionable service start date of worker	Mandatory	10	Yes	Must be greater than or equal to **employment start date**. Must be less than or equal to the **relevant date** Must be less than **employment end date**. Must be less than or equal to the **earnings end date** (Contribution Information file level attribute) for which this joiner information relates to. Must be greater than or equal to 16 years and less than or equal to 75 years from DOB (where current date is used to determine age). The default date format is **DD/MM/CCYY**. Other available formats are: **MM/DD/CCYY · CCYY/MM/DD**. Please see Hints and Tips on page 3 for more information.
Service exit date	Pensionable service exit date of worker	Optional	10	Yes	Must be greater than or equal to **employment start date**. Must be less than **employment end date**. Must be greater than or equal to 16 years and less than or equal to 75 years from DOB (where current date is used to determine age). The default date format **is DD/MM/CCYY**. Other available formats are: **MM/DD/CCYY · CCYY/MM/DD**.
Fund 1	Fund code	Optional	4	No	**Please note**, do not enter fund codes for the single contribution within the joiner information unless you are going to enter a corresponding single contribution on the first contribution file. If no value is entered, the scheme default value will be used. If entered, must be at least four characters. Available formats include: **AAAA · nnnn · AAAn** i.e. a mixture of letters and numbers. Up to 10 funds each can be entered for the regular and single contribution.
Fund 1%	Fund percentage	Optional	5	No	This is a maximum of five numbers, with two of those being decimal places. Include a decimal point if part of a percent is required, otherwise this will be treated as a whole number. For example, if the percentage to be invested in this fund is 10% enter **10** The combined fund percentages must equal 100%.

The explanations include the values that our Manage Submissions user interface uses. To use your own values in place of these values, value mapping of each available data item must be established.

❯ CONTRIBUTION INFORMATION.

The contribution information includes the following data items. Please note, where value mapping states yes, alternative values can be entered when value mapping is established.

ITEM NAME	DESCRIPTION	MANDATORY / OPTIONAL FOR FILE UPLOAD	MAXIMUM NUMBER OF CHARACTERS	VALUE MAPPING	EXPLANATION
NI number	NI number of worker	Mandatory	9	No	At least nine characters must be entered. Permanent NI format: AAnnnnnnA where last A is A, B, C or D. Temporary NI format: TNnnnnnnZ where nnnnnn is the members date of birth & Z is M(ale) or F(emale).
Surname	Surname of worker	Mandatory	30	No	At least two characters are required. Must not start with hyphen (-) or apostrophe ('). Only letters (a-z or A-Z), apostrophe('), single space ( ) or hyphen(-).
Forename	First forename of worker	Mandatory	18	No	At least two characters are required. Must not start with hyphen (-) or apostrophe ('). Only letters (a-z or A-Z), apostrophe ('), or hyphen(-).
Member's regular contribution amount	Regular contribution amount from worker	Optional	12	No	This is a maximum of 12 numbers, with two of those being decimal places. Cannot be less than zero. Include the decimal point if pence are required, otherwise this will be treated as whole pounds. For example, if the amount is £200 enter: **200** This is a net amount for those schemes where tax relief at source is applied; otherwise it is a gross amount. A contribution amount must not be provided if one of the following contribution statuses has been entered: - Transferring billing group - Enrolled in error The remaining contribution statuses may be accompanied with a regular contribution amount.
Employer's regulation contribution amount	Regular contribution amount from worker's employer	Optional	12	No	This is a maximum of 12 numbers, with two of those being decimal places. Cannot be less than zero. Include the decimal point if pence are required, otherwise this will be treated as whole pounds. For example, if the amount is £200 enter: **200** This is a gross amount. A contribution amount must not be provided if one of the following contribution statuses has been entered: - Not starting this period - Transferring billing group - Enrolled in error The remaining contribution statuses may be accompanied with a regular contribution amount.

ITEM NAME	DESCRIPTION	MANDATORY / OPTIONAL FOR FILE UPLOAD	MAXIMUM NUMBER OF CHARACTERS	VALUE MAPPING	EXPLANATION
Member's single contribution amount	Single contribution amount from the worker	Optional	12	No	This is a maximum of 12 numbers, with two of those being decimal places. Cannot be less than zero. Include the decimal point if pence are required, otherwise this will be treated as whole pounds. For example, if the amount is £2000 enter: **2000** This is a net amount for those schemes where tax relief at source is applied, otherwise it is a gross amount.
Employer's single contribution amount	Single contribution amount from worker's pay	Optional	12	No	This is a maximum of 12 numbers, with two being decimal places. Cannot be less than zero. Include the decimal point if pence are required, otherwise this will be treated as whole pounds. For example, if the amount is £2000 enter: **2000** This is a gross amount.
Contribution status	Contribution status of the worker	Optional*	30	Yes	If entered, at least one character is required. Please enter one of the following: Deceased • Left Scheme • Long Term sick • Maternity/Paternity leave • Not Starting this Period • Contribution holiday • Retired • Transferring Billing Group • Working abroad • Enrolled in error. **Enrolled in error** should only be entered prior to sending the first contribution for the worker. If only **single contributions** are being entered, a contribution status must be provided. Please see Hints and Tips on page 3 for more information.
Contribution status date	Effective date of the contribution status date	Optional*	10	Yes	Contribution status date is mandatory when the following contribution statuses are provided: - left scheme - deceased - retired The default date format is **DD/MM/CCYY**. Other available formats are: **MM/DD/CCYY • CCYY/MM/DD**
Payroll / staff reference	Reference you use to uniquely identify this worker	Optional	30	No	If entered, at least one character is required. Special characters that can be used are **\ / - ~ : ; ( )**
Salary	Salary of the worker	Optional	17	No	This is a maximum of 17 numbers, with two of those being decimal places. Include the decimal point if pence are required, otherwise this will be treated as whole pounds. For example, if the salary is £20,000 enter: **20000**
Salary effective date	Salary effective date of the worker	Optional	10	Yes	The default date format is **DD/MM/CCYY**. Other available formats are: **MM/DD/CCYY • CCYY/MM/DD**

The explanation includes the values that our Manage Submissions user interface uses. To use your own values in place of these values, value mapping of each available data item must be established.

*Whilst these fields are optional, if they are not included on the file, the user will need to manually update the L&G Manage Submissions system for any member who had a contribution the previous month and does not have a contribution on the file this month e.g. leavers.

❯ VALUE MAPPING.

If you have decided to import a prepared CSV file of your new joiners or contribution information into Manage Submissions, you will need to create an appropriate mapping. This is to ensure the data on your CSV file maps to our data correctly. Creating your mapping will identify which columns of your CSV file will be imported. You must map mandatory data and you are able to map optional data. Your L&G implementation manager will help you create the mapping.

You can also define any differences in your CSV's field values to our ones. For example, you may have Dr in your CSV and we have DOCTOR. Or you may have Leaver in your CSV file and we have Left Scheme.

Please note :

- The CSV file must include at least one line of the new joiner's details before Manage Submissions can permit its import. In addition to this, each row of data must include a valid NI number format. If an invalid NI number is entered, the line of data will not be imported into your uploaded new joiner submission.

- The column references are always numerical, not alpha i.e. Column A in your CSV file = 1, Column B = 2, Column C = 3 etc. You can change your column references in your CSV from alpha to numeric by selecting Tools, Options, General, then select the R1C1 Reference style tick box.

❯ APPENDICES.

You may find the templates below useful.

Trust	New Joiner	https://www80.landg.com/DocumentLibraryWeb/Document?reference=AE_Trust_Joiner_CSV_Template.xls
	Contribution	https://www80.landg.com/DocumentLibraryWeb/Document?reference=AE_Trust_Contribution_CSV_Template.xls