



How to...

Member update

- ✓ Update member address, name and marital status details
- ✓ Part-time hours/weeks update

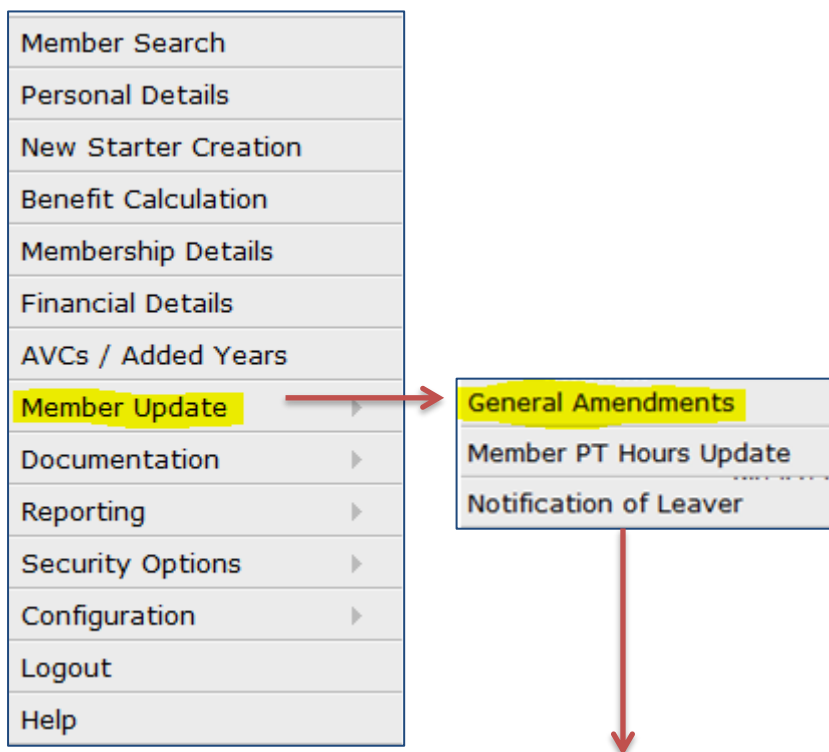


THE ROYAL COUNTY OF
BERKSHIRE
PENSION FUND

Member Update

Member update – General Amendments

The “**Member General Update**” screen enables you to update the member’s Name, Address and Marital Status details.



Member General Information Update

Surname	1	ST	x	Update Previous	<input type="checkbox"/>
Job Title	2			Payroll Reference	3
Post Number	4			Title	5
Marital Status	6	married	▼	Date of Marriage	7
Spouse's DOB / DOD	8		📅	Leave Blank	
Address (Line 1)		TEST A		9 to 14	
Address (Line 2)		TEST B			
Address (Line 3)		TEST C			
Address (Line 4)		TEST 4			
Address (Line 5)					
Postcode		TEST			
Telephone Number	15				
Mobile Number	16				
E-mail Address	17				
Historise Address		<input checked="" type="checkbox"/>			

18

Save Changes

1	SURNAME	
2	JOB TITLE	
3	PAYROLL REFERENCE	
4	POST NUMBER	IF APPLICABLE
5	TITLE	<ul style="list-style-type: none"> • Cllr • Dr • Miss • Mr • Mrs • Ms • Prof • Sir
6	MARITAL STATUS	<ul style="list-style-type: none"> • Civil Partnership • Declared Partnership • Divorced • Married • Single • Widowed
7	DATE OF MARRIAGE	Please enter in format DD/MM/YYYY
8	SPOUSES DATE OF BIRTH/DATE OF DEATH	Please enter in format DD/MM/YYYY
9 – 14	ADDRESS AND POSTCODE	Please complete fields 9 to 14 in uppercase with the member's full home address and postcode
15	TELEPHONE NUMBER	
16	MOBILE NUMBER	
17	E-MAIL ADDRESS	Please do not update
18	SAVE CHANGES	Once you are happy with your input select "Save Changes" to save your amendments

Member Update continued...

Member PT Hours Update

The “Member PT Hours Update” option enables one or more part-time hours/term-time weeks amendments to be made.

The screenshot shows a vertical menu with the following items: Member Search, Personal Details, New Starter Creation, Benefit Calculation, Membership Details, Transfer Details, Financial Details, AVCs / Added Years, Nominees / Beneficiaries, Member Update (highlighted in yellow), Documentation, Reporting, Security Options, Configuration, Logout, and Help. A red arrow points from the 'Member Update' item to a sub-menu box containing 'General Amendments' and 'Member PT Hours Update' (highlighted in yellow).

Member Part-Time Hours Update

Date Comm Curr Emp PT Hours/Percentage

Part-Time Ind Statutory Notice

Date of Change	Percentage	Ratio
<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="2/3"/> / <input type="text"/>
		<input type="button" value="-"/> <input type="button" value="+"/>

1	DATE OF CHANGE	The effective date of the hour change to be recorded as DD/MM/YYYY
2/3	RATIO	Please enter the ratio of part-time hours. i.e 18.50/37.00
4	SAVE CHANGES	Once you are happy with your input select “Save Changes” to save your amendments
 		You can add an additional hour change to the list by clicking on the ‘+’ button. Part-time hours must either be expressed as a percentage or a ratio, but not both



How to...

View Documentation

- ✓ Member documents
- ✓ Non-member documents



THE ROYAL COUNTY OF
BERKSHIRE
PENSION FUND

Documentation

In the Documentation section you can view documents held on a member's record and Non-Member Documents (such as general factsheets and guides).

The screenshot shows a navigation menu on the left with 'Documentation' highlighted. A red arrow points from 'Documentation' to a sub-menu containing 'View Member Documents', 'View Non-Member Documents', and 'Upload Word Document'. Another red arrow points from 'View Member Documents' to a page titled 'View Member Documents'. This page contains a table of documents and navigation buttons.

Document	Date	Amendable
Membership Certificate	14/01/2014 09:35:00	No
ANNUAL BENEFIT STATEMENT 2012	13/10/2012 08:21:24	No

Previous Next

To view the documents shown click on the document title (**shown in blue**)

The screenshot shows the same navigation menu with 'Documentation' highlighted. A red arrow points from 'Documentation' to a sub-menu containing 'View Member Documents', 'View Non-Member Documents', and 'Upload Word Document'. Another red arrow points from 'View Non-Member Documents' to a page titled 'Documents'. A text box explains that 'Non-Member Documents' include factsheets, newsletters, and guides.

“Non-Member Documents”
such as Berkshire Pension Fund factsheets, newsletters and guides can be found in this section.

Documents