

# ESS Help

The ESS help facility can be accessed through the left hand navigation bar displayed on each page.

The image shows a screenshot of the ESS Help facility. On the left, there is a navigation bar with the following options: Member Search, New Starter Creation, Documentation, Reporting, Security Options, Logout, and Help. The Help option is highlighted in yellow. A red arrow points from the Help option to a text box that reads: "Clicking on the 'Help' option will open a separate window displaying an explanation of the content that you will be able to see on the screen." Below this, there is a screenshot of the ESS Member Search page. The page has a navigation bar on the left with the same options as above. The main content area is titled "Member Search" and contains several search criteria: Surname (testing), Status (Active), Employer (RBWM), Scheme Name (dropdown menu), NI Number, Job Title, Payroll Reference, and Post Number. There are Search and Clear buttons. A red arrow points from the Help option in the navigation bar to the Help window. The Help window is titled "Example Website - Help - Internet Explorer" and contains the following text: "You can search for individual members by entering information about them, such as their National Insurance number, surname, status, scheme name, and employer. You can perform a wildcard search by using the % key. For example to search for members with surnames beginning with A, enter A% in the Surname field and click the Search button. The results of your search are displayed below the selection boxes, with details for each member shown." Below the text is a "Close" button.

If you would like additional help with any feature of ESS please contact the ESS team (see page 5 for contact details).

## Employer Self Service



## *Contact us*

- ✓ **Glossary of pension terms**
- ✓ **ESS team contact details**



THE ROYAL COUNTY OF  
**BERKSHIRE**  
PENSION FUND

# Glossary of Pension Terms

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## 49<sup>th</sup>

Pension build up rate under the MAIN Section of the LGPS regulations.

## 50/50 Section

Section of the LGPS under which members pay half their normal pension contribution rate and build up a 98<sup>th</sup> of their pensionable pay each Scheme year.

## 60<sup>th</sup>

Pension build up rate for the period 1 April 2008 to 31 March 2014 of the Final Salary regulations.

## 80<sup>th</sup>

Pension build up rate for the pre 1 April 2008 section of the Final Salary regulations.

## 98<sup>th</sup>

Pension build up under the 50/50 Section of the LGPS regulations.

## Added Years - up to 31 March 2008

Added years were a facility for members to purchase additional amounts of service (in years and days). Since 1 April 2008 added years are no longer available, however members with existing added years contracts at this date were able to continue with their contributions.

## Additional Pension Contributions (APCs) – 1 April 2014 onwards

APCs replaced ARCs from 1 April 2014. APCs enable a member to purchase an additional amount of annual pension up to a maximum of £6,755 either through contributions deducted from salary or as a lump sum payment.

## Additional Regular Contributions (ARCs) – 1 April 2008 to 31 March 2014

ARCs replaced added years enabling a member to purchase an additional amount of annual pension.

## Additional Voluntary Contributions (AVCs)

Members within the Berkshire Pension Fund can pay AVCs through our in-house AVC provider – Prudential.

## Assumed Pensionable Pay (APP)

APP replaces the concept of notional pay in cases of reduced contractual pay or nil pay as a result of Sickness or injury, Relevant child related leave (i.e. ordinary maternity, paternity or adoption leave and any paid additional maternity, paternity or adoption leave) and Reserve Forces Service Leave.

For the purposes of the estimate calculations an annual rate of APP is required when processing an ill-health retirement quotation or a Death estimate.

## **Benefit Conversion**

Under the LGPS regulations members have the option at retirement to exchange some of their annual pension to purchase an additional amount of tax-free cash. When calculating an estimate through ESS you can elect for the conversion option to be reflected in your figures.

## **CARE Pay**

This is the Cumulative Pensionable Pay (CPP) that a member has received and paid pension contributions on.

## **Final Pay**

Average FTE salary over the last 365 days of employment used to calculate pre 1 April 2014 pension benefits under the Final Salary Pension Scheme.

## **MAIN Section**

Section of the LGPS under which members pay their normal pension contribution rate and build up a 49<sup>th</sup> of their pensionable pay each Scheme year.

## **NPA**

Normal Pension Age. A member's NPA is equal to their State Pension Age (with a minimum age of 65).

## **Pensionable Pay**

Elements of pay from which pension contributions are deducted. Under the CARE Scheme contractual and non-contractual is to be included in pensionable pay. When calculating a Final Pay figure, please do not include Non-contractual overtime as this is deemed to be non-pensionable under the Final salary regulations.

## **SPA**

State Pension Age.

# Contact Us

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If you have any questions about ESS or you would like further assistance using the ESS features please do not hesitate to contact our ESS team on any of the numbers below:

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