

Amendment Details Form - Changes in Contractual Working Hours, Working Weeks or Contribution Rate

This form must be used to notify NILGOSC of changes to an employee's contractual hours or weeks for the following members only:

- Members to whom the underpin applies i.e. who were born before 1 April 1957 and were active members on 31 March 2012
- Members who have an 'old' added years contract
- Members who were active members before 1 April 2009 and were aged 45 or over at that time i.e. were born before 1 April 1964

Changes in contribution rate should be provided for all members.

Member's Details

Employing Authority:

Pension Reference Number:

Job Code / Staff Number:

National Insurance Number:

Member's Name:

Job Title:

Current Contract or Contribution Rate Details

Date Current Contract Ends:

Contractual Hours Worked Per Week:

Whole-time Equivalent Hours Worked Per Week:

Employee Contribution Rate:

Contractual Weeks Worked Per Year:

Whole-time Equivalent Weeks Worked Per Year:

Additional Contributions if applicable:
(e.g. Added Years, AVCs, ARCs, APCs)

Pensionable Pay at Date of Amendment per annum / per week:

New Contract or Contribution Rate Details

Date New Contract Starts:

Contractual Hours Worked Per Week:

Whole-time Equivalent Hours Worked Per Week:

Employee Contribution Rate:

Contractual Weeks Worked Per Year:

Whole-time Equivalent Weeks Worked Per Year:

Additional Contributions if applicable:
(e.g. Added Years, AVCs, ARCs, APCs)

Pensionable Pay at Date of Amendment per annum / per week:

(including all pensionable emoluments and based on contractual hours and weeks as above)

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Scheme Employer Certification

I am an authorised officer of the Scheme Employer named below sending instructions to NILGOSC and hereby certify that the information on this form is correct. I confirm that we will indemnify NILGOSC against any costs or claims arising if any of the information provided on this form is incorrect.

Completed by

Print Name (Authorised Officer):

Telephone Number and Extension Number:

Email Address:

Signature:

Date:

Scheme Employer:

Notes on completing the form

1. Whole-time Employment

An employee is in whole-time employment if his/her contractual hours are not less than the number of contractual hours for a person employed in that employment on a whole-time basis.

2. Part-time Employment

Part-time employment is employment for less than the number of contractual hours for a person employed in that employment on a whole-time basis.

3. Multiple Employments

When a person has more than one employment with one or more employing authorities, he/she must have a separate pension record number for each employment. Do not use this form to add details of an additional employment to an existing record. Please complete Form LGS1 or SS1 instead and return to NILGOSC.

Multi-jobber record

Please list below concurrent pensionable jobs for this member to the one stated overleaf. This will assist NILGOSC with the Annual Return reconciliation and keep the member's record up to date.

Pension Reference	Job Code	Effective Dates		Weekly Hours	Full-time Equivalent Hours	Contractual Weeks Per Annum	Hourly Rate	Contribution Rate
		From	To					