



# Contributions Remittance Employer Guide

July 2025

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# Contribution Remittance Submissions Guidance

It is a legal requirement for employers to pay accurate contributions by the 22nd of each month commencing from the end of the month in which the amount is deducted from the earnings. Failure to submit the necessary submissions by the 6th impacts on the ability to meet the statutory deadline and is a breach of the terms and conditions of the Fund's Pension Administration Strategy Statement (PASS), resulting in the situation being escalated in line with the Fund's internal procedures. This in turn may lead to charges being incurred by the employer in accordance with the policies set out in the PASS. Further information about the charging policy can be found within the PASS under the following link: <https://lancashirecountypensionfund.org.uk/publications/>

Please access the contributions remittance portal via:

<https://my.apps.lancashire.gov.uk/i/portal/login>

## New Payroll Providers and existing providers onboarding new employers

To be able to make the necessary submissions please ensure you have completed and returned the Third Party Authorisation form to [Pensionsfinance@lancashire.gov.uk](mailto:Pensionsfinance@lancashire.gov.uk). The Third Party Authorisation form can be found on our website [here](#).

If you are a new provider, upon completion of the form, a unique user will be set up and configured to the employer you are submitting on behalf of. You will subsequently receive a registration email to complete the set-up of your user.

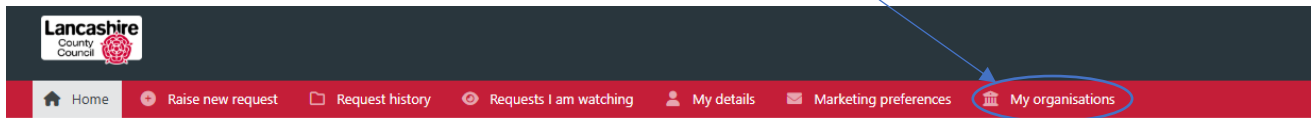
If you are an existing provider onboarding a new employer, the new employer will be linked to your provider.

Each provider will be set up with a user(s) with admin privileges, the provider admin(s) will be responsible for submitting new user requests, notification in employer changes and adding admin privilege to existing users under the provider.

## Navigating to the Pension Contributions Remittance App

Access the portal via <https://my.apps.lancashire.gov.uk/i/portal/login> and login.

Once logged in you will need to select the 'My organisations' tab



### Welcome to My Services

#### Raise a new request

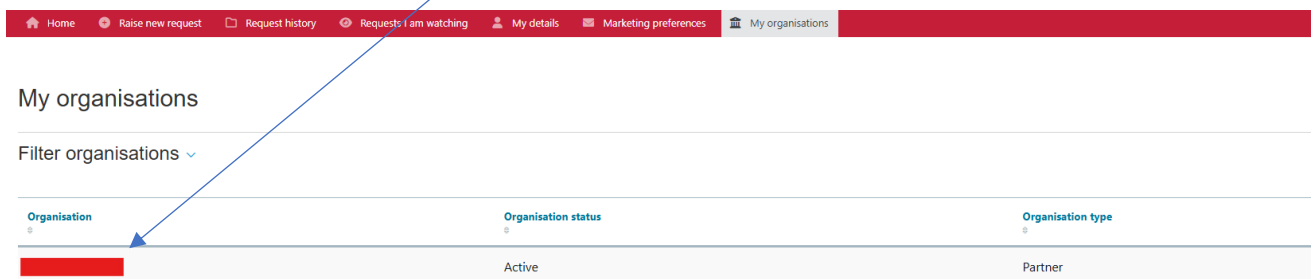
Request a new service with your My Services account.

#### Request history

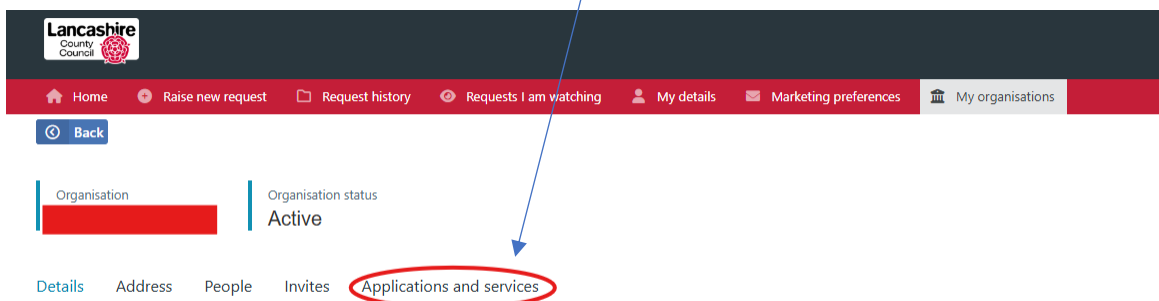
View and update your open requests.

See all past communication, documentation and requests raised.

Next select the organisation name

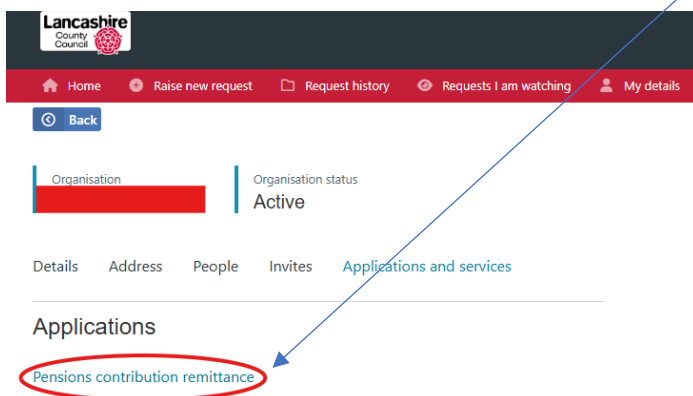


Then select the applications and services tab



#### Details

Next you will need to select the 'Pensions contribution remittance' application.



This will then present 'My page' which shows the full list of submissions to date and also provides a search functionality.

**My page**

Welcome to pensions contribution remittance

Please search for a submission below or click on the button to create a new one.

Your name: Reece Pearce (Partner)

Your provider: LCCPAY - LCC pay bureau

[+ New submission](#)

**Search**

Reference: PCR

Line type: All

Status: All

Employer: All

Payroll month from:

Payroll month to:

[Search](#) [Reset](#)

Reference	Line type	Status	Employer (including provider)	Line created by user	Payroll date	Collection date	Pensionable pay main	Employer contribution main	Employee contribution main	Pensionable pay 5050	Employer contribution 5050	Employee contribution 5050	Employer additional pension contributions (APC)	Employee additional pension contributions (APC)	Employer additional contributions - ABC	Employee additional contributions - ABC	Employer contributions total	Employee contributions total	Deficit collection amount
PCR42	To be taken (entered by LCC finance)	Refund complete			31/01/2025		£5,000.00	£800.00	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£800.00	£300.00	£166.67

[View](#)

Please note, in the list of submissions shown on this page, the type of submission can be seen in the '**Line type**' column. The various types of submissions shown in this column are:

- **To be taken** – Figures have been submitted by the employer to inform the pension's finance team of the amount of contributions to be collected.
- **Entered by LCC Finance** – Figures have not been submitted by the provider by the deadline and therefore the previous month's figures have been carried forward.
- **Taken** - LCC finance have raised a direct debit to collect the pensions contributions.
- **Adjustment** - An adjustment has been entered to rectify a previously incorrect submission.

There are various categories used under the '**Status**' column throughout the process however not all are relevant to employers. The below is not an extensive list of the categories but are the most relevant to employers:

- **Waiting for manual refund** - The adjustment can't be processed via the contribution remittance system and is awaiting manual payment.
- **Extracted** – Shows the process has been completed within the contribution remittance system.
- **Refund Complete** – A manual refund has been processed outside of the contributions remittance system.

## New submissions

To enter a new submission, click the 'new submission' button on the right-hand side of the page.

Lancashire County Council  
Pensions contribution remittance -

My page User admin

My page

Welcome to pensions contribution remittance

Please search for a submission below or click on the button to create a new one.

Your name Reece Pearce (Partner)

Your provider LCCPAY - LCC pay bureau

Search

+ New submission

This will open a new screen, please select the employer you wish to submit for, enter or select the payroll date (last day of the period submitting for) then proceed to enter the total figures for the period in the relevant boxes and press save.

Lancashire County Council  
Pensions contribution remittance -

My page User admin

New submission

Employer \* Please select...

Payroll end date \* dd/mm/yyyy

Pensionable pay including assumed pensionable pay main \* £

Employer contribution main \* £

Employee contribution main \* £

Pensionable pay including assumed pensionable pay 5050 \* £ 0.00

Employer contribution 5050 \* £ 0.00

Employee contribution 5050 \* £ 0.00

Employer additional pension contributions (APC) \* £ 0.00

Employee additional pension contributions (APC) \* £ 0.00

Employee additional contributions \* £ 0.00

Employee additional contributions - ARC \* £ 0.00

Save Reset

This will create a line on the summary page with the note (to be taken).

Until the submission has been accepted by the LCC Finance team you will be able to amend the figures by clicking the 'edit' button.

Reference	Line type	Status	Employer (including provider)	Line created by user	Payroll date	Collection date	Pensionable pay main	Employer contribution main	Employee contribution main	Pensionable pay 5050	Employer contribution 5050	Employee contribution 5050	Employer additional pension contributions (APC)	Employee additional pension contributions (APC)	Employee additional contributions	Employer additional contributions - ARC	Employer contributions total	Employee contributions total	Deficit collection amount
PCR62	To be taken (entered by LCC finance)	Contribution rates invalid			30/04/2025		£500.00	£300.00	£60.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	£60.00	£0.00

View Edit

n.b. if the submission has been accepted by the LCC Finance team, it is before the submission deadline and the figures need editing, please contact [pensionsfinance@lancashire.gov.uk](mailto:pensionsfinance@lancashire.gov.uk).

## Adjustments

Where an adjustment is required to a submission that has been collected, an 'adjustment' button will appear on the right-hand side of the submission line, clicking this button will present the below screen.

This screen has the original submission, any previous adjustments and the submission subtotal. It then has a table to enter necessary adjustments, the figures to be entered are the correct totals for the period. Upon pressing the 'save' button, the system will automatically work out the differences between the original submission and the adjustment. This line will be added to the summary with the note (Adjustment).

**Pensions contribution remittance -**

My page User admin

Back

Reference: PCR45 | Employer: [REDACTED] | Payroll end date: 30/04/2025

### Adjustments

Previous submissions

Line type	Status	Pensionable pay main	Employer contribution main	Employee contribution main	Pensionable pay 5050	Employer contribution 5050	Employee contribution 5050	Employer additional pension contributions (APC)	Employee additional pension contributions (APC)	Employee additional contributions	Employee additional contributions - ARC	Employer contributions total	Employee contributions total
To be taken (entered by LCC finance)	Extracted	£2,500.00	£450.00	£80.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£80.00
Adjustment	Extracted	-£100.00	-£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£50.00	£0.00
		£2,400.00	£400.00	£80.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00	£80.00

### Add adjustment

Wherever an adjustment is needed, the correct amount should be entered and the adjustment will be calculated upon clicking save. The adjusted totals will appear in the table above for reference. Any fields that do not need an adjustment should be left blank.

Pensionable pay including assumed pensionable pay main	£	
Employer contribution main	£	
Employee contribution main	£	
Pensionable pay including assumed pensionable pay 5050	£	
Employer contribution 5050	£	

The submissions are required on a monthly basis via the portal for each employer, if you have any problems or queries in regard to entering submissions, please contact [pensionsfinance@lancashire.gov.uk](mailto:pensionsfinance@lancashire.gov.uk).

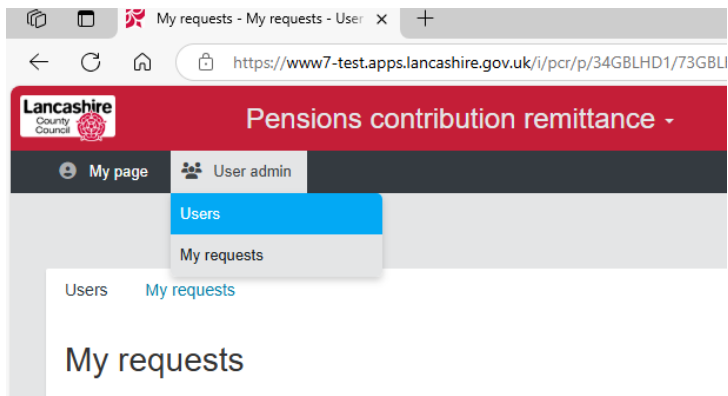
Please note: The contributions remittance is to be submitted along with the data files required by LPPA via the UPM portal, for more guidance on uploading the data files, please contact [YPS.DataManagement@localpensionspartnership.org.uk](mailto:YPS.DataManagement@localpensionspartnership.org.uk).

## Administrator – Provider maintenance

Each provider will be set up with a user(s) with admin privileges. The administrator will have access to an additional page on the pensions contributions system where they can edit existing user privileges, submit requests for new users, notify the Pension Fund of onboarding employers and to notify the Pension Fund of employers leaving the provider, either via exiting the scheme or joining a new provider.

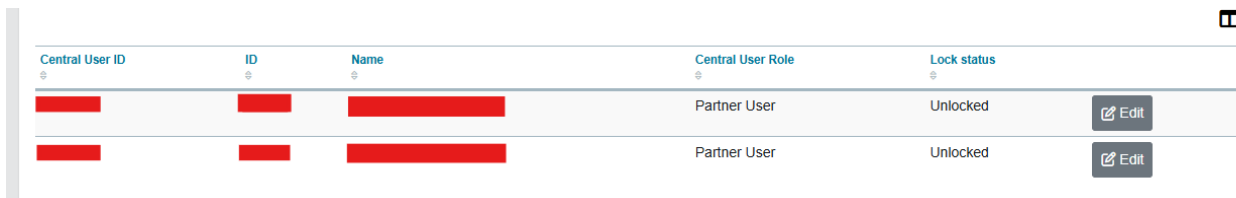
## Existing user maintenance

To edit current users access privileges, click on the 'User admin' drop down and click the 'Users' link



This will display a list of users linked to your provider, you can search by name and filter by type of access.

The list of users will be displayed in a table at the bottom of the page.



Central User ID	ID	Name	Central User Role	Lock status	
			Partner User	Unlocked	Edit
			Partner User	Unlocked	Edit

Clicking the edit button on a particular user will bring up a table to the right of the user list. Here you can assign/remove standard or provider admin privileges to/from the user.

### Edit user

ID

Name

Central User Role

Lock status

Privileges

☐ All / None

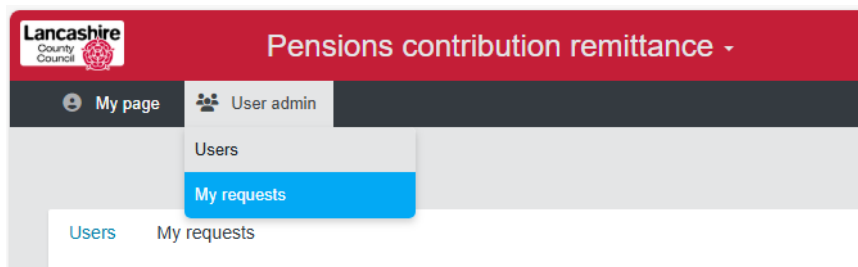
☐ Pensions contribution remittance

☐ Pensions contribution remittance - Provider admin

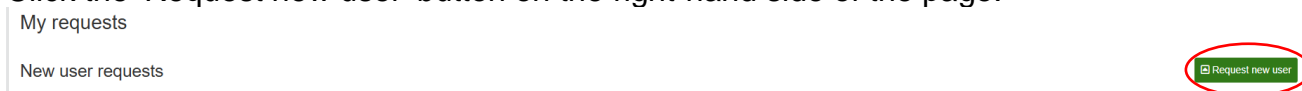


## New user request

To request a new user to be created under your provider, click on the 'User admin' drop down and click the 'My requests' link.



Click the 'Request new user' button on the right-hand side of the page.



This will create a pop-up window, the organisation details section should be pre-populated.

New partner user request ×

Organisation Details (Remote) \* [Redacted]

First name \* [Redacted]

Last name \* [Redacted]

Email \* [Redacted]

Contact phone number [Redacted]

[Save](#)

Please complete the remaining fields and click save.

The request should now appear in the new user requests table on the main screen.

Users [My requests](#)

My requests

New user requests [Request new user](#)

First name	Last name	Email	Contact phone number	Date requested	Date actioned
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Mon, 30 Jun 2025 13:34 pm	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Mon, 30 Jun 2025 13:32 pm	Mon, 30 Jun 2025 13:58 pm

Once the request has been completed the 'date actioned' field should have updated. The new user should also receive an email to complete their registration.

Users [My requests](#)

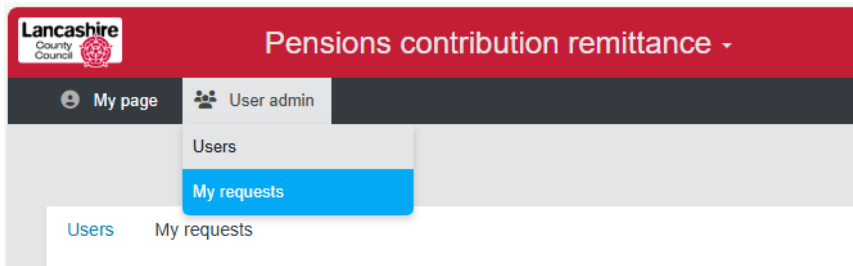
My requests

New user requests [Request new user](#)

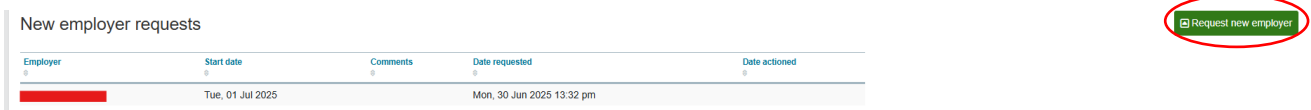
First name	Last name	Email	Contact phone number	Date requested	Date actioned
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Mon, 30 Jun 2025 13:34 pm	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Mon, 30 Jun 2025 13:32 pm	Mon, 30 Jun 2025 13:58 pm

## Onboarding employer request

To request a request to add access an existing scheme employer under your provider, click on the 'User admin' drop down and click the 'My requests' link.



Click the 'Request new employer' button on the right-hand side of the page.



This will create a pop-up window, please complete the relevant fields and click save.

New employer request

Employer \*

Please type to search...

Start typing and select from the list

Start date \*

dd/mm/yyyy

Comments

Save

Reset

n.b.

- New employers to the scheme will be onboarded as part of the admission process.
- After the request has been submitted, employers will be contacted to complete the employer authorisation form before access is granted.

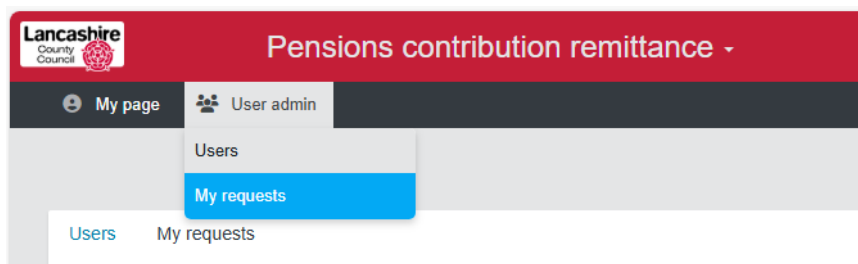
The new employer request will now appear in the table on the main screen and date actioned field will be completed once linked.

New employer requests

Employer	Start date	Comments	Date requested	Date actioned
	Tue, 01 Jul 2025		Mon, 30 Jun 2025 13:32 pm	

## Employer amendment requests

To request a request to end the access of an existing scheme employer under your provider due to either cessation in the scheme or due to the employer changing to a new provider, click on the 'User admin' drop down and click the 'My requests' link.



Click the 'Request employer amendment' button on the right-hand side of the page.

This will create a pop-up window, please complete the relevant fields and click save.

n.b please add any useful information to the comments section, such as the date the last member left employment in the case of a cessation or any contact details for the new provider if known.

Provider employer amendment request

Employer \*

Please type to search...

Start typing and select from the list

End date \*

dd/mm/yyyy

New provider (if known)

Please type to search...

Start typing and select from the list

Comments (e.g. date last member left employment)

Save

Reset

The employer amendment request will now appear in the table on the main screen and date actioned field will be completed once linked.

### Employer amendment requests

Employer	End date	New provider	Comments	Date requested	Date actioned
				Thu, 03 Jul 2025 14:15 pm	