



Contributions Remittance Employer Guide

lancashirecountypensionfund.org.uk

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Contributions 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>

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.

Please note: The contributions remittance is to be submitted along with the monthly data files required by LPPA via the UPM portal, for more guidance on uploading the data files, please see [Submitting your data return - Local Pensions Partnership Administration](#) or contact Data@localpensionspartnership.org.uk.

Standard data checks that Employers must undertake before submission of contributions remittance and monthly data file

To ensure that payments and member data submissions are correct, the contributions remittance data should reconcile with the totals of the monthly data file submitted separately to LPPA's UPM employer portal. A reconciliation will be undertaken by the Pension fund team each month, and employers will be asked to correct data as required.

The following checks **must** be undertaken before submitting monthly data files and contributions remittance data -

- On the monthly data file, the employer contributions for each member in column AJ, when divided by the total of main section pensionable pay or 5050 section pensionable pay (columns AA and AC), should equal the certified employer rate in all cases.
- Pensionable pay (main and 5050) entered in the contributions remittance should match the monthly data file totals of columns AA and AC (**this figure should include APP for those on reduced pay due to sickness/parental leave**)
- Basic Employee contributions (main and 5050) entered in the contributions remittance should match the monthly data file totals of columns Z and AD. The same applies to any additional contributions paid due to Additional Pension Contracts for example
- Employer contributions (main and 5050) entered in the contributions remittance should match the monthly data file totals of column AJ

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. 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

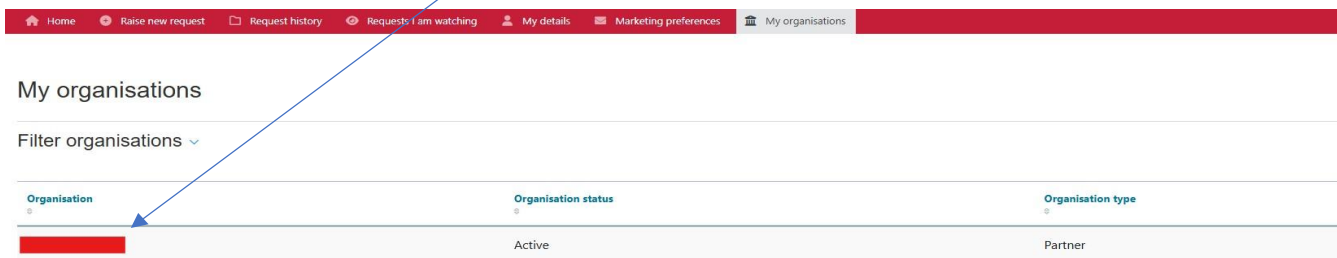
Request a new service with your My Services account.

Request history

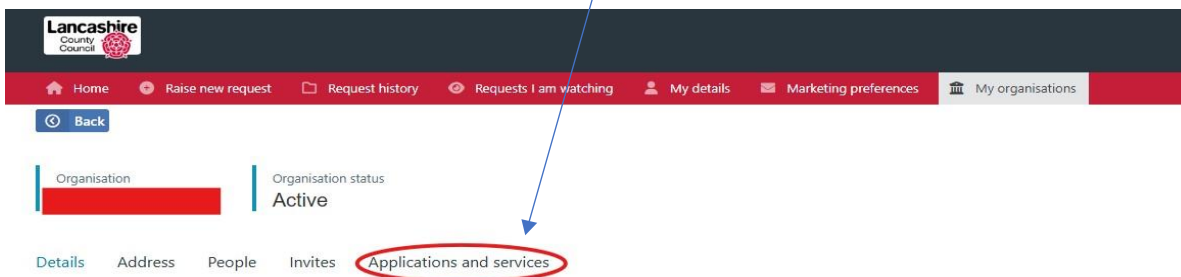
View and update your open requests.

See all past communication, documentation and requests raised.

Next select the organisation name

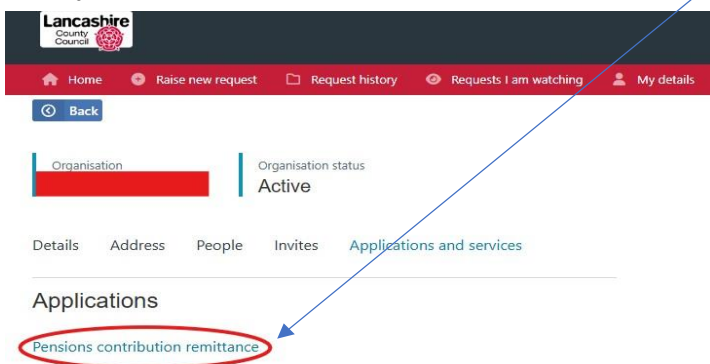


Then select the applications and services tab



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.

The screenshot shows the 'My page' interface for 'Pensions contribution remittance'. It includes a search form with the following fields: Reference (PCR), Line type (All), Status (All), Employer (All), Payroll month from, and Payroll month to. Below the search form is a table of submissions. The table has the following columns: 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 5650, Employer contribution 5650, Employee contribution 5650, Employer additional pension contributions (APC), Employee additional pension contributions (APC), Employee additional contributions -ARC, Employer contributions total, Employee contributions total, and Deficit collection amount. A single submission is shown with Reference PCR42, Line type 'To be taken (entered by LCC finance)', Status 'Refund complete', and a deficit collection amount of £166.67.

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:

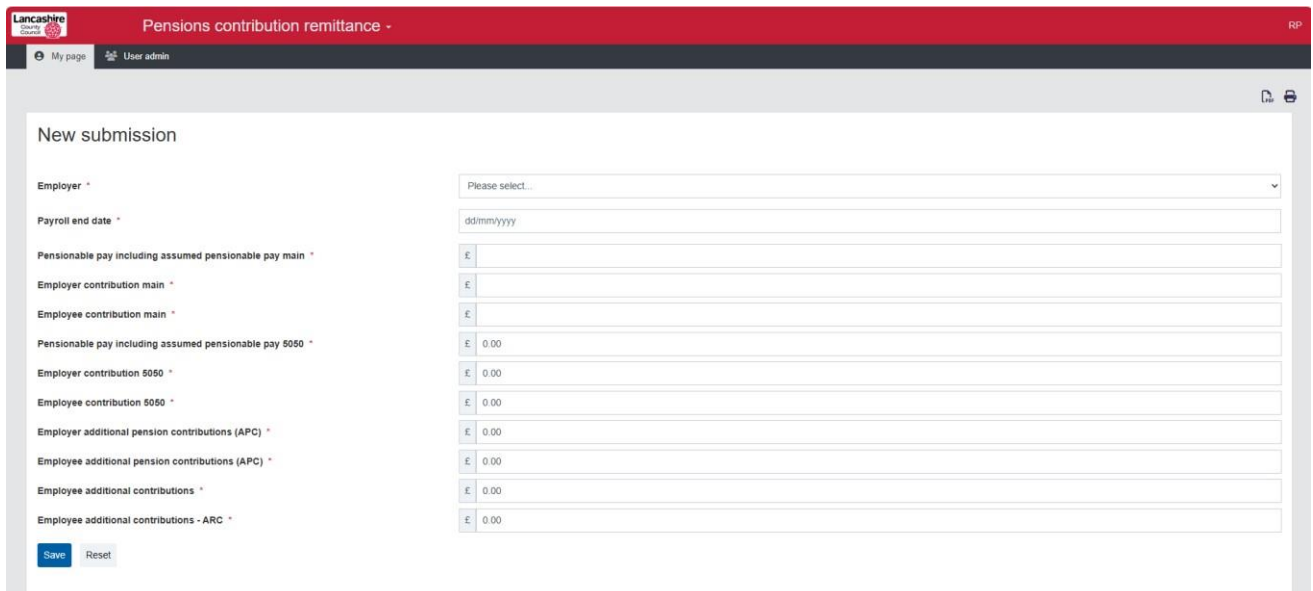
- **Waiting for manual refund** - The adjustment can't be processed via the contributions remittance system and is awaiting manual payment.
- **Extracted** – Shows the process has been completed within the contributions remittance system.
- **Refund Complete** – A manual refund has been processed outside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



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.



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.

The screenshot shows a summary table with the following columns: 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, Employee additional contributions - ARC, Employer contributions total, Employee contributions total, and Deficit collection amount. The first row has the following values: Reference: PCR62, Line type: To be taken (entered by LCC finance), Status: Contribution rates invalid, Employer: [redacted], Line created by user: [redacted], Payroll date: 30/04/2025, Collection date: [redacted], Pensionable pay main: £500.00, Employer contribution main: £300.00, Employee contribution main: £60.00, 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, Employer contributions total: £300.00, Employee contributions total: £60.00, Deficit collection amount: £0.00. At the bottom right of the table, there are 'View' and 'Edit' buttons. The 'Edit' button is circled in red. A blue arrow points from the text above to this button.

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.

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).

Lancashire 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.

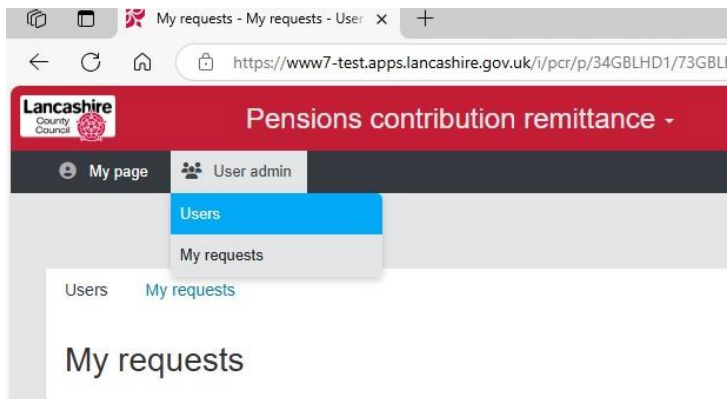
Pensionable pay including assumed pensionable pay main	£	<input type="text"/>
Employer contribution main	£	<input type="text"/>
Employee contribution main	£	<input type="text"/>
Pensionable pay including assumed pensionable pay 5050	£	<input type="text"/>
Employer contribution 5050	£	<input type="text"/>

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	
[REDACTED]	[REDACTED]	[REDACTED]	Partner User	Unlocked	Edit
[REDACTED]	[REDACTED]	[REDACTED]	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 [REDACTED]

Name [REDACTED]

Central User Role Partner User

Lock status

Privileges [All / None](#)

Pensions contribution remittance

Pensions contribution remittance - Provider admin

[Save](#) [Reset](#)

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) *

First name *

Last name *

Email *

Contact phone number

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

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

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

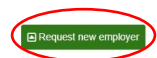
Onboarding employer request

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.

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



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

New employer request ×

Employer * ×
Start typing and select from the list

Start date *

Comments

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
[Redacted]	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.

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	