



Electronic LG221 Contribution Submission **User Manual**

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Background

The LPFA's LG221 form is used for detailing your organisations monthly contribution remittance to us. As you will know LGPS pension contributions are payable within 19 days of the end of the month in which the amount was deducted from an individual's salary.

In order to streamline this process we have decided to move away from paper form submission to electronic submission. We hope that you find the system easy to use but, should you experience any difficulties please do not hesitate to contact us via e-mail at: cpt2@lpfa.org.uk or on the telephone on 0207 369 2684

About the System

This system has been put into place to ensure the contribution data we receive from you is as clean as possible. To do this we have put a number of data validation features in the system meaning when you complete a form you must:

- Enter the Pensionable Remuneration figure on which your Employer Contributions have been based in the relevant field
- Enter the amount of employee contributions (inclusive of any added years contributions) in the relevant field
- Enter the amount of employer contributions in the relevant field
- Enter the amount for employer cash contributions (if appropriate) in the relevant field
- The Total amount stated as being paid must be equal to the sum of the Employees, Employers and Employer Cash contributions

If any of the above data is not supplied (with the exception of the employer cash which is not compulsory for all employers) then the form will be rejected.

Submitting a New Electronic LG221

NB: It should be noted that your organisation can only make one contribution submission per calendar month. Please contact us immediately if this presents a problem due to multiple payroll providers or payroll runs.

To load a new months contribution information please go to www.yourfund.org.uk On the left hand side of the home page you will see the option to "Log In" to the site, as highlighted below. Please click here to access the secure area of the site.

The screenshot shows the LPFA secure portal for employers. At the top left is the LPFA logo, and at the top right is the URL www.yourfund.org.uk and the text "secure portal for employers". A navigation menu on the left includes: general, home, general contacts, your pension site, secure site, log in (highlighted with a mouse cursor), and request username. The main content area is titled "secure data and file upload" and contains the following text:

www.yourfund.org.uk is now the site for employer secure access. For open access information e.g.

- [Employer News](#)
- [The Employer Guide](#)
- [PDF Forms for downloading](#)

Please see the employers section of <http://www.lpfa.org.uk/employers/>. That site also contains a guide to the LGPS and links to various scheme publications. You can access the site using the 'your pension site' option in the menu bar to the left of this screen.

To continue into this site you will need a log in ID and password. If you do not have an ID please use the 'request username' menu option.

WARNING - Programs and data held on London Pensions Fund Authority systems are PRIVATE PROPERTY. Unauthorised access is prohibited and is contrary to the Computer Misuse Act 1990, which may result in criminal offences and a claim for damages. Do not attempt to go past this point if you do not have a legitimate reason to do so.

Users are reminded to keep their usernames and passwords confidential and to contact LPFA on 020 7369 6000 immediately if they are aware someone else knows their security information.

You will then be prompted to enter your **User ID**, **Password** and **Employer Code**. Please enter these details and click the “Log In” button as shown below.

The screenshot shows the LPFA secure portal for employers. At the top left is the LPFA logo with the tagline 'your pension our world'. At the top right is the URL 'www.yourfund.org.uk' and the text 'secure portal for employers'. On the left is a navigation menu with links: 'general', 'home', 'general contacts', 'secure site', 'log in', and 'request username'. The main content area is titled 'Please log in' and contains the following text: 'The page you requested requires you to log in to the site. If you have already registered to use this site please login using the form below.' and 'If you have not been issued with a username and password for this site please read the [request username page](#) for details of how to register.' Below this is a login form with three input fields: 'User ID:' containing '001DanMcmahon1', 'Password:' with masked characters, and 'Employer Code:' containing '00001' with a sub-label '(5 character code)'. A 'Log In' button is positioned below the fields. To the right of the form are two photographs of a woman. Below the form, there is a reminder to 'Please remember to logout when you are finished.' and a privacy notice: 'Programs and data held on London Pensions Fund Authority systems are PRIVATE PROPERTY. Unauthorised access is prohibited and is contrary to the Computer Misuse Act 1990, which may result in criminal offences and a claim for damages. Users are reminded to keep their usernames and passwords confidential and to contact LPFA on 020 7369 6000 immediately if they are aware someone else knows their security information.'

You have now entered the secure section of the employers' website. Depending on your access level you have the capability to carry out a number of functions within this area of the site but for now we are only interested in the LG221 section of the site. The link to this is located on the left hand side of the page; please click the link as shown below.

lpfa

secure site **Welcome to the LPFA employers se**

home
contacts
logout

online forms You are currently logged in as **London Pensions Fund A Dan McMahon 1]**.

online forms home
end of year
end of year
LG221
LG221
view stats
current membership
general
general file upload

The site allows you to perform a number of tasks including

[Submit end of year files for processing](#)
[View previously loaded end of year files loaded](#)
[Download the end of year Excel spreadsheet](#)
[Check your contact details](#)

EOY File Specifications

[LPFA end of year specification \(PDF - 47KB\)](#)
[New contribution rate file specification \(PDF 43KB\)](#)
[Average hours specification \(PDF 122KB\)](#)

From here you have a number of options. To load details of a new months payment simply click on the LG221 form link as shown below.

LG221 - employer contributions

The LG221 section of the site allows you to electronically complete the LG221 form, informing the LPFA of contributions you are sending.

To inform the LPFA of a submitted payment, use the [LG221 form](#).

View submitted forms

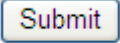
- [All form submitted](#)
- [Forms requiring authorisation](#)
- [Forms subitted but rejected at authorisation](#)

This will open the electronic LG221 (Overleaf). It contains the same information as was requested in the paper form. The reason behind this is that this is the minimum amount of information we require to satisfy audit requirements.

Contribution Period *	--	--	1
Employer *	99996		
Employer contribution % used *	10.00	%	2
Total pensionable remuneration against which contributions calculated *	£		(00000.00 format) 3
Employer cash payments due in year (please pay 1/12th unless otherwise agreed)	£	0.00	4
Employees contributions *	£		5
Employers contributions *	£		6
Employers contribution in respect of cash payments due	£		7
Total Payment*	£		8
Payment method *	BACS		9
Payment date *	9	Jan	2009 dd/mm/yyyy
Account number: 20996571		Sort Code: 15-10-00	
Account name: LPFA main account			
Payment submitted by *	CPT LPFA Team		
Designation/Grade *	<input type="text"/>		
Email address *	<input type="text"/>		
Telephone number *	<input type="text"/>		
<input type="button" value="Submit"/>			

1. This should be set to the month for which the payment is related to **(MANDATORY)**
2. This field will be self populated with the employer contribution rate that was set for you at the last Triennial Valuation and should not need adjusting, contact us if you believe the information to be incorrect
3. This field requires you to enter the total pensionable remuneration for the period on which you employer contributions have been based **(MANDATORY)**
4. This field will be self populated with the total employer cash contributions due for the year as detailed at the last Triennial Valuation, it will default to £0.00 if no cash contributions are expected.
5. Enter the employees contributions that you will be paying for the period **(MANDATORY)**

6. Enter the employers contributions that you will be paying for the period **(MANDATORY)**
7. Enter (IF APPLICABLE) the amount of employer cash contributions that you will be paying for the period
8. This is the total amount of contributions you are paying over to us **(MANDATORY)**
9. Please adjust this to show your method of payment BACS, CHAPS or Cheque

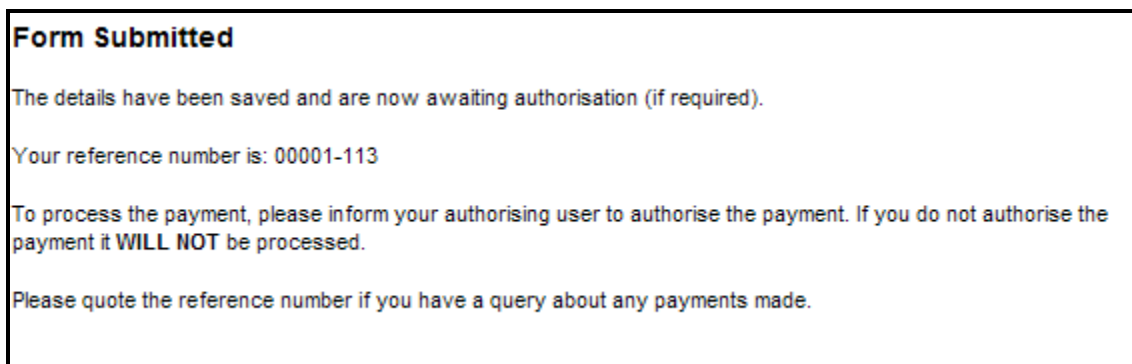
Once you click the  button the system will validate the data you have entered onto the form (see "About the System" for further details). It will also perform a check to make sure that, based on the Pensionable Remuneration you have supplied and your Employer Contribution Rate, you have paid the correct employers contributions. If you have not you will get a message that looks like this:



By clicking the "OK" button you will be ignoring this warning and submitting the data you have provided. However, it should be noted that if you do this the member of staff responsible for authorising the payment will be made aware of this possible error and will be asked to add an explanatory comment to enable the form to be authorised.

Clicking the "Cancel" button will give you the opportunity to look over the data you have entered and, if necessary, you'll be able to adjust any mistakes you may have made.

Upon successful submission you will receive the following message.




Submitting a “Cash Only” Electronic LG221 Form

A “Cash Only” form is for those employers who only pay monthly employer cash contributions (these are the contributions be made in relation to past service fund deficits). To load a form you must first log on to the www.youfund.org.uk site and go to the LG221 section. Details of how to do this are detailed in the section on **“Submitting a New Electronic LG221”** within this manual.

Once you have logged into the site select the option on the left hand side of the page to load a “Cash Only LG221” as shown below:

NB: Unless you have informed us that you will require this option it will not be available to you on the website. Please contact us immediately if you require this facility.

	
secure portal for employers	
secure site	<p>LG221 - employer contributions</p> <p>The LG221 section of the site allows you to electronically complete the LG221 form, informing the LPFA of contributions you are sending.</p> <p>To inform the LPFA of a submitted payment, use the LG221 form. If you are informing us of a CASH ONLY payment, use the cash only form</p> <p>View submitted forms</p> <ul style="list-style-type: none"> • All form submitted • Forms requiring authorisation • Forms subitted but rejected at authorisation <p>Payment Information</p> <p>You currently have 0 payments awaiting authorisation view payments awaiting authorisation</p> <p>You currently have 0 payments which have been rejected view rejected payments</p> <p>You currently have 4 payments which have been authorised view authorised payments</p>
home	
contacts	
logout	
end of year	
end of year	
LG221	
LG221	
Submit new LG221	
Cash only LG221	
Authorise require	
Rejected forms	
view stats	
current membership	
general	
general file upload	

You are now required to complete the form which looks like this:

Contribution Period *	-- ▾	-- ▾	1
Employer *	99996		
Employer cash payments due in year (please pay 1/12th unless otherwise agreed)	£	0.00	2
Employers contribution in respect of cash payments due	£		3
Total *	£		4
Payment method *	BACS ▾		5
Payment date *	9 ▾	Jan ▾	2009 ▾ dd/mm/yyyy
Account number: 20996571	Sort Code: 15-10-00		
Account name: LPFA main account			
Payment submitted by *	CPT LPFA Team		
Designation/Grade *	<input type="text"/>		
Email address *	<input type="text"/>		
Telephone number *	<input type="text"/>		
<input type="button" value="Submit"/>			

1. The period the payment relates to **(MANDATORY)**
2. The total amount of cash contributions due for the year as detailed in your rates and adjustment certificate at the last triennial valuation, this will be populated for you.
3. Total cash payable for the period. This should be 1/12th of the figure displayed under point 2. **(MANDATORY)**
4. The Total amount you are paying over to us **(MANDATORY)**
5. The payment method you will be using, please select BACS, CHAPS or Cheque **(MANDATORY)**

Authorising/Rejecting a Form

Once a form has been submitted by a user it must be authorised. This cannot be done by the same person who submitted the form.

To do this, go to the LG221 section of the website and select the "Forms requiring authorisation" link.

View submitted forms

- [All form submitted](#)
- [Forms requiring authorisation](#)
- [Forms subitted but rejected at authorisation](#)

Doing this will take you to a new page detailing all of the forms that are awaiting authorisation. If you know before opening the form that an error has occurred simply select "Reject" and the form will be removed from the list. If this is the case someone must log in and re-submit this information.

To begin authorising a form click on the "Authorise" link.

Payments awaiting authorisation

Below is a list of payments currently requiring authorisation, please select the payment to authorise.

Period	Description	Remittance	Authorise?	Reject?
Jan 2008	Jan 2008 contributions, employer 00001	600.00	Authorise	Reject

If you are happy with all the data shown on the form simply enter your designation/grade, your e-mail address and telephone number and click the authorise button. Once this has done the details will be automatically submitted into the LPFA accounts systems.

Payment submitted by	Dan McMahon 1
User Designation/Grade	<input type="text" value="Asst Manager"/>
User Email address	<input type="text" value="dan@dan.org.uk"/>
User Telephone number	<input type="text" value="0123456789"/>
Payment to be authorised by	Dan McMahon2
Authoriser Designation/Grade	<input type="text" value="MANAGER"/>
Authoriser Email address	<input type="text" value="daniel.mcmahon@lpfa.org"/>
Telephone number	<input type="text" value="0123456987"/>
<input type="button" value="Authorise"/> <input type="button" value="Reject"/>	

Other Options

Another option available to you is to view all the forms that have been submitted Year to Date. To do this simply click on the “All form submitted” link.

View submitted forms

- [All form submitted](#)
- [Forms requiring authorisation](#)
- [Forms subitted but rejected at authorisation](#)

This will give a summary of the information that has been submitted on a month by month basis.

Payments submitted through the website are listed below, click on a heading to sort on the column.

Period	Description	Remittance	Added
Jan 2008	Jan 2008 contributions, employer 00001	600.00	07/10/2008 07:02:42

Data Validation

The system carries out some validation checks on the information you provide on each form. If a form fails these checks you will be given an error message detailing the problem. If this happens you simply go back into the form and amend the problem highlighted.

An example of an error message is below.

Contact Us

If you experience any difficulties in using the site and it's functions or, have any suggestions to improve this facility please do not hesitate to contact us via the details provided below:

By E-mail – cpt2@lpfa.org.uk

By Phone – 020 7369 2684

By Post – The Manager
Central Processing Team 2
London Pension Fund Authority
Dexter House
Royal Mint Court
London
EC3N 4LP