**General Frequently Asked Questions (FAQ)**

This FAQ is intended to be read with the Scheme Specific FAQ’s Available. Responses are not exhaustive and are subject to change.

**What Pension Scheme am I part of?**

You can check the pension scheme you are a member of by checking your payslip. There will be a deduction on there that will tell you which Scheme you contribute to.

The code on your payslip will determine which pension scheme you are in as follows:

|  |  |
| --- | --- |
| **CODE** | **Pension Scheme** |
| DC+ | University of Leeds Defined Contribution Pension Scheme – salary sacrifice |
| DC | University of Leeds Defined Contribution Pension Scheme |
| USS+ | USS Pension Scheme – salary sacrifice |
| USS | USS Pension Scheme |
| PAS | University of Leeds Pension & Assurance Scheme – final salary section |
| PAS+ | University of Leeds Pension & Assurance Scheme – final salary section – salary sacrifice |
| CARE | University of Leeds Pension & Assurance Scheme – CARE section |
| CARE+ | University of Leeds Pension & Assurance Scheme – CARE section – salary sacrifice |

If there is no deduction, you may not have been enrolled yet.

**What is a Defined Benefit Scheme?**

A defined benefit (DB) pension scheme is one where the amount you’re paid at retirement is based on how many years you’ve been a member of the employer’s scheme and the salary you’ve earned prior to when you leave or retire.

They pay out a secure income for life which increases each year in line with inflation.

Your employer contributes to the scheme and is responsible for ensuring there’s enough money at the time you retire to pay your pension income. Because the employer contributions do not have an effect on your individual benefits you will not see them on any statements you are issued.

**What is a Defined Contribution Scheme?**

Defined contribution (DC) pensions can be:

* workplace pension schemes set up by your employer, or
* private pension schemes set up by you.

As a member of a pension scheme through your workplace, your employer deducts your pension contributions from your salary before it is taxed. The money in your pension is put into investments (such as shares) by the pension provider. Your employer also pays a contribution to the Scheme

The value of your pension pot can go up or down depending on how the investments perform.

**When is the next pension induction course?**

There is no course currently planned. A video induction has been prepared for new staff; a link to the video is below

<https://web.microsoftstream.com/video/247109fc-a01a-43e0-8e4a-2a79713186a1?referrer=https:%2F%2Fstatics.teams.cdn.office.net%2F>

**When is the next pre-retirement course?**

There is no course currently planned..

**I have forms I would like to drop off where is the Pension Office?**

Pensions Forms and Documentation can be sent to the team through internal post. If you are no longer with the University then these can be sent to the team at:

Pensions Team

Worsley Building

University of Leeds

Leeds

LS2 9JT

We can also accept digital copies of forms via email at pensions@adm.leeds.ac.uk, but it will need a signature on the document. This cannot be simply your name typed in the signature box.

The Pensions Team are based in the Worsley building. If you would like to drop off forms, please contact the team on 0113 3438823 and they will arrange to meet you on either the 7th or the 4th Floor.

**Can I opt out of the Pension?**

Yes, you can. You need to consider if this is the right choice for you, as you will be giving up a contribution to your pension from the University and some tax relief you receive by contributing to a pension Scheme.

It is recommended that you seek independent financial advice before doing this. The Pensions Team can provide you with the forms if you have been a member longer than 1 month. If you have been enrolled in a Scheme for less than a month please see the Scheme Specific FAQ documents.

**I haven’t been enrolled into the Pension Scheme. Can I join one?**

Yes, you can. Please contact the Pensions Team who will provide you with opt in forms.

To Join the DC Scheme Please visit the [DC HR Page](https://hr.leeds.ac.uk/info/41/pensions/284/pensions_at_leeds/4) here a form can be found at the bottom of the page.

**I will be joining the university soon and want to know what Schemes there are?**

Welcome to the University! The Pension Scheme you are eligible to join will be dependent on your contract.

Academic, Managerial, and Research Employees are Auto Enrolled into the Universities Superannuation Scheme (USS). [The USS website](https://www.uss.co.uk/for-members/youre-a-new-joiner) has lots of useful information.

Support staff are Auto Enrolled in the University’s DC Plan arrangement, administered by the Peoples Partnership. More information can be found on the [DC Page.](https://hr.leeds.ac.uk/info/41/pensions/284/pensions_at_leeds/4)

The University also offers a Defined Benefit Arrangement (the University of Leeds Pension and Assurance Scheme (PAS CARE) that is available to those who opt in. More information can be found in the Scheme Specific FAQ’s or on the [Pensions Web Pages](https://hr.leeds.ac.uk/info/41/pensions/284/pensions_at_leeds/5). PLEASE NOTE: if you wish to join the Defined Benefit Scheme you must do so within 12 months of becoming eligible to join the Scheme.

If you have clinical duties, you may be eligible to join the NHS Scheme. There is a strict admission policy for the Scheme and you should contact the Pensions Team shortly after you Join the University if you want to Join the NHS Scheme.

**Can I have a meeting to discuss my Pension?**

The Pensions Team are always happy to assist you with any queries not covered by one of our FAQ documents, or if you need any help filling out forms.

The team can be reached on 0113 3438823 or via email at [Pensions@adm.leeds.ac.uk](mailto:Pensions@adm.leeds.ac.uk)

Please note we get a lot of queries so we can’t always respond right away.

**Can I contribute less to the Pension Scheme?**

If you are a member of the DC Scheme, you can select your own contribution rate. The University will double your contribution to a maximum University contribution of 10%. If you contribute 5% the University will contribute 10%. If you contribute 6% the University will still contribute 10%. The minimum employee contribution rate is 3% where the University will contribute 6%.

**Can I contribute more to the Pension Scheme?**

Yes. If you are in the DC Scheme you can select your own contribution rate. The University will double your contribution to a maximum University contribution of 10%. If you contribute 5% the University will contribute 10%. If you contribute 6% the University will still contribute 10%.

If you wish to change you contributions in the DC Scheme then please visit the [DC Page](https://hr.leeds.ac.uk/info/41/pensions/284/pensions_at_leeds/4) which holds a contribution change form

If you are a member of the PAS Scheme and wish to make an AVC please visit the [PAS Page](https://hr.leeds.ac.uk/info/41/pensions/284/pensions_at_leeds/5) on the HR Site.

For USS please submit these requests through [MyUSS](https://www.uss.co.uk/login) the Pensions Team downloads a report on a monthly basis that tells us who has changed their AVC contribution rates. Please note that if this change is made after the 10th of the month it may not be possible to process this in time and will take effect from the next month.

For the other Schemes please see the Scheme Specific FAQ documents

**Can I make a Transfer into the Pension Scheme?**

This will depend on which Scheme you are a member of. Please read the Scheme Specific FAQs.

**Can I talk to the Pensions Team about the State Pension?**

The Pensions Team do not deal with any the State Pension. To find out more about State Pensions please visit the below link:

<https://www.gov.uk/browse/working/state-pension>

**Can you give me some on advice my pensions?**

The Pensions Team can only provide information of a factual nature, as we are not qualified to give financial advice.

There is lots of free information and advice available at <https://www.moneyhelper.org.uk> or if you are looking for a Financial Advisor <https://www.unbiased.co.uk/> can help.

**How can I contact the Pensions Team?**

The Team can be contacted via email, post or by telephone.

Email - [Pensions@adm.leeds.ac.uk](mailto:Pensions@adm.leeds.ac.uk)

Postal add - Pensions Team, Worsley Building, University of Leeds, Leeds, LS2 9JT

Telephone number 0113 3438823

**What is salary sacrifice?**

Your salary will be reduced by your pension contribution before deductions. This means you’ll pay less tax and NI on your gross earnings. It is a tax efficient way to contribute to your pension

**How do I update my address?**

*Current Employee*

If you a current employee, please use HR Self Service.

*Left employment or retired*

For all schemes apart from PAS, please contact the relevant provider.

Please email the pension team if you are in PAS. Please include your Full name, your NI number plus the first line of your old address.

H**ow do I update my Nominees in the event of my death?**

Nomination forms can be found on the [DC](https://hr.leeds.ac.uk/info/41/pensions/284/pensions_at_leeds/4) and [PAS](https://hr.leeds.ac.uk/info/41/pensions/284/pensions_at_leeds/5) Pension Pages.

For USS please update your nomination using the USS portal and signing into my USS.