



This form can be completed in ink,
scanned and uploaded to the Employer
Portal or completed electronically and
uploaded to the Employer Portal

Norfolk Pension Fund

LOCAL GOVERNMENT PENSION SCHEME

Notification Of New Scheme Member

Employer Name

Member Identifier – Please complete in full

Surname

Title

Forenames

Date of Birth / /

NI Number

Gender

Home Address

Partnership Status

Job Title

Department Id

Payroll Ref

Membership Details – Please complete in full

Date Became Pensionable Employee / /
(in respect of current employment)

Basic Contribution rate

Whole-time/Part-time

Contractual Hours Worked (per week)

Actual

Average

Full-time Hours

Contractual Annual Pay

£

Full-time Equivalent

£

Documents Attached

Employee Form

Birth Certificate

Declaration

I confirm I am authorised to complete this form on behalf of an Employer participating in the Norfolk Pension Fund

Signed

Date / /

Contact Name

Telephone

Please complete and return this form to: Norfolk Pension Fund,
5th Floor Lawrence House, 5 St Andrews Hill, NORWICH, NR2 1AD



Completion of New Scheme Member Form – SR46

This form should be completed and sent to Norfolk Pension Fund as soon as possible and in any event within 20 days of the employee joining the scheme. **Do not delay sending in this form if the new scheme member has automatically joined the scheme and not yet completed their joining forms. Remind the employee to complete the joining forms and send them in as soon as you get them.**

Basic Contribution Rate

From 1 April 2014 the rate depends on the employee's **actual pay (including any overtime)** see Employer Administration Manual or website for details.

Whole-time/Part-time

Input	Description	What to enter in "Contractual Hours Worked" boxes
Full-time	The employee works full-time	Leave Blank
Part-time	The employee works part-time i.e. employee works less than full-time or less than 52 weeks per year (e.g. Term-time)	<p>Complete all 3 boxes</p> <p>Actual Hours – even if the employee doesn't work 52 weeks per year (e.g. Term-time only staff in schools) this is still the Actual Hours worked.</p> <p>Average Hours – if the employee works 52 weeks per year then this figure will be the same as "Actual Hours", otherwise it will be the figure averaged over 52 weeks.</p> <p>Full-time Hours – these are the hours a full-time employee doing the same job would work.</p>
Casual/irregular	The employee is employed on a casual or irregular basis where there are no set contractual hours, or where these vary from week to week	<p>Complete all 3 boxes</p> <p>Actual and Average Hours in both boxes write the same figure which should be an estimate of the weekly number of contractual hours that will be worked in the current tax year. (We will contact the employers at the end of each tax year to establish the actual average for the year).</p> <p>Full-time Hours – these are the hours a full-time employee doing the same job would work.</p>
Variable	The employee has set pay for the job, but has no defined contractual hours.	Leave Blank (Examples of this type of employee would be a Parish Clerk, Returning Officer for Elections)

Annual Contractual Pay

Enter the **contractual** amount of pensionable remuneration (i.e. ignoring any non-contractual overtime) as at the date the employee joined the scheme and also the Full-time equivalent (**FTE**) that an equivalent full-time employee would earn. See the Employer Guide for details of what pay items can be pensionable.

Documents Attached

Please tick the appropriate box to indicate if you have attached any documents from the employee.