

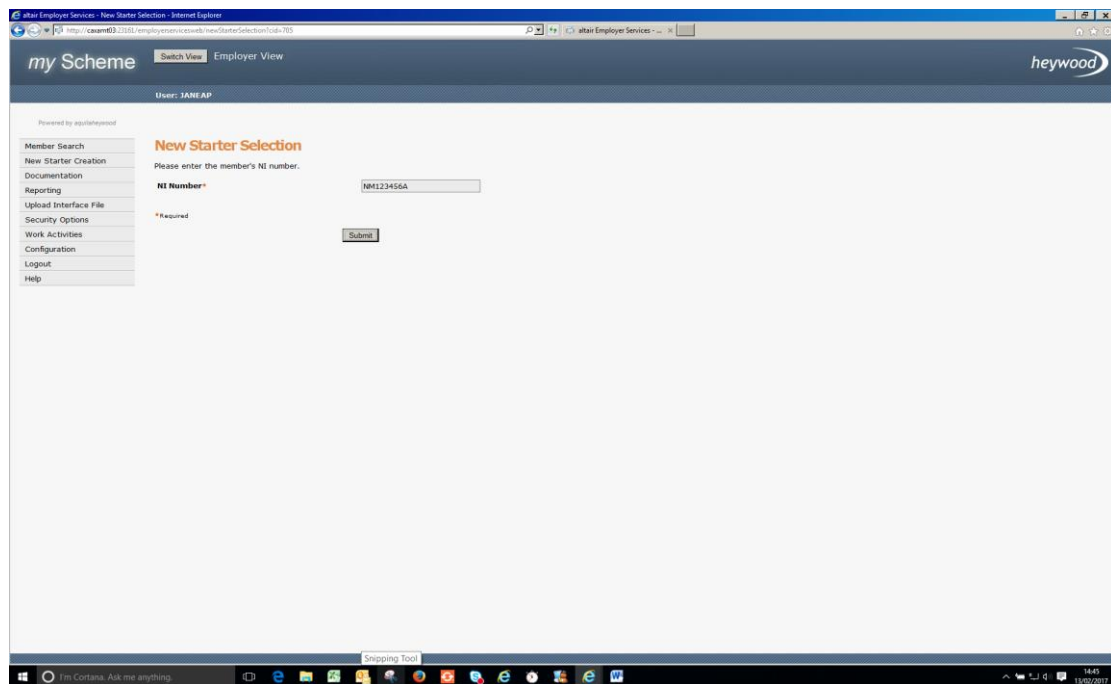
## Altair Employer Services – New Starter Creation

As an alternative to completing a paper copy of the starter form and posting or emailing the document, you now have the option to submit the data to us on-line using Employer Services.

Login to Employer Services and select 'New Starter Creation' from the menu.

Enter the employee NI Number and click 'Submit'. Please ensure you use capital letters for this and any subsequent information you enter on screen.

Some of the dropdown boxes will though have a combination of upper and lower case and cannot be amended.



The screenshot shows a web browser window displaying the 'my Scheme' interface. The page title is 'New Starter Selection' and the user is logged in as 'JANE AP'. The main content area contains a form with the following elements:

- Navigation Menu (Left):** Member Search, New Starter Creation, Documentation, Reporting, Upload Interface File, Security Options, Work Activities, Configuration, Logout, Help.
- Form Header:** 'New Starter Selection' in orange text, followed by the instruction 'Please enter the member's NI number.'
- Input Field:** A text box labeled 'NI Number\*' containing the value 'NM123456A'. A red asterisk indicates it is a required field.
- Action:** A 'Submit' button located below the input field.

The browser's address bar shows the URL: <http://caam0323851.employer-services.co.uk/newStarterSelection/Code-765>. The Windows taskbar at the bottom shows the date and time as 14:05 on 15/02/2017.

altair Employer Services - New Starter Creation - Internet Explorer

http://caam0323161/employerservicesweb/newStarterCreation/ide1195

altair Employer Services - ... X

my Scheme Switch View Configuration View heywood

User: JANEAP

Powered by aquilaheywood

Member Search

New Starter Creation

Documentation

Reporting

Upload Interface File

Security Options

Work Activities

Configuration

Logout

Help

### New Starter Creation

Please complete the new starter details.

NI Number  Title

Surname\*  Forenames\*

Sex\*  Date of Birth\*

Date of Birth Verified  Partnership Status

Previous Surname  Spouse Initials

Spouse DoB/DoD  Date of Marriage

Supn Ref  Payroll Ref

Scheme\*  Employer

Date Joined  Employment Type\*

Fund\*  Contribution Rate

Pay On Entry

Part Time

Part Time Hours  Full Time Hours  Percentage

Address (Line 1)

Address (Line 2)

Address (Line 3)

Address (Line 4)

Address (Line 5)

Postcode

\*Required

10:56 21/02/2017

Enter all the member details referencing the guide below, then click 'Save'.

This will generate a record in Altair, our pensions administration database.

We will run regular reports to monitor all the records created.

<b><u>Field Name</u></b>	<b><u>Mandatory/Optional</u></b>	<b><u>Description</u></b>
NI Number	Mandatory	Enter using capitals
Title	Mandatory	Select from dropdown list
Surname	Mandatory	Enter using capitals
Forenames	Mandatory	Enter using capitals
Sex	Mandatory	Select from dropdown list
Date of Birth	Mandatory	Enter in the format DD/MM/YYYY
Date of Birth verified	Optional	Click radio button if Date of Birth verified
Partnership Status	Optional	Select from dropdown list
Previous Surname	Optional	Enter using capitals
Spouse Initials	Optional	Enter using capitals
Spouse Date of Birth	Optional	Enter in the format DD/MM/YYYY
Date of Marriage	Optional	Enter in the format DD/MM/YYYY
Supn Ref	Optional	Plymouth City Council only – use for extended part of Payroll Ref. eg. 40012468
Payroll Ref	Mandatory	Maximum 12 characters Plymouth City Council – eg. 50012345
Scheme	Mandatory	Select from dropdown list. Choose either 'LGPS – DCC FUND' or 'SOMERSET COUNTY FUND'
Employer	Mandatory	Select from dropdown list

Date Joined Fund	Mandatory	Enter in the format DD/MM/YYYY
Employment Type	Mandatory	Select from dropdown list. Choose either 'Officer' or 'Manual Worker'.
Pay on Entry	Mandatory	Enter in the format NNNNN.NN For all DCC Fund employees this will be the Full-Time salary (spinal point).  For SCC Fund employees working term-time, this will be the full-time salary adjusted (reduced) for the number of weeks worked per annum.
Contribution Rate	Mandatory	Enter in the format N.NN
Part-Time	Mandatory	Leave blank if member full-time, or select Yes-Part Time or Casual-Part Time, as appropriate.
<p>Hours – Enter either the Part-Time Hours and Full-Time Hours <u>OR</u> the Percentage, but not both.  Example: Part-Time Hours 20.00  Full Time Hours 37.00  <u>OR</u> 67.56757 (to 5 decimal places)</p> <p>NOTE: For DCC Fund employees working term-time, the Part-Time Hours or Percentage must be adjusted (reduced) for the number of weeks worked per annum.  For SCC employees working term enter the normal hours worked each week, no adjustment should be made for the number of weeks worked each year, this is reflected in the adjusted FTE salary.</p>		
Part-Time Hours	Mandatory/Optional	Enter in the format NN.NN
Full Time Hours	Mandatory/Optional	Enter in the format NN.NN
Percentage	Mandatory/Optional	Enter in the format NN.NNNNN
Address	Mandatory	Enter in capitals with no commas.
Postcode	Mandatory	Enter in capitals