

The impact of changing job roles on your Local Government Pension Scheme records

People move roles with an employer on a regular basis. This could be because of restructure, sideways move, promotion, or other reasons. When this happens, your employer may provide you with a new payroll reference or post number. This information is then given to your pension provider to process. East Sussex Pension Fund must follow strict guidelines laid down via legislation. These rules stipulate that we initially treat each employee post as a separate pension record. This is important as when you start a new role, even if it is with the same employer, you are entitled to certain new starter rights. For example, you have the option to transfer in pensions from elsewhere within 12 months of starting the new role.

There are two processes we follow. They work differently dependent on whether the member's pay in their new role is higher or lower than the pay they were receiving in their old role.

Process 1 – Pay lower in new role compared to old role

Meet Carrie



Carrie has been part of a restructuring exercise in the Finance area where she works. Consequently, her job role and payroll reference have changed. She is also now working part-time hours meaning her pay has reduced.

Step 1

Carrie is initially treated as a leaver from the Pension Fund in respect of her old role. This means she is entitled to deferred benefits. She will receive a letter from East Sussex Pension Fund confirming this.

Step 2

Carrie will receive a new joiner letter from East Sussex Pension Fund in respect of her new role (this could be received up to 3 months after we are notified).

Step 3

Carrie's pension records will be automatically joined together within 12 months of her new role starting. Aggregation is an individual's choice and an important one. So, before we do this automatically, we will write to her offering her the option of retaining separate benefits. There may be a good reason why she would not want to join her records together. If Carrie wants to transfer other pension benefits across, she has 12 months to do so before her benefits are aggregated.

Process 2 – Pay higher in new role compared to old role

Meet Mark



Mark has been promoted to a Team Leader position. Consequently, his job role and payroll reference have changed. His pay has been increased.

Step 1

Mark is initially treated as a leaver from the Pension Fund in respect of his old role. This means he is entitled to deferred benefits. However because Mark's pay is now higher than it was in his old role, we then immediately aggregate (join together) his old and new records.

Step 2

Mark will receive a new joiner letter from East Sussex Pension Fund in respect of his new role (this could be received up to 3 months after we are notified). Mark will still retain the right to transfer in previous pension benefits from elsewhere within 12 months of when the Pension Fund were notified of his new role.

Why are there two processes?

If a member has final salary service (i.e. pension build up prior to 1 April 2014) and their pay decreases this will decrease their pension – such as in Carrie's situation. So we don't want to automatically do anything that may make the member worse off. This may not be in the member's best interest. Members who fall into Process 1 will be sent a letter providing the aggregation options available to them. This is a complex area so we suggest you contact the Fund if you want more information.

In Mark's case as his pay has increased his benefits will be increased accordingly, so will therefore have no detriment to his pension. This assessment is made based on your current pay at the time you changed job role. We cannot guarantee that any future pay changes will not affect your pension going forward.

'My Pension' – member self-service website

Any registered users of 'My Pension' can view different pension records online. So, for example Carrie could look at both her deferred record* (from her old role) and her active record (from her new role). Website address for 'My Pension' - <https://mypension.eastsussex.gov.uk/welcome>

* There are certain circumstances where your deferred record may not show online. For example, if you are over 60 when you leave a post you will be offered the opportunity to take your pension early. Your pension record will not be automatically deferred. Instead, your record will be placed in an undecided status until you decide whether to take benefits. If you do not confirm within 3 months your record will automatically be deferred.

Still have questions?

Email: pensions@eastsussex.gov.uk or Call: 0300 200 1022 - Monday to Friday 9am to 4pm