**Summary Guide for the population of the Pension Details on the HR101**

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| **Disclaimer:** It is a matter for you to ensure compliance by entering the staff member into the correct Pension Scheme(s) by reviewing their Application Form/CV and Declaration Form. |

**Single Public Service Pension Scheme**

Membership of the Single Public Service Pension Scheme is on the basis that the pensionable staff member satisfies one of the following conditions:

1. Was previously in a pensionable post in the public service and returned to pensionable employment after the 1st January 2013 having taken more than 26 weeks break from public service employment (not including sanctioned leave, career break, etc); or
2. Received the written offer of appointment and commenced employment on or after the 1st January 2013.

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| **Single Public Service Pension Scheme** | **PRSI Class A**🗌 170 (Main Scheme + Spouses’ & Children’s) |

**FOR INFORMATION PURPPOSES**

* From 01/01/2013 - all new pensionable employees should be entered into the Single Public Service Pension Scheme **(unless they received and accepted the job offer prior to 01/01/2013)**
	+ **PRSI Class A Officers and Non-Officers - SAP CODE 170**

*(This code includes contributions to the Main Scheme and Spouses’ & Children’s Pension Scheme)*

* In determining if a break in service of more than 26 weeks has occurred the following should be noted:
	+ The gap between public service employments, i.e. from the date of ceasing one public service employment to the date of commencement of a new public service employment, must be greater than 26 weeks.
	+ All previous employments with public service bodies, including non-pensionable employments, should be considered in determining exemption from Single Scheme membership for new employees.

**HSE Employee Superannuation Scheme (Main Scheme)**

Membership of the HSE Employee Superannuation Scheme is on the basis that the pensionable staff member satisfies one of the following conditions:

1. Is a pensionable public servant who, on the 31st December 2012, was on an approved secondment, or was absent on approved paid or unpaid leave from the public service; or
2. Is a former pensionable public servant returning to the public sector after the 1st January 2013 with less then a break of 26 weeks; or
3. Received a written offer of appointment as a pensionable public servant before the 1st January 2013, and took up that offer on or after the 1st January 2013.

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| **HSE Employee** **Superannuation****Scheme** | **PRSI Class A Employee**🗌 165 (Main Scheme)🗌 325 (Spouses’ & Children’s) | **PRSI Class D Employee**🗌 140 (Main Scheme)🗌 325 (Spouses’ & Children’s |

**FOR INFORMATION PURPPOSES**

* From 01/01/2005 – all pensionable employees should be entered into the HSE Employee Superannuation Scheme (provided they were in pensionable employment in another public sector employment prior to 01/01/2005 and is transferring over to the HSE or commenced pensionable service in the HSE (without a break in service) on or after 01/01/2005
* **PRSI Class A Officer & Non Officer grades - SAP CODE 165**
* **PRSI Class D Officer - SAP CODE 140**

**Spouses’ and Children’s**

Membership of the Spouses’ and Children’s Scheme is dependent on the staff member previously working in a pensionable capacity in another public sector employment prior to 01/01/2005 and is transferring over to the HSE or commencing in pensionable service in the HSE (without a break in service) on or after 01/01/2005

* **It was compulsory for male and female officer’s to join from 01/01/1986**

Existing permanent staff members already in service were given the option to join the S&C’s Scheme (Options held in the employee’s former Superannuation Department). **If the officer or non officer previously worked in a pensionable capacity in another public sector employment prior to 01/01/2005 and is transferring over to the HSE or commenced pensionable service in the HSE (without a break in service) on or after 01/01/2005 - SAP CODE 325**