

Employer Instruction for use of E A Resource Accounts Ready Reckoner

When completing, employers should ensure that the following information is entered

Section 1 (highlighted in PINK)

Name
Age
Gender
marital Status

It is particularly important that all this information is inputted as this affects the calculation. **Do not alter the entry for pension scheme from Classic.**

Section 2 (highlighted in PEACH)

The amount of contributions made by the member should also include contributions paid for the purchase of additional service. The total figure entered should be given to the nearest whole £.

Section 3 (GREEN boxes only to be completed)

Enter pensionable service and pensionable pay as at 31/3/08 (end of period) and as at 31/3/07 (start of period). You should ensure that pensionable service should be expressed as a decimal fraction taken to 4 decimal points. (e.g. 1 year 183 days = 1.5014). Pensionable pay should be expressed in whole £s.

No further information should be entered.