





**I hereby certify that the above is a true and correct statement of all salaries, fee**

**Rows must ONLY be inserted by selecting last row, ↓**

**Green sections are for you to populate with data as relevant**

**HOVER OVER EACH CELL FOR GUIDANCE**



s and other remuneration in respect of which

then clicking the **Insert Rows** button.



**Date:**

**Signature:**





There should only be one line per job on the annual return

#### Column G

The current hours worked should be in here. If hours have changed over the year DO NOT put in an extra line form please.

#### Column H

This should be the full time salary of people working 37hrs per week over 52.143 weeks of the year. If employees work part time then their full time equivalent will be what they would earn if they worked full time. If employees work term time then the full time equivalent should be the full time pay they would receive over the year. For example if someone works full time/ term time and is paid over 44.4 weeks of the year and their scale is £15,000 divided by 52.143 X by 44.4 = £12772.57

#### Column K

This should be the current contribution rate if the rate has changed during the year DO NOT put an extra line just tell us in the comments box at the end of the line.

#### Columns O P and Q

These are columns to let us know about additional contributions paid to purchase either additional service or additional pension in the scheme. AVC contributions should not be put in these boxes AVC should be put in column U

#### Column S

Assumed Pensionable Pay is the pay calculated by the employer for anyone who has reduced pay for example on sick leave. Please see our web site under employers for further information  
<https://warwickshirepensionfund.org.uk/>

#### Column U

This should be completed if someone has started a new role during this current reporting period

#### Column V

This should be completed if someone has left a role - please make sure you have sent us the notice of termination form that can be found on our website.

#### Comments

This should be used to tell us if a contribution rate or hours have changed.  
There should only be one line per job on the annual return

line just send us the hour change

d full time  
over the number of weeks they are paid for.  
point is £15,000 their full time equivalent would

ine on the return

iple due to sick leave or maternity.