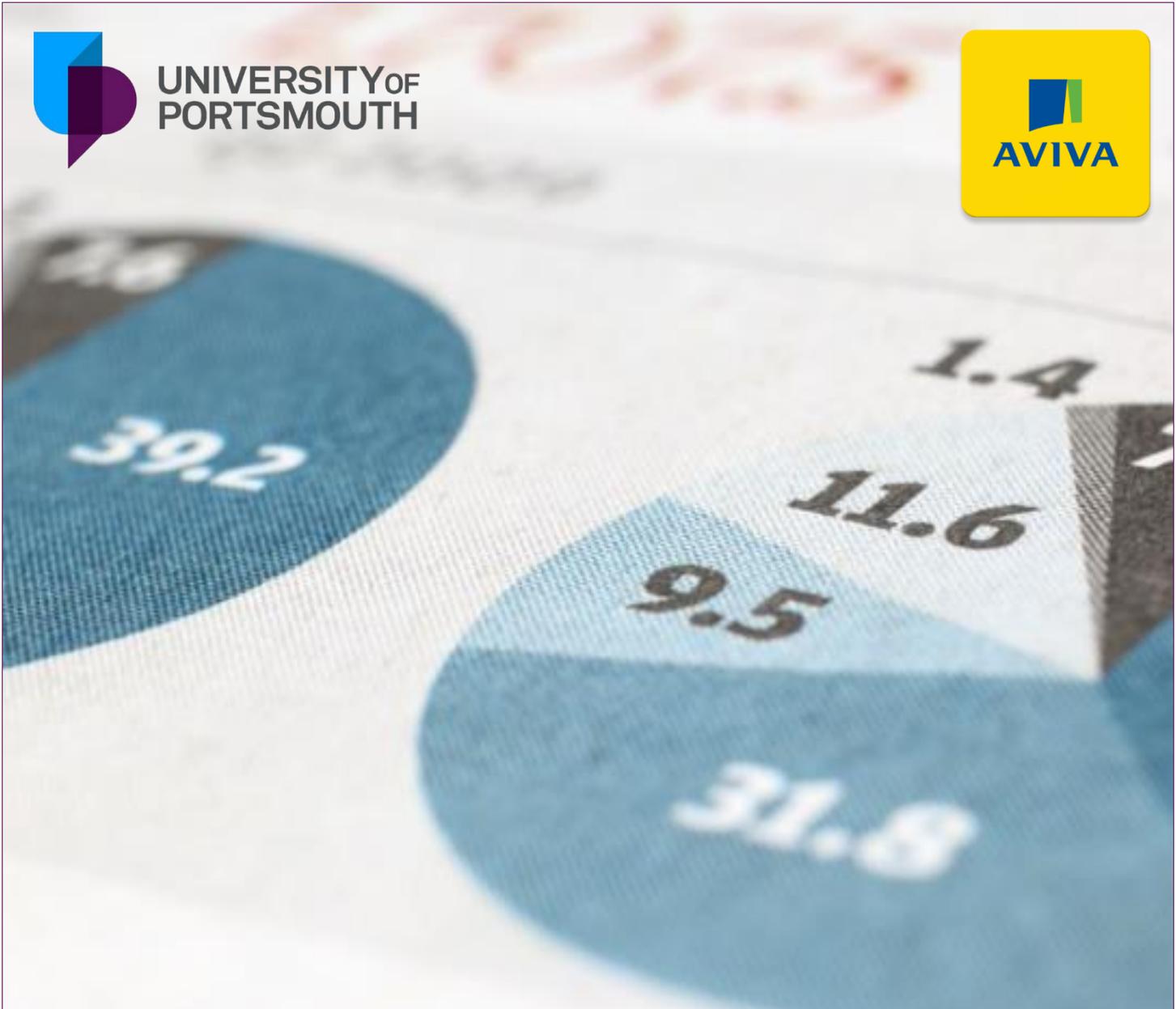




UNIVERSITY OF
PORTSMOUTH



MyPensionPlus

Pension and Benefits Scheme for Permanent / Fixed Term Salaried Colleagues of UoP Academic Services Limited

Pension & Benefit Scheme Guide

Reward and Recognition

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1. 'MyPensionPlus' Benefits Scheme

1.1 Introducing your MyPensionPlus Benefits Scheme

- 1.1.1 Eligible members of the University of Portsmouth Academic Services Limited (UASL) may join our MyPensionPlus benefits scheme. This scheme comprises two elements – a workplace pension, and additional benefits to select from.
- 1.1.2 You will contribute a percentage of your salary towards your pension, and we do the same; these funds are then invested by the pension provider, Aviva, according to your choices.
- 1.1.3 You will also select from a choice of benefits to add to your scheme each year at no additional cost.

1.2 Eligibility and Joining the Scheme

- 1.2.1 MyPensionPlus is for University of Portsmouth Academic Services Limited employees who are salaried (not paid via fees or timesheets) on a permanent/indefinite or fixed-term basis.
- 1.2.2 You must be resident in the UK when you join the scheme and must inform us and our scheme pension provider if this ever changes.
- 1.2.3 The terms of enrolment will depend on the duration of your contract.
 - **If your employment contract is for more than six months duration**
You will be contractually enrolled in the scheme from your contract start date, unless you are aged 75 or over.
 - **If your employment contract is for a duration of less than six months**
You will not be contractually enrolled when you start, but may voluntarily opt into the pension scheme at any time.
- 1.2.4 If your contract continues for more than three months, you will be assessed against the government's [auto-enrolment criteria](#) (based on age and earnings) from the third calendar month of your employment.
- 1.2.5 You may be automatically enrolled into MyPensionPlus from the 1st of the month you are assessed to meet the following criteria:
- 1.2.6 You are aged 22 or over but under state pension age; and
- 1.2.7 Your earnings meet or exceed the auto-enrolment threshold (£10,000 per year or £833.33 per month, subject to annual review by the government)
- 1.2.8 If your contract is extended to a total duration greater than six months, you will be contractually enrolled from the 1st of the month following that extension. You will be notified if you are ever automatically enrolled.

1.3 Opting In

- 1.3.1 You may voluntarily join MyPensionPlus upon request, providing you are under 75 years of age. You may do this by emailing pensionenquiries@port.ac.uk.

1.4 Opting Out

- 1.4.1 We recommend staying in a workplace pension wherever your circumstances allow it, as it's one of the best ways to invest in your future. However, should you wish, you may choose to opt out of the scheme.
- 1.4.2 If you do opt out, you will stop paying into your pension and we won't pay in either, and you will lose access to all other benefits and selectable benefits in the scheme, including 'Death in Service' Life Insurance.
- 1.4.3 It is not possible to opt out prior to your contractual start date.
- 1.4.4 If you do opt out, you may be re-enrolled again, where eligible, on or following our statutory pension re-enrolment dates (occurring roughly every three years). You will be notified if you are ever automatically re-enrolled.

1.5 Your Workplace Pension Provider

- 1.5.1 We have partnered with [Aviva](#) to provide their 'Workplace Pension' to all MyPensionPlus members.

1.6 Pension Scheme Features and Benefits

- 1.6.1 The MyPensionPlus pension features and benefits are outlined below:

	Your Contribution	Employer Contribution																		
Standard Contributions Rates	6%	12%																		
Contribution Rate Options and Employer Matching	<p>You may choose to contribute as little as 3% of your pensionable salary each month.</p> <p>Employer Matching</p> <p>Where you contribute more than 3%, we will match your extra contributions, to a maximum employer contribution of 15%.</p> <table border="1"> <thead> <tr> <th>Your Contribution</th> <th>Employer Contribution</th> </tr> </thead> <tbody> <tr> <td>3% (<i>Minimum</i>)</td> <td>9% (<i>Minimum</i>)</td> </tr> <tr> <td>4%</td> <td>10%</td> </tr> <tr> <td>5%</td> <td>11%</td> </tr> <tr> <td>6% (<i>Default</i>)</td> <td>12% (<i>Default</i>)</td> </tr> <tr> <td>7%</td> <td>13%</td> </tr> <tr> <td>8%</td> <td>14%</td> </tr> <tr> <td>9%</td> <td>15% (<i>Maximum</i>)</td> </tr> <tr> <td>Above 9%</td> <td>15% (<i>Maximum</i>)</td> </tr> </tbody> </table>		Your Contribution	Employer Contribution	3% (<i>Minimum</i>)	9% (<i>Minimum</i>)	4%	10%	5%	11%	6% (<i>Default</i>)	12% (<i>Default</i>)	7%	13%	8%	14%	9%	15% (<i>Maximum</i>)	Above 9%	15% (<i>Maximum</i>)
Your Contribution	Employer Contribution																			
3% (<i>Minimum</i>)	9% (<i>Minimum</i>)																			
4%	10%																			
5%	11%																			
6% (<i>Default</i>)	12% (<i>Default</i>)																			
7%	13%																			
8%	14%																			
9%	15% (<i>Maximum</i>)																			
Above 9%	15% (<i>Maximum</i>)																			
Pensionable Pay	<p>Your pension contributions, and those paid by us, will be based on your monthly pensionable pay multiplied by the relevant contribution rates.</p> <p>Pensionable pay includes salary and London Allowance only. All other allowances, supplements and claimable elements are not pensionable.</p>																			

Retirement Age	<p>There is no default retirement age under this scheme; however, pension scheme investment modelling will, by default, assume you draw your pension at your state pension age.</p> <p>You can take your money from age 55 (57 from April 2028). There may be restrictions or tax implications if you do not start your pension before age 75. You do not have to stop working to take your pension.</p> <p>You will have several options when taking your pension, and may wish to seek free impartial advice from Pension Wise (part of the government-funded Money Helper service), from Aviva, or from an alternative advice service.</p>
Death Benefits: Life Insurance	<p>If you die in service while aged under your normal state pension age, your nominated beneficiaries will receive a life insurance payment equal to 3 x your annual (basic) salary (pro-rated for part-time).</p> <p>This is provided from day 1 of your membership and is not subject to medical assessment. There are no exclusions based on pre-existing medical conditions.</p>
Death Benefits: Your Pension Pot	<p>If you die before age 75, the value of your pension benefits will normally be distributed to your nominated beneficiaries as a non-taxable payment. If you are aged 75 or over, benefits will be taxed as income or inheritance.</p>
Default Flexible Option Module – Extra Pension	<p>‘MyPensionPlus’ permits you to customise the benefits you access.</p> <p>The Default Option on Joining</p> <p>When joining the scheme, Flexible Option Module 05 (see ‘Flexible Option Modules’ below) will automatically apply, where the University makes an extra cash payment each month into your pension in addition to normal employer contributions, at no cost to yourself.</p> <p>You can keep this or pick another Flexible Option Module at each annual selection window.</p>

1.7 Paying Your Contributions

- 1.7.1 We provide two mechanisms by which you may pay your pension contributions. You will be asked to select an option when agreeing the terms of your contract. Your choice will last for the duration of the scheme year (April to March) and you may switch contribution options during the annual benefit selection window. We may exceptionally agree to permit a change at another time, such as following a significant lifestyle change, and you should contact us to discuss this.

1.8 Contribution Option 1: Salary Sacrifice (Default)

- 1.8.1 With salary sacrifice contributions, you don't pay tax or national insurance on the amount you pay into your pension, resulting in higher take-home pay for most people. These savings happen automatically, whether you are a basic, higher, or additional rate taxpayer, with no need to make any claims on a self-assessment tax return to HMRC.
- 1.8.2 Salary Sacrifice represents a contractual arrangement between you and UASL, where you agree to reduce your salary in return for an equal payment into your pension scheme.
- 1.8.3 When signing your employment contract, you will be asked to agree to the terms and conditions of Salary Sacrifice, if applicable, or elect to switch to the Basic Deductions contribution option (see below).
- 1.8.4 Your 'pre-sacrificed' salary will be used to determine pay awards, overtime, and other salary-related payments, as well as our employer pension contribution, so you won't be disadvantaged.
- 1.8.5 Varying your salary in this way may affect your eligibility for some statutory payments and state benefits, as your assessable earnings may be considered as being lower. If you receive credits or benefits from the government or expect you may apply for them, you should contact a relevant authority to clarify if these may be affected.
- 1.8.6 If you do not pay National Insurance (NI) due to being over State Pension Age, you may still use Salary Sacrifice but will not make additional savings from reduced NI contributions.

1.9 Where Salary Sacrifice is not available

- 1.9.1 You cannot make contributions via the salary sacrifice option if doing so would reduce your salary below statutory minimums (such as National Minimum Wage, National Living Wage, Statutory Sick Pay, or Statutory Family Leave payments).
- 1.9.2 The salary sacrifice option is not available to you if it would reduce your salary below the [HMRC 0% tax band](#) (the earnings threshold where most workers start to pay tax).
- 1.9.3 Where these circumstances apply to you following a change in contract or statutory terms, the salary sacrifice arrangement will cease from the beginning of the relevant month, and you will be moved to the Basic Deductions contribution option (see below).
- 1.9.4 You may be able to opt back into Salary Sacrifice contributions later if changes to your earnings and/or the tax threshold mean this no longer applies, or where your tax code means you start paying tax at a lower earnings level (such as where UASL is a secondary employment). To request this, please contact pensionenquiries@port.ac.uk.

1.10 Contribution Option 2: Basic Deductions

- 1.10.1 Where Salary Sacrifice is not possible, or you elect not to use it, you will make contributions under the 'Basic Deductions' option.
- 1.10.2 Your salary remains unsacrificed, and deductions are taken after tax. Unlike the Salary Sacrifice option, you must still pay national insurance (where applicable) on the amount you contribute.

- 1.10.3 Tax relief is not provided at the point of payroll, but instead you'll pay a contribution rate 20% lower than the agreed, then the pension scheme provider and HMRC provide the 20% tax relief as an additional payment direct to your pension.
- 1.10.4 For example, if you pay 6% pension contributions, you'll see only 4.8% (6 less 20%) paid on your payslip, and then HMRC top up the remaining 1.2% to your account. You are granted this extra 20% whether you normally pay tax or not. This means for every £100 you contribute to your pension, you'll get an extra £25 tax relief added by the HMRC.
- 1.10.5 If you are a higher or additional rate taxpayer, you should also claim additional tax relief directly from HMRC via a [self-assessment tax return](#).

1.11 HMRC Annual Pension Allowance

- 1.11.1 The Annual Pension Allowance limits how much money can be contributed to all your pension in a tax year while still benefiting from tax relief. This comprises your contributions, those we made, and any other personal or workplace pensions you have. Any contributions made above this allowance will be taxable.
- 1.11.2 HMRC sets the annual allowance, and the value for the current tax year is available [here](#). If you use all of your annual allowance for the current tax year, you may be able to [carry over any unused annual allowance](#) from the previous three tax years.
- 1.11.3 If you think the Annual Allowance limit may apply to you, you should seek advice from HMRC or an Independent Financial Advisor.

2. Flexible Option Modules

2.1 Your Choice of Benefits

- 2.1.1 You may add one 'Flexible Option Module' to your 'MyPensionPlus' benefits each year, at no cost to yourself.
- 2.1.2 All eligible members in post on 1 January will be eligible to make a benefit selection in the annual 'Options Window' (normally opening in January). Your choice takes effect on 1 April and lasts for 12 months.
- 2.1.3 The University will determine which Flexible Option Modules are available, and reserves the right to add, remove or modify these at each annual Options Window.

2.2 Default Option Module when joining the University

- 2.2.1 When joining the scheme under a new employment contract, 'Flexible Option Module 05' (See 'Flexible Option Modules' below) will automatically apply, where the University makes an extra cash payment to your pension each month.

2.3 Indicative Flexible Option Modules

2.3.1 The Flexible Option Modules available during a scheme year will be confirmed when the annual selection window opens.

2.3.2 The table below provides indicative options that may be available. Inclusion in this guide should not be considered as a confirmation that any particular option will be available.

Option	Option Name	Description of Benefit	Cost to You
FOM.01	Annual Health Check	Comprehensive Annual Health Check Plus, for colleagues over 40 years old, an Early Cancer Risk add-on assessment, with GP consultation	Free if selected
FOM.02	Workplace Parking	135 days of parking credit applied to your account (pro-rata for part-time)	Free if selected
FOM.03	Enhanced Life Insurance	Life Insurance policy benefit increased to 5 x Annual Salary [before any salary sacrifice reductions] (pro-rated if part-time)	Free if selected
FOM.04	Free 12-Month Ravelin Gym Membership	Free 'Core' level Ravelin Membership for 12 months (April - March) Upgrade to 'Super' membership by paying £60, or to 'Ultimate' by paying £120	Free if selected
FOM.05	Additional Employer Pension Contribution	An additional discretionary employer contribution paid into your pension fund equating to £400 over the year (pro-rated for part-time colleagues)	Free if selected. Included by default upon joining, or if no other selection is made during the Options Window
FOM.06	Non-Pensionable Payment	A non-pensionable annual allowance of £350 per annum (pro-rated for part-time)	Free if selected. Payment is taxed as income

FOM.01 - Annual Health Check

We have partnered with Bluecrest Wellness to offer annual health checks that empower you to take control of your health and well-being. Bluecrest operates from 400 convenient locations and uses the latest medical technology to perform checks and the highest-quality laboratories to perform specialist pathology.

The health checks are entirely confidential. Bluecrest will only release the results of your assessments to you. Where results warrant urgent feedback, Bluecrest will provide you with dedicated, confidential, and proactive support. Beyond this, you can securely view your results report via Bluecrest's 'My Wellness' portal, usually within eight days. Your results will also be provided in a complete and detailed report, sent to your home within 21 days of your health check.

The 'Comprehensive' health check covers the following (note that the precise tests offered may vary, based upon clinical guidance):

Cancer Information	Simple lifestyle changes to help you maintain general good health, along with straightforward self-examination steps to help you spot the early signs of breast and testicular cancer
Biometric Analysis	A biometric analysis breaks down many body components, including muscle and bone mass, visceral fat levels, and more. It also shows metabolic age, BMI, and BMR

Blood Pressure	This test uses an arm cuff attached to a monitor to determine the blood pressure. Systolic and diastolic measurements are taken, helping identify high or low blood pressure
Bone Health, Energy and Muscles	This blood test gives three key readings - calcium, corrected calcium and phosphate. Calcium and phosphate are essential for healthy bones, muscle function and energy production
Cholesterol Levels	This test measures the levels of various types of cholesterol in the blood to help identify any imbalances. Five readings are given, including HDL, LDL and cholesterol ratio
Advanced Diabetes (HbA1C)	While a glucose test measures blood glucose levels at one moment in time, a HbA1c test gives a picture of the average amount of glucose in the blood over the last few months
Essential Proteins and Iron	This test measures the levels of two important proteins in the blood (albumin and globulin). It also assesses iron levels and TIBC, helping to reflect the body's iron stores
Heart Disease and Stroke Risk Assessment	This test uses results gathered during the health check (including blood pressure, glucose and cholesterol levels) to indicate the risk of cardiovascular diseases
Kidney Function	This test measures sodium (salt) and waste products (urea and creatinine) levels in the blood. An eGFR result is also included to help identify reduced kidney function
Liver Function	This test measures the liver enzymes ALT, AST, ALP and GGT levels in the blood, together with the liver waste product bilirubin. Abnormal levels can indicate liver damage
Uric Acid	This blood test measures uric acid levels, a waste product made from protein digestion. High levels are associated with a greater risk of gout, a form of inflammatory arthritis
Mental Wellbeing (Questionnaire)	This test uses confidential questionnaires to help assess four aspects of psychological well-being associated with stress: anxiety, depression/mood, resilience, and engagement
Mental Wellbeing Consultation	Arrange a private 30-minute telephone consultation with an experienced Emotional Wellbeing Adviser who can advise and support on emotional/mental wellbeing concerns
Musculoskeletal Health	This test measures the risk of developing long-term back problems to help guide you in managing back problems more effectively. MSK problems are among the most common causes of sickness absence
Musculoskeletal Wellbeing Consultation	Arrange a private 30-minute telephone consultation with a Musculoskeletal (MSK) Wellbeing Adviser who can give practical advice on how to help alleviate aches and pains
Peripheral Arterial Disease (PAD)	This ABPI test uses sensors attached to the arms and legs to detect any difference in blood pressure. A difference can indicate PAD. Suitable for over 40s only
Heart Rhythm (ECG)	This test uses a 6-lead ECG to check the heart's rhythm. An accredited Cardiac Data Analyst will then review the trace (the image of the heartbeat over a period of time)
Blood Health Profile	This test also called a Full blood count, gives ten key readings to help assess blood health and immunity. Readings include red blood cells, white blood cells, and platelets
Liver Fibrosis	The FIB4 test is a scoring system that estimates liver fibrosis (scarring) without needing a biopsy. It is calculated using results from the AST, ALT and platelet tests
Muscular Grip Strength	This test measures the strength of your hand grip using a dynamometer. This can help identify MSK problems affecting your hands and wrists, such as arthritis or carpal tunnel syndrome
Lung Function Test	This test measures whether your lung function is within the normal range, the level of obstruction in your lungs, and your 'lung age' if you are a smoker

Health & Wellbeing Specialist Consultation	After you receive your results, you'll have access to 2 x 30-minute health & wellbeing sessions where one of our health specialists can help you identify ways to improve your health behaviours.
24/7 GP Helpline	24/7 GP helpline access for one year following the assessment. From tummy upsets to travel inoculation advice, call any time of the day or night to discuss health questions with a registered GP.

Early Cancer Add-On (For those aged 40+ only)	Male Early Cancer Add-On
	The male cancer risk add-on includes tests for cancer risks of the stomach, blood, and bladder for all ages, as well as bowel and prostate , for those aged 40 and over. A Private GP Consultation is also included, which takes place via phone or webcam once results have been received.
	Female Early Cancer Add-On
	The female cancer risk add-on includes tests for cancer risks of the stomach, blood, bladder and cervix for all ages, as well as bowel , for those aged 40 and over. A Private GP Consultation is also included, which takes place via phone or webcam once results have been received.

FOM.02 - Workplace Parking
This Flexible Option Module provides parking credit (funds will be placed into your parking payment account with the provider) for 135 24-hour parking periods. This enables you to park in any University Car Park without charge for 135 working days. This entitlement is pro-rated for part-time colleagues. Selecting this option does not guarantee you a parking space on any particular day or at any specific car park. You must have a valid parking permit and be registered to use University Car Parks per our Car Parking Policy . You remain responsible for any other charges, fees or fines.

FOM.03 - Enhanced Life Insurance
This Flexible Option Module allows you to increase the benefit that would be received by your beneficiary(ies) from 3 to 5 times your annual salary [before any salary sacrifice reductions] (pro-rated, if you are part-time).

FOM.04 - Free 12-Month Ravelin Gym Membership		
This Flexible Option Module allows you free 'Core' level Ravelin Membership for 12 months (April - March). More information on the facilities is available here . This benefit would give rise to a tax liability however the University will cover this cost. You may also upgrade to 'Super' membership by paying £60, or to 'Ultimate' by paying £120. If you select this option, the payment will be deducted from your net pay in April.		
Core Membership [Available FREE]	Super Membership [Available for a payment of £60]	Ultimate Membership [Available for a payment of £120]
Includes: Swim (incl. Steam and Sauna) Fitness classes (excl. aqua classes)	Includes: Gym Swim (incl. Steam and Sauna) Fitness classes	All activities included: Gym Swim (incl. Steam and Sauna) Fitness classes

		<p>Aqua classes</p> <p>Climbing</p> <p>Squash</p> <p>Discount on courses and bookings</p> <p>BUCS Universal - access over 100 gyms nationwide</p> <p>10% Discount on Swim Academy lessons</p>
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FOM.05 - Additional Employer Pension Contribution *[Default Flexible Option]*

If you select this Flexible Option, the University will pay an additional discretionary employer pension contribution into your pension fund equal to £400 (pro-rated for part-time colleagues) over the year. One-twelfth of this value will be paid into the scheme each month. This increases the funds in your pension and the value of any market growth your fund may achieve.

If you move to reduced or nil pay due to family leave or sickness absence, the contributions will continue at the normal rate.

This is our default Flexible Option Module. If you have not yet selected a Flexible Option Module (for example, because you have recently joined and the next Option Selection Window has not opened), we will automatically apply this option on your behalf.

FOM.06 - Non-Pensionable Payment

If this Flexible Option is selected, a taxable, non-pensionable annual allowance of £350 per annum (pro-rated for part-time) will be paid to you. This will be paid in monthly payments, with salary. This payment will be subject to tax and national insurance deductions.

3. Additional Information and guidance

If you have any questions or need guidance, there are several sources that you may find helpful:

Contact your scheme provider - Aviva

- Read the Aviva Pension [Member Guide](#)
- Login to [MyAviva](#)
- Send Aviva a [message](#) about pensions
- Download the [MyAviva App](#)

University of Portsmouth Intranet

- [MyPensionPlus - Your Pension and Benefits Scheme](#)

Contact the University of Portsmouth's Reward and Recognition Team

- Pensions: pensionenquiries@port.ac.uk
- Flexible Benefit Options: reward@port.ac.uk

Access Free Guidance from Pension Wise (My Money Helper)

- Visit the [Pension Wise website](#)
- Book a [free guidance session](#) with a Pension Wise Advisor (for those over 50)