

In this bulletin, we shall focus on Pay Reference Numbers and mainly concerns our GP Practice and Direction Body employers.

The data matching routine

In order to successfully load data to a member's record, our system carries out five checks to ensure data is applied to the correct record.

1. Does the Superannuation Number exist on the administration system
2. Does the reported surname match that on the members record
3. Does the reported forename match that on the members record
4. Does the Pay Reference match that on the members record
5. Does the Employment number match

Only data that passes all five checks is automatically loaded to the member record. Of the five tests, the Pay Reference test accounts to 10% of all data failures.

Pay Reference Mismatch (GPs and Direction Bodies only)

When submitting data to the SPPA the best practise for completion of your pay reference should be your GP Practice code followed by zeros to a maximum of 15 characters.

For example a correct pay reference should be GP123450000000. This will allow all data to match to the member along with the employment number.

When data is sent with the pay reference numbers below and it has previously been sent with the correct pay reference the data fails to hit the member record.

Incorrect – GP12345

Incorrect – GP0000000012345

Pay Reference Best Practices (GPs and Direction Bodies only)

When you create a pay reference for your members you should bear in mind the following golden rules:

- The pay reference should always be 15 characters long
- The pay reference should always start with your 7 digit practice code followed by zeros
- The pay reference should not change for the duration of the contract
- Existing references must be reported exactly as they were reported on the starter in all future data returns