**MARS Vetting Checklist**

**Is the MARS return named correctly?**

**Employer Number – Employer Name – Month**

|  |  |  |
| --- | --- | --- |
| **Tab** | **Column** | **Things to Check** |
| Header Data | B | Have all cells been completed? |
|  | B | Check that all tabs labelled ‘completed’ have been completed |
| Absences | Payroll Reference  D | Must be unique for each record. Multiple jobs cannot have the same payroll reference |
|  | Type of Absence  F | Are the absences those which affect pay? |
|  | End date of Absence  H | Must not be before start date in G |
|  | Start date of unpaid period  I | If blank, due to no unpaid period, CARE tab must be completed with a figure for CARE and/or APP |
|  | End date of Unpaid Period  J | Must not be before start date in I |
| Address Change | Address Line 1  E | Number and Road on the same line |
|  | Address Lines  E-J | No gaps between details |
| APCs | Employer  E | Must be 5 digit employer reference number |
|  | Payroll Reference  F | Must be unique for each record. Multiple jobs cannot have the same payroll reference |
|  | APC End Date  H | Must not be before start date in G |
| CARE Data | Grey Columns | Must be left blank |
|  | Employer  F | Must be 5 digit employer reference number |
|  | Payroll Reference  H | Must be unique for each record. Multiple jobs cannot have the same payroll reference |
|  | LGPS From and To  (both MAIN and 5050)  J & K  M & N | Dates must be 1st of the month to the last calendar day of the month.  Starters and leavers within the month must have dates adjusted accordingly |
|  | LGPS Pay  (Both MAIN and 5050)  L & O | Pay details must be entered into one column or the other |
|  | LGPS Pay  (Both MAIN and 5050)  L & O | If zero or negative values there must be a comment in P to explain why |
|  | LGPS Pay  (Both MAIN and 5050)  L & O | Values will be transferred to the combined CARE spreadsheet and assessed for anomalies |
| General Changes | Payroll Reference  D | Must be unique for each record. Multiple jobs cannot have the same payroll reference |
|  | New Pension Contribution Rate  H | Is this a valid contribution rate? |
|  | New Marital Status  L | Should only be a value from the drop-down list  (M, S, D, W, C) |
| Hour Changes | Payroll Reference  D | Must be unique for each record. Multiple jobs cannot have the same payroll reference |
|  | P/T Percentage  G | Must be a numerical value to 5 decimal places. No % sign |
|  | Employer  H | Must be 5 digit employer reference number |
| Leavers | Payroll Reference  B | Must be unique for each record. Multiple jobs cannot have the same payroll reference |
|  | Address Line 1  G | Number and Road on the same line  Mixed case format |
|  | Address Lines  G-L | No gaps between details  (G-K Mixed case format) |
|  | Date Left LGPS  N | Should be completed for opt-outs |
|  | Reason for Leaving  P | If opt-out, column N should be completed.  If ill-health or death column BX should be completed. If TUPE – must be referred to Employer Liaison Officer for investigation |
|  | Final CARE Payment Made? Q | Y or N only |
|  | Effective Date of Pay [1]  R | Must be the date 365 days prior to leaving – or the start date if later |
|  | Pay Details  R to AO | Changes must be listed in chronological order from left to right. Pay figures must be annual WTE and hours/weeks must look reasonable |
|  | Additional Pay  AP to AU | Check types of pay are pensionable |
|  | Contributions Details  AV to BK | Figures must be applicable to each period. Contribution changes listed in chronological order from left to right |
|  | Previous Contributions  BL & BM | Total amount of contributions for last year with the rate that was applicable at 31st March |
|  | NICOs  BP to BR | NICOs are not applicable after 01/04/2016, but entries must be made for dates prior to this. Maximum possible value for 15/16 is £34,212 |
|  | Prud AVC?  BS | Y or N only |
|  | CARE  BT to BW | Figures must be present |
|  | Annual APP for ill health or death BX | Must be complete if reason for leaving in P is ill health retirement or death |
|  | CARE vs Conts | Leaver details transferred to master spreadsheet. Formula will compare CARE data with contributions paid and highlight anomalies. Large number of anomalies queried with employer. Individual anomalies passed to Benefits Team on mailmerged leaver form |
| Starters | Grey Columns | Should not be completed |
|  | Payroll Reference  A | Must be unique for each record. Multiple jobs cannot have the same payroll reference |
|  | Address Line 1  B | Number and Road on the same line |
|  | Address Lines  B-G | No gaps between details  (B-F Mixed case format) |
|  | NI Number  H | 9 character reference. Can be TNDDMMYY(M/F) if not completed. DDMMYY is reference to DOB and M/F is reference to Male or Female |
|  | Surname I | Mixed case format |
|  | Forename J | Mixed case format |
|  | Title K | Mixed case format |
|  | Sex L | M or F only |
|  | Marital Status  M | Should only be a value from the drop-down list  (M, S, D, W, C) |
|  | Date of Birth  N | In format dd/mm/yyyy  Check start date has not been entered here in error |
|  | Date Joined Fund  O | Should match LGPSMain or LGPS5050 ‘from’ date on CARE tab |
|  | Actual Rem  R | Must be complete with annual pay |
|  | Cont Rate  T | Check this is a valid rate |
|  | Part-Time Ind  U | Should only be a value from the drop-down list  (Y, C, V or blank) |
|  | P/T Percentage  V | Must be a numerical value to 5 decimal places. No % sign |
|  | Employer  AH | Must be 5 digit employer reference number |