**East Sussex Pension Fund**

**Local Government Pension Scheme**

**Form - Final Pay**

This form should be used by East Sussex Pension Fund employers to calculate a member's final pensionable pay figure in the past 365 days from leaving.

| Member name | |
|---|---|
| Employer | |
| Date of leaving | |

## Final Pay calculation

| Final Pay Period | Date from | | Date to | |
|---|---|---|---|---|

### Section A – Basic Salary

| Date from | Date to | FTE Annual Salary | Appropriate fraction (months and days ) | Total |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

| Total A | |
|---|---|

### Section B – Pensionable additions (Bonus, Contractual Shift Allowance etc)

| Date from | Date to | FTE Annual Salary | Appropriate fraction (months and days) | Total |
|---|---|---|---|---|
| | | | | £ |
| | | | | £ |
| | | | | £ |

| Total B | £ |
|---|---|

**Final Pay Form**

## Section C – One-off /fluctuating pensionable payments*

| | |
|---|---|
| Honoraria | £ |
| Sleep in duty | £ |
| Stand by duty | £ |
| Other (please specify) | £ |

| | |
|---|---|
| **Total C** | £ |

*Figures should be total amount paid to member in Final Pay period (therefore some adjustment may be required at beginning and end of Final Pay period if it is not in complete months)

| | |
|---|---|
| **Total Final Salary (A + B + C)** | |

## How to calculate final pay where a member has less than a year's membership

1. Take the full-time pensionable pay received up to the point of leaving.
   **THEN**
2. Divide that figure by the number of days worked during the final pay period.
   **THEN**
3. Scale up that figure by 365.

### Example

Matt has only been in your employment for 198 days. To calculate final pay, you would take the full-time pensionable pay received for that period and divide by 198 x 365. If Matt had earnt £10,000 up to point of leaving, his Final pay would be: £10,000 / 198 * 365 = £18,434.34.

If the member has only received one pay rate during the period, then simply use the full time pay figure.

| | |
|---|---|
| **Name of Authorised signatory** | |
| **Signed** | |
| **Date** | |
| **Position** | |
| **Email** | |
| **Telephone number** | |

**Final Pay Form**