

APPENDIX B

Schedules Received List

Sheet 1

Employer Name payroll code Employer Number er % Month

Queries

Sheet 2

Employer Name

Query

Name

NI Number

Action taken / to be taken

Reminders

Sheet 3

Schedule Reminders - sent before deadline

Employer Name

Email address

Date reminder sent

Date schedule received

Whether received Date received

Payment reconciliation sheet

Sheet 1 individual Employer records

Employer Name
Employer percentage
Month

On Schedule

Employee contributions
Employer contributions
Total contributions
Pensionable pay

Employer Contributions should be
Employer percentage calculated
Difference
Amount Payable
Amount received
Date received

Sheet 2 Summary

Cost Code
Employer Name

Monthly details
Employer percentage should be
Employer percentage calculated
Difference
Amount Due - schedule
Amount received
Date payment received
Amount outstanding
Comments