Employer Hub User Guide

SSRS Reports

Click here to go straight to the report you want to run:
- Members by folder reference and their contributions
- Members PensionsOnline registration status
- Active members and their current salary
- Count of folder status at employer
- List of active members

To run reports, **click on the 'SSRS Reports' tile on the home page.**
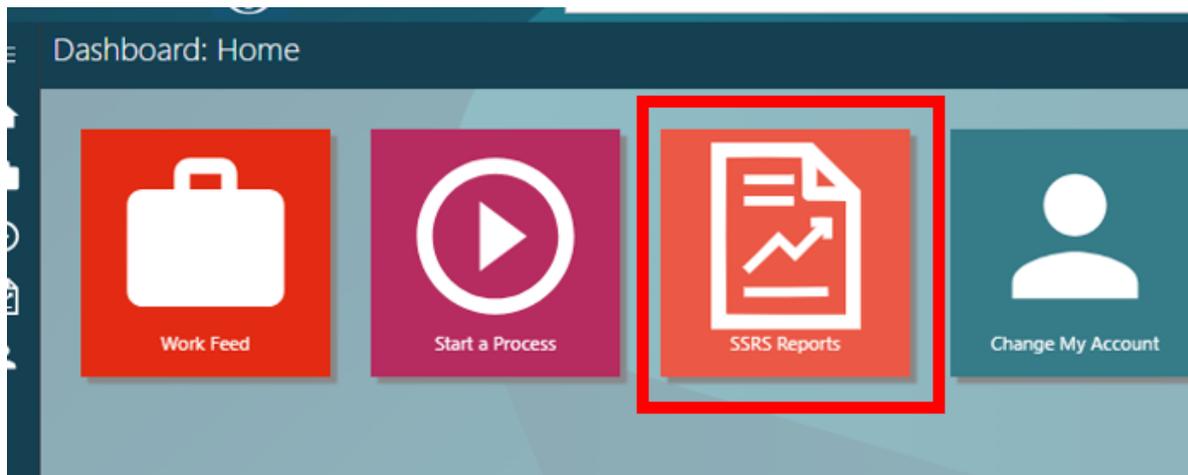
You will see tile for each different type of report that can be run on Hub.

Members by folder reference and their contributions

This report allows you to view information on the different types of contributions paid into the pension of one of your employees. This report will tell you who paid the contribution, when it was paid and how much the contribution was.

Click on the **Members by folder reference and their contributions tile.**

You will then need to set the variables for the report. **Choose the employer that the person works for.**

You will then need to **select the person's folder reference**. This will usually start with a CW. You can find this by searching for the person in the search bar at the top of HUB on the home screen.
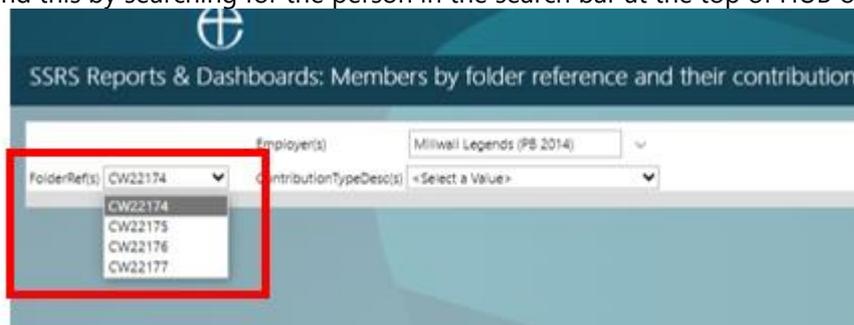
The last variable will be the type of contribution you want to view.

Once you are happy, you can click 'View Report'.
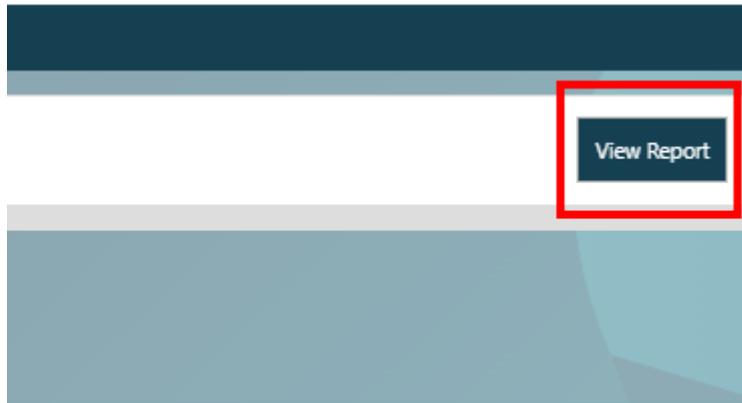
The report will then show its results. You can print or save the results if you wish.

Member's PensionsOnline registration status

This report will list all of your active members within a scheme that you administer, and whether they have registered for PensionsOnline (our member portal).

Click on the Members **PensionsOnline Registration status** tile.

You will then **need to choose which employer you want to run the report on.**
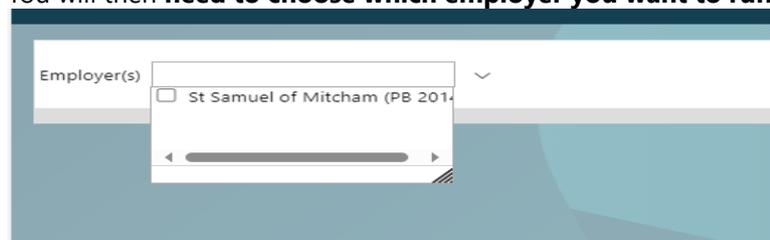
Click on 'View Report'.
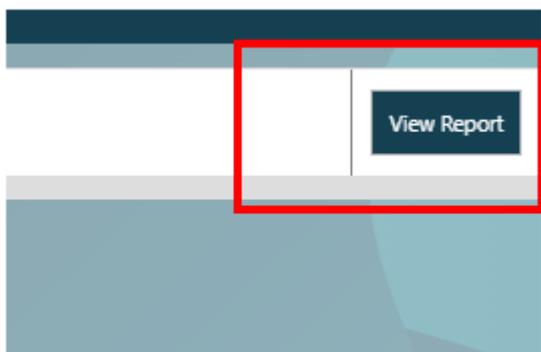
You will then be able to see all of the active people withing that pension scheme, and their PensionsOnline registration status. We always encourage you to encourage your staff who are in our schemes to register and use PensionsOnline. There is a print or save function if you need to export this data.

Active members and their current salary

This report will show the current salaries we hold for your employees who are active within our pension schemes that you administer.

Click on the **'Active members and their current salary'** tile.
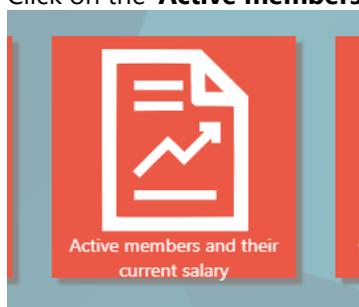
You will then need to choose which employer you want to run the report on.

Helpline: 020 7898 1802   **Email:** pensions@churchofengland.org
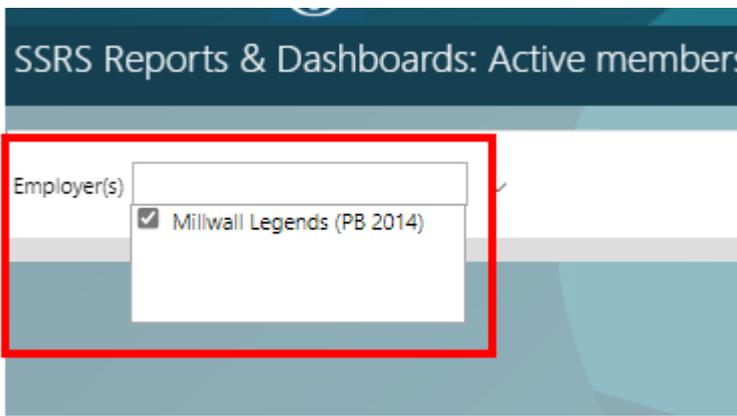
Click on 'View Report'.
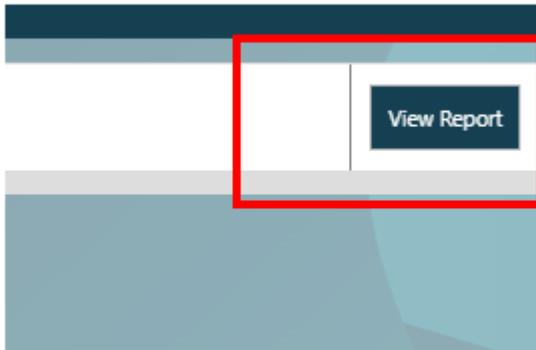
You will then be shown all the people who are active in the scheme and the salary we hold for them. There is a print or save function if you need to export the data.
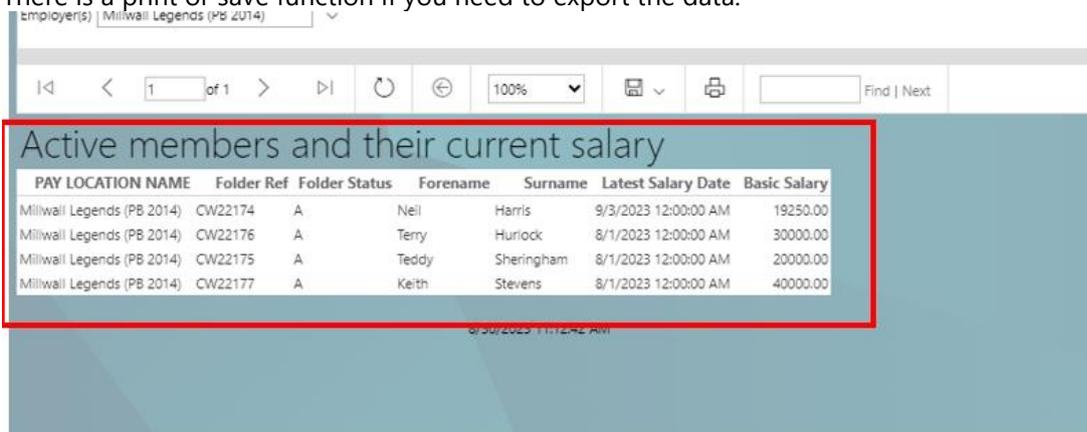
Count of folder status at employer

This report allows you to see how many people you have in a scheme with different statuses.

Active: Actively accruing pension benefits in the scheme with us.

Deferred: No longer in works for your employer, and is not yet a pensioner.

Pensioner: Someone who has claimed their pension with us.

Full Commutation: Claimed their pension as one lump sum

Transfer Out: Transferred their pension benefits from us to another pension provider.

Beneficiary Pensioner: Someone who is claiming a pension from us due to the death of a member

Click on the **Count of Folder Status at employer** tile.

Count of folder status at employer

You will then need to set the variables for the report. **Choose the employer** that you need the data for.

Then **select the type of folder status** you want. You can **select all** and this will show the amount of all the different types of statuses.
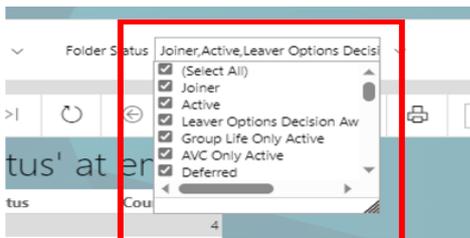
Click 'View Report'
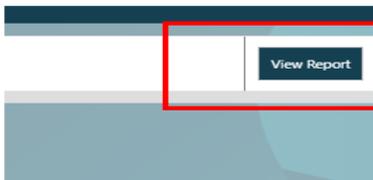
You will see the results of the report. There is a print or save function if you need to export the data.
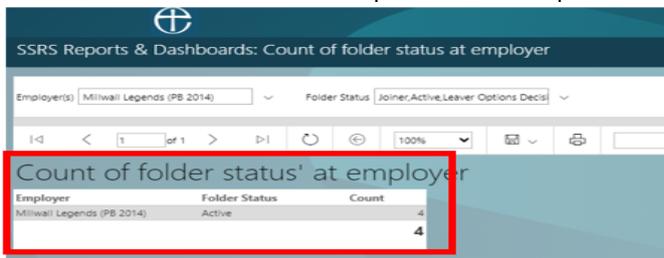
List of active members

You'll be able to view the active employees that are in the pension scheme for the relevant employer. Active means they are employed by you and are earning pension benefits with us.

Click on the List of Active members tile

Select the employer that you wish to run the report on.

Click on '**View Report**'
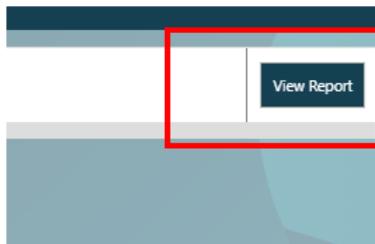
You will be given the list of active people in our scheme, for that employer. There is a print or save function if you need to export the data.

Employer	NINO	FORENAMES	SURNAME	DOB	FOLDER STATUS
St Samuel of Mitcham (PB 2014)	ZX234567C	Paul	Murrell	02/02/1981	Active
St Samuel of Mitcham (PB 2014)	MA4567895	Tommy	Tanner	04/04/1984	Active
St Samuel of Mitcham (PB 2014)	HJ678901K	Tamara	Smith	06/06/1986	Active
St Samuel of Mitcham (PB 2014)	ER901234T	Susan	Williams	08/08/1988	Active
St Samuel of Mitcham (PB 2014)	CV963852C	Noah	Harris	13/10/1990	Active
St Samuel of Mitcham (PB 2014)	BN852147A	Olivia	Hornby	17/12/1992	Active
St Samuel of Mitcham (PB 2014)	HF951357S	Emily	Shrewsbury	21/02/1995	Active
St Samuel of Mitcham (PB 2014)	WE951475A	Jack	Read	27/04/1997	Active
St Samuel of Mitcham (PB 2014)	AB123456C	Lewis	Hill	01/01/1980	Active
St Samuel of Mitcham (PB 2014)	VB345678N	Kieran	O'keeffe	03/03/1983	Active
St Samuel of Mitcham (PB 2014)	DF567890G	Grace	Jones	05/05/1985	Active
St Samuel of Mitcham (PB 2014)	LQ890123W	Sarah	Baker	07/07/1987	Active
St Samuel of Mitcham (PB 2014)	AS012345D	Archibald	Lillywhite	10/09/1989	Active
St Samuel of Mitcham (PB 2014)	VB147258B	Freya	Shaw	15/11/1991	Active
St Samuel of Mitcham (PB 2014)	MN987582S	Willow	Bligh	19/01/1994	Active
St Samuel of Mitcham (PB 2014)	YR654852Y	Oscar	Steel	25/03/1996	Active
					TOTAL 16