

CSPS Employer touchpoints

December 2024



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Document objectives

To provide walkthroughs of the various touchpoints that the employer will need: to deliver the administrative functions for delivery.

To share what we know now, we've provided a journey of the process for each of the following.

- Employer Portal – proposals for what it will look like and deliver
- Interface process
- Registration for the Employer Portal
- Access management for the Employer Portal
- Functionality for managing member forms.

We've also added a table for each to show what is changing, not changing and what is still be determined (TBD). TBD refers to where we still require employers feedback to help steer the development.

Please note this will be a living document. It will present what we know now but will grow as other elements of the Employer Portal are refined and as processes are finalised.



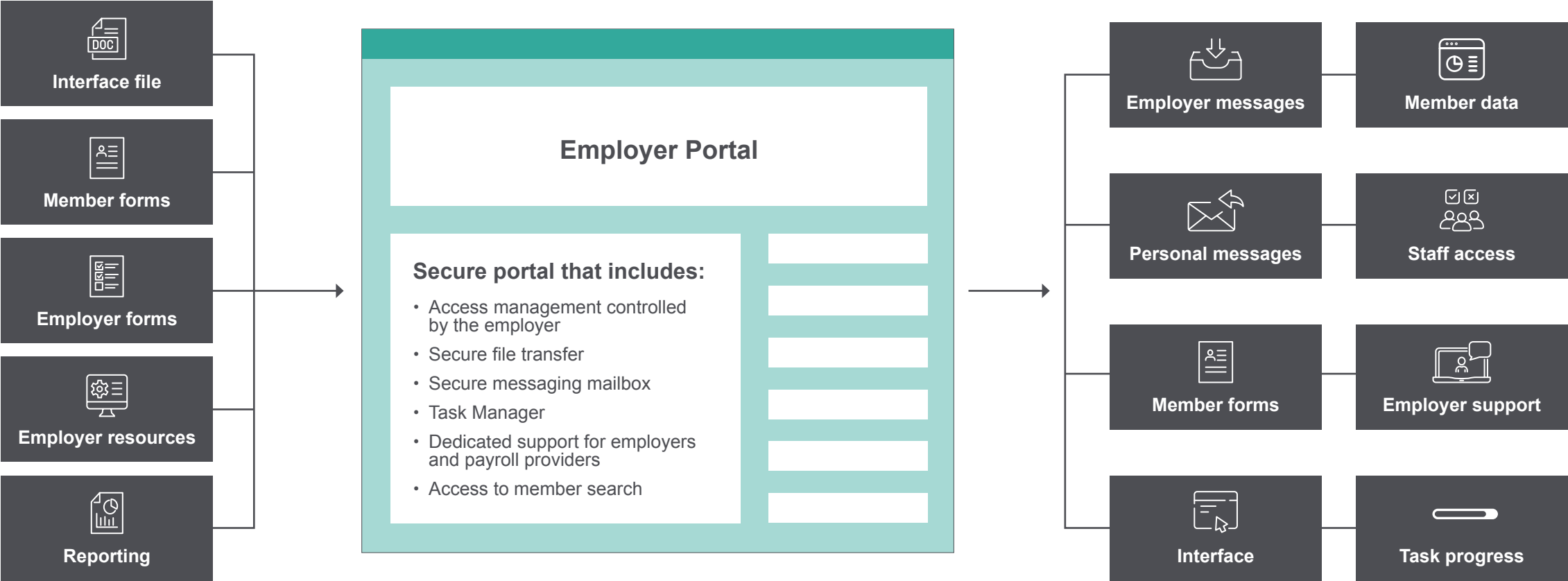
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Employer Portal

Process overview

The secure portal will be used to submit all member and employer documents and queries to the administrator and will be the main method of communication with us.



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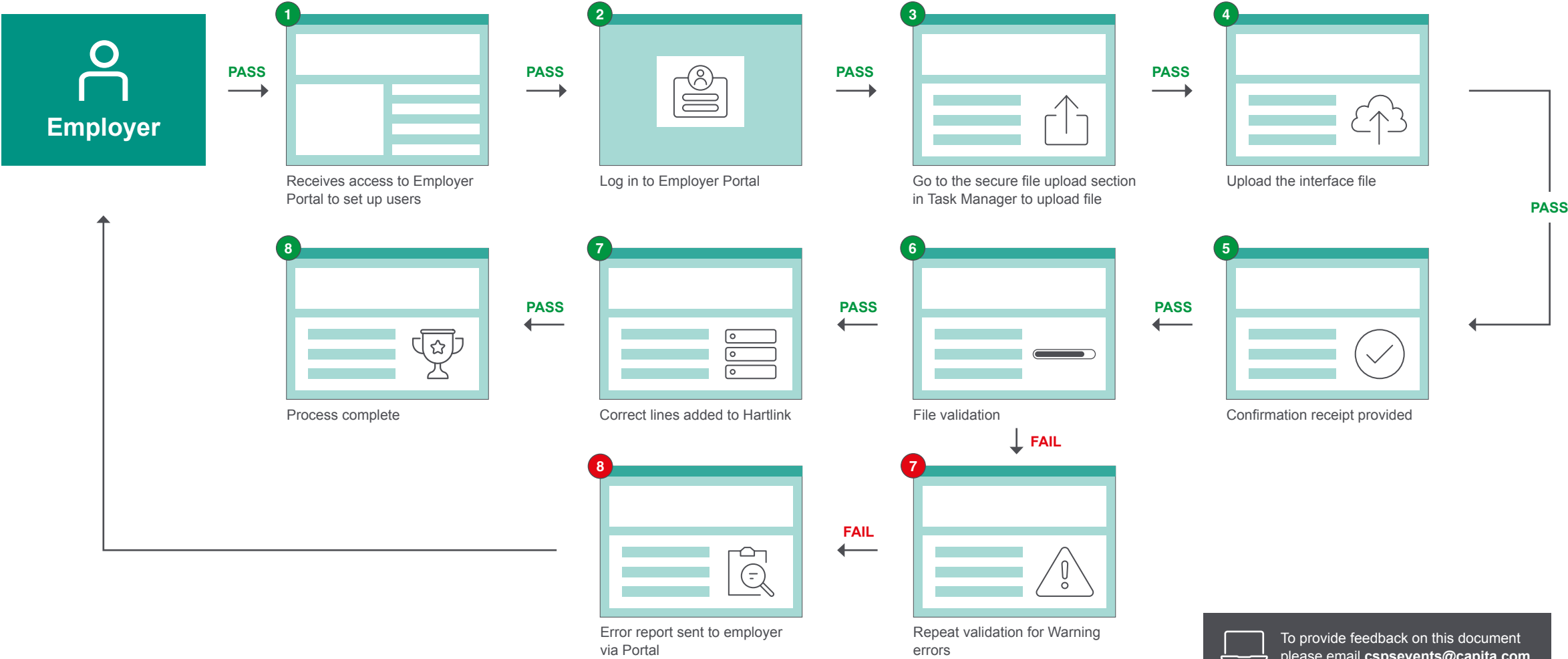
Interface process

Interface

The process you use to send essential contribution, salary, service and other scheme data to the scheme administrator each month.

TBD items will be driven by future employer workshops

Changing?	Yes	No	To be determined
Interface upload	●		
Interface team contact			●
Interface structure and data items		●	
Data validation	●		
Data connection	●		
Data updates and additions	●		
Assurance statement process	●		
Payroll migration			●



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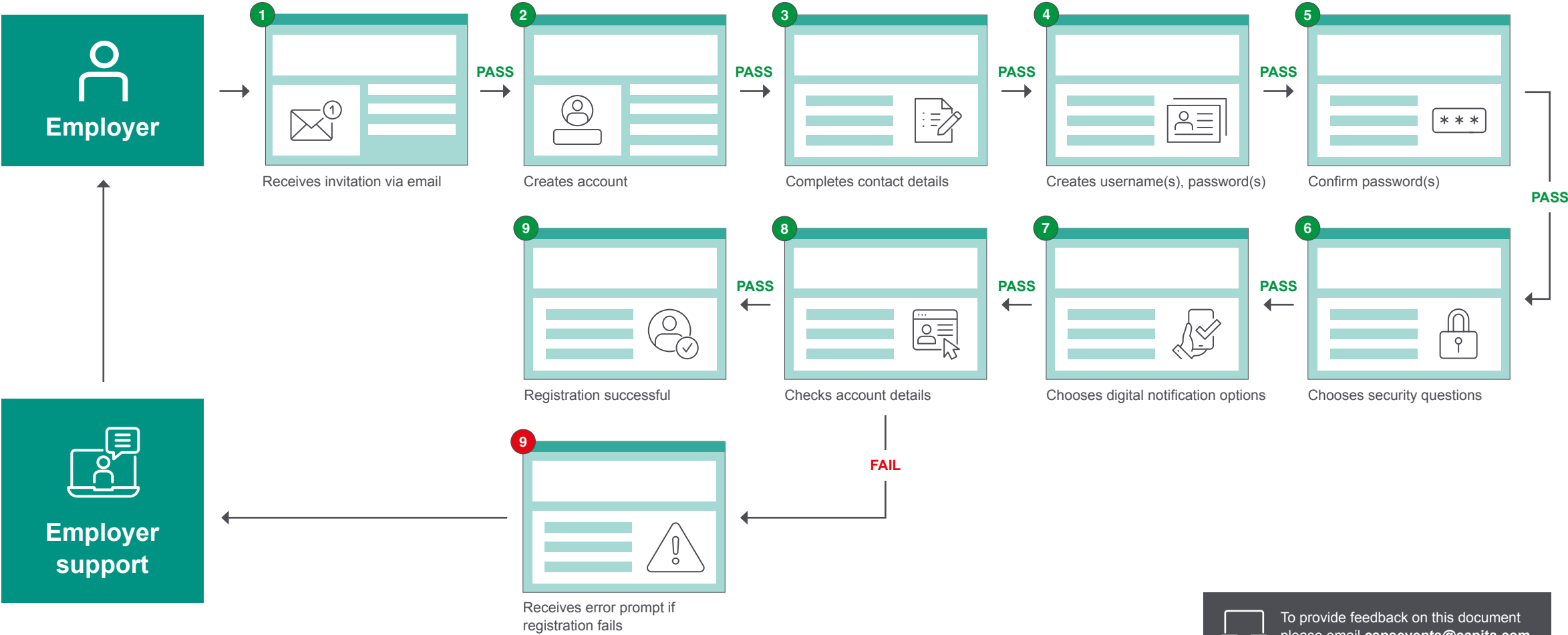
Registration process for the Employer Portal

Process overview

The steps required to register to the Employer Portal for all employers who require access to submit employee pension information.

TBD items will be driven by future employer workshops

Changing?	Yes	No	To be determined
Registration to Employer Portal	●		
Notification options	●		
Security questions	●		
Account details	●		
Password details	●		



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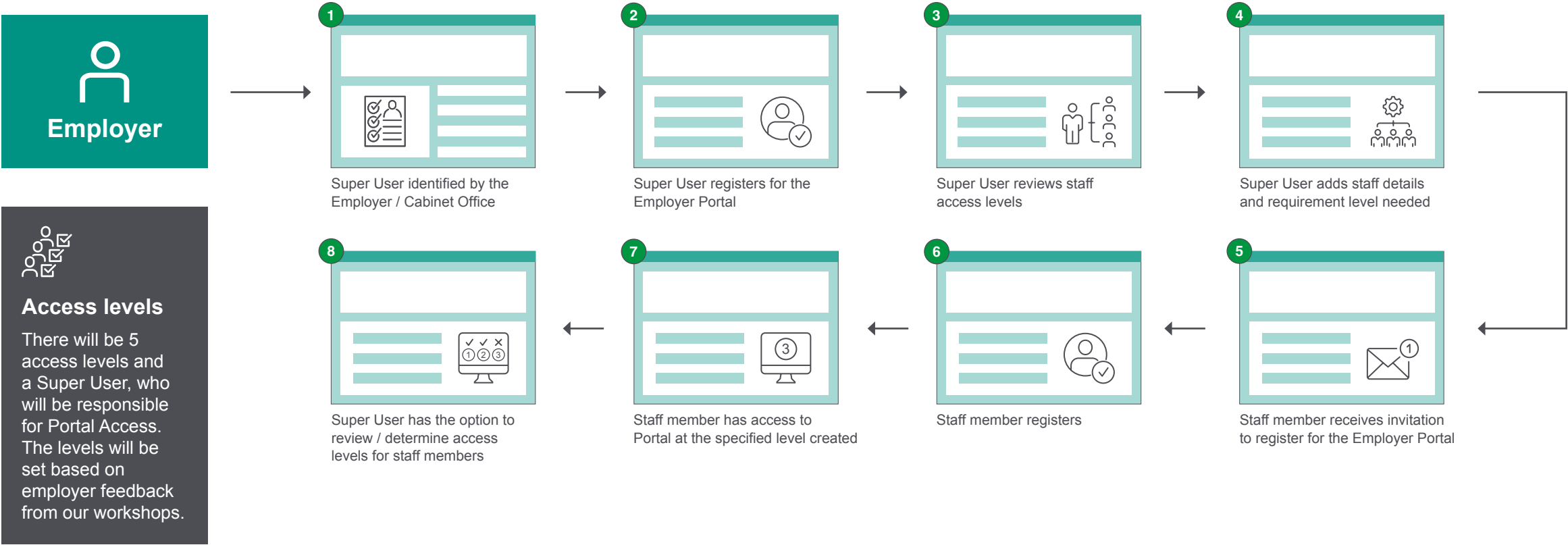
Access management for the Employer Portal

Process overview

The process for an employer (Super User) to set up and manage the access levels for colleagues who need to use the Employer Portal to submit data to the Scheme.

TBD items will be driven by future employer workshops

Changing?	Yes	No	To be determined
Superuser	●		
Levels of staff access	●		
All staff access to the Portal	●		
Management of staff access	●		



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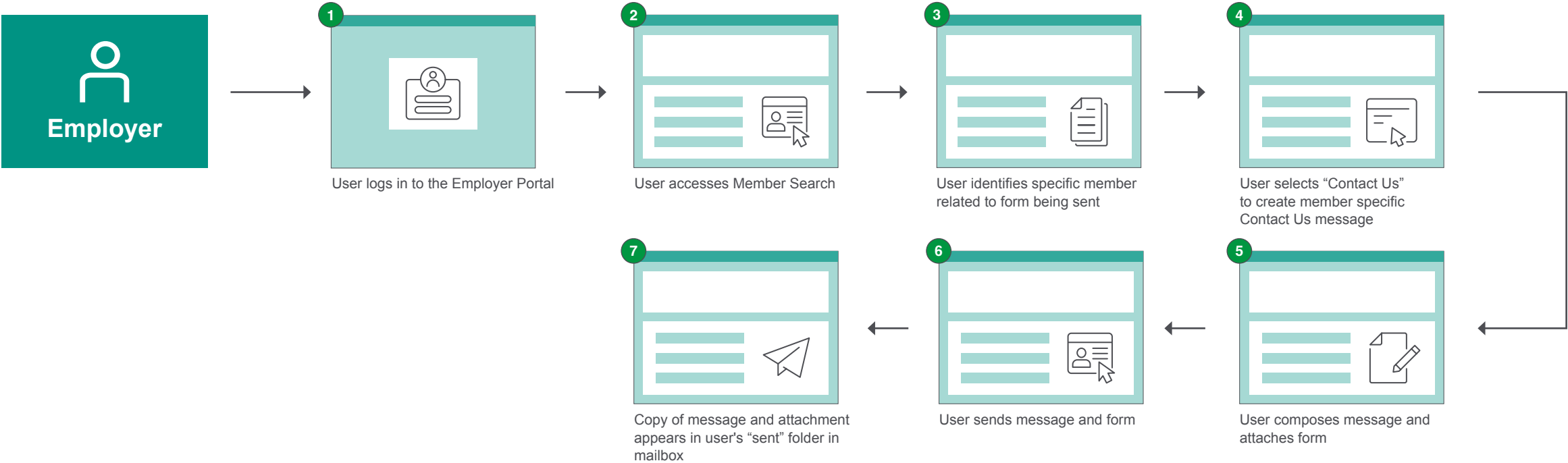
Member process - non-digital forms

Process overview

The functionality available to manage member forms within the Employer Portal.

TBD items will be driven by future employer workshops

Changing?	Yes	No	To be determined
Employer Portal access	●		
Update and amend forms in Portal	●		
Monitor forms through Task Manager	●		
Make up of forms (digital / print)			●



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