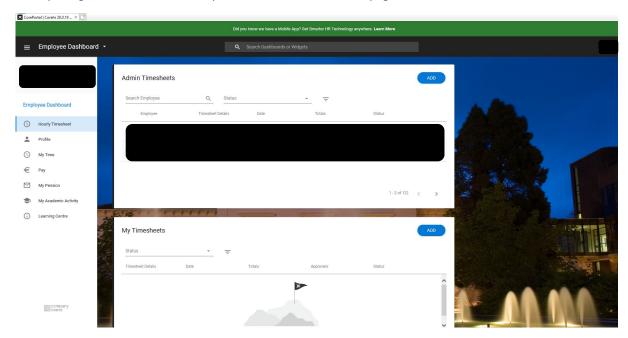
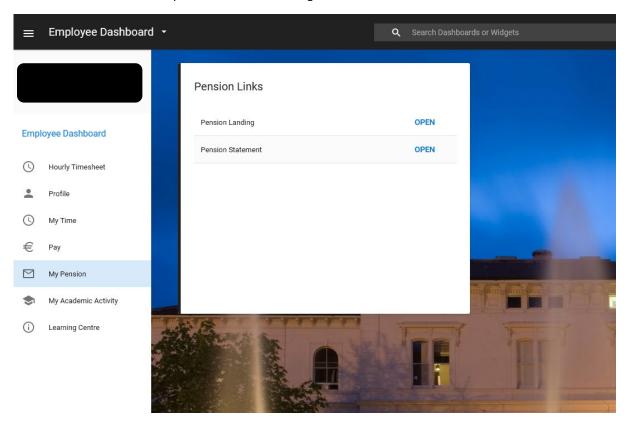
Once you sign in to Core Portal ESS, you will see the below home page



Ensure you are in the Employee Dashboard and select the "My Pension" option from the left hand tab below (Please note, the "My Pension" option will not be available on the "Manager" Dashboard.

You will then see the below options – "Pension Landing" and "Pension Statement"

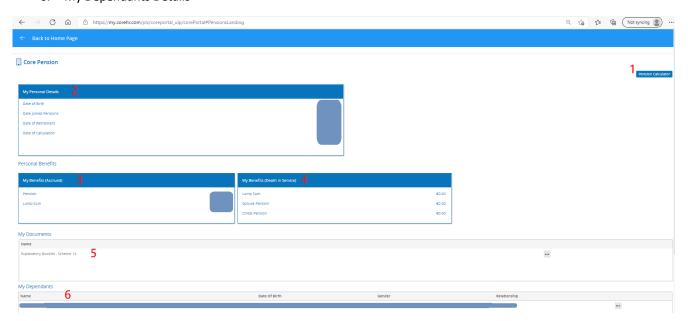


If you click on "Pension Statement" you will see your estimated pension referable amounts (benefits) calculated as at the most recent payroll.



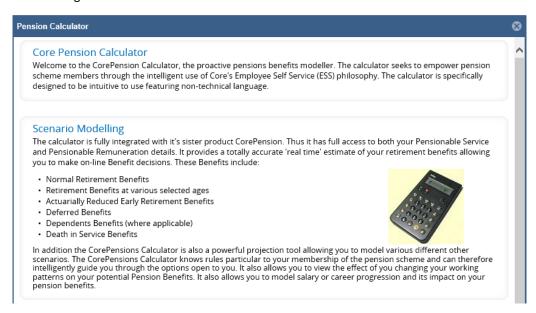
The "Pension Landing" page provides more information and options for members. If you click on "Pension Landing", you will see the following page where you will find:

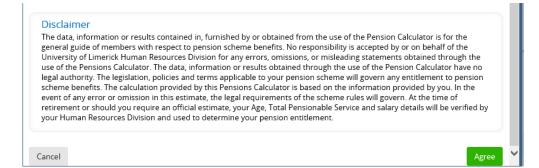
- 1. Pension Calculator
- 2. My Personal Details
- 3. My Accrued Benefits/Referable Amounts (to date of last payroll)
- 4. My Accrued Benefits (Death in Service) Currently displaying as 0
- 5. Pension Scheme Explanatory Booklet
- 6. My Dependants Details



#### 1. Pension Calculator

Once you open the Pension Calculator, you will see the following disclaimer. You need to scroll to the end and "Agree" to the Disclaimer





From here, you have the option to run an Actuarial Reduced Early Retirement benefit statement scenario

Please note: Actuarial Reduced Early Retirement Benefits will only calculate for members aged 65 and above. It will display as €0.00 for members under the age of 65 as per the scheme rules.

## 2. My Personal Details

Provides information on your personal/pension details

#### 3. My Benefits (Accrued)

Provides details on referable pension and lump sum accrued to date

### 4. My Benefits (Death in Service)

Core Portal ESS currently displays this as 0.00.

Under the Single Scheme, the following benefits are payable in the event of the death of a members:

#### Death Gratuity:

The death gratuity is twice your pensionable remuneration in the 12 months before your death.

If you have been a member of the Scheme for less than 12 months in total, your death gratuity will be twice your pensionable remuneration earned while you were a member of the Scheme.

The death gratuity would be reduced by any lump sum already paid or payable from this Scheme or preexisting public service pension scheme.

Your death gratuity is payable to your legal personal representative on your death. You cannot nominate someone else to receive a death gratuity

### • Annual Pension payable to eligible Spouse or Child:

Your spouse / civil partner may also be granted a survivor's pension equal to half of the pension if you had been retired or discharged on medical grounds on the date of your death.

An eligible child may also be eligible to receive a child's pension in the event of your death for so long as they meet the definition of an eligible child, this generally being under the age of 16 or, if in full-time education, under the age of 22.

## 5. Pension Scheme Explanatory Booklet

Provides your pension scheme information booklet. Further information can be found on the <u>Single Public</u> Service Pension Scheme Website.

# 6. My Dependants Details

Provides details on your Dependants. Please note, this is an information-holding screen only. If you wish to update you can do so on My Profile > Dependants tab on CorePortal as follows

