

Single Scheme – For staff who joined the pension scheme on or after 1 January 2013

Single Pension Scheme Statements are now available through Core Portal. Please see instructions below on how to generate a statement.

TO RUN A STATEMENT

The following are the steps you need to take to run a pension statement in Core Portal. Pension statements are only available when you are on campus or connected to the University using remote apps or VPN. Details on connecting to remote apps can be found on the website [here](#)

- If you are on campus open [Core Portal](#) or if you are off campus open [remote apps](#) and choose CoreHR Portal under "Business Applications"
- Click on the Envelope Icon on the left hand side for 'My Pension Statement'. If you are logged in to Portal as a manager you will need to move to the 'Employee Dashboard' in order to see the pension menu.
- Open 'Pension Landing' to access your pension details. You will be presented with some personal information. Click on the 'Pension Calculator' button on the top right of the screen.
- You will be presented with a terms and conditions disclaimer screen, which you must read and then click on 'Agree' to confirm your understanding.
- You will be presented with the Pension Calculator.

Staff on the Single Public Service Pension Scheme should click 'Generate benefits' to view the pension statement.

If you cannot log in to the system or receive an error message please contact the Helpdesk to log a service request at [Home / Support Portal](#)