

New Member email



Dear colleague

Your UCRSS Pension Scheme

I hope you are well and enjoying your role at the University. As a new starter I want to confirm to you that you have been automatically entered into the Universities & Colleges Retirement Savings Scheme (UCRSS), details of which can be found in the [Member Guide](#). Further information is also available on the [UCRSS pension page](#) including details about [Pension Salary Exchange](#)

- The UCRSS is a pension scheme part of the Mercer Master Trust (MMT). Aviva is the Mercer Master Trust administrator. Aviva manages your Plan savings account from day to day.
- You will be able to access information about your Plan retirement savings on Mercer Money. Mercer Money is a website and app designed to support your pension journey. It is the place for you to go to access information about your pension savings. As well as details of your account value and contributions paid in, there are tools, guides and other features to help you make the most of your pension and wider savings.
- As a member of the scheme, you will receive a letter with details on how to register for Mercer Money. If there is a valid email address on file, you will also receive an email.
- Please look out for this and ensure you register for your online account in order to be able to:
 - update your personal details;
 - view or amend the fund in which you are invested;
 - amend your contribution rate set at a default 5%;
 - change your selected retirement age;
 - investigate a transfer in of previous pension funds;
 - nominate a beneficiary(ies) for the pension and life assurance.

If you have any problems accessing your account or for any questions on how to activate your account, please contact Mercer Money at money@mercerc.com via phone on 0330 808 9426 or through live chat on www.mercermoney.com.

If you do not wish to be a member of the UCRSS you may opt out by completing an Opt Out form which is available on request or from the [UCRSS pension page](#) and on [Linc-On](#). By opting out you would lose the right to pension contributions from the university and also the death in service lump sum. Please note, scheme rules do not permit a refund of contributions and any contributions already paid will remain invested in the default fund for your future. As an alternative to opting out, you could consider reducing the amount you contribute to 2%, 3% or 4%. A Contribution Amendment form is available from the [UCRSS pension page](#).

A new additional benefit of membership includes free access to Help@hand which provides access to health and wellbeing support services accessed via an easy to use app. For details of how to take advantage of this benefit please go to the [Help@hand page](#). An email containing your log in information will also be sent to you in the next few weeks.

We provide a dedicated webinar to help you understand the UCRSS as part of a programme of [financial education webinars](#). Book your place [here](#).

If you have any queries about pensions or the other benefits of working at the university, please don't hesitate to contact us at payrollservices@lincoln.ac.uk.