



# Role of the Official contact

**The Official Contact is the primary contact for USS matters and would normally be a senior officer of the institution who has strategic responsibility for pensions. This is because the Official Contact is responsible for ensuring that:**

1. The institution adheres to its deed of accession and notifies USS of any breaches, especially in respect of the eligibility criteria.
2. The institution adheres to the scheme rules and notifies USS of any breaches, including any breach of the exclusivity requirement.
3. Confirmation is provided, as required, that the institution has taken all required steps to ensure information about USS has been distributed to members and prospective members in its employment in accordance with the statutory disclosure regulations.
4. USS is notified, within 14 days (or as soon as possible thereafter), of any decision of the institution to declare that an office, post or employment or category of employment does not confer the right to be an eligible employee.
5. USS is notified promptly of any change in the status, purpose, ownership, solvency or residency of the institution, or any other change that might affect the continued participation in USS of the institution.
6. USS is notified immediately where the institution has controlled another institution, but ceases to do so, or takes control of another.
7. USS is notified if the institution has absorbed or been amalgamated with another organisation.
8. USS is contacted in writing to seek consent to commence to superannuate any fixed allowances or fluctuating emoluments, including benefits in kind, that have not been superannuated previously and notify USS of an intention to cease to superannuate such payments.
9. USS is notified if the institution, having executed a supplementary deed in respect of a salary sacrifice arrangement for ordinary member contributions, terminates such an arrangement.
10. They receive and correctly distribute any documents or information relating to Scheme Rule changes, changes in the employer's contribution rate and details of the scheme valuation as well as receiving other formal notifications from USS.

**In addition, the Official contact is responsible for access to the employer portal within the institution, and has the authority to agree that:**

1. Access to the employer portal will be authorised to the user(s) who is/are granted access to the system on behalf of the institution or service provider; the institution will inform USS if any of the user(s) leaves their employment or becomes ineligible to use the portal;
2. The institutions and all users of the employer portal are bound by the USS terms and conditions applying to "[terms and conditions](#)".
3. The terms and conditions have been brought to the notice of the user(s) and that the institution will ensure that such users comply with those terms and conditions; the institution is aware that any abuse of the employer portal or contravention of the terms and conditions by the user(s) may result in withdrawal of any user's access and that such withdrawal is at the absolute discretion of USS.