

Supplying employee data manually

This guide takes you through the i-Connect Online Return so you can manually send data to your Pension Fund.

The Online Return is best for micro / small employers who do not have access to their payroll system or prefer to enter the employee data rather than uploading a file.





Introduction

This guide explains how to use i-Connect to send information about Local Government Pension Scheme (LGPS) members in your organisation to the pension fund.

i-Connect is an Internet application which helps to manage the transfer of employee information from payroll administrators to pensions administrators.

You enter information about your employees into the i-Connect application using a web browser. i-Connect then automatically identifies and sends information about new joiners, opt-outs and leavers, together with pay and contributions to the pension fund. In addition, this process also fulfils your record keeping obligations.

Explanation of Terms Used in this Guide

AVCs	An employee's additional voluntary contributions paid to the in-house scheme provider.
CARE Pay 50/50 Section	An employee's 50/50 section CARE pay.
CARE Pay Main Section	An employee's main section CARE pay.
Contribution Rate	The rate at which an employee contributes to the pension scheme.
Date of Leaving	The date on which an employee left your organisation, or opted out of the pension scheme.
EE Year to Date Values	An employee's pension scheme contributions for the year to date (YTD).
EE-APC	An employee's additional pension contributions.
Effective Date	The date on which an employee starting to work their current hours or became whole-time.
Employee Contributions - 50/50 Section	An employee's 50/50 section pension scheme contributions.
Employee Contributions - Main Section	An employee's main section pension scheme contributions.
Employer Contributions	The employer's pension scheme contributions, made on behalf of the employee.
ER Year to Date Values	The employer's pension scheme contribution for the year to date (YTD).
Full Time Equivalent Pay	The full time equivalent pensionable pay in respect of the employment for the scheme year, in respect of the 2008 Scheme.
Opt-Outs	An employee who has opted out of the pension scheme.
Other	Employee added years or additional regular contributions for this pay period only
Part-Time Hours	The weekly part-time hours worked by an employee.
Pay Period	The recurring length of time over which an employee is paid (e.g., weekly, fortnightly, lunar, monthly).
Pensionable Pay	The total of an employee's salary, wages, and any other benefit specified as being pensionable.
Reason for Leaving	The reason the employee left.
SC-APC	An employer's additional pension contributions under a shared cost arrangement for this pay period only.
Status	The employee's membership status in the pension fund.
Whole Time Hours	The weekly whole-time hours for the employee's post.



Who to Contact

If you have any questions about using the Online Return please contact your Pension Fund.

Member Matching

Member matching is a one-off exercise that creates a 'one to one' link between each post on your payroll system and each active record on the fund's pension administration system.

Dashboard

After you have signed in you will land on the 'Dashboard' screen, from where you will be able to start the member matching process.

Dashboard



Online Return - Member Matching

You need to identify the target system members who are active on your payroll before submitting your online return.

Click the button below to generate a list of available members.

؇ Request Members

Click the 'Request Members' button to display a list of employees to include in the Online Return submission.



This page is displayed while i-Connect selects members from Altair for inclusion in the Online Return.



😽 i-Connect	employer@heywood.co.uk 👖	My Account	Contact Us	Log
PSUDEM - LIVE : Oxford City Council : Oxford Monthly		Online Return	Latest	His

Online Return - Member Matching

The following members are all active on your administering authorities target system. Tick the relevant checkbox to include the members on your online return.

Members who are greyed out are not active on the target system and unavailable for selection.

Available Members

	NI Number	Payroll Ref	Surname	Forenames	Date Of Birth	Gender	Payroll Reference 1	Payroll Reference 2	Payroll Reference 3	Job Title	Scheme	Status
✓	OL000001A	20001	Smith	John	04-05-1971	Male	20001				001	Active
V	OL123123A	20005	Norman	Karen	24-12-1966	Female	20005				001	Active
✓	OL321321B	20040	Green	Ruby	15-10-1973	Female	20040				001	Active
•	OL435543C	20060	Thomas	Terry	14-08-1980	Male	20060				001	Active
✓	OL455678A	20080	Wogan	Wendy	31-08-1976	Female	20080				001	Active

؇ View Selected Members 💢 Cancel Member Matching

The table displays members selected from Altair. If you agree that the member is active on your payroll, tick the check box. To cancel

member matching click the 'Cancel Member Matching' button.

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Complete
the
member
matching
process by
clicking the
'Confirm
Selected
Members'
button.

PSUDEM - LIN	E : Oxford City	Council : Oxf	ord Monthly	v					Online Return	Latest	Histor
Online	Return	- Con	firm Me	mber Se	electi	on					
The followi	ng members	have bee	n selected f	or inclusion or	n your or	nline return.					
Click /Confi	irm! to comp	loto the m	ombor color	tion process (or IC ana	to roturn to the m	mbor coloction nor				
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	-										
Selected	Members						1.0				
Selected NI Number	Members Payroll Ref	Surname	Forenames	Date Of Birth	Gender	Payroll Reference 1	Payroll Reference 2	Payroll Refere	ence 3 Job Title	e Scheme	Statu
Selected NI Number OL000001A	Members Payroll Ref 20001	Surname Smith	Forenames John	Date Of Birth 04-05-1971	Gender Male	Payroll Reference 1 20001	Payroll Reference 2	Payroll Refere	ence 3 Job Title	Scheme	Statu
Selected NI Number OL000001A OL123123A	Payroll Ref 20001 20005	Surname Smith Norman	Forenames John Karen	Date Of Birth 04-05-1971 24-12-1966	Gender Male Female	Payroll Reference 1 20001 20005	Payroll Reference 2	Payroll Refere	ence 3 Job Title	 Scheme 001 001 	Statu Active Active
Selected NI Number OL000001A OL123123A OL321321B	Payroll Ref 20001 20005 20040	Surname Smith Norman Green	Forenames John Karen Ruby	Date Of Birth 04-05-1971 24-12-1966 15-10-1973	Gender Male Female Female	Payroll Reference 1 20001 20005 20040	Payroll Reference 2	Payroll Refere	ence 3 Job Title	 Scheme 001 001 001 	Statu Active Active
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Sconfirm Selected Members 🔀 Cancel Selected Members

To cancel member matching click on the 'Cancel Selected Members' button.

When this				
page is	The formet	employer@heywood.co.uk	My Account (Contact Us L
displayed,	PSUDEM - LIVE : Oxford City Council : Oxford Monthly		Online Return	Latest
click the	Online Return - Synchronisation			
'Synchronise	The member data stored in i-Connect requires synchronising with	th the target system before you can start an online	return for the next p	ayroll period
Member	Please press the 'Synchronise Member Data' button below to be	gin this process.		
Data' button.	Synchronise Member Data			

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v	e	51	U				



This page is
displayed
while data is
being
synchronised.

🔆 i-Connect	employer@heywood.co.uk	ń	My Account C	ontact Us	Logout
PSUDEM - LIVE : Oxford City Council : Oxford Monthly			Online Return	Latest	History
Online Return - Synchronisation					
Online Return member synchronistation successfully started.					
i-Connect is currently synchronising the member data with the target system.					

The facility to submit an online return will be available again shortly.

When member matching completes, this page is displayed. You are now ready to complete your first Online Return.

😽 i-Connect	employer@heywood.co.uk	ń	My Account C	ontact Us	Logout
PSUDEM - LIVE : Oxford City Council : Oxford Monthly			Online Return	Latest	History
Online Return - Start					
The next expected payroll period end date for an online return is: 30-04-2016					
Please press the 'Start' button below to begin this process.					
Start Online Return					



Dashboard

After you have signed in you will land on the 'Dashboard' screen, where you will be able to send employee data to the pension fund.

Dashboard



Click on the Online Return icon to submit employee data for this pay period.

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-	
-	
-	

The 'Employees' page is displayed showing a list of the employees who you will enter data for this pay period.

lf you have	Online Ret	urn						
any new	This is a summary	y of each employee	who will be included	I in the return for this	pay period.			
	Click the 'Add Net	w Starter' button to	add any new employ	ee to the return.				
starters to	Click the 'Remove	button to remove :	anv new starter or le	aver from the return				
add to the	Click the 'Continue	e' to go to the contri	butions and pay pa	je.				
eturn click					Pay	roll Period End Date	3	30-04-2016
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now startor'	G Add New Starte	r						
iew starter								
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outton	Continue	Payroll Ref	Surname	Forenames	Gender	Date Of Birth	Status	Action
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outton	Continue NI Number MX000003A MX000004A	Payroll Ref M300003 M300004	Surname Allen Carbery	Forenames Pauline Coleen	Gender Female Female	Date Of Birth 03-01-1961 04-01-1961	Status Active Active	Action
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next page



New Employee

To add a new employee to the return enter data in all the fields and click 'Save'

Online Return - New Employee						
					any	
U Surname is mandatory.					information	
Please enter the details of the new employee.						
			Payroll Period End Date	30-04-2017	will be	
New Employee Details					displayed at	
Ni Number	WE123456B				the top of	
Payroll Deference 1	1340547				the page	
Title	Mr				letting you	
Forenames	Paul				know what	
Surname					data is	
Date Of Birth	31-08-1980				missing or	
Gender	Male	_			not right.	
Partnership Status	Married 🔽					
Job Title	Payroll Officer					
Date Joined Fund	01-04-2017					
Part Time?						
Part Time Hours						
Whole Time Hours						

💥 Cancel 📄 Save

If the employee is working in one or more posts, each post must be treated separately, with the additional post being set up as a new starter with a unique identifier (post number).

To remove any employees added to the return by mistake click the 'Remove' button



					Payroll Period End D	ate	30-04-2016
Employees							
🔒 Add New Star	ter						
aligned Continue							
NI Number	Payroll Ref	Surname	Forenames	Gender	Date Of Birth	Status	Action
MX000003A	M300003	Allen	Pauline	Female	03-01-1961	Active	
MX000004A	M300004	Carbery	Coleen	Female	04-01-1961	Active	
MX000005A	M300005	Johnston	Carol	Female	05-01-1961	Active	
MX000006A	M300006	James	Harry	Male	06-01-1961	Active	
MX000012A	M300012	Denton	Daniel	Male	02-01-1961	Active	
MX000013A	M300013	Allen	Pauline	Female	03-01-1961	Active	
MX000014A	M300014	Carbery	Coleen	Female	04-01-1961	Active	
MX000015A	M300015	Johnston	Carol	Female	05-01-1961	Active	
MX000022A	M300022	Denton	Daniel	Male	02-01-1961	Active	
MX000023A	M300023	Allen	Pauline	Female	03-01-1961	Active	
MX000024A	M300024	Carbery	Coleen	Female	04-01-1961	Active	

Click the 'Continue' button to move to the next page.



Employee Contributions and Pay – this Pay Period

This is the next page displayed; we use it to ask you for current pay period values for the employees' pensionable pay and contributions.

Please note that all fields will be blank before completing the online return for the first time.

Online Return - Employee Contributions & Pay - this Pay Period							If you miss	
 Member #12 :Employee pensionable pay is mandatory, please enter 0 if nil pensionable pay this period. Member #12 :Employee contribution rate is mandatory and must be a decimal value in the range 2.75 to 12.50. Member #12 :Employee main section contribution is mandatory, please enter 0 if nil contributions this period. Member #12 :Employee 50/50 section contribution is mandatory, please enter 0 if nil contributions this period. Member #12 :Employee contribution is mandatory, please enter 0 if nil contributions this period. 								any information , a message
This is a sum	This is a summary of each employees pay and contributions for this pay period.							displayed at
If any of the p	If any of the pay and contribution is incorrect for an employee, change the value.							the ten of
Click 'Back' to	return to the p	previous page.						the top of
Click 'Continu	e' to validate a	nd save the pay and	contributions informat	ion displayed and co	ontinue to the next pa	ige.		lotting you
					Payroll Period End D	ate	30-04-2016	know what
Employee (Contribution	s & Pay - this Pay	/ Period					data is
🝦 Back 🍦	Continue							uata is
NI Number	Payroll Ref	Pensionable Pay	Contribution Rate	Empk Main Section	oyee Contributions 50/50 Section	Total	Employer Contributions	not right
MX000003A	M300003	1,666.67	5.80	96.67	0.00	96.67	333.33	not right.
MX000004A	M300004	1,416.66	5.50	77.92	0.00	77.92	283.33	Use the
MX000005A	M300005	1,250.00	5.80	72.50	0.00	72.50	250.00	totals at the
MX000006A	M300006	2,083.33	6.50	135.42	0.00	135.42	416.67	bottom of
MX000012A	M300012	500.00	5.80	29.00	0.00	29.00	100.00	each
MX000013A	M300013	954.16	5.80	55.34	0.00	55.34	190.83	column to
MX000014A	M300014	2,018,88	5.80	109.22	0.00	108.33	208.33	check the
MX000022A	M300022	1.541.68	5.80	89.42	0.00	89.42	308.33	
MX000023A	M300023	1,625.00	5.80	94.25	0.00	94.25	325.00	match
MX000024A	M300024	1,750.00	5.80	101.50	0.00	101.50	350.00	against
WE203185B	1340547	0	0	0	0	0.00	0	against
Totals		16,745.80		1,010.76	0.00	1,010.76	3,349.15	payroli
👍 Back 🖨	Continue							

On the next month's return, the previous month's values are used by default, you only need to change the values that are different this month.



Employee Contributions and Pay – Year to Date values

This is the next page displayed; we use it to ask for Year to Date (YTD) values for pensionable pay and contributions for the current scheme year – that is 1 April to 31 March

The pay period values from the previous page will fill the YTD values the first month you use i-Connect. You must update with the correct YTD values if you start using i-Connect part way through the year.

Online Return - Employee Contributions & Pay - Year to Date values										
Online	Online Return employee information successfully saved.									
This is a su	mmary of ead	h employe	es pay an	d contrib	utions for the y	ear to date.				
If any of the	pay and con	tributions v	alues for t	he year	to date are inco	prrect for the en	nployee, ch	ange the value		
Click 'Back'	to return to th	ne previous	s page.							
Click 'Contir	nue' to validat	te and sav	e the pay a	and contr	ributions inform	ation displayed	l and contin	ue to the next p	page.	
							Payr	oll Period End D	ate	30-04-2017
Employee	Contributi	ons & Pa	y - Year f	to Date	values					
Back 🛛	Continue									
NI Number	Payroll Ref	This Pa	ay Period To	otals	Yea	r to Date Totals		CARE	Pay	Full Time Equivalent Pay
		EE Main	EE 50/50	ER	EE Main	EE 50/50	ER	Main Section	50/50 Section	
OL080001A	80001	60.00	0.00	120.00	60.00	0.00	120.00	1,000.00	0.00	12,000.00
OL080002A	80002	60.00	0.00	120.00	60.00	0.00	120.00	1,000.00	0.00	12,000.00
OL080003A	80003	60.00	0.00	120.00	60.00	0.00	120.00	1,000.00	0.00	12,000.00
Totals		180.00	0.00	360.00	180.00	0.00	360.00	3,000.00	0.00	36,000.00
Back 🛛	Continue									

On subsequent returns i-Connect will use the YTD values and the This Pay Period figures to calculate the YTD values for the current month. Changing these values is only necessary if the YTD value calculated by i-Connect are different to your payroll values.

Click the 'Continue' button when you are happy with the data entered to save the data and move to the next page.

Full Time Equivalent Pay is required for all employees who were in the Local Government Pension scheme before 1 April 2014 (1 April 2015 for Scottish employers).

Use the totals at the bottom of each column to check the values match against payroll



Employee Additional Contributions

We use this page to ask for any of the following additional contributions your employees are paying into the Local Government Pension fund:

- AVCs- any additional voluntary contributions to the in-house scheme provider
- Other any Added Years or Additional Regular Contributions (ARCs)
- EE- APC any employee only Additional Pension Contributions (APCs)
- SC- APC any shared cost Additional Pension Contributions (APCs)

Online R	Online Return - Employee Additional Contributions							
Online R	additional							
This is a summ If any of the ac Click 'Back' to Click 'Continue	nary of each emplo dditional contributio return to the previo e' to validate and sa	yees additional contributions are incorrect for an emous page. ave the additional contribu	ons for this pay pe ployee, change th tions information of	riod. e value. displayed and contir Payro	nue to the next page	9.	04-2017	contributions the employee has paid this pay period in the correct field
Employee A	dditional Contri	butions						Use the totals at the botton
NI Number	Payroll Ref	This Pay Per	od		This Financial	fax Year		of each
		EE-APC	SC-APC	AVCs	Other	EE-APC	SC-APC	column to
OL080001A	80001							check the
OL080002A	80002							values match
OL080003A	80003							against
Totals		0.00	0.00	0.00	0.00	0.00	0.00	payroll
🔶 Back 🍦	Continue							



Employee Service

We use this page to tell the fund about changes in employees' working hours.

For example a part-time employee who moves to whole-time working or vice versa; or a part-time employee who changes their contractual hours.

Online D.	eturn employee i	nformation success	fully saved		
Official of the second	eturn employee i	mormation successi	iuny savea.		
his is a summ ours.	nary of each emplo	yees whole-time / part	t-time status, with the effective	e date they became whole-time or s	started working those part-time
an employee	has changed their	part-time hours, ame	nd the effective date and ente	er their new part-time / whole-time h	nours.
o make an en	nployee whole-time	e, enter the effective d	ate they became whole-time a	and remove the part-time and whole	e-time hours.
the employe	e is term-time and	does not work 52 wee	ks of the year adjust part-time	e hours.	
lick 'Back' to i	return to the previo	us page.			
lick 'Continue	' to validate and sa	ve the additional cont	ributions information displayed	d and continue to the next page.	
				Payroll Period End Date	30-04-2016
mpioyee S	ervice				
A Death	Continue				
🗧 васк 🌍					
ll Number	Payroll Ref	Part Time?	Effective Date	Part Time Hours	Whole Time Hours
VI Number	Payroll Ref M300003	Part Time?	Effective Date	Part Time Hours	Whole Time Hours
Back Control NI Number NX000003A MX000004A NX000004A	Payroll Ref M300003 M300004	Part Time?	Effective Date 03-01-2010 04-01-2010	Part Time Hours 20.0	Whole Time Hours 0 40.00
NI Number MX000003A MX000004A MX000005A	Payroll Ref M300003 M300004 M300005	Part Time?	Effective Date 03-01-2010 04-01-2010 05-01-2010	Part Time Hours 20.0	Whole Time Hours
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All Number MX000003A MX000004A MX000005A MX000005A MX000005A MX0000012A MX000013A MX000014A	Payroll Ref M300003 M300004 M300005 M300006 M300008 M300012 M300013 M300014	Part Time? Ø I I I I I I I I I I I I I I I I I I	Effective Date 03-01-2010 04-01-2010 05-01-2010 06-01-2010 02-01-2010 03-01-2010 03-01-2010 04-01-2010 04-01-2010	Part Time Hours 20.0 1 20.0 1 1 1 1 1 1 1 1 1 1 1 20.0 1 20.0 1 20.0	Whole Time Hours 0 40.00 0 40.00 0 40.00 0 40.00 0 40.00 0 40.00 0 40.00 0 40.00
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NI Number NX Number NXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Payroll Ref M300003 M300004 M300005 M300006 M300008 M300011 M300013 M300015 M300015 M300022	Part Time? Ø	Effective Date 03-01-2010 04-01-2010 06-01-2010 06-01-2010 03-01-2010 03-01-2010 04-01-2010 06-01-201 06-	Part Time Hours 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0	Whole Time Hours 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00
NI Number NI Number MX000003A MX000005A MX000005A MX000005A MX0000013A MX000012A MX000015A	Payroll Ref M300003 M300004 M300005 M300006 M300006 M300012 M300013 M300014 M300015 M300015 M300013 M300014 M300015 M300015 M300015	Part Time? Ø	Effective Date 03-01-2010 04-01-2010 05-01-2010 06-01-2010 02-01-2010 03-01-2010 04-01-2010 04-01-2010 05-01-2010 05-01-2010 05-01-2010 05-01-2010 03-01-2010	Part Time Hours 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0	Whole Time Hours 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00
NI Number NI Number NXX000003A NXX000005A NXX000005A NXX000012A NXX000013A NXX000012A NXX000012A	Payroll Ref M300003 M300004 M300005 M300005 M300008 M300012 M300013 M300014 M300015 M300012 M300013 M300014 M300023 M300024	Part Time? Ø	Effective Date 03-01-2010 04-01-2010 06-01-2010 08-01-2010 03-01-2010 04-01-2010 04-01-2010 05-01-2010 05-01-2010 03-01-2010 03-01-2010 03-01-2010 03-01-2010 04-01-2010 04-01-2010	Part Time Hours 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0 20.0	Whole Time Hours 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00

the mployee is art time, ck the art Time?' ck box, nter the ate of nange in ie ffective ate' field nd finally nter the ew part me and hole time ontractual ours in the elds ovided.

If the member is whole time, simply enter an effective date and leave the 'Part Time Hours' and 'Whole Time Hours' fields blank.

If the employee works term time and not 52 weeks of the year, an adjustment must be made to their Part-Time Hours value. For example someone working 32 hours a week but only 44 weeks a year their part-time hours should be calculated as follows 32 /52 x 44 = 27.08/37.00.

VIC	rcion	11	
_ v e	ISIOH		



Employee Personal Details

This page shows a summary of all employees on the online return:

Online Return - Employee Personal Details									
his is a sum	imary of each en	nployees	personal detail	S.					
o change ar	ny of their persor	nal detail	s click on the 'E	dit' Button.					
lick 'Back' to	o return to the pr	evious p	age.						
lick 'Continu	ue' to continue to	the nex	t page.						
						Payro	oll Period End Date	30-04-2	2016
mployee I	Personal Deta	ils							
a Back 🔒	Continue								
NI Number	Payroll Ref	Title	Forenames	Surname	Date Of Birth	Gender	Partnership Status	Job Title	Action
MX000003A	M300003	Mr	Pauline	Allen	03-01-1961	Female	Married		Edit
IX000004A	M300004	Miss	Coleen	Carbery	04-01-1961	Female	Single		Edit
MX000005A	M300005	Miss	Carol	Johnston	05-01-1961	Female	Single		Edit
IX000006A	M300006	Mr	Harry	James	06-01-1961	Male	Married		Edit
IX000012A	M300012	Miss	Daniel	Denton	02-01-1961	Male	Single		Edit
IX000013A	M300013	Mr	Pauline	Allen	03-01-1961	Female	Married		Edit
MX000014A	M300014	Miss	Coleen	Carbery	04-01-1961	Female	Single		Edit
MX000015A	M300015	Miss	Carol	Johnston	05-01-1961	Female	Single		Edit
MX000022A	M300022	Miss	Daniel	Denton	02-01-1961	Male	Single		Edit
	M200022	Mr	Pauline	Allen	03-01-1961	Female	Married		Edit
MX000023A	W300023								
MX000023A MX000024A	M300024	Miss	Coleen	Carbery	04-01-1961	Female	Single		Edit

d ge)f e

The Edit Employee Personal Details page is displayed:

Change the	Online Return - Edit Employee Personal Details				
relevant	Please enter the employee's new personal details.				
information,	Employee Personal Details				
and click the	NI Number	MX000003A			
	Payroll Ref	M300003			
'Save' to	Title	Mrs V			
save the	Forenames	Pauline			
changes and	Surname	Allen			
return to the	Date Of Birth	03-01-1961			
summary	Gender	Female V			
sammary	Partnership Status	Married •			
page.	Job Title				
	💥 Cancel 🕞 Save				

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Employee Contact Details

This page shows a summary of all employees on the online return:

Online Re	eturn - Emp	loyee Contac	t Details				Click the	
This is a summ	'Edit'							
To change any	To change any of their contact details click on the 'Edit' Button.							
Click 'Back' to r	eturn to the previou	is page.						
Click 'Continue'	to continue to the i	next page.					cnange	
				Payroll Period E	nd Date	30-04-2016	employees	
Employee Co	ontact Details						addresses,	
here a Back	Continue						email	
NI Number	Payroll Ref	Address	Email Address	Telephone Number	Mobile Number	Action	addresses	
MX000003A	M300003	3 Care Lane Timperley				Edit	and	
MX000004A	M300004	4 Care Lane Timperley				Edit	anu	
MX000005A	M300005	5 Care Lane Timperley				Edit	telephone	
MX000006A	M300006	6 Care Lane Timperley				Edit	numbers:	
MX000012A	M300012	12 Care Lane Timperley				Edit		
MX000013A	M300013	13 Care Lane Timperley				Edit		
MX000014A	M300014	14 Care Lane Timperley				Edit		
MX000015A	M300015	15 Care Lane Timperley				Edit		
MX000022A	M300022	22 Care Lane Timperley				Edit		
MX000023A	M300023	23 Care Lane Timperley				Edit		
MX000024A	M300024	24 Care Lane Timperley				Edit		
WE203185B	1340547					Edit		
🔶 Back 🤿 (Continue							

The Edit Employee Contact Details page is displayed:

Change the	Online Return - Edit Employee Contact Details						
relevant	Please enter the employee's new contact details.						
information,	Employee Con	Employee Contact Details					
and click the	NI Number	WE2031858					
'Save' to save	Payroll Ref	1340547					
	Address Line 1	5 Coronation Street					
the changes	Address Line 2	Weatherfield					
and return to	Address Line 3	Saford					
the summary	Address Line 4	Lancashire					
,	Address Line 5						
page.	Postcode	PP1 1LF					
	Email Address						
	Telephone Number	0161 564 1244					
	Mobile Number	07777 456 789					
	💥 Cancel 🕞 S	ave					

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Employee Leavers and Opt Outs

Use this page to tell the fund about any employees' who have left your employment or who have opted out of the local government pension scheme:

Online	Return -	- Emplovee Lea	vers & Opt Outs			'Date Left
This is a su	mmany of oar	th employee who will be in	cluded in the return for this nay peri	od, including those who have already li	5#	Scheme' field
This is a su	minary or eac	in employee who will be in	ciuded in the retain for this pay per	ou, including trose who have already it	an.	is either the
To tell the p	ension team a	about new leaver enter the	e date they left employment or opted	I out of the fund.		date they left
For leavers,	, enter a reas	on for leaving. For opt out	ts, tick the 'Are they opting out ?' box	х.		employment
Click 'Back'	to return to th	ne previous page.				or the date
Click 'Contir	nue' to contin	ue to the next page.				they onted
				Payroll Period End Date	30-04-2016	out of LGPS
Employee	el eaver & (Opt Outs				
						Use the
Gack 6	🔶 Continue					'Reason' field
NI Number	Payroll Ref	Date Left Scheme	Reason		Are they opting out?	to give the
MX000003A	M300003	30-04-2016				reason they
MX000004A	M300004	30-04-2016	End of fixed term contract			left your
MX000005A	M300005					employment.
MX000006A	M300006					100
MX000012A	M300012					characters of
MX000013A	M300013					text are
MX000014A	M300014					available for
MX000015A	M300015					the
MX000022A	M300022					employee's
MX000023A	M300023					reason for
MX000024A	M300024					leaving.
WE203185B	1340547					If they opted
e Back 🕫	Continue					out of LGPS tick the 'Are
						they opting out? box





Complete the Return

Nearly there, the Completion page is the final page of the online return:



You have 3 options to choose from:



Click 'Cancel' to remove all data entered for this payroll period and cancel the return. This option cannot be reversed.

2



3

Latest Upload Events Summary Page

The Latest Upload page will be displayed when the Online Return processing has completed (this may take several minutes). i-Connect identifies what needs to be sent to the Fund.



Latest Upload

Below is a summary of the latest file submission to i-Connect for the selected payroll.

You may proceed with the processing of this submission by clicking the 'Proceed' button, or alternatively cancel the submission by clicking 'Cancel'.

File Name	Period End Date	e Expected Submission Date Submission Da		Submission Date	1	Submission Type	Status			
online return	31-05-2016		31-05-201	6		09-09-2016 16:08:3	3	Payroll Upload	Pending	
Submission Stat	istics									
Total Number of	Payroll Members Trac	ked by i-Co	nnect						12	
Omitted Payroll	Members (present on t	he last sub	mission, and n	io leaver event proces	sed)				0	
Payroll Members submitted this period 12				Payroll Members in Error		0	Accepte	ed for Processing	12	
Total Pensionab	le Pay	£	£21,745.80 Total Employee Contril		tributions	ns £1,450.76		mployer Contributions	£5,149.15	
YTD Main Pay		£4	3,491.60	Total Main Contribut	ions	£1,450.76				
YTD 50/50 Pay			£0.00	Total 50/50 Contributions		£0.00				
				Total EE-APC		£0.00 Total		C-APC	£0.00	
Submitted By Us	er			qatfreddo		Processed By User				
Evente		Total	Dending	Submitted	Completed	Esilurae	Errore	Suppresed	Drograee	
New Starter		0	0	0	0	0	0	0	Trogress	
Member Address	Update	0	0	0	0	0	0	0		
Contributions		12	12	0	0	0	0	0		
Salary		12	12	0	0	0	0	0		
NI Contributions		0	0	0	0	0	0	0		
Member Details U	lpdate	0	0	0	0	0	0	0		
Service		0	0	0	0	0	0	0		
Opt In		0	0	0	0	0	0	0		
Opt Out		0	0	0	0	0	0	0		
Leaver		0	0	0	0	0	0	0		
Leaver Absence		0	0	0	0	0	0	0		
Re-enrolment		0	0	0	0	0	0	0		
Works Address U	pdate	0	0	0	0	0	0	0		
Additional Contrib	utions	0	0	0	0	0	0	0		
CARE Pay		12	12	0	0	0	0	0		
V Proceed	Cancel									



Sending data to the Fund

Click the 'Proceed' button to send the data to the Fund or click 'Cancel' to cancel the upload process.

When you click 'Proceed', the upload status changes from 'Pending' to 'Submitted' to indicate that i-Connect has commenced event processing. The progress bars fill to indicate the progress of the upload and the totals change to display the number of pending, submitted and completed events (any failures or error totals will also be updated):

	lata at file av				4				
selow is a summary of the	latest me st	iomission to	I-Connect I	or the selected	a payroll.				
File Name				Period End Date Expected Submission Date		ission Date	Submission Date	Submission Type	Status
1C.POST2014_LGPS_20 _Members_File_BAU_30042014_Monthly.csv			thly.csv 30	April 2014	30 April 2014		11 July 2014 13:36	Payroll Upload	Submitt
Submission Statistics									
Total Number of Pavroll Records						23	3		
Payroll Members in Error						0			
Accepted for Processing						23	3		
Submitted By User						de	emoemployer		
Processed By User						de	moemployer		
① Tolerance failures were determined and the second sec	cted and confi	rmed by the use	r to proceed wi	th submission proc	essing. Click here to	view the failur	es.		
Events	Total	Pending	Submitted	Complete	d Failures	Errors	Workflow Errors	Progress	
New Starter	3	0	0	3	0	0	0		
Member Address Update	23	0	22	1	0	0	0		
Contributions	23	0	22	1	0	0	0		
Salary	23	0	22	1	0	0	0		
NI Contributions	23	0	22	1	0	0	0		
Member Details Update	8	0	7	1	0	0	0		
Service	2	0	2	0	0	0	0	L	
Opt In	0	0	0	0	0	0	0		
Opt Out	1	0	1	0	0	0	0		
Leaver	1	0	1	0	0	0	0		
Leaver Absence	1	0	1	0	0	0	0		
Works Address Update	3	0	2	1	0	0	0		
Additional Contributions	22	0	21	1	0	0	0		
		-		-	-	-	-		

The upload process can take several hours to complete, depending on how busy i-Connect is.

If the submission of the data has not finished within 5 minutes, you can log out. Processing will continue in the background, and i-Connect will send you an email when all the data has been sent to the Pension Fund. You must login to i-Connect when you get this email to ensure all events have been processed correctly and that the status of the online return submission has changed from 'Submitted' to 'Complete'. If the status is still displayed as Submitted' or is reported as 'Internal Error' please contact the i-Connect service desk.

Want to Know More?

Look at these guides

- Reporting
- Login

Onboarding

File Upload