Supplementary guide for i-Connect Online Returns

Southwark Pension Fund

Supplementary guide for i-Connect Online Returns

This guide is to be used in **addition** to the main i-Connect Online Return guide, "Supplying Employee Data Manually". It will set out some of the local arrangements in order to comply with the Southwark Pension Fund Administration Strategy.

General points to note:

Online returns should be completed on or before the payment is due to reach the bank account of Southwark Pension Fund.

Payment of contributions has to be made by the 19th of the month following the deduction from pay.

Full Time Equivalent pay (FTE pay) must be provided monthly and must be provided for all members on the March upload as these figures will be used for the end of year process and cannot be amended through i-Connect at a later date.

Please ***do not*** click refresh or the continue/back buttons if i-Connect freezes at any stage of the monthly upload as this can cause i-Connect to fail. Wait for half an hour to see if the page moves forward, if it doesn't please contact Southwark Pension Fund (see below).

An i-Connect reminder email will be sent 7 days prior to the submission date. If information has not been uploaded by the submission date an i-Connect reminder email will be sent 3 days after the submission date.

Getting Started

The Online Return should be completed in the same way as in the training sessions.

Please remember when selecting members ignore schemes that are not equal to 001.

Dashboard – page 6 of the i-Connect Online Return guide

In order for you to use the system some preliminary work will be undertaken by Southwark Pension Fund to ensure you are set up. When you first log in and see the "dashboard" you will see that data already exists from the latest monthly return you will have provided.

New Employee – page 7 of the i-Connect Online Return guide

If a member is working in more than one post, then each post must be treated separately and have a unique identifier (post number). Please set up each additional post as a new starter.

- Payroll reference 1 = Payroll number.
- Payroll reference 2 = Post number. If the member does not have a post number use the post number as agreed with Southwark Pension Fund.

Please note that once an online return has been uploaded any new starters cannot be removed from the pension system via i-Connect. If a new starter has been created in error please contact Southwark Pension Fund (see below).

Employee Contributions and Pay – this Pay Period – page 8 of the i-Connect Online Return

The figures on this screen are prepopulated based on the figures entered the previous month. You only need to change the figures that are different this month.

Please check the total at the bottom of this screen to make sure the pay and contributions are correct and match the payment you are making.

Please Note:

If a member is receiving reduced or nil pay due to sickness or reduced pay due to child related leave Assumed Pensionable Pay (APP) must be calculated and employer's contributions must be paid on the APP. Please refer to page 9 of the Employer Guide for further information.

Employee Contributions and Pay – Year to Date values – page 9 of the i-Connect Online Return

Please double check the year to date figures are correct on the March return as these will be used for the year end process and cannot be amended through i-Connect at a later date.

Please check the total at the bottom of this screen to make sure the pay and contributions are correct and match the year to date figures on your payroll system.

Please Note:

Full Time Equivalent Pay is the final salary scheme definition of pensionable pay. This should not include overtime or payment for additional hours. Part time pay must be grossed up to the full time equivalent pay. Please refer to pages 30-32 of the Employer Guide for calculation examples.

Employee Additional Contributions – page 10 of the i-Connect Online Return guide

Please double check the Additional Contributions figures are correct on the March return as these will be used for the year end process and cannot be amended through i-Connect at a later date.

Please check the total at the bottom of this screen to make sure the pay and contributions are correct and match the year to date figures on your payroll system.

Please Note:

Additional Voluntary Contributions (AVCs) are where the member has a fund with our AVC provider AEGON.

Other – These are either old Added Years contracts where the member is paying additional contributions to purchase additional years of membership or Additional Regular Contributions (ARCs) where the member is purchasing additional pension. These contracts would have commenced before 01/04/2014.

Additional Pension Contracts (APCs) or Shared Cost Additional Pension contracts (SCAPCs) are where the member is purchasing additional or lost pension in the LGPS. These contracts would have commenced after 01/04/2014.

Employee Service – page 11 of the i-Connect Online Return

Southwark Pension fund have decided not to continue updating hours changes as they are not relevant to calculating CARE benefits. Therefore, please ignore the Employee Service screen.

Actual hours worked and weeks per year worked will need to be confirmed on form Pen02 when a member leaves a post.

If we have any queries regarding a members final salary service we may contact you to confirm the hours and weeks per year so these will need to be readily available.

Employee Personal Details – page 12 of the i-Connect Online Return guide

If an employee's surname changes we will need to see a certified copy of the certificate e.g. marriage certificate. The certified copy can be scanned and sent to lbspensions@southwark.gov.uk

Employee Contact Details – page 13 of the i-Connect Online Return guide

Please update as necessary.

Employee Leavers and Opt Outs – page 14 of the i-Connect Online Return guide

If a member changes post and the employer deems the change of post to be a change in employment, then the new post will need to be set up as a new starter and the old post made a leaver. You will also need to issue a leavers form so that the correct options can be given to the employee. Please put in the reason field - Post Number Change - as this will help with the administration of combining records.

When an employee leaves your organisation you will also need to issue a **PEN02 i-Connect** form to the Fund. Please contact us at lbspensions@southwark.gov.uk if you need a copy of this form.

Leavers will need to be removed from the online return once the member has been paid and the cumulative figures are correct. This will need to be done when you upload the next month's online return. If you need help with this please contact Southwark Pension Fund (see below).

Latest Upload Events Summary Page – page 16 of the i-Connect Online Return guide

Please ***check all the totals*** on the dashboard to make sure the figures are correct and match your payment made to Southwark Pension Fund.

Check the events totals to make sure everything you have input has been included e.g. any new starters, leavers.

There are various tolerance checks performed on the data uploaded to i-Connect. There are three main validation checks, these are:

- Employee contributions
- Gross earnings
- Payroll members

Southwark Pension Fund will set these tolerances at 10% for Employee contributions and Gross earnings. i-Connect will check these figures on the current upload against the previous months upload and highlight any differences greater than 10%.

The tolerance for payroll members will be set dependant on the number of employees you have.

If you want the tolerances to be changed please contact Southwark Pension Fund to discuss and make the changes if needed.

Any tolerance failures will be shown in a yellow bar below the totals on the dashboard. You will need to check to make sure the figures are correct; if they are you will be asked to confirm this when you click proceed.

Contact Details for Southwark Pension Fund

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