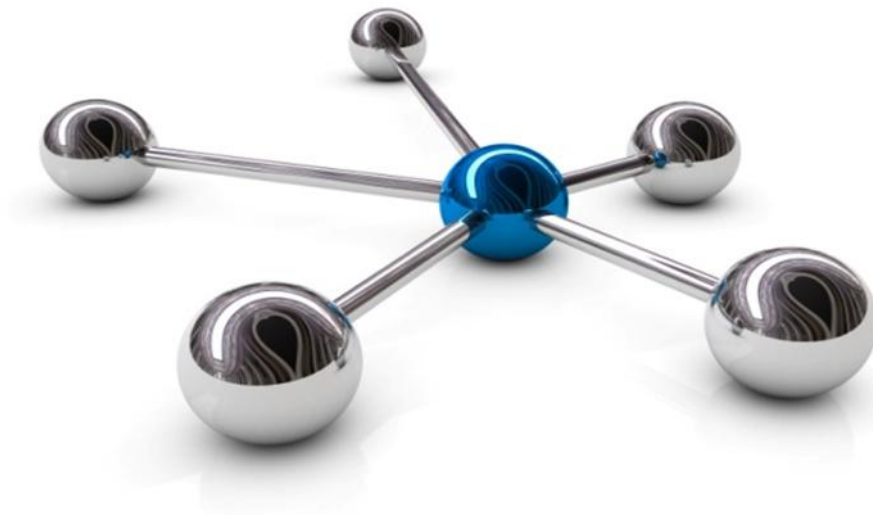




Sending data to the pension fund

This guide explains the process of submitting employee data to your pension fund using i-Connect.



i-Connect

File Upload Guide



Introduction

This guide explains how use i-Connect to automatically 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.

Throughout this guide we will refer to monthly processing, i-Connect can accept files from weekly, fortnightly, lunar (4 weekly) payrolls as well as monthly payrolls

You upload data about your employees in a file into i-Connect 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.

FAQs

There is a FAQ section at the end of this guide with answers to some of things that do go occasionally wrong when uploading and submitting the file

Who to Contact

If you have any questions about using i-Connect please contact your Pension Fund.

i-Connect


File Upload Guide





Dashboard


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


Dashboard



Upload


Reports


Employer


Administering Authority


User Management


History

Recent Activities

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status
1.LGPS_1000_Members_30042015_PAY014.csv	30-04-2015	31-03-2015	13-03-2015 16:19:35	Payroll Upload	Pending

Submission Statistics

Total Number of Payroll Members Tracked by i-Connect		1,000
Omitted Payroll Members (present on the last submission, and no leaver event processed)		0
Payroll Members submitted this period	1,000	Total Pensionable Pay
Payroll Members in Error	0	£1,457,955.00
Accepted for Processing	1,000	Total Employee Contributions
		£230,784.29
		Total Employer Contributions
		£461,558.73
Submitted By User	qatfredo	Processed By User

Events	Total	Pending	Submitted	Completed	Failures	Errors	Workflow Errors	Progress
New Starter	7	7	0	0	0	0	0	<div style="width: 100%; height: 10px; background-color: #0070C0;"></div>

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



Payroll Selection


i-Connect

i-Connect-LIVE : Bollington Parish Council : Bollington PC Weekly ▼

i-Connect-LIVE : Bollington Parish Council : Bollington PC Weekly

i-Connect-LIVE : Bollington Parish Council : Bollington PC Monthly

i-Connect-TEST : Bollington Parish Council : Bollington PC Weekly

i-Connect-TEST : Bollington Parish Council : Bollington PC Monthly

It is important to remember that the information displayed on the Dashboard relates only to the currently selected payroll. You can select a payroll using the drop-down list located in the upper left hand corner of the i-Connect Dashboard.

i-Connect

File Upload Guide



Upload file

To upload a payroll extract file to i-Connect click the 'Browse' button. Navigate to the file's location, then click the 'Upload File' button. i-Connect checks to make sure the correct file has been uploaded for that month:

Upload File

Please click on the 'Browse' button to choose a payroll file to upload. Use the explorer window to navigate to the file you wish to upload, click on it to select it and then select 'Open'. Click 'Upload File' to upload the file to i-Connect.

The next expected payroll period end date for a payroll file upload is: **31-07-2017**

Choose File	Choose File standard_31072017.csv
<input type="button" value="Upload File"/>	

When the file is accepted for processing a 'File successfully submitted' message will be displayed:

Latest Upload

 File successfully submitted.

A payroll file has been uploaded to i-Connect and is being processed. The detected events will be shown here when this is complete.

i-Connect then performs member employment checking to ensure no records have been deleted from the pension funds system, the following message will be displayed:

Member Employment Checking

i-Connect is currently processing member data from the target system and comparing it to the uploaded payroll file. When this processing is complete, this page will display the results. Please try again later.

Member Employment Checking

Member Employment Checking looks for employees who have been deleted from the pension funds system, altair. Members can be deleted for a number of reasons, but generally, this is because the pension fund has decided that a post change should not create a new record on their system.

The pension fund should send you a list of the old payroll references. These must be removed from the payroll extract file to avoid duplicate errors. The pension fund have also been instructed to ensure that all matching fields (NI number, payroll reference, date of birth, gender and surname), are updated on their system, to ensure that you can select the correct member when processing a re-match.

i-Connect

File Upload Guide



Member Employment Checking Process

i-Connect checks altair to make sure that all members processed on the last file submission are still present. If i-Connect finds that one or more members are missing from altair the following page is displayed:

Member Employment Checking

Below are the current statistics of the member employment checking process for this payroll.

Click 'View Next Conflict' to view the next member employment conflict to be resolved.

Total members on upload payroll file	25
Matched members on payroll file	25
Exact matches	20
New starters	0
Matched members deleted from the target System	5
Number of deleted matches resolved	0
Progress	<input type="text"/>

i-Connect provides totals for the number of:

- members on the payroll file
- matched members
- exact matches
- new starters
- matched members deleted from altair
- number of deletions resolved

Select 'View Next Employment Conflict' to resolve any members who have been detected. The first deleted matched member conflict is displayed:

Member Employment Checking

Member conflict resolved.

Below is a member located on the payroll file that could not be matched exactly to a member in the target system. Please select the member from the target system that matches this member, or indicate that the member is a new starter or opted out of the scheme.

Any potential matches that are greyed out have already been matched during this matching process. These can be matched to this member by clicking 'Undo / Match', which will undo the existing match to that member and create a new match to the payroll member on the screen.

Payroll Member	Payroll Reference	NI Number	Surname	Date of Birth	Gender
	9880016	CA080016A	Dale	16 January 1961	Female

Potential Matches

	Score	Payroll Ref	NI Number	Date of Birth	Gender	Surname	Forename	Ident 1	Ident 2	Ident 3	Job Title
<input type="radio"/>	100%	9880016	CA080016A	16/01/61	Female	Dale	Lesley	9880016	CARE80016	CARE2014	NO CHANGE

Matching Progress: 1 / 5 member conflicts resolved

The 'Payroll Member' information is taken from the payroll extract file. The potential matches information is taken from altair. If you agree with a potential match, select the relevant radio button and click the 'Confirm Member Match' button.

i-Connect

File Upload Guide



If you disagree with the potential matches displayed in the table, click the 'This member is a new starter / has opted out of the pension scheme' button. i-Connect will then create a new record on the pension funds system.

The following page is displayed when all detected conflicts have been resolved:

Member Employment Checking

Below are the current statistics of the member employment checking process for this payroll.

Total members on upload payroll file	25
Matched members on payroll file	25
Exact matches	20
New starters	0
Matched members deleted from the target System	5
Number of deleted matches resolved	5
Progress	<div style="width: 100%;"><div style="width: 100%;"></div></div>

To cancel the entire process click the 'Cancel Employment Checking Process' button.

You can reset all employment conflicts and restart the resolution process by clicking the 'Reset All Employment Conflicts For Submission' button.

To complete the employment checking process and proceed with the payroll update by clicking the 'Confirm Employment Checking Complete' button. I-Connect then updates the payroll reference and synchronises payroll data

Payroll Update

i-Connect is currently updating payroll references on the target system. When this processing is complete, this page will allow you to upload a payroll file for processing. Please try again shortly.

Payroll Synchronisation

i-Connect is currently synchronising the payroll data with the target system. The facility to submit a payroll file will be available again shortly.

When the payroll synchronisation submission completes i-Connect compares this month's file with last month's file to detect any changes. When the process completes, the 'Latest Upload Summary' page is displayed.

Latest Upload Summary Page

The Latest Upload page displays a table with totals for event detected by i-Connect for sending to the Pension Fund.

i-Connect

File Upload Guide



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	Expected Submission Date	Submission Date	Submission Type	Status
1.LGPS_1000_Members_30042015_PAY014.csv	30-04-2015	31-03-2015	13-03-2015 12:04:47	Payroll Upload	Pending

Submission Statistics

Total Number of Payroll Members Tracked by i-Connect		1,000	
Omitted Payroll Members (present on the last submission, and no leaver event processed)		0	
Payroll Members submitted this period	1,000	Total Pensionable Pay	£1,457,955.00
Payroll Members in Error	0	Total Employee Contributions	£230,784.29
Accepted for Processing	1,000	Total Employer Contributions	£461,558.73
Submitted By User	qatfredo		Processed By User

Events	Total	Pending	Submitted	Completed	Failures	Errors	Workflow Errors	Progress
New Starter	7	7	0	0	0	0	0	<div style="width: 0%;"></div>
Member Address Update	7	7	0	0	0	0	0	<div style="width: 0%;"></div>
Contributions	1,000	1,000	0	0	0	0	0	<div style="width: 0%;"></div>
Salary	1,000	1,000	0	0	0	0	0	<div style="width: 0%;"></div>
NI Contributions	1,000	1,000	0	0	0	0	0	<div style="width: 0%;"></div>
Member Details Update	7	7	0	0	0	0	0	<div style="width: 0%;"></div>
Service	49	49	0	0	0	0	0	<div style="width: 0%;"></div>
Opt In	0	0	0	0	0	0	0	<div style="width: 0%;"></div>
Opt Out	0	0	0	0	0	0	0	<div style="width: 0%;"></div>
Leaver	0	0	0	0	0	0	0	<div style="width: 0%;"></div>
Leaver Absence	0	0	0	0	0	0	0	<div style="width: 0%;"></div>
Works Address Update	0	0	0	0	0	0	0	<div style="width: 0%;"></div>
Additional Contributions	1,000	1,000	0	0	0	0	0	<div style="width: 0%;"></div>
CARE Pay	1,000	1,000	0	0	0	0	0	<div style="width: 0%;"></div>

Event Reporting

Clicking anywhere on the relevant line in the event history will display a summary, which provides a breakdown for that event by National Insurance number (NINO) and Payroll Reference(s):

New Starter Breakdown - All

7 events have been detected for the following members:

NI Number	Payroll Reference	Status	Error	Additional Information
LW000001A	298400001	CREATED		
LW000002A	298400002	CREATED		
LW000003A	298400003	CREATED		
LW000004A	298400004	CREATED		
LW000005A	298400005	CREATED		
LW000646A	298400646	CREATED		
LW000939A	298400939	CREATED		

Submitting Data to the Pension Fund

Click the 'Proceed' button to send the detected events to your pension 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 started sending the events. 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):

i-Connect

File Upload Guide



Latest Upload

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

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status
1C.POST2014_LGPS_20_Members_File_BAU_30042014_Monthly.csv	30 April 2014	30 April 2014	11 July 2014 13:36	Payroll Upload	Submitted

Submission Statistics	
Total Number of Payroll Records	23
Payroll Members in Error	0
Accepted for Processing	23
Submitted By User	demoemployer
Processed By User	demoemployer

Tolerance failures were detected and confirmed by the user to proceed with submission processing. [Click here to view the failures.](#)

Events	Total	Pending	Submitted	Completed	Failures	Errors	Workflow Errors	Progress
New Starter	3	0	0	3	0	0	0	<div style="width: 100%;"></div>
Member Address Update	23	0	22	1	0	0	0	<div style="width: 95.6%;"></div>
Contributions	23	0	22	1	0	0	0	<div style="width: 95.6%;"></div>
Salary	23	0	22	1	0	0	0	<div style="width: 95.6%;"></div>
NI Contributions	23	0	22	1	0	0	0	<div style="width: 95.6%;"></div>
Member Details Update	8	0	7	1	0	0	0	<div style="width: 87.5%;"></div>
Service	2	0	2	0	0	0	0	<div style="width: 100%;"></div>
Opt In	0	0	0	0	0	0	0	<div style="width: 0%;"></div>
Opt Out	1	0	1	0	0	0	0	<div style="width: 100%;"></div>
Leaver	1	0	1	0	0	0	0	<div style="width: 100%;"></div>
Leaver Absence	1	0	1	0	0	0	0	<div style="width: 100%;"></div>
Works Address Update	3	0	2	1	0	0	0	<div style="width: 66.6%;"></div>
Additional Contributions	22	0	21	1	0	0	0	<div style="width: 95.4%;"></div>
CARE Pay	22	0	22	0	0	0	0	<div style="width: 100%;"></div>

The upload process can take several hours to complete, depending on the size of the payroll and the amount of activity on i-Connect.

You should login to i-Connect the following day to ensure all events have been processed correctly and that the status of the file upload has changed from 'Submitted' to 'Complete'. If the status is still displayed as 'Submitted' or is reported as, 'Internal Error' contact the i-Connect service desk.

Tolerance Failures

If any of the payroll tolerances are breached for, your selected payroll (see Onboarding Guide) a message is displayed on the Dashboard, underneath the Recent Activities section:

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	Expected Submission Date	Submission Date	Submission Type	Status
1C.POST2014_LGPS_20_Members_File_BAU_30042014_Monthly.csv	30 April 2014	30 April 2014	11 July 2014 14:00	Payroll Upload	Pending

Submission Statistics	
Total Number of Payroll Records	23
Payroll Members in Error	0
Accepted for Processing	23
Submitted By User	demoemployer
Processed By User	

2 tolerance failures were detected with this submission. [Click here to view the failures.](#)

Click the message for further details:

i-Connect

File Upload Guide



Tolerance Failures

Displayed below are the tolerance failures detected during the initial processing of this submission.

Tolerance	Tolerance Amount	Previous Submission Total	Total This Submission	Difference
Employee Contributions	10.00 %	25,586.16	28,310.02	10.65 %
Payroll Members	10.00	213.00	241.00	28.00

Check the payroll extract file against the payroll system to ensure that the details are correct. If there is a problem with the file, you should return to the Dashboard, cancel the payroll upload and request a new payroll extract file from your payroll team/provider.

If the file is valid (the triggered tolerances are consistent with the payroll system), you should return to the Dashboard and click the Proceed button. i-Connect will then display the tolerance failures on a new page, and it will not be possible to proceed with the upload until you have ticked each failure to confirm that the tolerance checks will be ignored:

Tolerance Failures

Please review the tolerance failures on this submission and confirm each failure can be ignored by checking the boxes on this page. Once completed, click 'Proceed' to continue.

Tolerance	Tolerance Amount	Previous Submission Total	Total This Submission	Difference	
Employee Contributions	10.00 %	25,586.16	28,310.02	10.65 %	<input checked="" type="checkbox"/>
Payroll Members	10.00	213.00	241.00	28.00	<input checked="" type="checkbox"/>

Proceed

Validation Errors

i-Connect checks the payroll extract file for validation errors as part of the upload process. An error message is displayed on the Dashboard if any validation errors are detected:

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	Expected Submission Date	Submission Date	Submission Type	Status
1B.POST2014_LGPS_20_Members_File_BAU_30042014_Monthly.csv	30 April 2014	30 April 2014	11 July 2014 13:50	Payroll Upload	Pending

Submission Statistics	
Total Number of Payroll Records	23
Payroll Members in Error	3
Accepted for Processing	20
Submitted By User	demoemployer
Processed By User	

6 validation errors were detected with this submission. [Click here to view the errors.](#)

Click on the message for further details:

i-Connect

File Upload Guide



Validation Errors

Displayed below are the validation errors detected during the initial processing of this submission.

Please note that **all** i-Connect event processing will be cancelled for members who appear on the list below.

It is therefore essential to correct validation errors for all existing members. If you choose to ignore the validation errors and proceed with the file upload, the members will be removed from the current i-Connect submission and all future i-Connect tracking will cease. If any of the members appear on a subsequent i-Connect payroll extract file, i-Connect will detect a new starter event and a duplicate record will be created on the administering authorities target system.

Existing Member Validation Errors	2 *
New Starter Validation Errors	1 *

*Unique records only

Validation Errors:

Line Number	Matching Key	Surname Initial	Day of Birth	Validation Error
20	40019	D	19	Salary details invalid
20	40019	D	19	Invalid CARE Pay details
21	40020	S	20	Salary details invalid
24	40023	J	2	Invalid new starter details
24	40023	J	2	Salary details invalid
24	40023	J	2	Invalid CARE Pay details

i-Connect provides the following information for each error, enabling you to identify the relevant records on the payroll extract file to investigate the error:

Line Number	The row in the <code>CSV</code> file for employee with the error
Matching Key	The employees payroll reference(s)
Surname Initial	The first letter of the employees surname
Day of Birth	The day of birth from the employees date of birth
Validation Error	A description of the error

Following investigation, you may choose to ask your payroll team/provider to correct the file or proceed with the upload and ignore the validation errors by ticking each of the checkboxes.

Line Number	Matching Key	Surname Initial	Day of Birth	Validation Error	
20	40019	D	19	Salary details invalid	<input checked="" type="checkbox"/>
20	40019	D	19	Invalid CARE Pay details	<input checked="" type="checkbox"/>
21	40020	S	20	Salary details invalid	<input checked="" type="checkbox"/>
24	40023	J	2	Invalid new starter details	<input checked="" type="checkbox"/>
24	40023	J	2	Salary details invalid	<input checked="" type="checkbox"/>
24	40023	J	2	Invalid CARE Pay details	<input checked="" type="checkbox"/>

Proceed

Detected events will not be updated for each member with a validation error. You must ensure that any ignored errors are corrected on the next pay period payroll extract file. See The FAQ section for a full list of validation errors.

i-Connect

File Upload Guide



Event Errors

Errors may be reported for one or more events during the submission process (after you selected the 'Proceed' button to submit data to the pension funds system):

Events	Total	Pending	Submitted	Completed	Failures	Errors	Workflow Errors	Progress	Actions
New Starter	31	0	0	31	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>	
Member Address Update	31	0	0	31	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>	
Contributions	40	0	0	39	0	1	0	<div style="width: 97.5%; height: 10px; background-color: red;"></div>	View Event Errors
Salary	40	0	0	39	0	1	0	<div style="width: 97.5%; height: 10px; background-color: red;"></div>	View Event Errors
NI Contributions	40	0	0	39	0	1	0	<div style="width: 97.5%; height: 10px; background-color: red;"></div>	View Event Errors
Member Details Update	31	0	0	31	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>	
Service	1	0	0	0	0	1	0	<div style="width: 0%; height: 10px; background-color: red;"></div>	View Event Errors
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 Update	0	0	0	0	0	0	0		
Contributions Revision	0	0	0	0	0	0	0		
Additional Contributions	40	0	0	39	0	1	0	<div style="width: 97.5%; height: 10px; background-color: red;"></div>	View Event Errors
Salary Revision	0	0	0	0	0	0	0		
TPS Appointment	199	0	0	199	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>	
TPS Leaver	0	0	0	0	0	0	0		

Select the 'View Event Errors' link from the Actions column for further details for each of the event errors:

Event Errors

Errors encountered while processing the selected event type are described below.

Matching Key	Error	Additional Information
30808002	Part time hours effective date is not after current date commenced employment	

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Omitted Members


Omitted members are employees who do not appear on the payroll extract file each payroll period, for example zero hour contract employees, who are not included on one payroll submission and are included on a subsequent payroll submission.


Omitted member processing prevents needless new starter events from being identified and sent to the pension fund. Omitted member processing happens automatically for file upload. i-Connect displays a warning on the dashboard for any omitted members found:


Dashboard


Upload


Reports


Employer


User Management


History

Recent Activities

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status
2.CARE_LGPS_10000_Members_31052014_PAY029.csv	31 May 2014	30 April 2014	21 January 2015 08:11	Payroll Upload	Submitted

Submission Statistics

Total Number of Payroll Records	10041
⚠ Omitted Members (present on the last submission, and no leaver/opt out events processed)	116
Payroll Members submitted this period	9927
Payroll Members in Error	2
Accepted for Processing	9925
Submitted By User	empqatfredo
Processed By User	empqatfredo

Clicking on the warning message on the dashboard, displays a list of the omitted members;

Omitted Members

Members from previous submissions that have been omitted are described below.

NI Number	Payroll Ref
MB000001A	740001
MB000001A	M300001
MB000002A	M300002
MB000002A	740002
MB000003A	740003
MB000003A	M300003
MB000004A	M300004
MB000004A	740004
MB000005A	M300005
MB000005A	740005
MB000006A	740006
MB000006A	M300006
MB000007A	740007

Omitted members are carried forward each pay period, until they re-appear on the payroll extract file, when normal processing is resumed.

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File Upload Guide



FAQs

This section provides details of the possible error messages that can be displayed by i-Connect while the payroll extract file is uploaded, validated and the events detected.

File Upload Errors

I get the following message displayed when uploading a file

File errors were detected. The payroll period end date on the payroll file does not match the expected payroll period end date for the next submission.

i-Connect is expecting a file with a different payroll period end date to be uploaded. The previous months file may have be uploaded instead of this month's file.

I get a message about data formatting errors in the file

File errors were detected. Data formatting error found on line(s): 1.

There are issues with the structure of the file for example missing columns or one or more of the records in the file has an issue.

Please contact i-Connect


i-Connect

File Upload Guide



Member Employment Checking - Duplicate Members

I get a message about the file containing duplicate members

Recent Activities					
File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status
POST2014_LGPS_20_Members_File_BAU_30062014_PAY040.csv	30 June 2014	31 May 2014	10 March 2014 17:33	Payroll Upload	File Mapping Error
Submission Statistics					
Total Number of Payroll Records				0	
Payroll Members in Error				0	
Accepted for Processing				0	
Submitted By User				empaqaqrex	
Processed By User					
 File errors were detected. The payroll file contains duplicate members that are linked to the same employment on line(s): [17, 18, 19, 20, 21, 22, 23, 24, 25, 26]					

Duplicate members are reported if a member has been re-matched on the target system, but the member still has two records on the payroll extract file, both with the same NI Number, but one with the previous post number (processed as a leaver on the payroll system), and the second as the new active post with the new payroll reference.

It will not be possible to proceed with the file upload until the duplicate records have been identified and deleted from the payroll extract file.

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File Upload Guide



File Upload Errors

These errors are identified from the initial validation of the file and prevent the file from being uploaded. They must be resolved before the file can be successfully uploaded.

I have the following error.....	
INSUFFICIENT NUMBER OF COLUMNS	Insufficient number of data columns found on line(s): {0}.
BAD IDENT	Missing or invalid member identifier on line(s): {0}.
GENERIC VALIDATION ERROR	One or more fields failed validation on line(s): {0}.
DATA DECODE ERROR	Data formatting error found on line(s): {0}.
BAD NI NUMBER	Missing or invalid NI number on line(s): {0}.
NO PERIOD ENDS	The payroll file does not contain a payroll period end date.
MULTIPLE PERIOD ENDS	The payroll file contains more than one payroll period end date
PERIOD END DOESNT MATCH	The payroll period end date on the payroll file is not the expected payroll period end date for this submission
NO INCOMING MEMBERS	The payroll file does not contain any members
MEMBER DATA REQUEST ERROR	An error occurred when retrieving member data from the target system. Please contact your system
INTERNAL PROCESSING ERROR	An internal processing error has occurred with your payroll file. Please contact your system administrator

i-Connect

File Upload Guide



File Validation Errors

These validation errors are generated when the file is uploaded. i-Connect identifies the events that need to be submitted to the Pension Fun, but an item of data is missing and would cause the event to fail. They require investigation by the employer.

I have the following error...				
GENERIC VALIDATION	Please contact your system administrator			
INVALID CONTRIBUTION DETAILS	The extract file must have a Scheme Contribution Rate (data item 49) present and values (zero is a valid entry) for <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Employees Scheme Contributions (data item 47) ▪ Employers Scheme Contributions (data item 48) </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Cumulative Employees Scheme Contributions (data item 55) ▪ Cumulative Employers Scheme Contributions (data item 56) </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Employees Scheme Contributions (data item 47) ▪ Employers Scheme Contributions (data item 48) 	<ul style="list-style-type: none"> ▪ Cumulative Employees Scheme Contributions (data item 55) ▪ Cumulative Employers Scheme Contributions (data item 56) 	
<ul style="list-style-type: none"> ▪ Employees Scheme Contributions (data item 47) ▪ Employers Scheme Contributions (data item 48) 	<ul style="list-style-type: none"> ▪ Cumulative Employees Scheme Contributions (data item 55) ▪ Cumulative Employers Scheme Contributions (data item 56) 			
INVALID SALARY DETAILS	There should be an entry in Annual Pensionable Salary (data item 38) and Effective Date (data item 40)			
INVALID CARE SCHEME DETAILS	Either <ul style="list-style-type: none"> ▪ Cumulative Pensionable Pay (data item 52) or 50/50 Section Cumulative Pensionable Pay (data item 53) are missing in the payroll extract file – zero is a valid entry			
INVALID SERVICE DETAILS	The Part-Time Effective Date (data item 43) is present and one or more of the following fields are missing:- <ul style="list-style-type: none"> ▪ Part-Time Indicator (data item 45) ▪ Part-Time Hours (data item 44) and must be > 0 and <= 99.99 and < whole time hours ▪ Whole-Time Equivalent Hours (data item 46) and must be > 0 and <= 99.99 			
INVALID NI DETAILS	National Insurance Earnings (data item 36) are missing – zero is a valid entry			
INVALID MEMBER ADDRESS	At least two address lines must be present in the extract file (data items 5 to 9)			
INVALID WORKS ADDRESS	At least two work address lines must be present in the extract file (data items 15 to 19)			
INVALID NEW STARTER	One of the following data items are missing <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ NI Number (data item 1) ▪ Payroll Reference (data item 2) ▪ Surname (data item 30) </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Forenames (data item 31) ▪ Gender (data item 32) ▪ Date of Birth (data item 33) </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Date Joined Scheme (data item 41) ▪ Scheme Contribution Rate (data item 49) ▪ Taxable Earnings (data item 37) </td> </tr> </table>	<ul style="list-style-type: none"> ▪ NI Number (data item 1) ▪ Payroll Reference (data item 2) ▪ Surname (data item 30) 	<ul style="list-style-type: none"> ▪ Forenames (data item 31) ▪ Gender (data item 32) ▪ Date of Birth (data item 33) 	<ul style="list-style-type: none"> ▪ Date Joined Scheme (data item 41) ▪ Scheme Contribution Rate (data item 49) ▪ Taxable Earnings (data item 37)
<ul style="list-style-type: none"> ▪ NI Number (data item 1) ▪ Payroll Reference (data item 2) ▪ Surname (data item 30) 	<ul style="list-style-type: none"> ▪ Forenames (data item 31) ▪ Gender (data item 32) ▪ Date of Birth (data item 33) 	<ul style="list-style-type: none"> ▪ Date Joined Scheme (data item 41) ▪ Scheme Contribution Rate (data item 49) ▪ Taxable Earnings (data item 37) 		
INVALID STARTER OPT IN	One of the following data items are missing <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Scheme Contribution Rate (data item 49) ▪ Gender (data item 32) </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Date of Birth (data item 33) ▪ Taxable Earnings (data item 37) </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Scheme Contribution Rate (data item 49) ▪ Gender (data item 32) 	<ul style="list-style-type: none"> ▪ Date of Birth (data item 33) ▪ Taxable Earnings (data item 37) 	
<ul style="list-style-type: none"> ▪ Scheme Contribution Rate (data item 49) ▪ Gender (data item 32) 	<ul style="list-style-type: none"> ▪ Date of Birth (data item 33) ▪ Taxable Earnings (data item 37) 			