

i-Connect Reporting & Communications Guide

How to get i-Connect reports and respond to ad-hoc requests for information v5

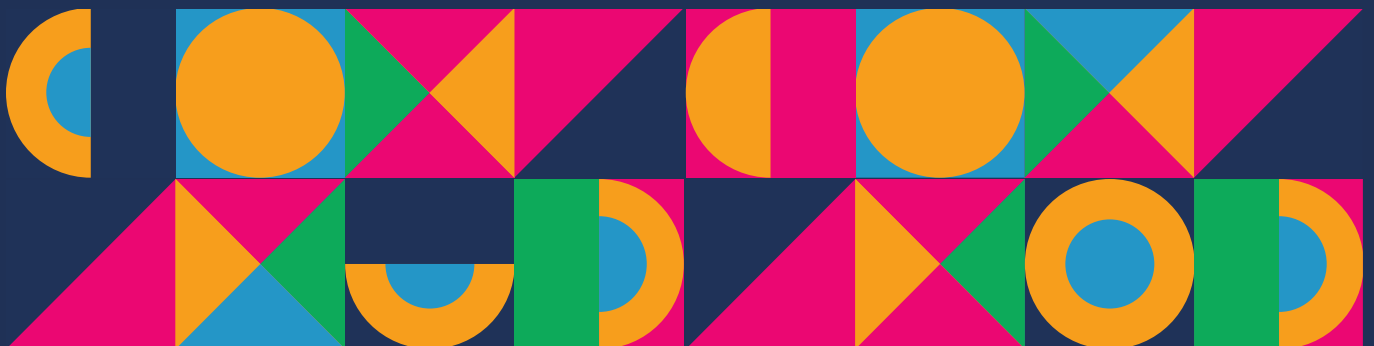


Table of Contents

Revision History	4
Introduction	5
Who to Contact	5
Reports	5
Viewing Reports	5
Generating Reports	7
Submission History	8
Viewing History	9
Strain Cost Calculation Quotations	10
Employer Permissions	10
HR User Dashboard	12
Requesting Quotation Reports	12
Making A Request	13
Employer Level Request	13
Member Level Request	13
Requested Reports	15
Email Alerts	16
Successfully Submitted	16
Error Processing Request	17
Report Ready	17
Viewing the Report	18
Report Status	18
Requested	18
Failed	18
Available	19
Expired	19
Member Document Submission	20
Overview	20
Processing Leavers	22
View Document History	22
Capturing McCloud Final Pay Data	24
Background	24
Eligibility Criteria	24
Submission Processing	24



Daily Checks	24
McCloud Final Pay Screen	24
Submitting Final Pay Data for a Member	25
Overdue Tasks	26
Employer User Email Notifications	27
Final Pay Submission that Fails	28
Final Pay	30
Background	30
Eligibility Criteria	30
Final Pay User Role	30
Submitting Final Pay Data for a Member	30
Overdue Tasks	33
Employer User Email Notifications	33
Payroll Submission History	34
Want to Know More?	35
Appendix 1 - Contributions Reconciliation Report	36
Report Fields	36



Revision History

Vsn	Date	Updated By	Approved By	Details of Amendment
1.00	31/10/2016	P Stocks	C Lewis	First release
2.00	13/06/2018	K Pridgeon	J Dale/E Fisher	Rebrand
2.01	04/07/2018	J Dale	C Lewis	Updated with rebranded images
2.02	01/07/2019	J Dale	C Lewis	Genesee release update
4.00	29/05/2020	J Dale	C Lewis	Hudson release update
5.00	07/02/2024	C Lewis	I Baker	Rebrand and Update to the Wye release



Introduction

i-Connect is a service that helps to manage the transfer of employee information from payroll administrators to pensions administrators.

As part of this transfer process, i-Connect automatically produces reports. You can also request reports.

i-Connect also enables the transfer of the following additional information:

- Request for Strain Cost information
- Uploading member documents
- Submitting Final Pay for leavers

This guide provides details of these reports and how to request or provide additional information.

Who to Contact

If you have any questions about using the i-Connect service, please contact your pension fund.

Reports

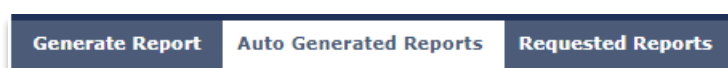


Reports icon – i-Connect Dashboard

i-Connect provides you with a set of reports containing additional information for each file upload. All reports are retained for one month, after which they will be automatically deleted. If you wish to keep the reports for longer, you can save them by downloading them to your network.

Viewing Reports

Select the **Reports** icon on the **i-Connect Dashboard** from the **Menu** banner. Select **Auto Generated Reports** to display the auto generated reports that are currently available.



Auto Generated Reports tab



Generate Report		Auto Generated Reports				
Auto Generated Reports						
Below are all auto generated reports that are currently available for download. Reports will be available to download until their expiry date.						
Report Template	Payroll	Date Generated	Generated By	Expiry Date	Status	
Submission Contributions Summary Report	Monthly	09-10-2023 14:02:21	employeruser	06-11-2023	Available	Download Report
Matching Report	Monthly	09-10-2023 14:01:38	employeruser	06-11-2023	Available	Download Report
Matching Report	UDC Monthly	05-10-2023 14:01:46	demoaa	02-11-2023	Available	Download Report

Auto Generated Reports page

The following reports are available:

Report	Description
Contribution Reconciliation Report - Manually Generated	This report provides a breakdown by Scheme, Employer, Payroll and Payroll Period, for the financial values included in the data submissions. Please refer to Appendix 1 to see the information included in this report
Submission Transaction Report - Manually Generated	This report provides a breakdown of each i-Connect event by Scheme, Employer, Payroll and Payroll Period. Totals are provided for the following items: <ul style="list-style-type: none"> • Members Submitted • Members Omitted • Events Completed • Events in Error • Suppressed Events • Event Totals
Submission Error Report - Manually Generated	This report enables Administering Authorities to collate all Event Errors in a convenient CSV (comma-separated values) format, by Scheme, Employer, Payroll and Payroll Period. Totals are provided for the following items: <ul style="list-style-type: none"> • Members Submitted • Members Omitted • Events Completed • Events in Error • Suppressed Events • Event Totals
Matching Report – Automatically Generated	This report provides details of all matched members for the selected payroll. It is automatically generated at the end of the matching process.
Contributions Summary Report – Automatically Generated	This report provides a breakdown of the employee and employer contributions that have not been updated on the target system due to either validation or event errors. Your fund will use this to balance contributions.



Generating Reports

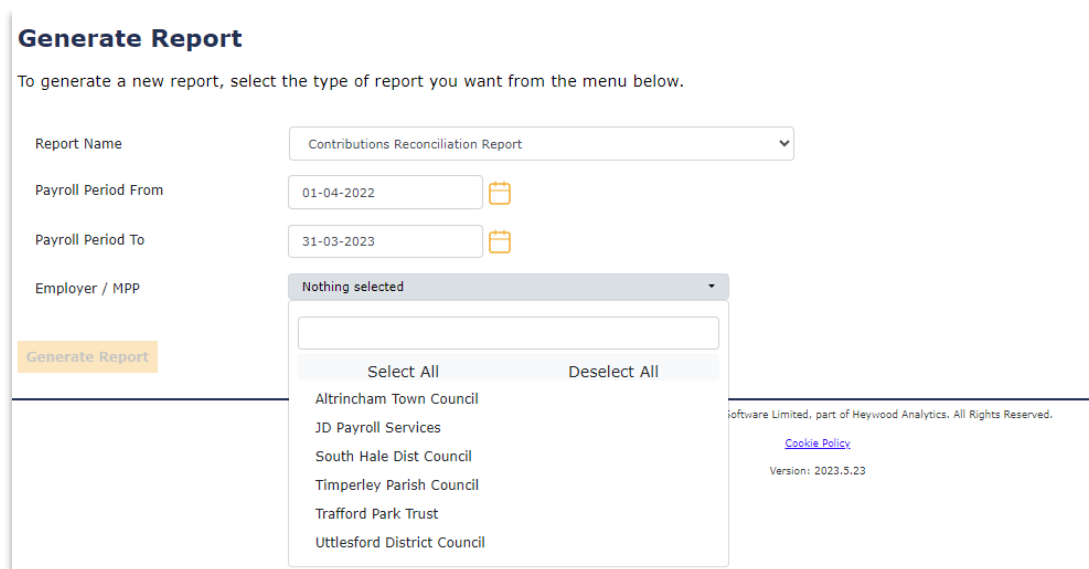
You can generate the Submission Transaction, Submission Errors, and Contributions Reconciliation reports if you have the Administering Authority, Manager or Reporter role.

Select the **Generate Report** button to generate one of the three manually generated reports.



Generate Report page

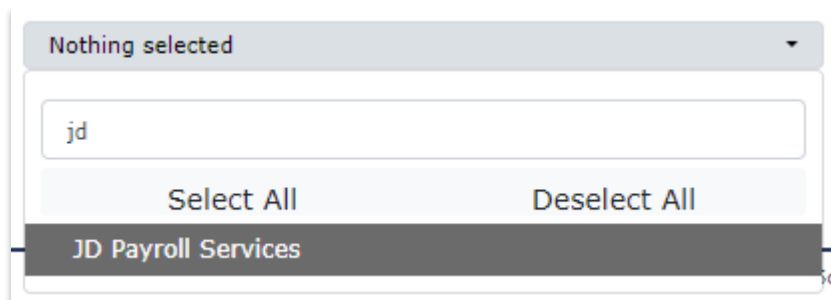
Select the relevant report to navigate to the **Report Parameters** page and enter a date selection in the **Payroll Period From** and **Payroll Period To** fields.



Generate Report page

The **Employer** combo box has a search facility. Enter the first couple of letters in the search box and i-Connect will perform a contains search.



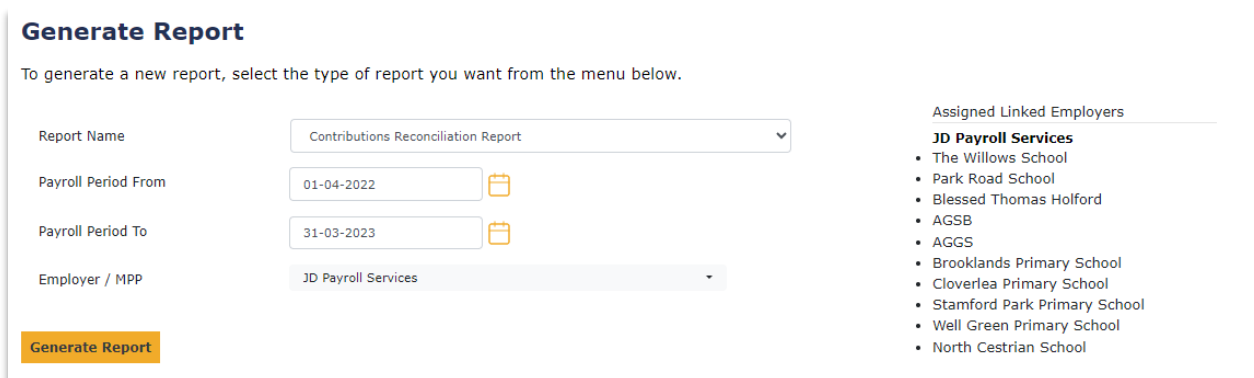


Search box

Finally, select one or more employers. You can use **Select All** or make random selections to do this, and then select the **Generate Report** button.

The CSV file will be automatically downloaded by your browser. Select the download notification or go to your downloaded files to open the file. Excel will launch automatically.

Select a report, complete the input parameters, then select the **Generate Report** button.



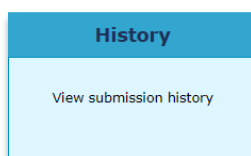
Generate Report page

The output format for each report is CSV.

The CSV file will be automatically downloaded by your browser. Select the download notification or go to your downloaded files to open the file. Excel will launch automatically.

Submission History


The **History** page displays details of previous i-Connect member matching, synchronisation, and business-as-usual uploads for the selected payroll.



History icon



Viewing History

Select the expand chevron  to expand the view and display further details for the selected submission. You can select the expand chevron again to contract the view.

Payroll Submission History

This page shows the history of file uploads for the selected payroll.

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status	
1C.BAU_30042023_Monthly.csv	30-04-2023	27-04-2023	09-10-2023 14:01:57	Payroll Upload	Complete	▼
1C.BAU_30042023_Monthly.csv	30-04-2023	27-04-2023	09-10-2023 14:01:55	Member Employment Checking	Complete	▼
Synchronisation	30-04-2023	27-04-2023	09-10-2023 14:01:41	Synchronisation	Complete	▼
member_match.csv	30-04-2023	27-04-2023	09-10-2023 14:01:12	Member Matching	Complete	▼

Payroll Submission History page

Payroll Submission History

This page shows the history of file uploads for the selected payroll.

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status	
1C.BAU_30042023_Monthly.csv	30-04-2023	27-04-2023	09-10-2023 14:01:57	Payroll Upload	Complete	⬆
Submission Statistics						
Total Number of Payroll Members Tracked by i-Connect					20	
Omitted Payroll Members (present on a previous submission, and no leaver event processed)					0	
Payroll Members Submitted	20	Payroll Members in Error	0	Accepted for Processing	20	
Pay Summary		Contributions This Period		Contributions Year To Date (YTD)		
Pensionable Pay (Period)	£56,737.37	Employee Main Contributions	£3,964.16	Employee Main Contributions	£5,904.78	
Main CARE Pay (YTD)	£56,737.37	Employee 50/50 Contributions	£45.86	Employee 50/50 Contributions	£45.86	
50/50 CARE Pay (YTD)	£0.00	Employer Contributions	£8,510.50	Employer Contributions	£15,153.73	
		Add Conts/ARCs	£0.00	Add Conts/ARCs	£0.00	
		Shared Cost APCs	£336.03	Shared Cost APCs	£336.03	
		Employee APCs	£112.01	Employee APCs	£112.01	
		Secondary Contributions	£1,000.00	Secondary Contributions	£1,000.00	
				AVCs	£78.96	
Employer Overall Contribution Rate (Period)	15%	Expected Employer Contributions (Period)	£8,510.61	Expected Employer Payments (YTD)	£22,552.41	
View schedule of rates		Difference	● -£0.11			
Total Payments Due (Period)			£13,968.56	Total Payments Made (YTD)	£13,968.56	
Total Payments Provided (Period)			£13,968.56	Difference between Payments Made and Expected (YTD)	-£8,583.85	
Payment Difference			£0.00	Reason for difference (if given)		
Submitted By User: employeruser				Processed By User: employeruser		

Payroll Submission History page – expanded details



Events	Total	Pending	Submitted	Completed	Failures	Errors	Suppressed	Progress
New Starter	1	0	0	1	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Opt In	0	0	0	0	0	0	0	
Service	7	0	0	0	0	0	7	<div style="width: 100%; height: 10px; background-color: green;"></div>
Salary	20	0	0	20	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Contributions	20	0	0	20	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Additional Contributions	2	0	0	2	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
CARE Pay	20	0	0	20	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Service Break	0	0	0	0	0	0	0	
Member Details Update	3	0	0	3	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Member Address Update	1	0	0	1	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Works Address Update	1	0	0	1	0	0	0	<div style="width: 100%; height: 10px; background-color: green;"></div>
Opt Out	0	0	0	0	0	0	0	
Leaver	0	0	0	0	0	0	0	
1C.BAU_30042023_Monthly.csv	30-04-2023	27-04-2023		09-10-2023 14:01:55		Member Employment Checking		Complete ▼
Synchronisation	30-04-2023	27-04-2023		09-10-2023 14:01:41		Synchronisation		Complete ▼
member_match.csv	30-04-2023	27-04-2023		09-10-2023 14:01:12		Member Matching		Complete ▼

Events in the submission

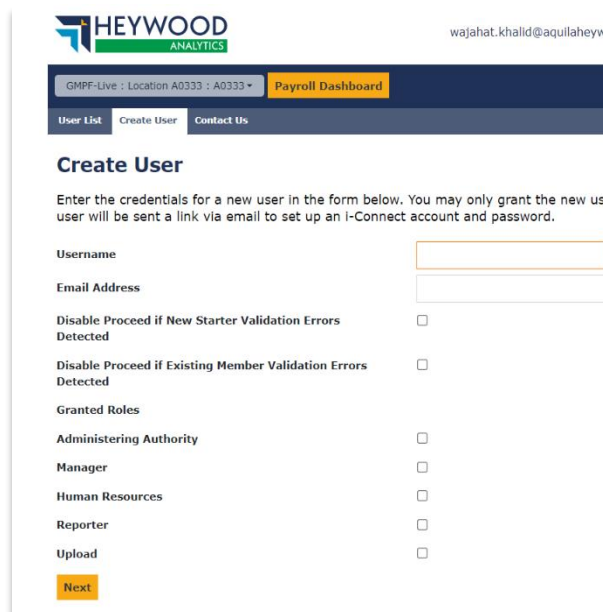
Strain Cost Calculation Quotations

This i-Connect feature enables employers to request and receive strain costs for employee early retirement or redundancy options. These enhancements remove the need for manual calculation processing by the Administrating Authority.

Employer Permissions

To allow you to be able to request strain cost calculations, we have introduced a new user role that can be assigned to employer users.

This role is named Human Resources (HR) and can be added to an employer user account either at the time of creation or later by editing the user role.



Create User page – Human Resources role



Only an Administration Authority user can assign the HR role to an employer user account. This role can also be used in conjunction with other roles on the user's account.

Please note that the new HR role will automatically inherit the Reporter role if not already assigned to the current user.



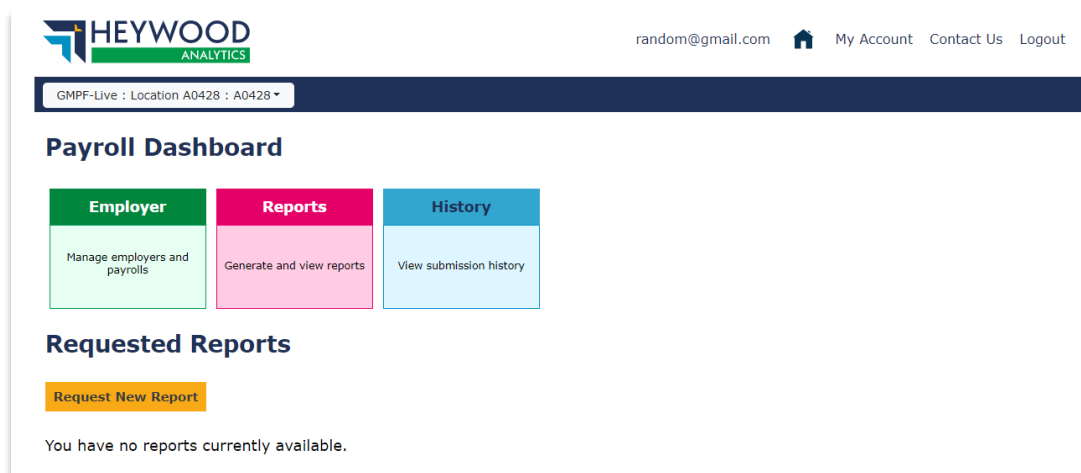
HR User Dashboard

We have introduced a new dashboard for if you only have the HR role on your account.

If a HR user has already requested a report, this dashboard will include a table listing those requests with additional details, the status, and the option to download.

The table will also include the expiry date of the report. After 28 days, the report will no longer be accessible, and you will need to generate it again if required.

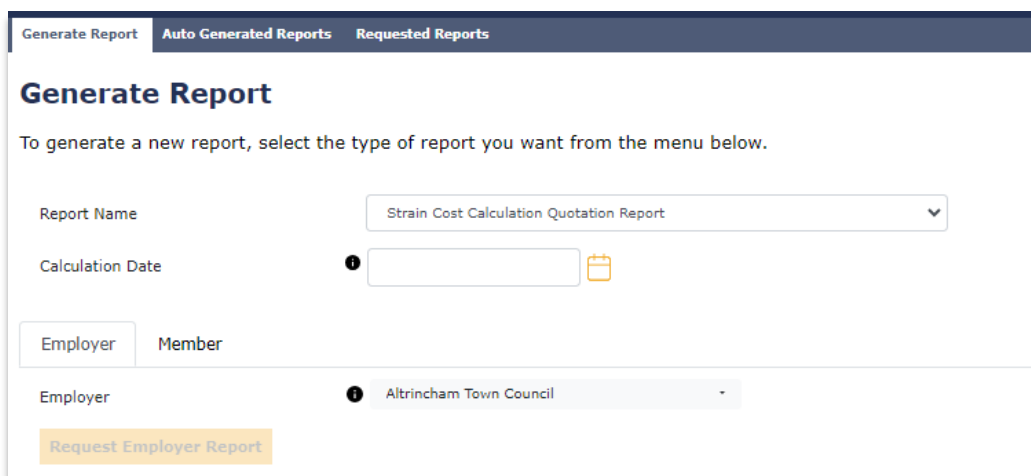
A **Request New Report** button has been added to allow HR users to make a report request for strain cost calculations.



Payroll Dashboard

Requesting Quotation Reports

The **Strain Cost Calculation Quotation** report request functionality allows you to request the report for the employer as a whole or specify which members you want to appear in the report.



Generate Report page



Making A Request

To request the report, select the **Strain Cost Calculation Quotation** report from the **Report Name** drop-down list on the **Generate Report** screen. Then, enter the calculation date in the **Calculation Date** field.



The screenshot shows the 'Generate Report' page with the following elements:

- Navigation tabs: Generate Report (active), Auto Generated Reports, Requested Reports
- Section title: **Generate Report**
- Instruction: To generate a new report, select the type of report you want from the menu below.
- Report Name: A dropdown menu with 'Strain Cost Calculation Quotation Report' selected.
- Calculation Date: A date input field containing '31-10-2022' with a calendar icon.
- Employer/Member tabs: 'Employer' is selected.
- Employer: A dropdown menu with 'Altrincham Town Council' selected.
- Request Employer Report: A prominent orange button.

Generate Report page

Select either the **Employer** tab or the **Member** tab.

Employer Level Request

This screen will automatically populate the **Report Name** field with the *Strain Cost Calculation Quotation Report* option.

The **Calculation Date** field will need to be completed with the date that the calculation will run to. This should be the proposed date of leaving. The calculation date can be any date past, present, or future.

You will also need to select the employer that the strain cost calculation relates to. This list will populate with all employers that you have access to. Only one employer can be selected per request.

Once all fields are complete, you can request the report by selecting the **Request Employer Report** option. Any fields that have not been completed correctly will be highlighted in red with an error message.

Member Level Request

Enter the member's National Insurance number into the search bar. When entering multiple National Insurance numbers, they must be separated by spaces or commas. Select the **Search** button.



Generate Report

To generate a new report, select the type of report you want from the menu below.

Report Name:

Calculation Date:

Employer: Member

Enter one or more NI Numbers to search. Multiple NI Numbers must be separated with spaces or commas

0 Member(s) selected

Generate Report page

Your results will be displayed on a table showing the members' details. Select the **Add** button to add the member to the report.

Employer: Member

Enter one or more NI Numbers to search. Multiple NI Numbers must be separated with spaces or commas

1 result(s) found

NI Number	Employer Name	Payroll Name	Payroll Ref	Period End Date	Status	Select
AT153464C	Location A0026	Payroll3513	9736302	31 March 2022	Active	<input type="button" value="Add"/>

Generate Report page

You can remove the members from the report one at a time by selecting the **Remove** button. Alternatively, select the **Clear List** button to remove all members at once.

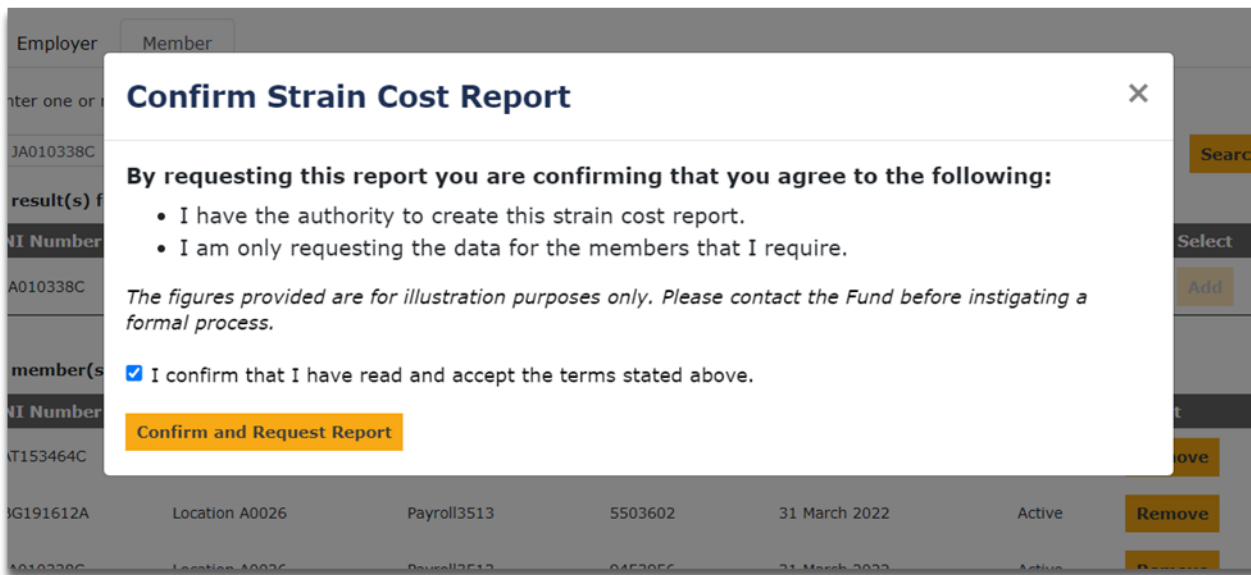
3 member(s) selected

NI Number	Employer Name	Payroll Name	Payroll Ref	Period End Date	Status	Select
AT153464C	Location A0026	Payroll3513	9736302	31 March 2022	Active	<input type="button" value="Remove"/>
BG191612A	Location A0026	Payroll3513	5503602	31 March 2022	Active	<input type="button" value="Remove"/>
JA010338C	Location A0026	Payroll3513	9453956	31 March 2022	Active	<input type="button" value="Remove"/>

Member selection results

Note: This window will also appear when requesting the **Employer Strain Cost** report.



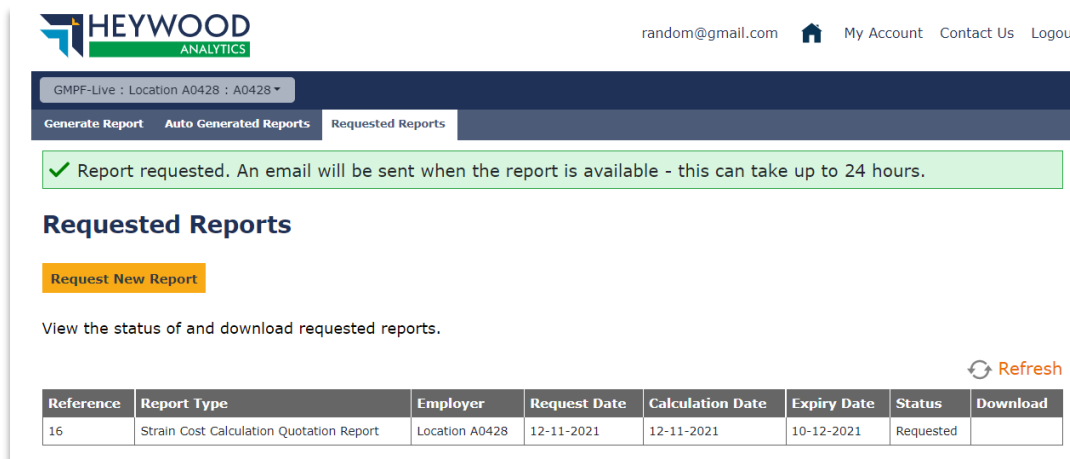


Confirm Strain Cost Report window

You will then be taken to the **Requested Reports** screen which lists the newly requested report and other reports you have requested.

Requested Reports

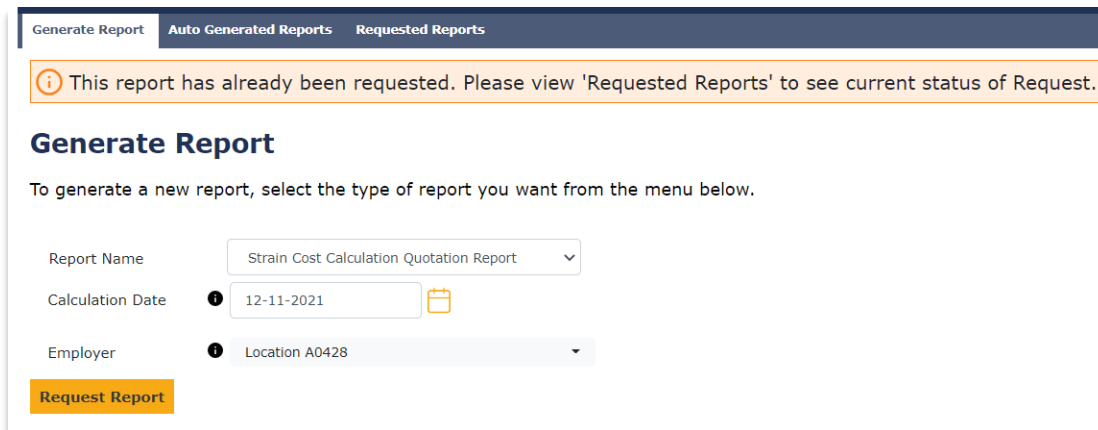
A green success message will appear at the top of this screen to notify you that the operation was successful. Strain Cost Calculation Report requests may take up to 24 hours to complete.



Requested Reports page

If you attempt to request a report using the same options of a report requested on the same day, you will see an error message stating that the report has already been requested.





Generate Report | Auto Generated Reports | Requested Reports

i This report has already been requested. Please view 'Requested Reports' to see current status of Request.

Generate Report

To generate a new report, select the type of report you want from the menu below.

Report Name: Strain Cost Calculation Quotation Report

Calculation Date: 12-11-2021

Employer: Location A0428

Request Report

Generate Report page error message

Email Alerts

After requesting a Strain Cost Calculation report, you will receive a series of notification emails.

Successfully Submitted

Once the request has been successfully submitted, you will receive an email notification to confirm that this request is now being processed.

This email contains relevant information regarding the request, including details such as the request reference. There is also a link back to the **Requested Reports** page if you want to view other reports or check the status of other requests.



Your Strain Cost Calculation Report request has been successfully submitted to your Administrating Authority.

Please note that Calculation Reports can take up to 24 hours to process. You will receive an email when your report is ready to download. You can also check the status of your request on the [Requested Reports](#) page in i-Connect.

Request Summary

Admin Authority	DEVLG
Employer	Location 99920
Report Type	Strain Cost Calculation Quotation
Requested	15 Nov 2021
Reference	1
Status	Requested

Copyright © 2021 i-Connect Software Limited, part of Heywood Analytics. All rights reserved.



HEYWOOD
ANALYTICS
data driven | technology enabled

Request Summary page



Error Processing Request

If, for any reason, there has been an issue processing your calculation request, you will receive a notification to confirm the request has failed.


We were unable to process your Strain Cost Calculation Report request. This could be due to a technical issue.

Please submit a new report request or contact your Administration Authority for assistance.

Request Summary

Admin Authority	DEVLG
Employer	A0766
Report Type	Strain Cost Calculation Quotation
Requested	12 Nov 2021
Reference	1
Status	Failed

Copyright © 2021 i-Connect Software Limited, part of Heywood Analytics. All rights reserved.



HEYWOOD
ANALYTICS
data driven | technology enabled

Request Summary page

There are three scenarios where a request may fail to process:

1. Altair is offline.

If this is the case, run the request again when Altair is available.

2. Strain Cost Excel Template has not been configured.

If this is the case, you must set up the template following the guidance in the i-Connect Administering Authority Guide – Strain Cost Calculation Quotations – Excel Template Setup.

3. There are no eligible members.

Although unlikely, the Admin Authority will inform you that there are no eligible members for the report you have requested.

Report Ready

Once the request has been successfully completed and the report generated, you will receive an email confirming this is complete and available to download. This email contains a link to i-Connect to download the report and alerts you of the date the report will be available until.




Your Strain Cost Calculation Report is now available for download.

You will need to log into i-Connect to access your report. It will be available until 12 Nov 2021 when it will automatically expire.

[Download Report](#)

Admin Authority	DEVLG
Employer	A0766
Report Type	Strain Cost Calculation Quotation
Requested	12 Nov 2021
Reference	1
Status	Available

Copyright © 2021 i-Connect Software Limited, part of Heywood Analytics. All rights reserved.



Request Summary page

Viewing the Report

Once the generation of the report is complete, and if the expiry date of the report has not been reached, you can download the report from your dashboard or the **Requested Reports** screen.

You can use the **Download** option in the right-hand column to access the generated report. This will download the report in CSV format.

The data in the report displays the details of the employees and associated details and costs. The output will match those from the ICSTRAIN Excel Document Template.

Report Status

In both the HR dashboard view and **Requested Reports** screen, the table includes a **Status** column. This reflects the status of the requested report and provides context specific information.

Requested

A status of *requested* means the report has been requested and is currently queued for processing.

Failed

A status of *failed* means there has been an issue with processing the request.

A failed status will be accompanied by a red notification icon, including some tooltip



information text stating: *There was a technical issue with your request, please resubmit. If the issue persists, please contact your Administrator.*

This text will display when you hover over the notification icon.

Available

A status of *available* means the request has been processed correctly and is ready to be downloaded. An option to download the report will appear in the adjacent

Download column.

Expired

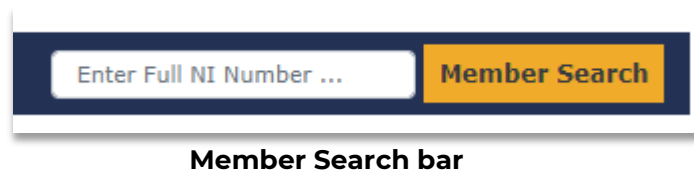
A status of *expired* means that today's date has passed the expiry date listed. **Strain Cost Calculation** reports are only available for 28 days after generation.



Member Document Submission

Overview

This feature allows you to securely upload documents, for active members and leavers, electronically from i-Connect to the member's **Document List** in Altair. You will be able to upload documents via the **Member Search** function in the main i-Connect navigation bar.

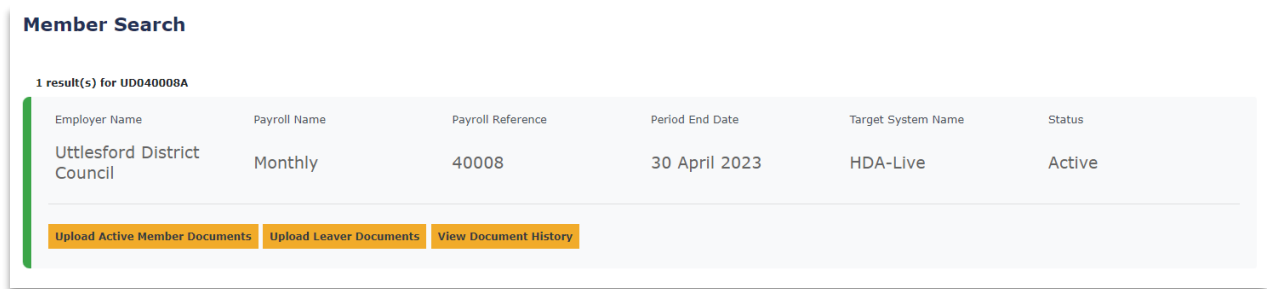


The following document types are permitted:

- PDF
- Doc
- Docx
- RTF
- ODT
- TXT
- TIF
- TIFF
- JPG
- JPEG
- PNG
- HEIC
- CSV
- XLS
- XLSX

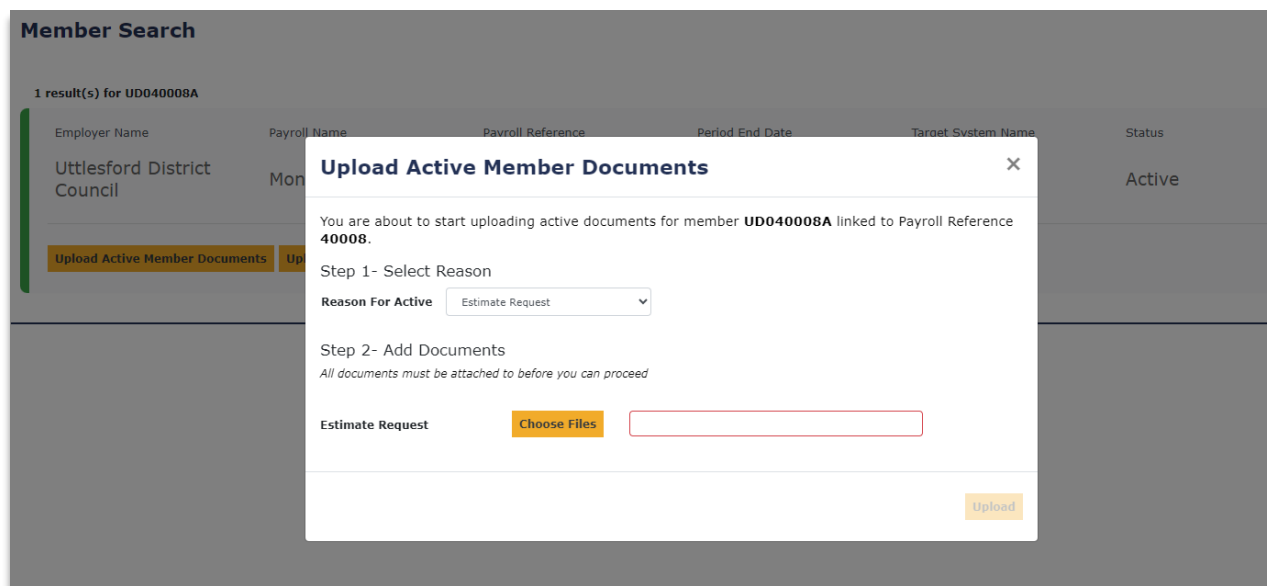
Identify the member by entering the NI Number in the **Member Search** box and selecting the **Member Search** button. The search results will display the latest payroll submissions for the relevant member. Select the corresponding payroll reference and then choose either the **Upload Active Member Documents** or **Upload Leaver Document** button, depending on the reason for the submission.





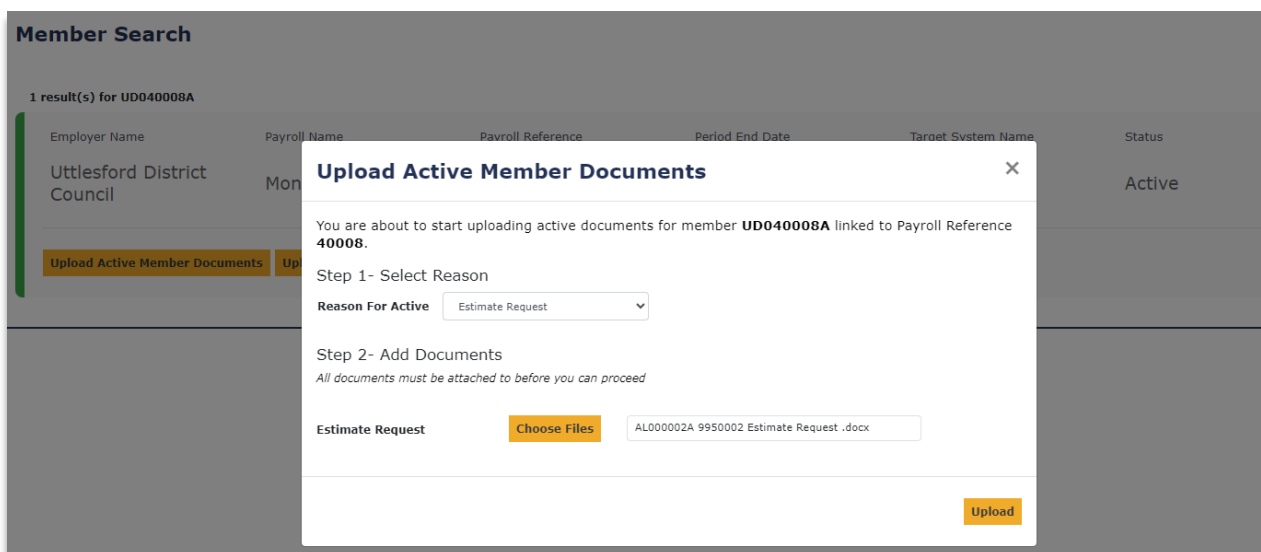
Member Search page

A window will appear to guide you through document upload process.



Upload Active Member Documents window

Select the reason for upload from the **Reason For Active** selector box. i-Connect will then prompt you to upload the relevant document(s).



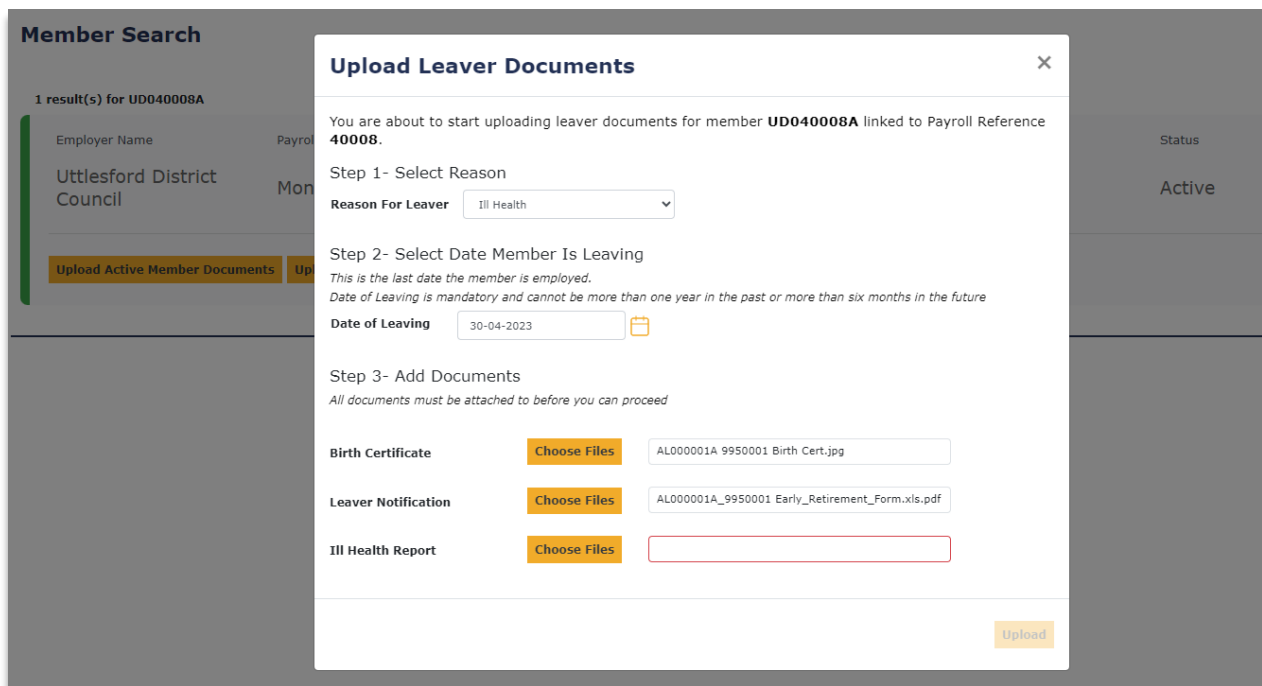
Upload Active Member Documents window



Select the **Upload** button to submit the document(s) to Altair. A message will appear on the **Member Search** page with a status update.

Processing Leavers

Select the **Upload Leaver Documents** button to notify your Administering Authority of a leaver. Select a **Reason for Leaver** from the selector box. You will then be prompted to enter a date in the **Date of Leaving** field and to upload the relevant documents your administering authority have requested.



The screenshot shows a modal window titled "Upload Leaver Documents" overlaid on a "Member Search" page. The background page shows a search result for member UD040008A, with employer name "Uttlesford District Council" and status "Active". The modal window contains the following steps:

- Step 1- Select Reason**: A dropdown menu for "Reason For Leaver" is set to "Ill Health".
- Step 2- Select Date Member Is Leaving**: A text field for "Date of Leaving" contains "30-04-2023". A note states: "This is the last date the member is employed. Date of Leaving is mandatory and cannot be more than one year in the past or more than six months in the future".
- Step 3- Add Documents**: A note states: "All documents must be attached to before you can proceed". There are three rows of document upload options:
 - Birth Certificate**: "Choose Files" button, followed by a text input containing "AL000001A_9950001 Birth Cert.jpg".
 - Leaver Notification**: "Choose Files" button, followed by a text input containing "AL000001A_9950001 Early_Retirement_Form.xls.pdf".
 - Ill Health Report**: "Choose Files" button, followed by an empty text input field.

An "Upload" button is located at the bottom right of the modal window.

Upload Leaver Member Documents window

If the member's status in Altair is already an *Undecided Leaver* or *Leaver* at the point of submission, their status will not change.

View Document History

To check on the progress of the submission, select the **View Document History** button within the relevant **Member Search** result to bring up a list of all submission attempts for that Member/Payroll. Once a submission is complete, the **Document Status** will change to *COMPLETE*.



1 result(s) for JA708276A

Employer Name	Payroll Name	Payroll Reference	Period End Date	Target System Name	Status
Employer					Active
Altair Me					
2944					

View Document History

Complete document upload history for member **JA708276A** linked to Payroll Reference **1555955**.

Document	Reason for Upload	Uploaded By	Date Uploaded	Document Status
LEAVER	leaver	iconnectuser1628	2023-10-09	PROCESSING
ACTIVE	active	iconnectuser1628	2023-10-09	PROCESSING

Break L

View Dc

View Document History window



Capturing McCloud Final Pay Data

Background

This feature enables you to provide the fund with a final pay figure for those employees who are eligible for the McCloud remedy.

The fund will assign a new McCloud Final Pay role to enable you to submit Final Pay data. You will receive email notifications when Final Pay data is due or overdue for an eligible member.

Eligibility Criteria

The McCloud remedy sets three main criteria to determine eligibility:

1. That the member is active.
2. That the member is included in the latest submission.
3. That the member is 64 ½ years-of-age or over.

Submission Processing

Processing has been added to the Member Employment Checking phase of the submission. For both OLR and CSV submissions, members who are not new starters and meet the above eligibility criteria will have their date of birth, surname and forename stored in i-Connect so that their McCloud final pay data can be collected. This data will be archived 60 days after the McCloud Final Pay Task has been completed.

Daily Checks

Daily i-Connect will check for members who meet the eligibility.

McCloud Final Pay Screen

A new screen is displayed if you have the McCloud Final Pay role that will summarise any current members who are eligible for the McCloud remedy and need their Final Pay data collecting. To open the data view, select **History > McCloud Final Pay Submission** from the **Payroll Dashboard**.



Upload File Latest Upload Payroll Submission History McCloud Final Pay Submission

McCloud Final Pay Submission

i-Connect searches for members that are eligible for the McCloud remedy on a daily basis and adds matches to the table below.

Enter each members' final pay amount in the Final Pay column and check the 'Ready to submit' box before clicking 'Submit selected'. **You cannot undo this operation once submitted.**

[More information on the McCloud Remedy.](#)

Member Name	Date of Birth	Payroll Ref	Due By	Status	Final Pay (£)	Final Pay Date	Ready to submit?
[REDACTED]	01-01-1950	[REDACTED]	04-07-2022	Due	<input type="text"/>	Please Select...	<input type="checkbox"/>
[REDACTED]	01-01-1950	[REDACTED]	04-07-2022	Due	<input type="text"/>	Please Select...	<input type="checkbox"/>
[REDACTED]	01-01-1950	[REDACTED]	04-07-2022	Due	<input type="text"/>	Please Select...	<input type="checkbox"/>


McCloud Final Pay Submission page

The screen will show all members that have been identified as eligible for the McCloud remedy.

Submitting Final Pay Data for a Member

A Task will appear on the **Payroll Dashboard**, and an email will be sent, to let you know there are members eligible for the McCloud remedy that need their Final Pay submitting.

Tasks

Task Name	Status
Provide Final Pay for members eligible for McCloud remedial action	Due 

Payroll Dashboard

To process those members, select the Task, enter the member's Final Pay, Final Pay date and tick the **Ready to submit?** checkbox. You can sort the data within the table by **Member Name** or task **Status** by selecting the column header.

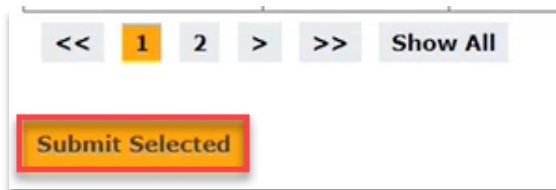
Member Name	Date of Birth	Payroll Ref	Due By	Status	Final Pay (£)	Final Pay Date	Ready to submit?
[REDACTED]	01-01-1950	[REDACTED]	04-07-2022	Due	<input type="text" value="38000.00"/>	<input type="text" value="31-12-2014"/>	<input checked="" type="checkbox"/>
[REDACTED]	01-01-1950	[REDACTED]	04-07-2022	Due	<input type="text" value="38000.00"/>	<input type="text" value="31-12-2014"/>	<input checked="" type="checkbox"/>

Final Pay Submission

The three Final Pay date options that are provided by default are calculated from the dates the member reaches 63, 64 or 65 years of age. The Final Pay date should be the pay figure on the eve of the member's 65th birthday but pay from the previous two years can be used if the pay is higher.



When you are ready to submit the member's Final Pay information, you can select the **Submit Selected** button.



Final Pay Submission

You will then see a list of any submitted members in the **Submitted McCloud Final Pay** table. Final Pay

Member Name	Date of Birth	Payroll Ref	Status	Final Pay (£)	Final Pay Date
[REDACTED]	01-01-1950	[REDACTED]	Final pay submitted	38000.00	31-12-2014

Submitted McCloud Final Pay table

Overdue Tasks

A Task becomes overdue if the member's Final Pay has been due for 28 days and has not been submitted.

If a Task is overdue, then it will show up in the **Tasks** list with a **Status** of *overdue*. You can use the **McCloud Final Pay Submission** table to view and sort by overdue Tasks. An email will be sent to you if you have the McCloud Final Pay role to notify you that a Task is now overdue.

Task Name	Status
Provide Final Pay for members eligible for McCloud remedial action	Overdue

Payroll Dashboard



McCloud Final Pay Submission

i-Connect searches for members that are eligible for the McCloud remedy on a daily basis and adds matches to the table below.

Enter each members' final pay amount in the Final Pay column and check the 'Ready to submit' box before clicking 'Submit selected'.

[More information on the McCloud Remedy.](#)

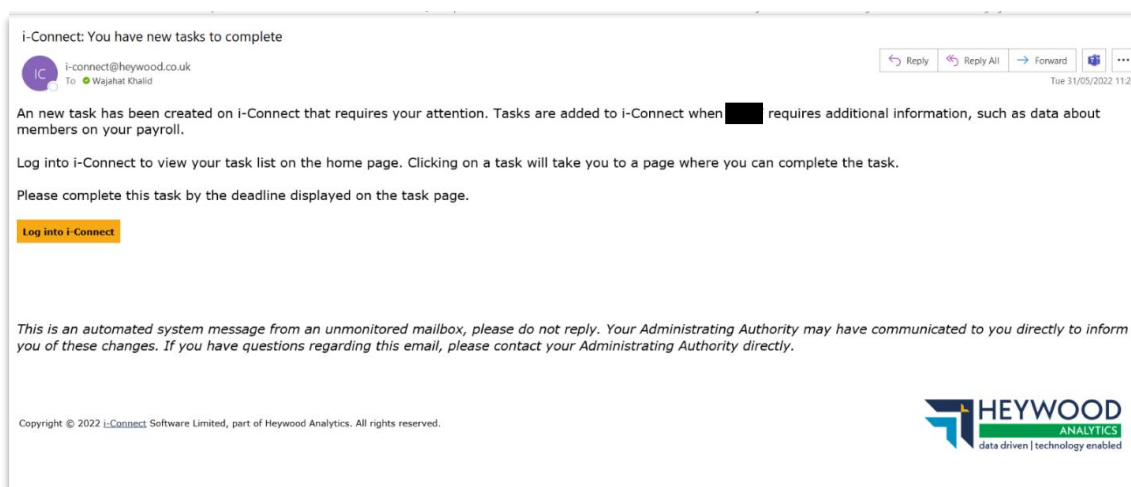
Member Name	Date of Birth	Payroll Ref	Due By	Status	Final Pay (£)	Final Pay Date	Ready to submit?
[Redacted]	01-01-1955	[Redacted]	16-06-2022	Overdue	50000.00	Please Select...	<input type="checkbox"/>
[Redacted]	01-01-1955	[Redacted]	16-06-2022	Overdue	60000.00	Please Select...	<input type="checkbox"/>
[Redacted]	01-01-1955	[Redacted]	16-06-2022	Overdue	70000.00	Please Select...	<input type="checkbox"/>

Submit Selected

McCloud Final Pay Submission table

Employer User Email Notifications

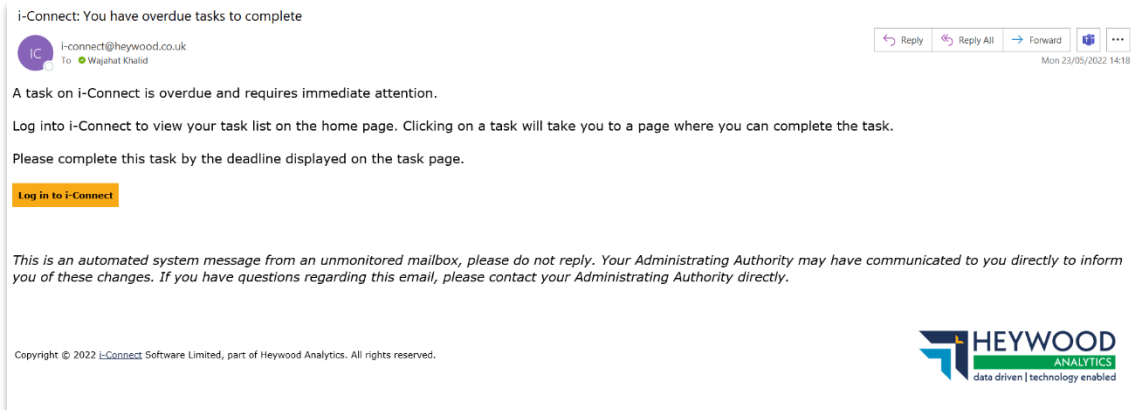
If you have the McCloud Final Pay role, you will be notified by email when a new member requires their Final Pay to be captured. If more than one member becomes eligible on the same day, you will only receive a single email.



Employer task due email

You will receive an email when a member’s Final Pay becomes overdue. If more than one member’s Final Pay becomes overdue at the same time, you will only receive one email.





Employer task overdue email

Final Pay Submission that Fails

If a submission fails, then the member will be displayed in the **Submitted McCloud Final Pay** table with a status of *Failed*.



Member Name	Date of Birth	Payroll Ref	Status	Final Pay (£)	Final Pay Date
[REDACTED]	01-01-1950	[REDACTED]	Failed	38000.00	31-12-2014

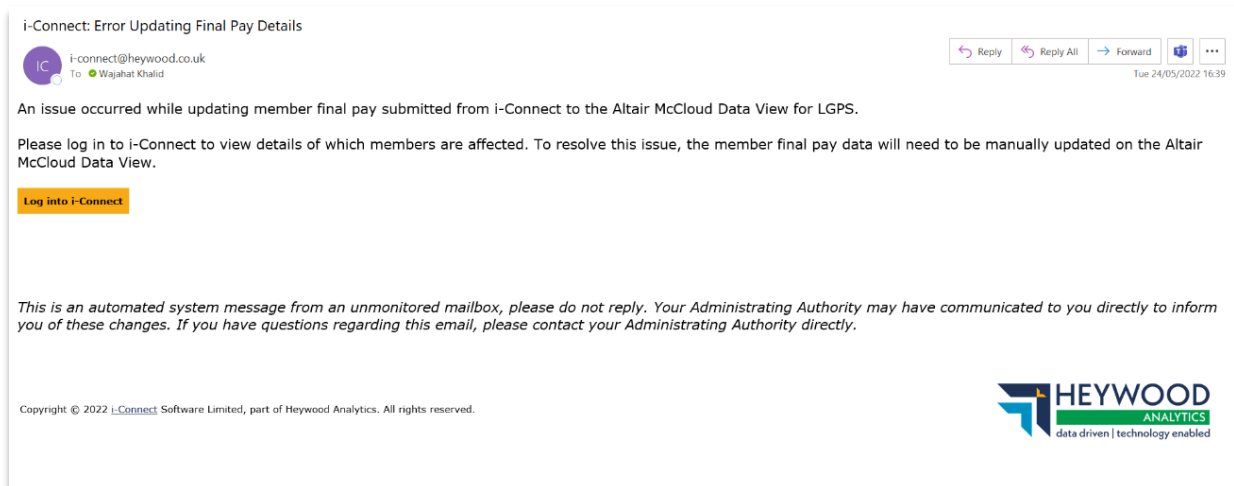
An issue occurred while updating this member's final pay data. The Admin Authority has been notified and no further action is required.

Copyright © 2022 i-Connect Software Limited, part of Heywood Analytics. All Rights Reserved.

Submitted McCloud Final Pay table

A tooltip is provided on the failed status to let you know that an Admin user has been notified of the failure.

An email will then be sent to Admin users to let them know that a submission has failed.



Administrator failed McCloud Final Pay submission email

When the Admin user logs into the **Payroll Dashboard**, a list of failed submissions is displayed.

Failed McCloud Final Pay Updates

Below members have had an issue occur while updating final pay submitted from i-Connect to the Altair McCloud Data View for LGPS. To resolve this issue, the member final pay data will need to be manually updated on the Altair McCloud Data View. Once completed, please ensure the member is marked as complete.

Member Name	Payroll Ref	Employer Name	Status	Final Pay (£)	Final Pay Date	Select
[REDACTED]	REF1	Location [REDACTED]	Failed	50000.00	17-05-2022	<input type="checkbox"/>
[REDACTED]	REF2	Location [REDACTED]	Failed	60000.00	17-05-2022	<input type="checkbox"/>

Mark Selected as Complete

Payroll Dashboard

If you are an Admin user, you will then need to manually add the Final Pay data to the **McCloud Rectification** data view in Altair and return to i-Connect to mark the member as complete. You must select which submission you have manually completed and then select the **Mark Selected as Complete** button.

This will then mark the submission as complete in the **Submitted McCloud Final Pay** table for the employer user.

Final Pay

Background

This feature enables you to provide the fund with a Final Pay figure for those employees who have pre-CARE service in the Local Government Pension Scheme.

The fund will assign you a new Leaver Final Pay role so you can submit Final Pay data. You will receive email notifications when Final Pay data is due or overdue for an eligible member.

Eligibility Criteria

To determine if a leaver requires a Final Pay figure to be recorded, we check that the employee has service in the Local Government Pension Scheme that needs the employee’s Final Salary Pay to calculate their retirement benefits.

Final Pay User Role

You need to be assigned the correct role by an Admin user to be able to access the **Leaver Final Pay** (or **McCloud Final Pay**) screen.

Submitting Final Pay Data for a Member

A Task will appear on the **Payroll Dashboard**, and an email will be sent, to notify you that there are members that require their Final Pay submitting. Tasks are broken down by payroll so if you have several payrolls, you may see several Tasks, one for each payroll that has one or more members requiring Final Pay to be submitted.

Tasks				
Employer	Payroll	Members	Task	Status
All Employers	All Payrolls	1	Provide Final Pay for members eligible for McCloud remedial action	Due 
Final Pay Demo Employer	Final Pay Demo Payroll	5	Provide Final Pay for Leavers	Due 
Other Employer	Other Payroll	2	Provide Final Pay for Leavers	Due 

Payroll Dashboard



To process those members, select the Task, enter the members' **Final Pay (£)** amount and **Final Pay Date**, and tick the **Ready to Submit?** checkbox. You can sort the data within the table by **Member Name** or Task **Status** by selecting the column header to make it easier to find the member you want to submit data for.

Member Name	Date of Leaving	Payroll Ref	Location	Due By	Status	Final Pay (£)	Final Pay Date	Ready to submit?
HEBERT, Lennon (AB102004A)	27-07-2018	DET23	A0009	23-06-2023	Due		Please Select	<input type="checkbox"/>
SMITH, John (AA100502A)	06-07-2018	DET21	A0009	23-06-2023	Due		Please Select	<input type="checkbox"/>
WHITE, Martin (AA100001A)	05-07-2018	REF1	A0009	23-06-2023	Due		Please Select	<input type="checkbox"/>
POWER, Max (AA160003A)	13-07-2018	DET22	A0009	23-06-2023	Due		Please Select	<input type="checkbox"/>
PITTS, Kyle (AA142505D)	12-07-2018	DET59	A0009	23-06-2023	Due		Please Select	<input type="checkbox"/>

Payroll Dashboard

The three **Final Pay Date** options that are provided are the end date for the last three years of service. You should record the date for the year in which the member received the highest FTE pay.

When you are ready to submit the member's Final Pay information you can select the **Submit Selected** button.

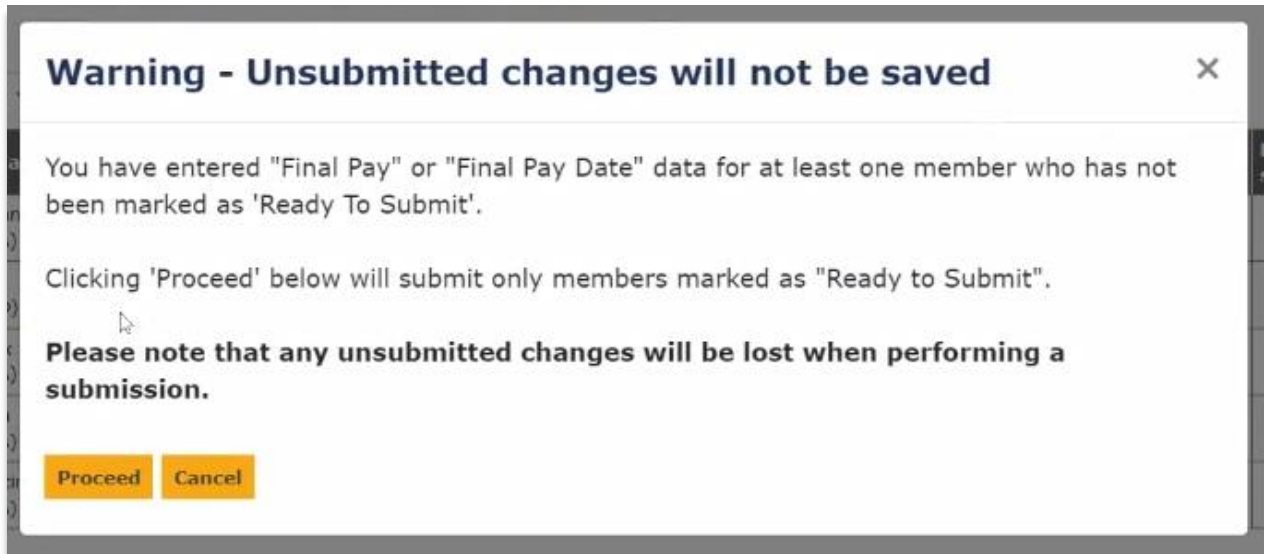
Member Name	Date of Leaving	Payroll Ref	Location	Due By	Status	Final Pay (£)	Final Pay Date	Ready to submit?
HEBERT, Lennon (AB102004A)	27-07-2018	DET23	A0009	23-06-2023	Due	123.00	27-07-2016	<input checked="" type="checkbox"/>
PITTS, Kyle (AA142505D)	12-07-2018	DET59	A0009	23-06-2023	Due	123.00	12-07-2016	<input type="checkbox"/>
POWER, Max (AA160003A)	13-07-2018	DET22	A0009	23-06-2023	Due		Please Select	<input type="checkbox"/>
SMITH, John (AA100502A)	06-07-2018	DET21	A0009	23-06-2023	Due		Please Select	<input type="checkbox"/>
WHITE, Martin (AA100001A)	05-07-2018	REF1	A0009	23-06-2023	Due		Please Select	<input type="checkbox"/>

Submit Selected

Payroll Dashboard

If data has been entered for a member's Final Pay, but the **Ready to Submit?** checkbox isn't ticked, you will receive a warning message stating that unsubmitted changes will not be saved.





Unsubmitted changes warning message

Once submitted, i-Connect will take you through the **Submission Processing** screen for a Final Pay submission.



Submission Processing screen

When the submission has finished, the **Progress** bar will turn green, and the **Status** is shown as *Complete*.



Submission Processing screen



Selecting the links will show the corresponding events.

All Events Breakdown - All

2 events have been detected for the following members:

[Export to CSV](#)

NI Number	Payroll Reference	Status	Error	Additional Information
AA142505D	DET59	COMPLETE		
AB102004A	DET23	COMPLETE		

All Events Breakdown screen

Overdue Tasks

i-Connect will check for members whose Final Pay data has now become overdue (after 14 days) daily. If a member or members are identified as being overdue, you will receive an email notification. Only one email will be sent per day regardless of the number of members identified as overdue.

Overdue Tasks will display as *Overdue* and, when you navigate to the **Tasks List** table, you will be able to view and sort by overdue Tasks.

Tasks

Employer	Payroll	Members	Task	Status
All Employers	All Payrolls	1	Provide Final Pay for members eligible for McCloud remedial action	Due
Final Pay Demo Employer	Final Pay Demo Payroll	2	Provide Final Pay for Leavers	Due
Other Employer	Other Payroll	2	Provide Final Pay for Leavers	Overdue

Tasks List table

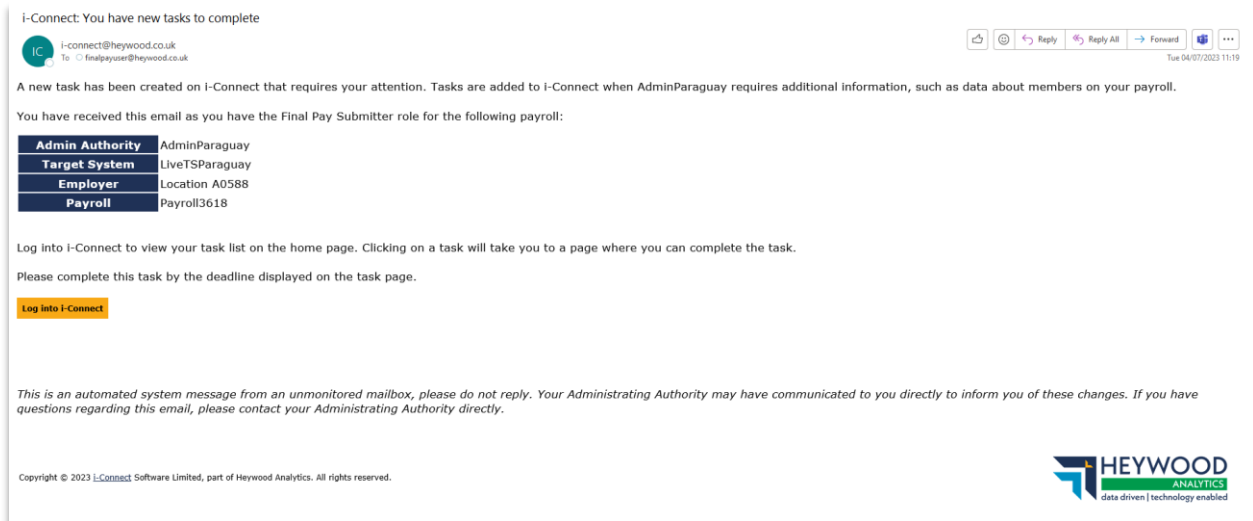
Member Name	Date of Leaving	Payroll Ref	Location	Due By	Status	Final Pay (£)	Final Pay Date	Ready to submit?
SMITH, Lee (PG743953A)	05-11-2023	GGG51	A0006	22-06-2023	Overdue		Please Select	<input type="checkbox"/>
MARTIN, James (PG743953B)	05-11-2023	GGG52	A0006	22-06-2023	Due		Please Select	<input type="checkbox"/>

Final Pay Tasks

Employer User Email Notifications

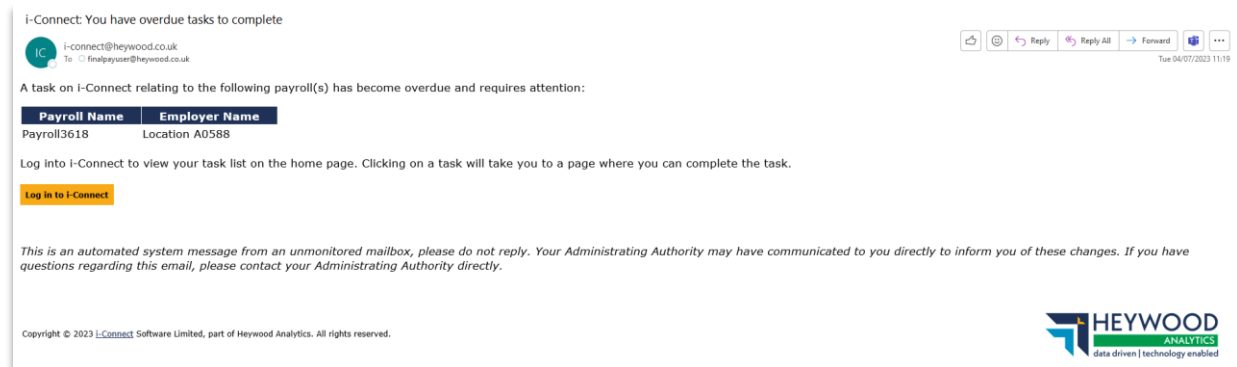
If you have the **Final Pay Submitter** role, you will be notified by email when a member requires their Final Pay to be captured. If multiple members require pay, you will only receive a single email.





Employer user new tasks to complete email

When a member’s Final Pay becomes overdue, another email notification will be sent. If more than one member’s Final Pay becomes overdue at the same time, you will only receive one email.



Employer user overdue tasks to complete email

Payroll Submission History

Final Pay submissions are shown in the **Payroll Submission History**.

Payroll Submission History

This page shows the history of file uploads for the selected payroll.

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status
final pay submission	01-01-2024	01-01-2024	08-06-2023 10:36:58	Leaver Final Pay	Complete
ThreeMembers.csv	01-12-2023	01-12-2023	08-06-2023 10:35:31	Payroll Upload	Complete
ThreeMembers.csv	01-12-2023	01-12-2023	08-06-2023 10:34:51	Member Employment Checking	Complete
ThreeMembers.csv	01-11-2023	01-11-2023	08-06-2023 09:01:28	Payroll Upload	Complete

Payroll Submission History screen

Want to Know More?

Look at these guides:

- [i-Connect User Management Guide](#)
- [i-Connect File Upload Guide](#)
- [i-Connect Online Return Guide](#)
- [i-Connect Onboarding Guide](#)



Appendix 1 - Contributions Reconciliation Report

Report Fields

Below is a breakdown of all fields in the **Contributions Reconciliation Report**.

Column Ref	Column Title	Description	Existing / New	Calculated or Submitted Value	Calculation	Example Input
A	Scheme	Identifying reference number of the scheme within the fund	Existing	Submitted		1
B	Employer	Name of the Employer	Existing	Submitted		Employer Name
C	MPP Employer	Name of the MPP acting for the Employer	Existing	Submitted		
D	Payroll	Identifying reference number of the Employer Payroll	Existing	Submitted		AAAA-BB01
E	Payroll Period	End date of the Payroll Period in question	Existing	Submitted		30/09/2021



Column Ref	Column Title	Description	Existing / New	Calculated or Submitted Value	Calculation	Example Input
F	Date Uploaded	Date submission was successfully sent to Altair	Existing	Submitted		24/09/2021
G	Members Submitted	Number of Members on the submission	Existing	Submitted		113
H	Members Omitted	Number of Omitted Members (included in the submission but no data change and no leaver event)	Existing	Submitted		0
I	Pens Pay (Period)	Total amount of Pensionable Pay for all Members for the Payroll Period)	Existing	Submitted		227534.72
J	Main CARE (YTD)	Combined Total of Employee and Employer Main CARE Contributions for the Year to Date	Existing	Submitted		1326366.93

Column Ref	Column Title	Description	Existing / New	Calculated or Submitted Value	Calculation	Example Input
K	50/50 CARE (YTD)	Combined Total of Employee and Employer 50/50 CARE Contributions for the Year to Date	Existing	Submitted		12245.65
L	EE Main (Period)	Total amount of Employee Contributions (Main) for the Payroll Period	Existing	Submitted		14773.51
M	EE 50/50 (Period)	Total amount of Employee Contributions (50/50) for the Payroll Period	Existing	Submitted		66.33
N	ER (Period)	Total amount of Employer Contributions for the Payroll Period	Existing	Submitted		38659.03
O	EE Main (YTD)	Total amount of Employee Contributions (Main) for the Year to Date	Existing	Submitted		87051.12

Column Ref	Column Title	Description	Existing / New	Calculated or Submitted Value	Calculation	Example Input
P	EE 50/50 (YTD)	Total amount of Employee Contributions (50/50) for the Year to Date	Existing	Submitted		397.98
Q	ER (YTD)	Total amount of all Employer Contributions for the Year to Date	Existing	Submitted		227564.13
R	APC SC (Period)	Total amount of shared cost Additional Pension Contributions for the Payroll Period	Existing	Submitted		0
S	APC EE (Period)	Total amount of Employee Additional Pension Contributions for the Payroll Period	Existing	Submitted		0
T	APC SC (YTD)	Total amount of shared cost Additional Pension Contributions for the YTD	Existing	Submitted		0

Column Ref	Column Title	Description	Existing / New	Calculated or Submitted Value	Calculation	Example Input
U	APC EE (YTD)	Total amount of Employee Additional Pension Contributions for the YTD	Existing	Submitted		0
V	AVCs (YTD)	Total amount of Employee Additional Voluntary Contributions for the YTD	Existing	Submitted		5198.88
W	Add Conts (YTD)	Total amount of Employee Additional Contributions (Added years / Additional Regular Contributions) made for the Year to Date	Existing	Submitted		0
X	ER Tot Cont %	Employer Contribution Rate (overall)	New Column	Either	PR + SR - IHLI	17
Y	ER Primary %	Employer Primary Contribution Rate	New Column	Submitted		16

Column Ref	Column Title	Description	Existing / New	Calculated or Submitted Value	Calculation	Example Input
Z	ER Secondary %	Employer Secondary Contribution Rate	New Column	Submitted		1
AA	IHLI %	Ill Health Liability Insurance Discount Rate	New Column	Submitted		0
AB	ER Calculated (Period)	Total Projected Employer Contributions for the Payroll Period	New Column	Calculated	$\text{Pens Pay (Period)} / 100 * \text{ECR}$	38680.90
AC	DIFF	Difference between Projected and Submitted Employer Contributions for the Payroll Period	New Column	Calculated	$\text{ER Calculated (Period)} - \text{ER (Period)}$	21.87
AD	PRV Amt	Amount of Primary Contributions	New Column	Calculated	$\text{Pens Pay (Period)} / 100 \times \text{PR}$	36633.09
AE	SRV Amt	Amount of Secondary Contributions	New Column	Calculated	$\text{Pens Pay (Period)} / 100 \times \text{SR}$	2047.81



Column Ref	Column Title	Description	Existing / New	Calculated or Submitted Value	Calculation	Example Input
AF	SC Annual	Total Secondary Contribution Payment set for the Scheme Year	New Column	Submitted		56300.00
AG	SC (period)	Secondary Contribution Payment Amount expected for the Payroll Period	New Column	Calculated	SC Annual /12	4691.67
AH	Tot ER Payment (period)	Total Employer payment expected for the Payroll Period	New Column	Calculated	SC Period + ER (Period)	43350.70