



iConnect

Andy Chapman-Ennos – Pensions Technical Specialist



Suffolk Pension Fund



i-Connect

- i-Connect allows employers to upload monthly data returns directly into our pension system.
- Can either be a monthly report extracted from the payroll system, or input directly into the i-Connect interface (where there's 10 members or less).
- The one monthly return covers: starters, leavers, hour changes, service breaks, name changes, address changes, pensionable pay, contributions.

i-Connect

- No need for separate starters notifications or hour changes.
- No need for an annual return as the data will have been collected monthly.
- Full-time equivalent salaries would still be needed for leavers, but using a reduced leaver form.
- Members would then see up-to-date pay on Member Self-Service.

i-Connect – What's involved

- Monthly report uploaded to iConnect online portal after the payroll has run
- iConnect then compares the data to our database
- Where data has changed (name, address, salary, hours, etc.) this is updated on our records.
- iConnect will flag up validation errors, tolerance failures.

i-Connect

- i-Connect is now live
- We currently have dates free pre April 2022 and also post August 2022 for onboarding further employers
- For further information, please contact me to discuss (Mondays, Wednesday, and Thursdays).

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Any Questions ?





Preparing for valuation – member data

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When do we need your employer data?

All employer data must be provided to the Suffolk Pension Fund by 21 April each year

Key Data issues identified in 2021

- Some employers failed to meet the set deadline
- We will process data that arrives on time first
- Risk of late data may result in Hymans Robertson needing to make assumptions on your employer data
- Missing starters and leavers

Preparation for Triennial valuation data return

- We will provide you with an employee list of who we're expecting data for in your return
- Distributed in February 2022 with confirmation from employers required by March 2022
- Purpose is to ensure there are no employee discrepancies ahead of you completing actual return – saves significant administration at busy year end time
- No amendments to template expected

Requesting of Data

- Clear e-mail instructions will be issued by 31 January 2022
- Information will be sent from designated LGPS e-mail address lgpsyarend@Suffolk.gov.uk
- Please ensure instructions are noted and any queries raised at earliest opportunity
- Ensure data is provided by 21 April in requested format

Completing your Data Return

What you need to provide in requested format:

- Separate lines for when employees have concurrent employments
- Details of all employees who have contributed in 2021/22 financial year including leavers
- Information needed includes pensionable pay and contributions paid
- Casual hours information needed for employees
- Contact us if you need any clarification when completing

Processing of your Data

To process your data we:

1. Apply basic checks to ensure columns are formatted and no data is missing
2. Load into the system and reconcile against our administration database
3. Once we've reconciled we'll run reports to highlight potential inconsistencies (salary errors, contributions missing)

Any of the above may generate queries we need your help to resolve

Timescales

- Employers provide Data by 21 April
- Basic checks will be completed within 10 working days and acknowledgement of this will be sent
- If there appears to be missing data we will tell you as this will need to be corrected urgently
- We will complete our reconciliations and send any inconsistencies for checking – 10 day turnaround

Timescales

- Data will be provided to Hymans Robertson by June 30
- Potential for some queries to be raised by Hymans Robertson that we may need to refer to you in July
- Statements to be available to your employees on Member Self Service by 31 August

Any Questions ?

