

Pensions Shared Service
Local Government Pension Scheme (LGPS)
i-Connect bulletin 1

Accurate records require accurate data

This bulletin is for the attention of employers and payroll providers who are responsible for LGPS i-Connect submissions to the Pensions Shared Service. In our first edition we will cover;

1. Ceasing employment
2. Changing job/post/role
3. Opting out
4. Omitted Members

This guidance will help to ensure that pension records are correct and that important actions, such as the payment of benefits are taken promptly. We may need to contact you more frequently if these steps are not taken.

Terminology

In the guidance below you will see references in square brackets. These are

[Item #number e.g. item 22] – an item in the payroll extract specification

[Text e.g. “Date of leaving”] – the information type or the relevant field for the online return]

Ceasing employment

If an LGPS member leaves employment you must complete [item 22 or “Date of leaving”] on your monthly i-Connect submission with details of the date of leaving/last day of service. This ensures that the record is completed correctly, and the PSS take the right action and is particularly important if retirement or death benefits are payable.

In conjunction with the leaving date you should also be completing [item 57 or “Reason for leaving”] with details of the reason the scheme pension member is leaving employment.

E.G.

- Resignation
- Retirement
- Ill health retirement
- Death
- Early Leaver
- Not returning from Maternity Leave

Providing this information via your monthly iConnect submission will help to ensure that we deal with leavers correctly, efficiently and reduce the times we need to contact you .

Changing job/post/role

If a scheme member changes their job/post/role which requires a change of position number or payroll number the old record should be reported on i-Connect as a leaver. This will ensure that the promotion is processed correctly and that the new job is populated with the correct information from the old record.

This can be done by completing [item 22 or “Date of leaving”] with the date that job/post/role ceases or the date their position number or payroll number changes and then completing [item 57 or “reason for leaving”] with one of the following.

E.G.

- Job change
- Promotion
- Pay number change
- Department Restructure

As long as you indicate a reason for the change, we will be able to update your pension scheme members record correctly without having to contact you for more information

Opting out

Members Opting out are treated differently to leavers on your monthly i-Connect submission.

Once you have received notification from the PSS of the “opt out” you must observe the following procedure;

Complete [item 50 or “Opt out date”] with the date the PSS has advised you as the employee’s last day of pension scheme membership. This may be the date your member started paying contributions if the option to cease membership has been received within 3 months of their start date or it will be the date they ceased paying contributions (this is generally the last day of the appropriate month).

Please **do not** complete [item 22 or “Date of leaving”] as this is only used for pension scheme members that are ceasing employment.

Please also note that you must not process an “opt out” unless you have been advised by the PSS to do so.

Omitted Members

On your i-Connect dashboard you may see an error message that states, ‘Omitted Payroll Members (present on a previous submission, and no leaver event processed)’. You must check this list after every submission to ensure the staff listed are being processed correctly.

Members of staff appear on this list where they were present on a previous submission, do not appear on the current month’s submission and a date of leaving has not been reported [item 22 or “Date of leaving”], or [item 50 or “opt out date”] on the last occasion their record was present on your i-Connect submission.

The list will show you the month the member was last active, and the list is carried forward each pay period, until the member re-appears on the payroll extract file, when normal processing is resume [item 22 or “Date of leaving”].

- Casual members of staff who appear on this list can be left until they re-appear on the returns.
- Where a leaver/opt out date was missed from the return you will need to contact the PSS to ensure the relevant member’s record is updated with the correct date of leaving.

If member of staff is to be removed from the omitted members list, please contact the PSS in order that we can assist you with the process.

Any Questions?

If you have any questions related to this bulletin or iConnect in general, please email us at pssemployers@richmondandwandsworth.gov.uk.