I-CONNECT FORMAT & DATA CHECKS

Balancing / Reconciliation

➢ Open the schedule sent to Carl Gardner at Investments. Compare the following figures on the **i-Connect Report** and the **Schedule**:

Column AU   EMPLOYEE MAIN CONTRIBUTIONS

Column AV   EMPLOYER CONTRIBUTIONS

Column BH   EMPLOYEE 5050 CONTS

Column BK   EMPLOYEE APC

If there is a discrepancy, please contact us. Please provide clarification for the discrepancy, member details and a breakdown of figures for audit purposes

Pre-upload Checks

Top row = Delete 'Mandatory / Ignore / Only if applicable', so the data titles are at the top

Dates = Date format, no future dates

Numbers = 2 decimal places and no comma separator

➢ **NI numbers (A):** Ensure all members have an entry

> EXCEL TIP:
> Highlight row A > Data > Filter

➢ **Payref 1 & 3 (B/D):** Blank

➢ **Pay Ref 2 (C):** Ensure all members have an entry. Also, check the Payref 3 entry is unique (for multiple post members)

➢ **Address Line 1/2 (E/F):** Check for missing details

➢ **Address line 1 - 5 (E - I):** Check for commas using the 'find' function

➢ **Post codes (J):** Ensure all members have an entry

➢ **Email, Telephone, Mobile and Work info (K to U):** Blank

➢ **DOL (V):** Check for very old dates & dates in advance of the payroll period (future dates)

➢ **Payroll Date (W):** This should be the end of the month and the same for all members

➢ **Additional conts 1 (X):** AVC's as a **YTD figure**. Apply zero if figures are nil.
   • Remove comma separator to prevent file error

➢ **Additional conts 2 (Y):** ARC's / Added years as a **YTD figure**. Apply zero if figures are nil

➤ Suspension Start/End dates (Z/AA) if applicable apply dates to the report

- This is for _unpaid leave_ only. For example: A member started MAT/PAT leave and received full/reduced pay for 9 months, suspension dates are _not required_. If the member takes MAT/PAT leave for a further 3 months on unpaid leave the suspension dates would be required to reflect the _3-month period only_

- Suspension dates are _not_ required for sick leave.

➤ SMP Indicator (AC): Provide a reason for break if suspension dates are on the report
A =Leave of absence, E =Education break, M =Parental break, S =Strike, U =Unauthorised

➤ Blank columns AB, AJ, AL & AN: no data required

➤ Gender (AF): Format is M or F, not Male or Female in full

➤ DOB (AG): Check these dates look reasonable

➤ Marital Status (AH): Can be blank or use the format M, D, S, C, P, W

➤ Title (AI): Is in the format Mr, Mrs, Ms, Miss, Mx, Dr, Sir, Prof, Cllr or can be blank

➤ Taxable Earnings (AK) should be 0.00 for all members – no blank cells

➤ Pen pay (AM): Pensionable Pay / CARE pay / APP (period figure)
- Ensure all members have a figure, this is for both main and 50/50 scheme members
- If APP is applicable, apply this to the period and cumulative Pen Pay figure

➤ Date Joined Fund (AO): Ensure a DJF is extracted for new members only
- Include dates for the current month and previous month
- Remove very old dates or future dates
- A DJF cannot be on the same report as a DOL (V) or Opt Out date (AX). This would create a record but would not make it inactive.

➤ Job Title (AP): Max character limit is 20. This can be blank

➤ Hours (AQ – AT): These four columns should be blank

➤ Contribution rate (AW): Required for _all_ members on the report, even with zero earnings
- Ensure the rate is valid: 2.75% – 12.5% (no punctuation)
- Check this is to two decimal places only

➤ Opt Out date (AX): Ensure members have either a DOL (V) or Opt Out date (AX) - not both

➤ Opt In date: (AY): Blank. Only apply a date to Date Joined Pension Scheme (column AO)

➤ FTE (BB): Blank for months 1 - 11. **Apply to March report only**

50/50 Scheme members

➢ **Figures required**: Check pay figures have been applied to the following columns for 50/50 members:

> Pen pay (AM)
> Employer Contributions (AV)
>
> 50/50 Cumulative Pen Pay (BA)
>
> EE 50/50 Contributions (BH)
> Cumulative EE's 50/50 Contributions (BI)

➢ **Zero figures required:** The main scheme columns must have zero's for the 50/50 members

> Employee Main Contributions (AU)
> Main Cumulative Pen Pay (AZ)
> Cumulative Employee Main Scheme Conts (BC)

➢ **Contribution rate (AW):** All 50/50 members must have a rate between 2.75% – 6.25%

Cumulative Figures

It is the responsibility of the employer/payroll provider to ensure these are correct. Also, the Pension Section are not able to monitor these figures (due to APP and other factors)

Cumulative figures:

- MAIN_CUMULATIVE_PEN_PAY   (AZ)
- CUMULATIVE_EES_MAIN_CONTRIB   (BC)
- CUMULATIVE_ERS_CONTRIB   (BD)
- FIFTY_CUMUL_PEN_PAY   (BA)
- CUMUL_EES_5050_CONTS   (BI)

The cumulative Pen Pay figures are particularly important as these are used to calculate the pension accrued for the financial year.

➢ **Negative cumulative figures** (AZ, BA, BC, BD, BG & BI) Negative period figures will not post to the record. Make a note as these will be a validation error and will not post any data.
Let us know of a **DOL** (V) or **Opt Out date** (AX) if applicable

Assumed Pensionable Pay (APP)

Ensure the report holds APP where applicable. Pensions cannot monitor this is correct. The responsibility is with the ER / Payroll provider. If unsure about the figures, get in touch.

Report Format

➢ Save as CSV (Comma Delimited) (*.csv)

To prevent a file error: Highlight a few hundred lines below the last line of data, right click and delete. This will remove content in the background. Save and close the document.