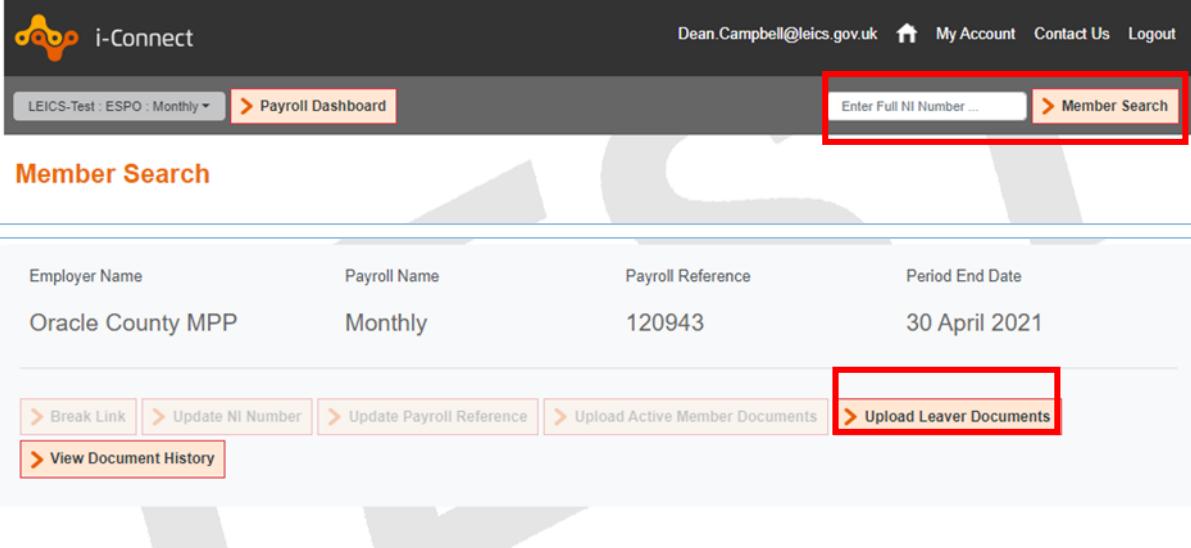


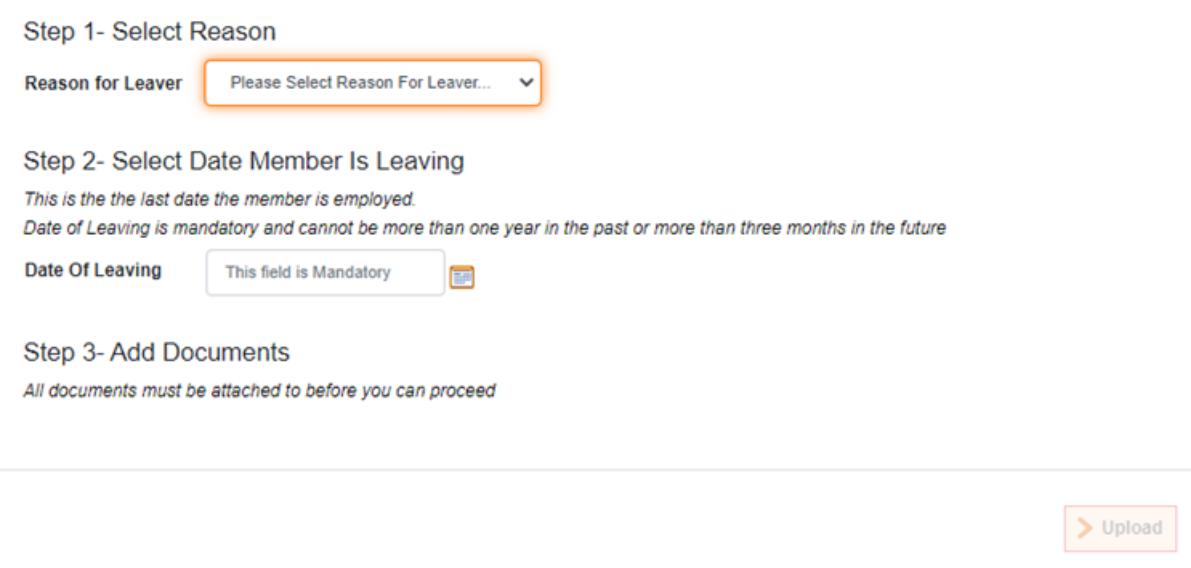
## How to Upload Documents for Leavers Through i-Connect

1. Identify the member by entering the NI Number in the **Member Search** box and clicking 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 the '**Upload Leaver Document**' button:



The screenshot shows the i-Connect Payroll Dashboard. At the top, there is a navigation bar with the i-Connect logo, user email (Dean.Campbell@leics.gov.uk), and links for 'My Account', 'Contact Us', and 'Logout'. Below the navigation bar, there is a search bar labeled 'Enter Full NI Number ...' with a 'Member Search' button next to it, both highlighted with a red box. The main content area is titled 'Member Search' and displays payroll details for 'Oracle County MPP' with a payroll name 'Monthly', payroll reference '120943', and period end date '30 April 2021'. Below these details are several buttons: 'Break Link', 'Update NI Number', 'Update Payroll Reference', 'Upload Active Member Documents' (which is also highlighted with a red box), and 'View Document History'.

2. A pop-up window will appear to guide you through document upload process:



The screenshot shows a pop-up window with three main steps: 'Step 1- Select Reason', 'Step 2- Select Date Member Is Leaving', and 'Step 3- Add Documents'.  
**Step 1- Select Reason:** A dropdown menu labeled 'Reason for Leaver' with the placeholder 'Please Select Reason For Leaver...'.  
**Step 2- Select Date Member Is Leaving:** A note stating 'This is the the last date the member is employed.' and 'Date of Leaving is mandatory and cannot be more than one year in the past or more than three months in the future.' Below this is a 'Date Of Leaving' field with a note 'This field is Mandatory' and a calendar icon.  
**Step 3- Add Documents:** A note stating 'All documents must be attached to before you can proceed.'  
At the bottom right of the pop-up is a large red 'Upload' button.

3. Select a **Reason for Leaver** from the selector box.

**Step 1- Select Reason**

Reason for Leaver

Please Select Reason For Leaver...  
Death in Service  
**III Health Retirement**  
Normal Retirement  
Redundancy Retirement  
Under 55 leaver with Final Salary

**Step 2- Select Date**  
*This is the 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 three months in the future*

Date Of Leaving

**Step 3- Add Documents**  
*All documents must be attached to before you can proceed*

4. You will then be prompted to enter a **Date of Leaving** and to upload the relevant documents that are required. Once all the fields have been entered and the necessary documents attached, the **Upload** button will then be available to click to finish the process:

Reason for Leaver

**Step 2- Select Date Member Is Leaving**  
*This is the 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 three months in the future*

Date Of Leaving

**Step 3- Add Documents**  
*All documents must be attached to before you can proceed*

III health supporting documents  
(Certificate A and I-HNOTN form)

iConnect Leaver notification form  
(ePen3)

5. To check on the progress of the submission, click on the ‘View Document History’ button within the relevant Member search result to bring up a list of all submission attempts for that Member / Payroll.

Employer Name	Payroll Name	Payroll Reference	Period End Date
Oracle County MPP	Monthly	120943	30 April 2021
<a href="#">View Document History</a> <a href="#">Update Member</a> <a href="#">Update Payroll Reference</a> <a href="#">Upload Active Member Documents</a> <a href="#">Upload Leaver Documents</a>			
<a href="#">View Document History</a>			

Once a submission is complete, the Document Status will change to ‘COMPLETE’ (Both Administrating Authority and Employer users can view this):

Document	Reason for Upload	Uploaded By	Date Uploaded	Document Status
Leaver notification form	Normal Retirement	DCampbell123	2021-07-02	COMPLETE