

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:

i-Connect

Dean.Campbell@leics.gov.uk My Account Contact Us Logout

LEICS-Test : ESPO : Monthly Payroll Dashboard

Enter Full NI Number ... Member Search

Member Search

Employer Name	Payroll Name	Payroll Reference	Period End Date
Oracle County MPP	Monthly	120943	30 April 2021

Break Link Update NI Number Update Payroll Reference Upload Active Member Documents Upload Leaver Documents View Document History

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

Step 1- Select Reason

Reason for Leaver Please Select 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 This field is Mandatory

Step 3- Add Documents

All documents must be attached to before you can proceed

Upload

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

Step 1- Select Reason

Reason for Leaver Please Select 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 This field is Mandatory

Step 3- Add Documents

All documents must be attached to before you can proceed

> Upload

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 Ill Health Retirement ▼

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 30-06-2021

Step 3- Add Documents

All documents must be attached to before you can proceed

Ill health supporting documents (Certificate A and I-HNOTN form) > Choose Files

iConnect Leaver notification form (ePen3) > Choose Files

> Upload

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

[➤ Re-submit](#) [➤ Update All Member](#) [➤ Update Payroll Reference](#) [➤ Upload Active Member Documents](#) [➤ Upload Leaver Documents](#)
[➤ View Document History](#)

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