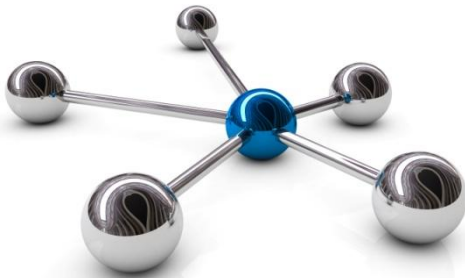


i-Connect



Payroll Extract File Specification Guide



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Table of Contents

1	Purpose of this Guide	4
2	Preparation	5
2.1	Record Matching	5
3	Extract File Creation Preparation	6
3.1	File Format	6
3.2	Header Row	6
3.3	Duplicate Records	6
3.4	Other Payroll Extract File Considerations	7
4	Uploading Data	8
4.1	Getting Ready to Upload Data	8
4.2	Processing Times	8
5	i-Connect Payroll Extract File Specification	9
6	Example Payroll Extract File	24
7	Frequently Asked Questions	25
8	Need More Help?	28



1 Purpose of this Guide

This guide will provide you with a comprehensive understanding of the i-Connect payroll extract file specification, including each of the data items that need to be submitted to your administering authority every pay period.

Data items are either mandatory, conditional or optional, for i-Connect data processing. Your administering authority may insist on some of the conditional or optional data items be provided. .

1.1.1 Further Reading

- If you are an employer:

Refer to the i-Connect User Guide for Employers for further information regarding the i-Connect service.

- If you are an administering authority:

Refer to the User Guide for Employers listed above and the i-Connect User Guide for Administering Authorities.

Please email support@i-Connectdata.co.uk if you have not received copies of the documentation.



2 Preparation

2.1 Record Matching

i-Connect will automatically match, where possible, each separate post on your payroll system to a corresponding record on your administering authority's pensions administration system (referred to throughout this document as 'the target system'). The matching process uses employees' National Insurance numbers together with a unique payroll identifier.

2.1.1 Unique Payroll Identifier

A unique payroll identifier must be present for each payee/post on the payroll extract file. This key can be a combination of fields held on the payroll system, for example payroll reference, employee reference and post number. There are three 12-character fields available on the payroll extract file to output the unique payroll identifier:

- Payroll Reference 1 (Data Item 2)
- Payroll Reference 2 (Data Item 3)
- Payroll Reference 3 (Data Item 4)

These three fields provide you and your administering authority with the flexibility to create a unique payroll identifier in a single field or across multiple fields.

The examples in the table below use the following information:

National Insurance Number AA123123A
Payroll Reference 555444
Post Number 144-543

Unique Payroll Identifier	National Insurance Number	Payroll Reference 1	Payroll Reference 2	Payroll Reference 3
Single Field	AA123123A	555444144543		
Multiple Fields (2)	AA123123A	555444	144-543	
Multiple Fields (3)	AA123123A	555444	144	543

Each of the three payroll reference fields correspond to a specific field on the target system. Your administering authority will provide you with their specific field level matching requirements as part of the i-Connect implementation process, please contact them as soon as possible if this information has not been provided.

The selected matching method must be consistent for all records on the payroll extract file.



3 Extract File Creation Preparation

3.1 File Format

All payroll extract files uploaded into i-Connect must be saved as comma separated value (CSV) files. Files not in this format will be rejected during the upload process.

Fields containing commas must be embedded within a set of double quotes (commonly referred to as text qualifiers), to maintain data integrity. For example, a data entry in Address Line 1 (data item 15), with a comma present, would be output as:

```
"Dun Roamin, Dun Campin"
```

3.2 Header Row

A header row must be present on the first row of each payroll extract file, to describe the i-Connect data items. Failure to include a header row will result in the first record on the file being omitted from processing, as i-Connect always assumes the first row is the header.

A sample header row is shown below:

```
NI_NUMBER, PAY_REF_1, PAY_REF_2, PAY_REF_3, ADD_LINE_1, ADD_LINE_2, ADD_LIN  
E_3, ADD_LINE_4, ADD_LINE_5, POSTCODE, EMAIL_ADDRESS, TELEPHONE_NUMBER, MOB  
ILE_NUMBER, WORKS_PLACE_NAME  
, WORKS_ADD_LINE_1, WORKS_ADD_LINE_2, WORKS_ADD_LINE_3, WORKS_ADD_LINE_4,  
WORKS_ADD_LINE_5, WORKS_POSTCODE, WORKS_EMAIL_ADDRESS, DATE_OF_LEAVING, P  
AYROLL_PERIOD_END_DATE, ADDITIONAL CONTRIBUTIONS_1, ADDITIONAL CONTRIBU  
TIONS_2, SUSPENSION_START, SUSPENSION_END, FILLER_1, SMP_IND, SURNAME, FORE  
NAMES, GENDER, DOB, MARITAL_STATUS, TITLE, NI_EARNINGS, TAXABLE_EARNINGS, AN  
NUAL_PENSIONABLE_SALARY, PENSIONABLE_PAY, EFFECTIVE_DATE, DATE_JOINED_PE  
NSION_SCHEME, JOB_TITLE, PART_TIME_HOURS_EFFECTIVE_DATE, PART_TIME_HOURS  
, PART_TIME_INDICATOR, WHOLE_TIME_EQUIVALENT_HOURS, EMPLOYEE'S_CONTS, EMP  
LOYER'S_CONTS, SCHEME_CONT_RATE, OPT_OUT_DATE, OPT_IN_DATE, MAIN_SECTION_  
CUMULATIVE_PEN_PAY, 5050_SECTION_CUMULATIVE_PEN_PAY, FTE_FINAL_PAY, CUMU  
LATIVE_EMPLOYEE'S_SCHEME_CONTS, CUMULATIVE_EMPLOYER'S_SCHEME_CONTS, REA  
SON_FOR_LEAVING, FILLER_2, FILLER_3, FILLER_4, FILLER_5, FILLER_6, FILLER_7
```

The column names do not have to be identical to those above, but the field ordering must be the same as the order specified in section 5.

3.3 Duplicate Records

All records on the i-Connect payroll extract file must be unique. Uploaded files will be rejected if there are one or more records containing duplicate combinations of National Insurance Number and the Unique Payroll Identifier.



3.4 Other Payroll Extract File Considerations

- The order of the data items must match the order specified in the file layout.
- The payroll period end date (data item 23), must be the same on all records.
- Blank rows must not be present in the payroll extract file.
- Ensure all leading zeros remain if the has to be converted to CSV format.
- Ensure all transactions processed after the payroll cut off date are included on the i-Connect payroll extract file report. This must include new starters, leavers, post changes etc.
- Part-time hours must be prorated for term-time employees.
- Negative values are indicated by a minus '-' character at the beginning of the data field (e.g. -115.64).



4 Uploading Data

4.1 Getting Ready to Upload Data

Please read the 'i-Connect User Guide for Employers' and ensure that you can answer 'yes' to the following questions before attempting to upload any data into i-Connect:

- Is the file in the correct format?
- Have you used the correct payroll-period-end date?
- Are all the records unique?
- Has your administering authority provided you with a username?
- Have you completed the i-Connect registration process?
- Have you created a test payroll in i-Connect?

4.2 Processing Times

The following table provides approximate timings for processing payroll extract files in i-Connect. The first stage, 'File Upload/Employment Check', checks the structure of the file, validates the data and checks whether any payees have been deleted from the target system by the administering authority. The second stage, 'Target System Update', uploads the detected events to the administering authority's target system:

Number of Records	Approx. Processing Times (mins)	
	File Upload / Employment Check	Target System Update
1000	15	20
2000	20	40
5000	30	100
7,500	50	150
10,000	70	200
15,000	100	300
20,000	120	400

*Processing times can vary depending on internet speeds and concurrent usage



5 i-Connect Payroll Extract File Specification

Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
1	NATIONAL INSURANCE NUMBER	National Insurance (NI) number of the employee.	9	Mandatory
Example:	AB123456C			
Notes	<p>Please enter the employee's NI Number. The NI number is used in conjunction with one or more of the payroll reference fields (items 2 -4) to identify the correct record on the administering authority's target system. Please contact your administering authority if any of the employees do not have a National Insurance number, as this is a mandatory field on the target system.</p> <p>This data item must be completed</p>			
2	PAYROLL REFERENCE 1	An additional unique identifier. Generally, this is the employee's payroll number with the current employer. It should be a unique identifier for each post in your organisation.	12	Conditional*
Example:	134-0547			
Notes	<p>Please enter a unique identifier to match the post to the correct target system record, for example Payroll Reference Number. Please contact your administering authority to confirm whether this unique identifier should be placed in Payroll Reference 1, Payroll Reference 2 or Payroll Reference 3.</p> <p>If this field is not used as unique identifier, it can be used to store additional payroll identification information for new starters, such as Post or Contract Number.</p> <p>* Mandatory if the administering authority specifies this field as a unique identifier.</p>			
3	PAYROLL REFERENCE 2	An additional unique identifier. Generally, this is the employee's payroll number with the current employer. It should be a unique identifier for each post in your organisation.	12	Conditional*
Example:	TY0123456			
Notes	<p>Please enter a unique identifier to match the post to the correct target system record, for example Payroll Reference Number. Please contact your administering authority to confirm whether this unique identifier should be placed in Payroll Reference 1, Payroll Reference 2 or Payroll Reference 3.</p> <p>If this field is not used as unique identifier, it can be used to store additional payroll identification information for new starters, such as Post or Contract Number.</p> <p>* Mandatory if the administering authority specifies this field as a unique identifier.</p>			

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
4	PAYROLL REFERENCE 3	An additional unique identifier. Generally, this is the employee's payroll number with the current employer. It should be a unique identifier for each post in your organisation.	12	Conditional*
Example:	07			
Notes	Please enter a unique identifier to match the post to the correct target system record, for example Payroll Reference Number. Please contact your administering authority to confirm whether this unique identifier should be placed in Payroll Reference 1, Payroll Reference 2 or Payroll Reference 3. If this field is not used as unique identifier, it can be used to store additional payroll identification information for new starters, such as Post or Contract Number. * Mandatory if the administering authority specifies this field as a unique identifier.			
5	ADDRESS LINE 1	Address Line 1 of the correspondence address of the employee.	30	Optional
Example:	Riverview			
Notes	Please enter the first address line of where the employee lives. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (''). If any of the address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.			
6	ADDRESS LINE 2	Address Line 2 of the correspondence address of the employee.	30	Optional
Example:	23 Upper Riverbank			
Notes	Please enter the second address line of where the employee lives. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (''). If any of the address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.			
7	ADDRESS LINE 3	Address Line 3 of the correspondence address of the employee.	30	Optional
Example:	Hale Barns			
Notes	Please enter the third address line of where the employee lives. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (''). If any of the address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.			

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
8	ADDRESS LINE 4	Address Line 4 of the correspondence address of the employee	30	Optional
Example:	Altrincham			
Notes	Please enter the fourth address line of where the employee lives. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe ('). If any of the address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.			
9	ADDRESS LINE 5	Address Line 5 of the correspondence address of the employee.	20	Optional
Example:	Cheshire			
Notes	Please enter the fifth address line of where the employee lives. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe ('). If any of the address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.			
10	POSTCODE	Postcode of the correspondence address of the employee.	10	Optional
Example:	WA14 1TT			
Notes	Please enter letters (a-z), numbers (0-9) and a single space.			
11	EMAIL ADDRESS	Personal email address of the employee.	72	Optional
Example	hhasna-smith@domain.co.uk			
Notes:	Please enter the employee's personal email address. Email address should be in the correct format (for example niceandsimple@example.com or very.common@example.co.uk). You should check with your administering authority whether this field is required, as it may affect access to member self-service systems.			
12	TELEPHONE NUMBER	Personal telephone number of the employee.	14	Optional
Example	01234567890			
Notes:	Please enter the employee's personal landline number. Numeric characters and spaces only.			

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
13	MOBILE NUMBER	Personal mobile number of the employee.	14	Optional
Example	0777777777			
Notes: Please enter the employee's personal mobile number. Numeric characters and spaces only.				
14	WORKS PLACE NAME	The place name of where the employee currently works.	40	Optional
Example	Elmridge Primary School			
Notes: Please enter the name of the Employee's work place.				
15	WORKS ADDRESS LINE 1	Address Line 1 of the works address of the employee.	30	Optional
Example	Wilton Drive			
Notes: Please enter the first address line of where the employee works. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (''). If any of the works address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.				
16	WORKS ADDRESS LINE 2	Address Line 2 of the works address of the employee.	30	Optional
Example	Hale Barns			
Notes: Please enter the first address line of where the employee works. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (''). If any of the works address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.				
17	WORKS ADDRESS LINE 3	Address Line 3 of the works address of the employee.	30	Optional
Example	Altrincham			
Notes: Please enter the first address line of where the employee works. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (''). If any of the works address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.				



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
18	WORKS ADDRESS LINE 4	Address Line 4 of the works address of the employee.	30	Optional
Example:	Cheshire			
Notes: Please enter the first address line of where the employee works. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (''). If any of the works address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.				
19	WORKS ADDRESS LINE 5	Address Line 5 of the works address of the employee.	30	Optional
Example:	United Kingdom			
Notes: Please enter the first address line of where the employee works. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (''). If any of the works address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.				
20	WORKS POST CODE	Postcode of the works address of the employee.	10	Optional
Example:	WA15 1PS			
Notes: Please enter letters (a-z) , numbers (0-9) and a single space.				
21	WORKS EMAIL ADDRESS	Work email address of the employee.	72	Optional
Example:	tsmith@domain.co.uk			
Notes: Please enter the employee's email address for where they work. Email address should be in the proper format (for example niceandsimple@example.com or very.common@example.co.uk).				
22	DATE OF LEAVING	Date the employee left this post.	10	Conditional*
Example:	31/05/2015			
Notes: Please enter the date in the format of DD/MM/YYYY . *Mandatory for Leavers.				



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
23	PAYROLL PERIOD END DATE	End date of the earnings period to which the pay relates.	10	Mandatory
Example:	30/06/2015			
<p>Notes: Please enter the date in the format of DD/MM/YYYY. The same date must be present for each record on the file; mixed payroll period end dates are not acceptable. This data item must be completed</p>				
24	ADDITIONAL CONTRIBUTIONS 1	Additional voluntary contributions the employee is paying.	10	Optional
Example:	10.01 CUMULATIVE			
<p>Notes: Please enter the cumulative pay to date total for any additional voluntary contributions the employee is paying. Only enter numbers and decimal point. Leave blank if value null, do not populate with zeros.</p>				
25	ADDITIONAL CONTRIBUTIONS 2	Additional regular contributions the employee is paying.	10	Optional
Example:	15.99 CUMULATIVE			
<p>Notes: Please enter the cumulative pay to date total for any additional regular contributions the employee is paying. Only enter numbers and decimal point. Leave blank if null, do not populate with zeros.</p>				
26	SUSPENSION START DATE	The start date of any period of suspension for the employee.	10	Optional
Example:	17/06/2015			
<p>Notes: Please enter the start date of commencement of any unpaid leave of absence, for example strike, maternity or paternity. Please enter the date on the format of DD/MM/YYYY.</p>				

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
27	SUSPENSION END DATE	The end date of any period of suspension for the employee.	10	Optional
Example:	18/06/2015			
Notes:	Please enter the end date of a termination of any unpaid leave of absence, for example strike, maternity or paternity. Please enter the date on the format of DD/MM/YYYY .			
28	FILLER	A spare field reserved for future use.	1	N/A
Example:	Y			
Notes:	Leave blank.			
29	SMP INDICATOR	Indicator to show the suspension period was as a consequence of maternity/paternity leave.	1	Optional
Example:	Y			
Notes:	Please enter Y to indicate that the unpaid leave of absence was due to maternity or paternity leave.			
30	SURNAME	Surname of the employee.	25	Mandatory
Example:	James Howard-Jones Vaughan Williams O'Hara			
Notes:	Please enter the last name of the employee. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe ('). This data item must be completed			
31	FORENAMES	Forename(s) of the employee.	25	Mandatory
Example:	Myfanwy Amelia-Lily Lewis Watson			
Notes:	Please enter a maximum of three forenames for the employee. Upper and lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe ('). This data item must be completed			

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
32	GENDER	Gender of the employee.	1	Mandatory
Example:	M			
Notes: Please enter either M (male) or F (female). This data item must be completed				
33	DATE OF BIRTH	Date of birth of the employee.	10	Mandatory
Example:	06/05/1971			
Notes: Please enter the date in the format of DD/MM/YYYY . This data item must be completed				
34	MARITAL STATUS	The employee's marital / partnership status.	1	Optional
Example:	M			
Notes: Please enter the employee's marital/partnership status, the following entries are valid: C - Civil Partnership D - Divorced M - Married P - Declared Partnership S - Single W - Widowed				
35	TITLE	Title.	4	Optional
Example:	Mr			
Notes: Please enter one of the following valid titles: Mr Mrs Miss Ms Dr				

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
36	NATIONAL INSURANCE EARNINGS	The cumulative national insurance earnings of the employee for the current financial year.	10	N/A
Example:	651 CUMULATIVE			
Notes:	NI Earnings are no longer required from 6 April 2016. Leave blank			
37	TAXABLE EARNINGS	The taxable earnings of the employee for the current pay period.	10	Mandatory
Example:	1200.99 PAY PERIOD			
Notes:	Please enter the employee's taxable earnings for the current payroll period, for example: salary, wages, commission, bonuses, overtime, statutory sick pay, statutory maternity pay, ordinary or additional statutory paternity pay and statutory adoption pay. This is used by i-Connect to determine qualifying earnings for auto enrolment purposes. Only enter numbers and decimal point. Mandatory, populate with '0.00' if null pay this period.			
38	ANNUAL PENSIONABLE SALARY	The annual pensionable salary rate for the employee.	10	Optional
Example:	18500.00 ANNUAL			
Notes:	Please enter the employee's annual pensionable salary for the post. An effective date must be entered in data item 40 if an annual pensionable salary is entered. Only enter numbers and decimal point. Leave blank if null.			
39	PENSIONABLE PAY	The pensionable pay/or assumed pensionable pay of the employee for the current pay period.	10	Mandatory
Example:	1000.01 PAY PERIOD			
Notes:	Please enter the employee's pensionable pay for the current payroll period. Only enter numbers and decimal point. Mandatory, populate with '0.00' if null pay this period.			



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
40	EFFECTIVE DATE	The effective date for the annual pensionable salary rate.	10	Conditional*
Example:	01/04/2015			
Notes:	Please enter the date from which the Annual Pensionable salary entered in item 38 is applicable from. Please enter the date in the format DD/MM/YYYY . *Mandatory if data item 38 is present, leave blank if data item 38 is blank.			
41	DATE JOINED PENSION SCHEME	The date the employee joined the pension scheme.	10	Conditional*
Example:	01/04/2015			
Notes:	Please enter the date the member joined either the <ul style="list-style-type: none"> ▪ Local Government Pension Scheme. ▪ Police pension Scheme ▪ Fire-Fighters Pension Scheme Please enter the date in the format DD/MM/YYYY . *Mandatory for new starters.			
42	JOB TITLE	Job title / description of the employee.	20	Optional
Example:	Payroll Officer			
Notes:	Please enter the employee's job title for this post.			
43	PART-TIME HOURS EFFECTIVE DATE	The date the employee started working the contracted part-time hours.	10	Conditional*
Example:	15/03/2015			
Notes:	Please enter the effective date the employee started working the contracted part-time hours specified in item 44 below. This should be the last date the member had a change in Part-time hours, moved from part-time to full time/casual or vice versa. Please enter the date in the format DD/MM/YYYY . * Mandatory for part-timers and casuals (data item 45 set to Y or C).			



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
44	PART-TIME HOURS	The part-time hours the employee is working for this post.	5	Conditional*
Example:	15.75			
<p>Notes:</p> <p>Please enter the contracted part-time hours the employee is working for this post.</p> <p>If the member is whole-time or casual, this field should be left blank.</p> <p>Note this figure cannot be equal to or greater than the value in data item 46.</p> <p>Only enter numbers and decimal point.</p> <p>* Mandatory for part-timers</p>				
45	PART-TIME INDICATOR	An indicator to identify that the employee is part-time in this post.	1	Conditional*
Example:	Y			
<p>Notes:</p> <p>Please enter Y if the employee is working part-time in this post.</p> <p>Please enter C if the employee is a casual worker in this post.</p> <p>*Mandatory if PART-TIME HOURS (Data item 44) are present, leave blank for whole-time or casual members.</p>				
46	WHOLE-TIME EQUIVALENT HOURS	The notional whole-time hours a part-time member would be working in this post.	5	Conditional*
Example:	37.50			
<p>Notes:</p> <p>Please enter the notional whole-time equivalent hours the employee would be working for this post.</p> <p>If the member is whole-time or casual, this field should be left blank.</p> <p>If 'Y' is entered in data item 45, a figure greater than zero must be entered.</p> <p>Only enter numbers and decimal point.</p> <p>*Mandatory for part-timers</p>				

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
47	EMPLOYEE'S CONTRIBUTIONS	Employee's scheme contributions.	10	Mandatory
Example:	120.00 PAY PERIOD			
Notes: Please enter the employee's scheme contributions for the current payroll period. Only enter numbers and decimal point. Mandatory, populate with '0.00' if null pay this period. Negative values are valid.				
48	EMPLOYER'S CONTRIBUTIONS	Employer's scheme contributions.	10	Mandatory
Example:	240.00 PAY PERIOD			
Notes: Please enter the employer's scheme contributions for the current payroll period. Only enter numbers and decimal point. Mandatory, populate with '0.00' if null pay this period. Negative values are valid.				
49	SCHEME CONTRIBUTION RATE	Employee's scheme contribution rate.	5	Mandatory
Example:	6.25 PAY PERIOD			
Notes: Please enter the member's scheme contribution rate (2.75 to 12.50), for the current payroll period. Only enter numbers and decimal point. Mandatory, default rate required for members who have left or opted out of the scheme.				
50	OPT OUT DATE	The date the employee opted out of the pension scheme.	10	Conditional*
Example:	31/05/2015			
Notes: Please enter the date the employee opted out of the pension scheme. The Opt Out Date should be removed if the member opts back in to the scheme and an Opt In date is entered in data item 51. All optant outs should remain on the payroll extract file, until they leave employment (at which point a date of leaving should be entered in data item 22). Please enter the date in the format DD/MM/YYYY . *Mandatory for optants out				

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
51	OPT IN DATE	The date the employee opted in to the pension scheme.	10	Conditional*
Example:	01/05/2015			
<p>Notes:</p> <p>Please enter the date the employee opted in to the pension scheme.</p> <p>Please enter the date in the format DD/MM/YYYY.</p> <p>The Opt In Date should be removed if the member opts out of the scheme and an Opt Out date is entered in data item 50.</p> <p>*Mandatory for optants in, leave blank for existing LGPS members</p>				
52	MAIN SECTION CUMULATIVE PENSIONABLE PAY	The total pensionable pay or assumed pensionable pay in the main section of the <u>CARE</u> scheme for the scheme year (1 April-31 March)	10	Mandatory
Example:	1000.01 CUMULATIVE			
<p>Notes:</p> <p>Please enter the cumulative pay to date total for the employee's main section pensionable pay for the current financial year.</p> <p>Only enter numbers and decimal point.</p> <p>Mandatory, populate with '0.00' if null or the member is not in the CARE scheme.</p> <p>Negative values are not valid.</p>				
53	50/50 SECTION CUMULATIVE PENSIONABLE PAY	The total pensionable pay or assumed pensionable pay in the 50/50 section of the <u>CARE</u> scheme for the scheme year (1 April-31 March).	10	Mandatory
Example:	1000.01 CUMULATIVE			
<p>Notes:</p> <p>Please enter the cumulative pay to date total for the employee's 50/50 section pensionable pay for the current financial year.</p> <p>THIS IS ONLY REQUIRED FOR MEMBERS OF THE LGPS</p> <p>Only enter numbers and decimal point.</p> <p>Mandatory, populate with '0.00' if null or if the employee is not in the CARE scheme or a member of the Police or Fire-Fighters Pension Scheme</p> <p>Negative values are not valid.</p>				

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
54	FULL TIME EQUIVALENT FINAL PAY	Full time equivalent pensionable pay in respect of the employment for the scheme year (Pre 2014 CARE scheme definition).	10	Mandatory
Example:	18000.00 ANNUAL			
<p>Notes: Please enter the member's annual final pay, based on the LGPS 2008 definition of pay for the current financial year.</p> <p>Please contact your administering authority if you are unable to provide an accurate FTE Final Pay. i-Connect recommend that this field is populated with 0.00 until a satisfactory arrangement has been agreed with the administering authority. A value is required before the scheme year-end for use with annual benefit statements and member self service systems.</p> <p>Only enter numbers and decimal point.</p> <p>Mandatory, populate with '0.00' if null.</p>				
55	CUMULATIVE EMPLOYEE'S CONTRIBUTIONS	Employee's scheme contributions.	10	Mandatory
Example:	999.99 CUMULATIVE			
<p>Notes: Please enter the cumulative pay to date total for the employee's scheme contributions, for the current financial year.</p> <p>Only enter numbers and decimal point.</p> <p>Mandatory, populate with '0.00' if null.</p>				
56	CUMULATIVE EMPLOYER'S CONTRIBUTIONS	Employer's scheme contributions.	10	Mandatory
Example:	1999.98 CUMULATIVE			
<p>Notes: Please enter the cumulative pay to date total for the employer's scheme contributions, for the current financial year.</p> <p>Only enter numbers and decimal point.</p> <p>Mandatory, populate with '0.00' if null.</p>				

i-Connect
Payroll Extract File Specification



Item	Data Item	Description	Maximum Number of Characters	Mandatory / Optional
57	REASON FOR LEAVING	Reason the employee terminated employment	100	Optional
Example:	Voluntary Early Retirement			
Notes:	This is a 100 character (including spaces) field to hold the reason why the employee's employment has terminated.			
58	FILLER	A spare field reserved for future use.	N/A	N/A
Example:				
Notes:	Leave blank.			
59	FILLER	A spare field reserved for future use.	N/A	N/A
Example:				
Notes:	Leave blank.			
60	FILLER	A spare field reserved for future use.	N/A	N/A
Example:				
Notes:	Leave blank.			
61	FILLER	A spare field reserved for future use.	N/A	N/A
Example:				
Notes:	Leave blank.			
62	FILLER	A spare field reserved for future use.	N/A	N/A
Example:				
Notes:	Leave blank.			
63	FILLER	A spare field reserved for future use.	N/A	N/A
Example:				
Notes:	Leave blank.			



6 Example Payroll Extract File

```
NI_NUMBER,PAY_REF_1,PAY_REF_2,PAY_REF_3,ADD_LINE_1,ADD_LINE_2,ADD_LINE_3,ADD_LINE_4,ADD_LINE_5,POSTCODE,EMAIL_ADDRESS,TELEPHONE_NUMBER,MOBILE_NUMBER,WORKS_PLACE_NAME
,WORKS_ADD_LINE_1,WORKS_ADD_LINE_2,WORKS_ADD_LINE_3,WORKS_ADD_LINE_4,WORKS_ADD_LINE_5,WORKS_POSTCODE,WORKS_EMAIL_ADDRESS,DATE_OF_LEAVING,PAYROLL_PERIOD_END_DATE,ADDIT
IONAL_CONTRIBUTIONS_1,ADDITIONAL_CONTRIBUTIONS_2,SUSPENSION_START,SUSPENSION_END,FILLER_1,SMP_IND,SURNAME,FORENAMES,GENDER,DOB,MARITAL_STATUS,TITLE,NI_EARNINGS,TAXABL
E_EARNINGS,ANNUAL_PENSIONABLE_SALARY,PENSIONABLE_PAY,EFFECTIVE_DATE,DATE_JOINED_PENSION_SCHEME,JOB_TITLE,PART_TIME_HOURS_EFFECTIVE_DATE,PART_TIME_HOURS,PART_TIME_INDI
CATOR,WHOLE_TIME_EQUIVALENT_HOURS,EMPLOYEE'S_CONTS,EMPLOYER'S_CONTS,SCHEME_RATE,OPT_OUT_DATE,OPT_IN_DATE,MAIN_SECTION_CUMULATIVE_PEN_PAY,5050_SECTION_CUMULATIVE
PEN_PAY,FTE_FINAL_PAY,CUMULATIVE_EMPLOYEE'S_SCHEME_CONTS,CUMULATIVE_EMPLOYER'S_SCHEME_CONTS,REASON_FOR_LEAVING,FILLER_2,FILLER_3,FILLER_4,FILLER_5,FILLER_6,FILLER_7

BB000001A,200001,,,1 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.01,11.01,,,,,Jones,Martin Bob
Pat,M,01/01/1961,M,Mr,,2083.01,25000.01,2083.01,01/04/2013,01/01/2010,NO CHANGE,,,,,135.01,405.01,6.5,,,2083.01,0,12000.01,27.5,110,,,,,

BB000002A,200002,,,2 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.02,11.02,,,,,Denton,Daniel Paul
Tom,M,02/01/1961,S,Miss,,1041.02,25000.02,1041.02,01/04/2013,02/01/2010,NO CHANGE,02/01/2010,20,Y,40,67.02,198.02,6.5,,,1041.02,0,15000.02,34.38,68.75,,,,,

BB000003A,200003,,,3 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.03,11.03,,,,,Allen,Pauline Pat
Tricia,F,03/01/1961,M,Mr,,2083.03,25000.03,2083.03,01/04/2013,03/01/2010,NO CHANGE,01/03/2012,20,Y,40,135.03,405.03,6.5,,,2083.03,0,17000.03,38.96,77.92,,,,,

BB000004A,200004,,,4 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.04,11.04,,,,,Carbery,Coleen Debbie
Sue,F,04/01/1961,S,Miss,,520.04,25000.04,520.04,01/04/2013,04/01/2010,NO CHANGE,,,,,33.04,99.04,6.5,,,520.04,0,25000.04,135.42,270.83,,,,,

BB000005A,200005,,,5 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.05,11.05,,,,,Johnston,Carol Norma
Jean,F,05/01/1961,S,Miss,,2083.05,25000.05,2083.05,01/04/2013,05/01/2010,NO CHANGE,,,,,135.05,405.05,6.5,,,2083.05,0,32000.05,173.33,346.67,,,,,

BB000006A,200006,,,6 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.06,11.06,,,,,James,Harry
Horrace,M,06/01/1961,M,Mr,,260.06,25000.06,260.06,01/04/2013,06/01/2010,NO CHANGE,06/01/2010,5,Y,40,16.06,45.06,6.5,,,260.06,0,37000.06,21.2,42.4,,,,,

BB000007A,200007,,,7 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.07,11.07,,,,,Brunt,Mary
Jane,F,07/01/1961,S,Miss,,2083.07,25000.07,2083.07,01/04/2013,07/01/2010,NO CHANGE,,,,,135.07,405.07,6.5,,,2083.07,0,41000.07,232.33,464.67,,,,,

BB000008A,200008,,,8 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.08,11.08,,,,,May,Alex
Lesley,M,08/01/1961,M,Mr,,1562.08,25000.08,1562.08,01/04/2013,08/01/2010,NO CHANGE,08/01/2010,30,Y,40,99.08,297.08,6.5,,,1562.08,0,53000.08,225.25,450.5,,,,,

BB000009A,200009,,,9 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.09,11.09,,,,,Queen,Jennifer
Dawn,F,09/01/1961,S,Miss,,2083.09,25000.09,2083.09,01/04/2013,09/01/2010,NO CHANGE,,,,,135.09,405.09,6.5,,,2083.09,0,58000.09,410.83,821.67,,,,,

BB000010A,200010,,,10 Care Lane,Timperley,Altrincham,Cheshire,England,PP01 01PP,,,,,,,,,,,,,31/05/2016,10.1,11.1,,,,,Smith,Harry Potter
Fred,M,10/01/1961,M,Mr,,1041.1,25000.1,1041.1,01/04/2013,10/01/2010,NO CHANGE,10/01/2010,20,Y,40,67.1,198.1,6.5,,,1041.1,0,63000.1,170.63,341.25,,,,,
```




7 Frequently Asked Questions

We have compiled a list of common questions and answers below, please contact the i-Connect support desk if you have any other questions or comments relating to this guide:

1. Should I include all payees on the payroll extract file, including those employees who have previously opted out of the scheme?

Whether you include optants out on the payroll extract file is entirely up to you and your administering authority and the inclusion of opt outs should be agreed during the implementation stage.

If you do decide to include opt outs, the difference between the 'Opt Out Date' (data item 50) and the 'Date Joined Scheme' (data item 41) must be less than three months. This is because i-Connect will create new starter records on your administering authority's target system for each optant out, irrespective of whether they ever existed on the target system, and a date of less than three months will ensure that the starter records are created with a status of 'Opt Out'.

2. What should I do if an Opt Out re-joins the scheme?

You must remove the 'Opt Out Date' from data item 51 and insert an 'Opt In Date' in data item 51. The 'Opt In Date' should remain on the payroll extract file each month.

3. How do I pro-rata the hours for term time only employees?

Part-time hours must be prorated if the employee is term time only. Two examples are provided below. Please check with your administering authority to ensure this complies with their own guidelines for prorating term time service:

Example 1 – Part-time, term-time only

Jennifer works for 12 hours per week during term time (full time equivalent hours are 37). Her contract is for 39 weeks per year, plus 4.4 weeks holiday, totalling 43.4 weeks. The following calculation can be used to pro-rata her hours:

$$43.4 \text{ weeks} / 52 \text{ weeks} \times 12 \text{ hours} = 10.02$$

Jennifer's part-time hours should be supplied as 10.02 and his whole-time equivalent hours as 37.00.

Example 2 – Whole-time, term-time only

Colin works whole-time during term time (37 hours per week). His contract is also for 39 weeks per year, plus 4.4 weeks holiday, totalling 43.4 weeks. The following calculation can be used to pro-rata his hours:

$$43.4 \text{ weeks} / 52 \text{ weeks} \times 37 \text{ hours} = 30.88$$

Colin's part-time hours should be supplied as 30.88 and his whole-time equivalent hours as 37.00.



4. Do we need to provide National Insurance Earnings?

This is entirely up to your administering authority. If your administering authority does not require you to supply National Insurance earnings each pay period, you must substitute the earnings with a zero.

National Insurance earnings will not be required after 05 April 2016 with the ending of contracting-out in April 2016.

5. Why do you ask for Taxable Earnings?

The taxable earnings are used in conjunction with the date of birth for auto-enrolment purposes, to calculate the employee's worker category.

6. Why are payroll extract files with duplicate records rejected?

This is because your administering authority record separate data on the target system for each active post on the payroll system, and there is one or more records containing duplicate combinations of National Insurance Number and the Unique Payroll Identifier on the payroll extract file.

7. What happens if there is more than one part-time hours change in a single pay period?

i-Connect can only process one part-time hours change in a single pay period. The latest hours change in the pay period, together with the effective date should be output to the payroll extract file. Any earlier changes within the same pay period should be communicated via a separate report directly to the administering authority.

8. How do I record part-time hours for casual employees?

Part-time hours should be left blank if the employee is casual. Your administering authority will ask you for a summary of the total hours worked as part of their year-end process.

9. My payroll system does not store all the elements required to calculate Full Time Equivalent Pay (Data Item 54), for employees who joined the scheme before 1 April 2014 (England and Wales) or 1 April 2015 (Scotland/Police and Fire), are there any alternative values I can use?

You should discuss the use of alternative values for data item 54 with your administering authority.

10. Why have salary validation errors been detected?

This is because an annual salary is in data item 38, but an effective date has been omitted from data item 40, or vice versa.

11. One or more of my payees does not have a National Insurance number, what should I do?

You will be unable to include the member on the payroll extract file until a National Insurance number is provided, as this is a mandatory field on your administering authorities target system. They may be happy to accept a temporary National Insurance number for pension administration purposes.



12. How do I record additional contributions?

Cumulative additional voluntary contributions should be output to 'Additional Contributions 1' (data item 24), the cumulative values of all other additional contributions should be added together and output to 'Additional Contributions 2' (data item 25).

Employer contributions cannot be stored on the target system.

13. What type of suspensions should I notify to the administering authority?

You should only notify your administering authority of any unpaid breaks in service, for example strike, maternity or paternity breaks.

14. How long should leavers remain on the payroll extract file?

Leavers can remain on the payroll extract file indefinitely, although it is recommended that they are purged on a regular basis. Generally leavers remain on the payroll extract file for an additional pay period after the leaver notification, to ensure that any arrears of pay (usually for claims based employees), are processed via i-Connect.

15. How do I record assumed pensionable pay?

This should be included in pensionable pay (data item 39) and the main and/or 50/50 section cumulative pay (data items 52, 53).



8 Need More Help?

If you need any further assistance you can contact the i-Connect support desk by phone or email:



01737 857 072



support@i-Connectdata.co.uk