

Category	Question	Answer
Status	If marital status updates from the i-Connect file, does this trigger a task?	A change of marital status will create a workflow case or task if you have workflow configured for the Member Details Update event. Please note that the following personal details changes will also generate a workflow: <ul style="list-style-type: none"> • SURNAME • FORENAMES • SEX • DOB • TITLE • JOB TITLE
Format	What happens to the file format if a field is missing from the data	I-Connect files are saved as CSV. A header row must be present on the first row of the extract file. As long as all headers are present on the spreadsheet and it is saved as a CSV, then commas will separate the field entries.
FTE Final Pay	Just a quick question that we have regarding Full Time Equivalent Final Pay. If an employer was to send through this field as part of their I-Connect monthly submission, as an annualised amount (e.g. £21,000) for each monthly submission, how would this be held on Altair? The reason we were interested is that we wondered if Altair would hold 12 individually dated amounts of the £21,000 in say a new holding screen or a hidden alternative. In turn would this then roll up and feed into the Pensions Remuneration screen as one averaged value for the year.	The value held in the full time equivalent final pay field is always written back as at 31/03/#### (#### being the current scheme year). This means we will overwrite the value held on Altair each month, until we move into the new scheme year, then we simply create a new line with the date set 1 year greater (e.g. 31/03/2018). In your example you would only have one entry written back to the right-hand side of the remuneration data view of: 31/03/2017 £21,000 You would not end up with 12 identical entries.
Auto Enrolment	In our payroll system Taxable Earnings are held at employee level, not at post level, so the same Taxable Earnings figure will appear on each row for an employee with multiple posts.	Taxable earnings are only used for auto-enrolment reporting purposes (we check to see if the member has hit an age or earnings trigger and no contributions are being deducted). I suggest you enter zero for each record, as the data is not required for LGPS processing.
Part-Time	Is a Part-time Indicator of 'Y' required for casual employees (0 contract hours)?	You need to enter a 'C' for casuals and also include a part-time hours effective date. Both WT and PT Hours fields should be left blank. It would be useful for Staffordshire Pension Fund if you could suppress any casual staff from appearing on the payroll extract file for the first time until they have been paid. It's not uncommon for casuals to never work and active records are left on the system without any pay or contributions.
FTE Final Pay	In the field Full Time equivalent Final pay I have entered 0.00, is this OK	A value will be required before 31 March each scheme year to enable Staffordshire Pension Fund to issue annual benefit statements.

FTE Final Pay	In the column Pensionable Pay, if an Assumed Pensionable Pay figure is held in our payroll system, I'm outputting the Assumed value instead of the Pensionable Pay figure, is this correct?	Correct, pensionable pay should include any APP. Please also repeat this for the cumulative CARE pay.
Final Salary	"Please enter the member's annual final pay, based on the LGPS 2008 definition of pay for the current financial year." Can you confirm if this is just because the member's basic full time pay or is a more complex calculation needed? If it is a more complex calculation, if you could provide a few examples, that would be much appreciated.	Referred to Final Pay definition from intranet
Part-Time	Could you clarify for our term timer who works 25 hrs per week term time but is paid 20.41 hrs per week (every month) do we return 25 hrs on the monthly pension return?	Part time hours must be pro-rated for term-time employees. Given your scenario below I am assuming that the figure of 20.41 is the pro-rated value of their term time calculation. Therefore 20.41 should be recorded and not 25.00
FTE Final Pay	In point 54 – FTE final pay – do you require us to supply employees FTE spinal column point amount plus the FTE for any other permanent pensionable payments? So the figure supplied to you will be their FTE permanent pensionable pay.	For your FTE pay question, the Full Time Equivalent Final Pay is based on the 2008 definition of pay and therefore excludes non contractual overtime and non-pensionable additional hours.
Refunds	If an employer have a few employees with negative pay in field 39 (Pensionable Pay) where an employee has opted-out and presumably received a refund. The notes specify only numbers and decimal points can be entered.	You can enter negative values in all financial fields, other than the cumulative CARE pay fields (52/53). The payroll extract file specification does state that negative values are acceptable, but we will revisit the wording to make sure this is clear in a future version.
Refunds	If an employee does receive a refund within the 3 month period due to opting-out should they be using the Pensionable Pay field to record this information?	Employers can use negative values in data item 39 and data items 47/48 (Employee's contributions), to show that a refund of pay and contributions has been made. Unfortunately the cumulative values for CARE pay (52/53) and contributions (55/56), cannot be amended, as the adjusted values would be zero, which i-Connect ignores. Please note the member's status changes from '1' to 'O' when we process an opt-out with less than three months service.
Refunds	Will the file fail to upload if there are any negative figures on the file i.e. for refunds of pension? Or is it ok for current month negatives but not cumulative negatives?	The only fields that would cause a record to be rejected with a validation error if negatives are present are the cumulative CARE pay fields (52/53).
Data Matching	What key fields are used for data matching?	<ul style="list-style-type: none"> • NI Number • Payroll reference • Surname • DOB • Gender

Refunds	We have a scenario where an employee had a job change in April 2016 but it was backdated to middle of March 16. Our system goes into retrospection and recalculates the pay correctly hence the minus figures. We can take the minus figures off the spreadsheet and increase the current job figures each month manually, but do you need us to notify you of the minus figures separately as will you need to adjust the previous tax years records for that job?	i-Connect cannot be prevented from throwing a validation error if the CARE Pay is negative , but the employer might be able to use some reporting logic to replace the value with zero if there is a negative operator present. i-Connect stops the update because ultimately Altair does not allow there to be a minus CARE Pay figure on the CARE benefits summary data view.
Service Breaks	Would any paid service breaks be overwritten if an employee elected for an APC to cover the period and the break commencement date remained on the payroll.	I-Connect only detects incremental changes i.e. once the date has appeared once it will ignore it on any further submissions.
Refunds	I have a fictional scenario whereby a member starts in February 2017 but, opts out in April 2017. Payroll would presumably generate a refund, resulting in the member having paid no contributions in April but refunded back to February. Whilst I appreciate that this would create negative cumulative employee contributions which is allowed, would this not generate negative CARE cumulative fields 52/53 too or would this just be null for the current year? If an employee does opt out as per the scenario below, how best are employers to populate their extract to reflect the refund but, not create a rejected file?	<p>We can accept negative values in all financial fields, other than Cumulative Main and 50/50 CARE pay. If the employer leavers the negative cumulative CARE values present the records will fail the validation checks.</p> <p>The best advice is for them to set the values to zero, so i-Connect skips the CARE event for these members.</p>
Opt Out	<p>Could you just clarify when employees opt into the pension scheme, we have to manually add in the opt-in date to the spreadsheet, is it ok for us to just add the opt in date on the first month spreadsheet or do we need to put the opt in date on every month?</p>	<p>The main test we covered was in month1 adding an opt-in date to the spreadsheet and uploading the file. A new starter is created as expected.</p> <p>In month 2 we removed the opt-in date and applied the file. Again the record was accepted and cumulative values were uploaded to the record.</p> <p>So in summary it does look as if you would not need to keep manually keep adding in the opt-in date past the 1st month.</p>