i-Connect Employer Bulletin 2023

As part of the latest i-Connect update, Heywood have made some small improvements / changes in how future submissions will take place.

These changes are to help highlight discrepancies with the contribution reconciliation at the earliest opportunity.

We plan to adopt these new changes with effect from early May 2023

The new features have an impact on the Fund as a whole and cannot be turned on /off per employer

Heywood have made changes to the submission screen to make the screen clearer for users. They have also added in the payment (remittance) amount and reason to enable you to add the amount you will be paying, and a reason should this differ from the expected amount.

Below is a brief summary to help understand what you'll need to do

Order of Submission Processing

Due to the addition of the Remittance Confirmation, Heywood have changed the order in which a submission will be processed. Should a submission be made with any tolerance warnings you will be prompted to enter the remittance amount and any reason before the tolerance warnings are flagged. The fund are then able to log in and approve any issues as they do currently.

Payroll Submission Dashboard

Changes have been made to the submission dashboard to make it easier to read along with catering for the remittance amount capture, the changes are listed below.

Original Submission Overview

Recent Activities

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status
iConnect UPLOAD - Mar 23.csv	31-03-2023	25-03-2023	23-03-2023 13:00:14	Payroll Upload	Complete

Submission Statistics					
Total Number of Payroll Members Tracked by i-Connect					392
Omitted Payroll Members (present on a previous submission, and no leaver event processed)					0

Payroll members submitted this period	392	Payroll Members in Error	0	Accepted for Processing	392
Pensionable Pay (Period)	£787,340.69	Employee Main Contributions (Period)	£52,530.49	AVCs (YTD)	£4,250.00
Main CARE Pay (YTD)	£8,399,454.09	Employee Main Contributions (YTD)	£575,191.18	Add Conts/ARCs (YTD)	£0.00
50/50 CARE Pay (YTD)	£127,909.45	Employee 50/50 Contributions (Period)	£508.54	Shared Cost APCs (Period)	£17.98
		Employee 50/50 Contributions (YTD)	£4,502.13	Shared Cost APCs (YTD)	£161.82
		Employer Contributions (Period)	£129,911.57	Employee APCs (Period)	£8.99
		Employer Contributions (YTD)	£1,408,788.66	Employee APCs (YTD)	£80.91

<u>New Submission Overview</u>

Recent Activities

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status
PLSWRK.csv	01-01-2018	01-01-2018	15-11-2022 10:34:20	Payroll Upload	Complete

Submission Statistics

Total Number of Payroll Members Tracked by i-Connect	4
Omitted Payroll Members (present on a previous submission, and no leaver event processed)	0

Payroll Members Submitted	4	Payroll Members in Error	0	Accepted for Processing	4

Pay Summary		Contributions This Period		Contributions Year To Date (YTD)	
Pensionable Pay (Period)	£1,208.00	Employee Main Contributions	£408.00	Employee Main Contributions	£918.00
Main CARE Pay (YTD)	£286.00	Employee 50/50 Contributions	£31.20	Employee 50/50 Contributions	£31.20
50/50 CARE Pay (YTD)	£16.80	Employer Contributions	£1,004.00	Employer Contributions	£1,161.00
		Add Conts/ARCs	£158.00	Add Conts/ARCs	£158.00
		Shared Cost APCs	£49.36	Shared Cost APCs	£50.02
		Employee APCs	£36.00	Employee APCs	£37.00
		Secondary Contributions	£77.00	Secondary Contributions	£77.00
				AVCs	£176.00
Employer Overall Contribution Rate (Period)	10.5%	Expected Employer Contributions (Period)	£126.84	Expected Employer Payments (YTD)	£2,432.22
View schedule of rates		Difference ⓘ	+£877.16		
		Total Payments Due (Period)	£1,763.56	Total Payments Made (YTD)	£2,000.00
				Difference between Payments Made and Expected (YTD)	-£432.22
		Total Payments Provided (Period)	£2,000.00	Reason for difference (if given) Test discrepancy reason	
		Payment Difference	+£236.44		

Submitted By User: devlg	Processed By User: devlg

- Fields have been re-ordered to make the dashboard easier to read. There are now three clear columns of data, one for the Pay Summary, one for the Period Contributions and a final one for the Year-to-date Contributions.

- Totals and remittance details have been added to the bottom of the dashboard in the light and dark blue sections.

Remittance Confirmation

When you proceed with a submission you will be presented with the Remittance Confirmation pop-up. Here you will need to enter the total payment you plan to make. Should the amount differ to the 'Total Payments Due' amount, you will be prompted to add a reason for the difference.

The remittance amount will need to be entered for every submission. However, the reason for any differences will only be required should the amount differ at all from the 'Total Payment Due' amount.

Should you want to provide a reason even if the amounts are the same this is possible but not required.

The remittance amount, reason for difference (if applicable) and the username of the person who submitted the remittance confirmation will all be available in the Contributions Reconciliation Report.

If your payroll has separate responsibilities for data/control and remittance, you will need to approach whoever is responsible to obtain the correct remittance amount before submission.

If you envisage any problems with the above guidance, please let me know.