Payroll Extract File Specification Guide

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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 must be submitted to your administering authority every pay period.

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

1.1 Further reading

If you are an employer:

- Refer to the i-Connect User Guides for Employers for further information regarding the i-Connect service.
  - Logon
  - Reporting
  - Onboarding
  - Online Return
  - File Upload

If you are an administering authority:

- Refer to the User Guides 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 corresponds 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:

```
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,TELEPH
ONE_NUMBER,MOBILE_NUMBER,WORKS_PLACE_NAME,WORKS_ADD_LINE_1,WOR
KS_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,ADDITIONAL_CONTRIBUTIONS_1,ADDITIONAL_CONTRIBU
TIONS_2,EMPLOYMENT_BREAK_START,EMPLOYMENT_BREAK_END,FILLER_1,E
MPLOYMENT_BREAK_REASON,SURNAME,FORENAMES,GENDER,DOB,MARITAL_ST
ATUS,TITLE,FILLER_2,AUTO_ENROLMENT_QUALIFYING_EARNINGS,ANNUAL_
PENSIONABLE_SALARY,PENSIONABLE_PAY,EFFECTIVE_DATE,DATE_JOINED_
PENSION_SCHEME,JOB_TITLE,PART_TIME_HOURS_EFFECTIVE_DATE,PART_T
IME_HOURS,PART_TIME_INDICATOR,WHOLE_TIME_EQUIVALENT_HOURS,EMPL
OYEES_MAIN_SECTION_CONTS,EMPLOYERS_CONTS,SCHEME_CONT_RATE,OPT_
OUT_DATE,OPT_IN_DATE,MAIN_SECTION_CUMULATIVE_PEN_PAY,5050_SECT
ION_CUMULATIVE_PEN_PAY,FTE_FINAL_PAY,CUMULATIVE_EMPLOYEES_MAIN
_SECTION_SCHEME_CONTS,CUMULATIVE_EMPLOYERS_SCHEME_CONTS,REASON
_FOR_LEAVING,CUMULATIVE_SCAPCs,CUMULATIVE_APCs,EMPLOYEES_5050_
CONTS,CUMULATIVE_EMPLOYEES_5050_CONTS,SCAPCs,APCs
```

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 zero values remain if the file 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 and so on.
- Part-time hours must be pro-rated for term-time employees.
- Negative values are indicated by a minus '-' character at the beginning of the data field (for example, '-115.64').

4 Uploading data

4.1 Preparing 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?

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
1,000	15	20
2,000	20	40
5,000	30	100
7,500	50	150
10,000	70	200
15,000	100	300
20,000	120	400

Note: Processing times can vary, depending on Internet speeds and the number of employers using the i-Connect service.

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:	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 does not have a National Insurance number, as this is a mandatory field on the target system. **This data item must be completed.**			
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:	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 a 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**			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
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:	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 a 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**			
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 a 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**			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
5	ADDRESS LINE 1	Address Line 1 of the correspondence address of the employee	30	**Mandatory**
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) is 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	**Mandatory**
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) is 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) is present for the employee, a minimum of two address lines must be provided.**			
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) is present for the employee, a minimum of two address lines must be provided.**			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
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) is present for the employee, a minimum of two address lines must be provided.**			
10	POSTCODE	Postcode of the correspondence address of the employee	10	**Mandatory**
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:	hsmith@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:	01234 567890			
Notes:	Please enter the employee's personal landline number. Numeric characters and spaces only.			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
13	MOBILE NUMBER	Personal mobile number of the employee	14	Optional
Example:	07777 777777			
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 workplace.			
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) is 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 second 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) is present for the employee, a minimum of two address lines must be provided.**			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
17	WORKS ADDRESS LINE 3	Address Line 3 of the works address of the employee	30	Optional
Example:	Altrincham			
Notes:	Please enter the third 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) is present for the employee, a minimum of two address lines must be provided.**			
18	WORKS ADDRESS LINE 4	Address Line 4 of the works address of the employee	30	Optional
Example:	Cheshire			
Notes:	Please enter the fourth 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) is 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 fifth 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) is 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.			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
21	WORKS EMAIL ADDRESS	Work email address of the employee	72	Optional
Example:	hsmith@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 **DD/MM/YYYY**. ***Mandatory for leavers**			
23	PAYROLL PERIOD END DATE	End date of the earnings period to which the pay relates	10	**Mandatory**
Example:	30/06/2015			
Notes:	Please enter the date in the format **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.** **Non-monthly payrolls - please note that the payroll period end date is used to determine the scheme year to which the financial information is written back on the target system. The pay date should be used instead of the payroll period end date if the payroll is paid in advance or arrears.**			
24	ADDITIONAL CONTRIBUTIONS 1	Additional voluntary contributions the employee is paying	10	Optional
Example:	10.01 CUMULATIVE			
Notes:	Please enter the cumulative contributions to date total for any additional voluntary contributions the employee is paying. Enter only numbers and decimal point. **Leave blank or populate with zero values if value is null.**			

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
25	ADDITIONAL CONTRIBUTIONS 2		Additional regular contributions the employee is paying	10	Optional
Example:	15.99	CUMULATIVE			
Notes:	Please enter the cumulative contributions to date total for any additional regular contributions the employee is paying. Enter only numbers and decimal point. **Leave blank or populate with zero values if value is null.**				
26	EMPLOYMENT BREAK START DATE		The start date of any **unpaid** employment break for the employee	10	Optional
Example:	17/06/2015				
Notes:	Please enter the start date of commencement of any **unpaid** employment break, for example, strike, maternity or paternity. Please enter the date in the format **DD/MM/YYYY**.				
27	EMPLOYMENT BREAK END DATE		The end date of any **unpaid** employment break for the employee	10	Optional
Example:	18/06/2015				
Notes:	Please enter the end date of a termination of any **unpaid** employment break, for example, strike, maternity or paternity. Please enter the date in the format **DD/MM/YYYY**. The end date can be left blank until known.				
28	FILLER		A spare field reserved for future use	1	N/A
Example:					
Notes:	Leave blank.				

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
29	EMPLOYMENT BREAK REASON	Employment break reason	1	Optional
Example:	M			
Notes:	Please enter the reason for the employment break, the following entries are valid: • **A - Leave of Absence** • **E** - Education Break • **M** - Parental Break* • **S** - Strike • **U** - Unauthorised The employment break reason will default to 'U' – Unauthorised, if the data item is left blank. *'Y' can be used to indicate the employment break reason was due to maternity or paternity.			
30	SURNAME	Surname of the employee	25	**Mandatory**
Examples:	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.**			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
31	FORENAMES	Forename(s) of the employee	25	**Mandatory**
Examples:	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.**			
32	GENDER	Sex 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 **DD/MM/YYYY**.			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
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			
36	FILLER	A spare field reserved for future use	10	N/A
Example:				
Notes:	Leave blank.			

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
37	AUTO ENROLMENT QUALIFYING EARNINGS		The auto-enrolment qualifying earnings of the employee for the current pay period	10	**Conditional***
Example:	1200.99	PAY PERIOD			
Notes:	Please enter the employee's auto-enrolment qualifying 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. Enter only numbers and decimal point. ***Conditional - Mandatory for new starters. 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. Enter only 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. Enter only 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. 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 one of the following: • Local Government Pension Scheme • Police Pension Scheme • Firefighters' 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.			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
43	PART-TIME/WHOLE-TIME HOURS EFFECTIVE DATE	The date the employee started working the contracted part-time/whole-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. This data item should also be populated for whole-time members. Please enter the date in the format **DD/MM/YYYY**. ***Mandatory for part-timers and casuals (data item 45 set to Y or C)**			
44	PART-TIME HOURS	The part-time hours the employee is working for this post	5	**Conditional***
Example:	15.75			
Notes:	Please enter the contracted part-time hours the employee is working for this post. If the member is whole-time or casual, this field should be left blank. **Note:** This figure cannot be equal to or greater than the value in data item 46. Enter only numbers and decimal point. ***Mandatory for part-timers**			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
45	PART-TIME INDICATOR	An indicator to identify that the employee is part-time in this post	1	**Conditional***
Example:	Y			
Notes:	Please enter **Y** if the employee is working part-time in this post. Please enter **C** if the employee is a casual worker in this post. **Firefighters' Pension Scheme Only**: Please enter **M** if the employee is in the Modified section of the Firefighters' Pension Scheme. Please enter **R** if the employee is in the Retained section of the Firefighters' Pension Scheme. ***Mandatory if PART-TIME HOURS (Data item 44) are present - leave blank for whole-time or casual members.**			
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			
Notes:	Please enter the notional whole-time equivalent hours the employee would be working for this post. If the member is whole-time or casual, this field should be left blank. If **Y** is entered in data item 45, a figure greater than zero must be entered. Enter only numbers and decimal point. ***Mandatory for part-timers**			

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
47	EMPLOYEE'S MAIN SECTION CONTRIBUTIONS		Employee's main section scheme contributions for the current payroll period	10	**Mandatory**
Example:	120.00	PAY PERIOD			
Notes:	Please enter the employee's main section scheme contributions for the current payroll period. Enter only numbers and decimal point. **Mandatory - populate with '0.00' if null pay this period.** **Negative values are valid.**				
48	EMPLOYERS CONTRIBUTIONS		Employer's scheme contributions for the current payroll period	10	**Mandatory**
Example:	240.00	PAY PERIOD			
Notes:	Please enter the employer's scheme contributions for the current payroll period. Enter only 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. Enter only numbers and decimal point. **Mandatory - default rate required for members who have left or opted out of the scheme**				

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
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 into the scheme and an Opt In Date is entered in data item 51. All opt-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 opt-outs**			
51	OPT IN DATE	The date the employee opted in to the pension scheme	10	**Conditional***
Example:	01/05/2015			
Notes:	Please enter the date the employee opted into the pension scheme. Please enter the date in the format **DD/MM/YYYY**. 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. ***Mandatory for opt-ins: leave blank for existing LGPS members.**			
52	MAIN SECTION CUMULATIVE PENSIONABLE PAY	The total pensionable pay or assumed pensionable pay in the main section of the CARE scheme for the scheme year (1 April-31 March)	10	**Mandatory**
Example:	1000.01 CUMULATIVE			
Notes:	Please enter the cumulative pay to date total for the employee's main section pensionable pay for the current financial year. Enter only numbers and decimal point. **Mandatory, populate with '0.00' if null or the member is not in the CARE scheme.** **Negative values are not valid.**			

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
53	50/50 SECTION CUMULATIVE PENSIONABLE PAY		The total pensionable pay or assumed pensionable pay in the 50/50 section of the CARE scheme for the scheme year (1 April-31 March)	10	**Mandatory**
Example:	1000.01	CUMULATIVE			
Notes:	Please enter the cumulative pay to date total for the employee's 50/50 section pensionable pay for the current financial year. **This is required only for members of the LGPS.** Enter only numbers and decimal point. **Mandatory - populate with '0.00' if null or if the employee is not in the CARE scheme or a member of the Police or Firefighters' Pension Scheme.** **Negative values are not valid.**				
54	FULL TIME EQUIVALENT FINAL PAY		Full-time equivalent pensionable pay in respect of the employment for the scheme year (pre-CARE scheme definition)	10	**Mandatory**
Example:	18000.00	ANNUAL			
Notes:	Please enter the member's annual final pay, based on the pre-CARE definition of pay for the current financial year. Please contact your administering authority if you are unable to provide an accurate FTE final pay. i-Connect recommends that this field be 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. Enter only numbers and decimal point. **Mandatory - populate with '0.00' if null.**				

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
55	CUMULATIVE EMPLOYEE'S MAIN SECTION CONTRIBUTIONS		Employee's main section cumulative scheme contributions	10	**Mandatory**
Example:	999.99	CUMULATIVE			
Notes:	Please enter the cumulative contributions to date total for the employee's main section scheme contributions, for the current financial year. Enter only numbers and decimal point. **Mandatory - populate with '0.00' if null.**				
56	CUMULATIVE EMPLOYER'S CONTRIBUTIONS		Employer's cumulative scheme contributions	10	**Mandatory**
Example:	1999.98	CUMULATIVE			
Notes:	Please enter the cumulative contributions to date total for the employer's scheme contributions for the current financial year. Enter only numbers and decimal point. **Mandatory - populate with '0.00' if null.**				
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.				

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
58	CUMULATIVE EMPLOYER SHARED COST APCs		Cumulative shared cost additional pension contributions (employer contributions only)	10	Optional
Example:	1050.00	CUMULATIVE			
Notes:	Please enter the cumulative contributions to date total for any shared cost additional pension contributions you pay on behalf of the employee (employee contributions should be excluded). Enter only numbers and decimal point. **Leave blank or populate with zero values if null.**				
59	CUMULATIVE EMPLOYEE APCs		Cumulative employee additional pension contributions (include employee SCAPC contributions, but exclude employer SCAPC contributions)	10	Optional
Example:	1050.00	CUMULATIVE			
Notes:	Please enter the cumulative contributions to date total for any additional pension contributions the employee is paying. Employee SCAPC contributions should be included; please do not include any employer SCAPC contributions. Enter only numbers and decimal point. **Leave blank or populate with zero values if null.**				
60	EMPLOYEE'S 50/50 SECTION CONTRIBUTIONS		Employee's 50/50 section scheme contributions for the current payroll period	10	**Mandatory**
Example:	360.00	PAY PERIOD			
Notes:	Please enter the employee's 50/50 section scheme contributions for the current payroll period. Enter only numbers and decimal point. **Mandatory - populate with '0.00' if null pay this period.** **Negative values are valid.**				
61	CUMULATIVE EMPLOYEE'S 50/50 SECTION CONTRIBUTIONS		Employee's cumulative 50/50 section scheme contributions	10	**Mandatory**

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
Example:	999.99	CUMULATIVE			
Notes:	Please enter the cumulative contributions to date total for the employee's 50/50 section scheme contributions, for the current financial year. Enter only numbers and decimal point. **Mandatory - populate with '0.00' if null.**				
62	PAY PERIOD SHARED COST APCs		Pay period shared cost additional pension contributions (employer contributions only)	10	Optional
Example:	100.50	PAY PERIOD			
Notes:	Please enter the pay period total for any shared cost additional pension contributions you pay on behalf of the employee (employee contributions should be excluded). Enter only numbers and decimal point. **Leave blank or populate with zero values if null.**				
63	PAY PERIOD EMPLOYEE APCs		Pay period employee additional pension contributions (include employee SCAPC contributions, but exclude employer SCAPC contributions)	10	Optional
Example:	100.50	PAY PERIOD			
Notes:	Please enter the pay period total for any additional pension contributions the employee is paying. Employee SCAPC contributions should be included, please do not include any employer SCAPC contributions. Enter only numbers and decimal point. **Leave blank or populate with zero values if null.**				

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,POSTCO
DE,EMAIL_ADDRESS,TELEPHONE_NUMBER,MOBILE_NUMBER,WORKS_PLACE_NAME,WORKS_ADD_LINE_1,WORKS_ADD_LINE_2,WO
RKS_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_CONTRIBUTIONS_2,EMPLOYMENT_BREAK_START,E
MPLOYMENT_BREAK_END,FILLER_1,EMPLOYMENT_BREAK_REASON,SURNAME,FORENAMES,GENDER,DOB,MARITAL_STATUS,TITL
E,FILLER_2,AUTO_ENROLMENT_QUALIFYING_EARNINGS,ANNUAL_PENSIONABLE_SALARY,PENSIONABLE_PAY,EFFECTIVE_DAT
E,DATE_JOINED_PENSION_SCHEME,JOB_TITLE,PART_TIME_HOURS_EFFECTIVE_DATE,PART_TIME_HOURS,PART_TIME_INDIC
ATOR,WHOLE_TIME_EQUIVALENT_HOURS,EMPLOYEES_MAIN_SECTION_CONTS,EMPLOYERS_CONTS,SCHEME_CONT_RATE,OPT_OU
T_DATE,OPT_IN_DATE,MAIN_SECTION_CUMULATIVE_PEN_PAY,5050_SECTION_CUMULATIVE_PEN_PAY,FTE_FINAL_PAY,CUMU
LATIVE_EMPLOYEES_MAIN_SECTION_SCHEME_CONTS,CUMULATIVE_EMPLOYERS_SCHEME_CONTS,REASON_FOR_LEAVING,CUMUL
ATIVE_SCAPCs,CUMULATIVE_APCs,EMPLOYEES_5050_CONTS,CUMULATIVE_EMPLOYEES_5050_CONTS,SCAPCs,APCs

BB000001A,200001,1,,1 Willow Bank,Timperley,Altrincham,Cheshire,England,WA15
6LU,m.jones@gmail.com,1612823232,7901300648,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,,31/05/2017,100,,,,,,Jones,Martin,M,01/01/1961,M,Mr,,1433.25,17199,1433.25,01/04/2017,01/01/2008
,30/12/1946,Supervisor,,,,,83.13,207.83,5.8,,,2866.5,0,17199,166.26,415.66,,,,0,0,,

BB000002A,200002,1,,5 Sandy Bank,Timperley,Altrincham,Cheshire,England,WA15
8YY,d.denton@aol.com,1612343223,7902500332,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,,31/05/2017,,50,,,,,Denton,Daniel,M,02/01/1961,S,Miss,,884.75,10617,884.75,01/04/2017,06/05/2010
,03/05/1949,Carer,06/05/2010,20,Y,40,48.66,121.65,5.5,,,1769.5,0,21234,97.32,243.3,,,,0,0,,
```

```
BB000003A,200003,1,,85 Ash Close,Timperley,Altrincham,Cheshire,England,WA15
3TB,p.allen@yahoo.com,1612875441,,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,,31/05/2017,,,,,,,Allen,Pauline
Tricia,F,03/01/1961,M,Mr,,777.38,9328.5,777.38,01/04/2017,28/09/2005,24/09/1944,Carer,01/03/2012,20,Y
,40,0,106.9,5.5,,,0,1554.76,18657,0,213.8,,,,42.76,85.52,,

BB000004A,200004,1,,47 South Parade,Timperley,Altrincham,Cheshire,England,WA15
1SS,coleen.carbery@hotmail.com,1612850984,,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,,31/05/2017,,,,,,,Carbery,Coleen,F,04/01/1961,S,Miss,,2117.67,25412,2117.67,01/04/2017,10/08/201
2,06/08/1951,Carer,,,,,137.65,344.13,6.5,,,4235.34,0,25412,275.3,688.26,,,,0,0,,

BB000005A,200005,1,,7 Springwell Terrace,Timperley,Altrincham,Cheshire,England,WA15
3JD,c.johnston@live.co.uk,1612377643,,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,,31/05/2017,,,,,,,Johnston,Carol,F,05/01/1961,S,Miss,,1633.17,19598,1633.17,01/04/2017,24/12/200
0,19/12/1939,Carer,,,,,94.72,236.8,5.8,,,3266.34,0,19598,189.44,473.6,,320.04,160.02,0,0,160.02,80.01

BB000006A,200006,1,,16 Upwell Road,Timperley,Altrincham,Cheshire,England,WA15
4NN,harry.james@talktalk.net,1612844423,,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,,31/05/2017,,,,,,,James,Harry
Horrace,M,06/01/1961,M,Mr,,281.74,3380.88,281.74,01/04/2017,02/10/2010,25/09/1949,Groundskeeper,02/10
/2010,5,Y,40,15.5,38.75,5.5,,,563.48,0,27047,31,77.5,,,,0,0,,

BB000007A,200007,1,,87 Malpas Road,Timperley,Altrincham,Cheshire,England,WA15
9GF,m.brunt@sky.com,1612832267,,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,,31/05/2017,,,,,,,Brunt,Mary
Jane,F,17/05/1991,M,Mrs,,1956.5,23478,1956.5,01/04/2017,03/03/2010,17/10/1918,Chef,,,,,127.17,317.93,
6.5,,,3913,0,23478,254.34,635.86,,,,0,0,,
```

```
BB000008A,200008,1,,71 Hall Avenue,Timperley,Altrincham,Cheshire,England,WA15
7SW,alex.may@plusnet.com,1612899653,,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,,31/05/2017,,,,,,,May,Alex,M,08/01/1961,M,Mr,,1166.06,13992.75,1166.06,01/04/2017,15/10/1999,06/
10/1938,Chef,08/01/2010,30,Y,40,64.13,160.33,5.5,,,2332.12,0,18657,128.26,320.66,,,,0,0,,

BB000009A,200009,1,,81 Deansgate Lane,Timperley,Altrincham,Cheshire,England,WA15
1WE,j.queen@tiscali.co.uk,1612333418,,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,,31/05/2017,,,,,,,Queen,Jennifer,F,09/01/1961,S,Miss,,2038,24456,2038,01/04/2017,11/09/2013,01/0
9/1952,Senior Manager,,,,,132.47,331.18,6.5,,,4076,0,24456,264.94,662.36,,,,0,0,,

BB000010A,200010,1,,31 Bloomsbury Lane,Timperley,Altrincham,Cheshire,England,WA15
8CC,h.smith@homecall.co.uk,1612366598,,Outreach Unit,Timperley,Altrincham,Cheshire,,,WA15
3MJ,,31/05/2017,31/05/2017,45.12,,,,,,Smith,Harry,M,10/01/1961,M,Mr,,1041.71,12500.5,1041.71,01/04/20
17,10/05/2010,29/04/1949,Director,10/05/2010,20,Y,40,57.29,143.23,5.5,,,2083.42,0,25001,114.58,286.46
,Ill Health Retirement,,,0,0,,
```

7 Frequently asked questions (FAQs)

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 opt-outs 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 opt-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 50 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 record service?

   Examples have been included below:

   Part Time Employee

Part Time Hours Effective Date	Part Time Hours	Part Time Indicator	Whole Time Equivalent Hours
01/05/2012	28.75	Y	37

   Whole Time Employee

Part Time Hours Effective Date	Part Time Hours	Part Time Indicator	Whole Time Equivalent Hours
01/05/2012			

   Casual Employee

Part Time Hours Effective Date	Part Time Hours	Part Time Indicator	Whole Time Equivalent Hours
19/11/2014		C	

4. 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.

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

   Part-time hours must be pro-rated 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 pro-rating 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 weeks/52 weeks x 12 hours = 10.02
     ```

     Jennifer's part-time hours should be supplied as 10.02 and her 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 weeks/52 weeks x 37 hours = 30.88
     ```

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

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

   i-Connect can process only 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 patrol extract file. Any earlier changes within the same pay period should be communicated via a separate report directly to the administering authority.

7. Why do you ask for Auto Enrolment Qualifying Earnings?

   The auto enrolment qualifying earnings were used in conjunction with the date of birth for auto-enrolment reporting purposes. This functionality was withdrawn in May 2019.

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

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

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 do 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 authority's 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 employment break should I notify to the administering authority?

    You should notify your administering authority only 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 be 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 and 53).

8 About this version

Sometimes we need to make changes to our specification due to circumstances outside of our control, such as legislation changes. If this happens we will make sure we minimise disruption and give you plenty of time to start using the new payroll extract file specification.

Version	Date	Data Item	What's changed?
3.50	19/12/2019	48	Max number of characters has been changed from 5 to 10 to correct a documentation error.
3.40	12/07/2019	29	Suspension Reason renamed Employment Break reason. Notes updated.
3.30	29/04/2019	26 27 29	SUSPENSION has been renamed to EMPLOYMENT BREAK. The SMP INDICATOR has been renamed EMPLOYMENT BREAK REASON. A new list of employment break reasons has been added, however existing customers can still use 'Y' to indicate the employment break reason was due to maternity or paternity leave, to avoid changing any existing extract reports.
3.30	29/04/2019	37	AUTO ENROLMENT QUALIFYING EARNINGS has changed from mandatory to conditional. The data item only needs to be populated for new starters.
3.30	29/04/2019	43	The PART-TIME HOURS EFFECTIVE DATE has been renamed to PART-TIME/WHOLE-TIME HOURS EFFECTIVE DATE. The data item should be completed for part-time and whole-time members.
3.30	29/04/2019	45	The PART-TIME INDICATOR data item has been updated to include part-time indicators used for employees in the modified and retained sections of the Firefighters' Pension Scheme.
3.30	29/04/2019		The FAQ section has been amended to include part-time hours examples.

9 Need more help?

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

- 0161 613 4333
- support@i-Connectdata.co.uk

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