

i-Connect

i-Connect is a cloud-based system designed to allow a flow of employee information from your payroll system to East Sussex Pension Fund's administration platform (Altair). All employers of the Fund will be expected to onboard onto i-Connect (by end of March 2023 or may have already done so).

The i-Connect software allows employers to provide payroll information in a secure manner and negates the need to provide end of year reporting. The monthly data uploads will inform the Fund of pay and contribution data, changes to members personal details or contact information, new Joiners, leavers* and allow uploading of various active member and leaver documents.

*8A leaver forms will be phased out for i-Connect users, but other leaver forms are still required.

The benefits of i-Connect for employers

Data accuracy & security -
- Transfer of payroll data is transmitted securely
- Reducing the risk of submitting inaccurate data
- Monthly data uploads will inform the Fund of any changes to members details, new Joiners and allow uploading of leaver forms

Save time on admin
- No need to manually complete end-of-year reporting
- Reduce the number of forms you are required to submit

Speed
- Faster employee benefit processing due to real-time data
- Quicker responses to employer enquiries

How to upload information – two methods

1. **By completing an online return.**

This method involves manually inputting or typing in data to i-Connect each month, so is recommended for employers with less than 30 active members.

2. **By uploading a csv file.**

The csv file is normally produced as an automated report. This method will usually require discussion with your payroll software provider. This method is recommended for employers with more than 30 active members.

These are only general recommendations and employers are free to choose which method works best for them. Manual intervention may still be required by employers on their csv files if all required data cannot be automated.

Costs

The costs of producing the file and any associated costs of submitting returns are the responsibility of the employer. However, there are no costs or subscription charges imposed by the Pension Fund or i-Connect for using the cloud portal.

i-Connect guides for employers

We have Aquila Heywood i-Connect Specification Guides which offer an understanding of the specification requirements and data items that must be submitted via i-Connect. As each pension fund operates differently and i-Connect is not designed specifically for East Sussex, the employer engagement team have created supplementary guidance* for East Sussex Pension Fund employers.

Payroll Data Submission Guides

Payroll Extract File (CSV File Upload)

These documents provide guidance for East Sussex Pension Fund employers who are responsible for the submission of csv payroll extract files via i-Connect.

i-Connect File Upload Guide v5

i-Connect – ESPF Payroll extract file specification – supplementary guidance

Payroll Extract File Specification Guide

Example file template for CSV file uploads

Payroll Online Return (without using CSV File Extract)

These documents provide guidance for East Sussex Pension Fund employers who are responsible for the submission of online returns via i-Connect.

i-Connect Online Return Guide v5

i-Connect – ESPF Supplementary online return – specification guide

* Important: Any data items included in the supplementary guidance supersedes the information provided in the Aquila Heywood Guides.

Further support

Email: employer.engagement@eastsussex.gov.uk

This factsheet is one of a series put together by East Sussex Pension Fund to help support employers with processing key tasks.



You can view the full employer toolkit at:

Employer Toolkit | East Sussex Pension Fund