

Nomination of Third-Party Payroll Provider Contacts

LGPS 53 Payroll Provider

Supplementary Guidance

APF will only deal with appointed Authorised Contacts in relation to any pension queries.

The LGPS 53 Payroll Provider form is for the payroll company to complete where a scheme employer has appointed a Third-Party Payroll provider to do their administration duties.

This form provides a list of authorised contacts from the payroll provider company that the fund will set up as authorised users and give access to the i-Connect system.

These contacts will be the only authorised users the fund can deal with for your organisation when sending/accepting information.

This form supersedes all previous LGPS53 Payroll Provider's. Any one previously authorised but not listed on the new form will have their access deleted. Incomplete forms will be returned by APF for correction/completion each time.

i-Connect – role permissions:

	Document Uploader	Uploader	Final Pay Submitter
i-Connect Portal			
Leaver Form & Document upload - <i>Allows users to securely upload documents, for active members and leavers, electronically from i-Connect to the member's Document List in Altair.</i>	✓	x	x
i-Connect Online Returns			
Monthly data submission - <i>Allows the submission of data via an Online Return</i>	x	✓	x
Submission Errors report - <i>This report provides a breakdown of each i-Connect event error by Scheme, Employer, Payroll and Payroll Period. Details are provided for the following items:</i> • Event Name • Event Error • Additional Error Information	✓	x	x
Final Pay Submission - <i>Displays a task for the user to complete when members that require their Final Pay submitting are identified.</i>	x	x	✓
i-Connect CSV Returns			
Monthly CSV upload - <i>Allows the submission of data via a payroll extract file upload (.CSV).</i>	x	✓	x
Submission transaction report	✓	x	x
Contribution's reconciliation report	✓	x	x
Submission Errors report	✓	x	x
Final Pay Submission - <i>Displays a task for the user to complete when members</i>	x	x	✓

<i>that require their Final Pay submitting are identified.</i>			
GlobalScape	✓	✓	✓
www.apfemployers.org.uk	✓	✓	✓

All contacts listed on this form will be granted the above-named role permissions within i-Connect

Authorisation of contact appointment:

When you sign this form, you are authorising that the named employees will be given access to GlobalScape and www.apfemployers.org.uk.

What happens next:

The Employer Relations Team will process the LGPS53, checking the form has been completed correctly and adding your chosen contacts to our list of authorised contacts. All contacts will be given access to GlobalScape, our secure portal, and i-Connect. You will receive your username and password for both of these Portals once the LGPS53 has been processed.

Avon Pension Fund, Local Government Pension Scheme administered by Bath & North East Somerset Council.

Data Protection: Avon Pension Fund is a Data Controller as defined in the UK GDPR. We store, hold and manage your personal data in line with statutory requirements to provide you with pension administration services. For more information about how we process your data, your individual rights and answers to frequently asked questions, please visit our website: avonpensionfund.org.uk