



i-Connect

## **Multiple Payroll Provider**

# **Payroll Extract File Specification**

12 December 2019

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## Revision History

Version	Date	Updated By	Approved By	Details of Amendment
2.00	30 Nov 2016	J Dale	Colin Lewis	Updated for GAD and DCLG reporting requirements for LGPS pension fund transactions for cashflows from 1st April 2017 onwards
2.01	05 Oct 2017	J Dale	Colin Lewis	Member address changed to Mandatory to conform with the Pensions Regulator Codes of Practice.
2.02	08/11/2017	J Dale	Colin Lewis	Amended the name of Data item 37 to Auto-Enrolment Qualifying Earnings and replaced the example file
3.00	07/06/2018	K Pridgeon	J Dale/E Fisher	Rebrand
3.01	01/08/2018	Colin Lewis	Colin Lewis	Description of data item 48 was incorrect. Now fixed.
3.20	02/11/2018	J Dale	C Lewis	Telephone number change
3.30	29/04/2018	J Dale	C Lewis	Suspension renamed to Employment Break and reason codes added. Auto-Enrolment Qualifying Earnings retired. Service examples added to FAQ's. Part-Time Hours Effective Date notes amended. What's Changed section added.
3.40	12/07/2019	J Dale	C Lewis	Suspension Reason renamed Employment Break reason. Notes updated.
3.50	19/12/2019	J Dale	P Stocks	Data item 49 (Employers Contributions), max number of characters corrected.

# 1 Purpose of this guide

This guide will provide you with a comprehensive understanding of the i-Connect multiple payroll provider (MPP) payroll extract file specification, including each of the data items that need to 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](mailto: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 MPP 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 MPP payroll extract file to output the unique payroll identifier:

- Payroll Reference 1 (Data Item 3)
- Payroll Reference 2 (Data Item 4)
- Payroll Reference 3 (Data Item 5)

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 MPP payroll extract file.**

## 3 Extract file creation preparation

### 3.1 File format

All MPP 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 16), 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 MPP 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:

```
FILE_REF,NI_NUMBER,PAY_REF_1,PAY_REF_2,PAY_REF_3,ADD_LINE_1,AD  
D_LINE_2,ADD_LINE_3,ADD_LINE_4,ADD_LINE_5,POSTCODE,FILLER_1,TE  
LEPHONE_NUMBER,MOBILE_NUMBER,WORKS_PLACE_NAME,WORKS_ADD_LINE_1  
,WORKS_ADD_LINE_2,WORKS_ADD_LINE_3,WORKS_ADD_LINE_4,WORKS_ADD_  
LINE_5,WORKS_POSTCODE,WORKS_EMAIL_ADDRESS,DATE_OF_LEAVING,PAYR  
OLL_PERIOD_END_DATE,ADDITIONAL_CONTRIBUTIONS_1,ADDITIONAL_CONT  
RIBUTIONS_2,EMPLOYMENT_BREAK_START,EMPLOYMENT_BREAK_END,FILLER  
_2,EMPLOYMENT_BREAK_REASON,SURNAME,FORENAMES,GENDER,DOB,MARITA  
L_STATUS,TITLE,FILLER_3,FILLER_4,ANNUAL_PENSIONABLE_SALARY,PEN  
SIONABLE_PAY,EFFECTIVE_DATE,DATE_JOINED_PENSION_SCHEME,JOB_TIT  
LE,PART_TIME_HOURS_EFFECTIVE_DATE,PART_TIME_HOURS,PART_TIME_IN  
DICATOR,WHOLE_TIME_EQUIVALENT_HOURS,EMPLOYEES_MAIN_SECTION_CON  
TS,EMPLOYERS_CONTS,SCHEME_CONT_RATE,FILLER_5,FILLER_6,MAIN_SEC  
TION_CUMULATIVE_PEN_PAY,5050_SECTION_CUMULATIVE_PEN_PAY,FTE_FI  
NAL_PAY,CUMULATIVE_EMPLOYEES_MAIN_SECTION_SCHEME_CONTS,CUMULAT  
IVE_EMPLOYERS_SCHEME_CONTS,REASON_FOR_LEAVING,CUMULATIVE_SCAPC  
s,CUMULATIVE_APCs,EMPLOYEES_5050_CONTS,CUMULATIVE_EMPLOYEES_50  
50_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 in the i-Connect MPP 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 MPP 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 24) must be the same on all records.
- Blank rows must not be present in the MPP 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 MPP 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 MPP 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 concurrent usage.

## 5 i-Connect multiple payroll extract file specification

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>1</b>	FILE REF	Multiple payroll provider file reference	10	<b>Mandatory</b>
Example:	A123456789			
Notes:	Please enter a unique file reference for each separate employer included on the multiple payroll extract file. The file reference must be present for each record on the file. <b>This data item must be completed.</b>			
<b>2</b>	NATIONAL INSURANCE NUMBER	National Insurance (NI) number of the employee	9	<b>Mandatory</b>
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. <b>This data item must be completed.</b>			
<b>3</b>	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	<b>Conditional*</b>
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 unique identifier, it can be used to store additional payroll identification information for new starters, such as Post or Contract Number. <b>*Mandatory if the administering authority specifies this field as a unique identifier</b>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>4</b>	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	<b>Conditional*</b>
Example:	TY0123456			
Notes:	<p>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.</p> <p>If this field is not used as unique identifier, it can be used to store additional payroll identification information for new starters, such as Post or Contract Number.</p> <p><b>*Mandatory if the administering authority specifies this field as a unique identifier</b></p>			
<b>5</b>	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	<b>Conditional*</b>
Example:	07			
Notes:	<p>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.</p> <p>If this field is not used as unique identifier, it can be used to store additional payroll identification information for new starters, such as Post or Contract Number.</p> <p><b>*Mandatory if the administering authority specifies this field as a unique identifier</b></p>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>6</b>	ADDRESS LINE 1	Address Line 1 of the correspondence address of the employee	30	<b>Mandatory</b>
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 ('). <b>If any of the address lines (1 to 5) is present for the employee, a minimum of two address lines must be provided.</b>			
<b>7</b>	ADDRESS LINE 2	Address Line 2 of the correspondence address of the employee	30	<b>Mandatory</b>
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 ('). <b>If any of the address lines (1 to 5) is present for the employee, a minimum of two address lines must be provided.</b>			
<b>8</b>	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 ('). <b>If any of the address lines (1 to 5) is present for the employee, a minimum of two address lines must be provided.</b>			
<b>9</b>	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 ('). <b>If any of the address lines (1 to 5) is present for the employee, a minimum of two address lines must be provided.</b>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>10</b>	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 ('). <b>If any of the address lines (1 to 5) is present for the employee, a minimum of two address lines must be provided.</b>			
<b>11</b>	POSTCODE	Postcode of the correspondence address of the employee	10	<b>Mandatory</b>
Example:	WA14 1TT			
Notes:	Please enter letters (A-Z), numbers (0-9) and a single space.			
<b>12</b>	FILLER 1	A spare field reserved for future use.	72	N/A
Example:				
Notes:				
<b>13</b>	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.			
<b>14</b>	MOBILE NUMBER	Personal mobile number of the employee	14	Optional
Example:	07777 77777			
Notes:	Please enter the employee's personal mobile number. Numeric characters and spaces only.			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>15</b>	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.			
<b>16</b>	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 ('). <b>If any of the works address lines (1 to 5) is present for the employee, a minimum of two address lines must be provided.</b>			
<b>17</b>	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 ('). <b>If any of the works address lines (1 to 5) is present for the employee, a minimum of two address lines must be provided.</b>			
<b>18</b>	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 ('). <b>If any of the works address lines (1 to 5), are present for the employee, a minimum of two address lines must be provided.</b>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>19</b>	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 ('). <b>If any of the works address lines (1 to 5) is present for the employee, a minimum of two address lines must be provided.</b>			
<b>20</b>	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 ('). <b>If any of the works address lines (1 to 5) is present for the employee, a minimum of two address lines must be provided.</b>			
<b>21</b>	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.			
<b>22</b>	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').			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>23</b>	DATE OF LEAVING	Date the employee left/Opted out of this post	10	<b>Conditional*</b>
Example:	31/05/2015			
Notes:	Please enter the date in the format <b>DD/MM/YYYY</b> . <b>*Mandatory for leavers</b>			
<b>24</b>	PAYROLL PERIOD END DATE	End date of the earnings period to which the pay relates	10	<b>Mandatory</b>
Example:	30/06/2015			
Notes:	Please enter the date in the format <b>DD/MM/YYYY</b> . The same date must be present for each record on the file; mixed payroll period end dates are not acceptable. <b>This data item must be completed.</b> <b>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.</b>			
<b>25</b>	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. <b>Leave blank or populate with zeros if value is null.</b>			



Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>26</b>	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. <b>Leave blank or populate with zeros if value is null.</b>			
<b>27</b>	EMPLOYMENT BREAK START DATE	The start date of any <b>unpaid</b> employment break for the employee	10	Optional
Example:	17/06/2015			
Notes:	Please enter the start date of commencement of any <b>unpaid</b> employment break, for example, strike, maternity or paternity. Please enter the date in the format <b>DD/MM/YYYY</b> .			
<b>28</b>	EMPLOYMENT BREAK END DATE	The end date of any <b>unpaid</b> employment break for the employee	10	Optional
Example:	18/06/2015			
Notes:	Please enter the end date of a termination of any <b>unpaid</b> leave of absence, for example, strike, maternity or paternity. Please enter the date in the format <b>DD/MM/YYYY</b> .			
<b>29</b>	FILLER 2	A spare field reserved for future use	1	N/A
Example:				
Notes:				

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>30</b>	EMPLOYMENT BREAK REASON	Employment break reason	1	Optional
Example:	M			
Notes:	<p>Please enter the employment break reason, the following entries are valid:</p> <ul style="list-style-type: none"> <li>• <b>A</b> - Leave of Absence</li> <li>• <b>E</b> - Education Break</li> <li>• <b>M</b> - Parental Break*</li> <li>• <b>S</b> - Strike</li> <li>• <b>U</b> - Unauthorised</li> </ul> <p>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.</p>			
<b>31</b>	SURNAME	Surname of the employee	25	<b>Mandatory</b>
Example:	James Howard-Jones Vaughan Williams O'Hara			
Notes:	<p>Please enter the last name of the employee. Upper- and lower-case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe ('). <b>This data item must be completed.</b></p>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>32</b>	FORENAMES	Forename(s) of the employee	25	<b>Mandatory</b>
Example:	Myfanwy Amelia-Lily Lewis Watson			
Notes:	Please enter a <b>maximum of three</b> forenames for the employee. Upper- and lower-case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe ('). <b>This data item must be completed.</b>			
<b>33</b>	GENDER	Sex of the employee	1	<b>Mandatory</b>
Example:	M			
Notes:	Please enter either <b>M</b> (male) or <b>F</b> (female). <b>This data item must be completed.</b>			
<b>34</b>	DATE OF BIRTH	Date of birth of the employee	10	<b>Mandatory</b>
Example:	06/05/1971			
Notes:	Please enter the date in the format <b>DD/MM/YYYY</b> . <b>This data item must be completed.</b>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>35</b>	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: <b>C</b> - Civil Partnership <b>D</b> - Divorced <b>M</b> - Married <b>P</b> - Declared Partnership <b>S</b> - Single <b>W</b> - Widowed			
<b>36</b>	TITLE	Title	4	Optional
Example:	Mr			
Notes:	Please enter one of the following valid titles: Mr   Mrs   Miss   Ms   Dr			
<b>37</b>	FILLER 3	A spare field reserved for future use	10	N/A
Example:				
Notes:				
<b>38</b>	Filler 4	A spare field reserved for future use	10	N/A
Example:	0.00			
Notes:	<b><u>Formerly a conditional field. Must be populated with 0.00 for all entries</u></b>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>39</b>	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 41 if an annual pensionable salary is entered. Enter only numbers and decimal point. <b>Leave blank if null.</b>			
<b>40</b>	PENSIONABLE PAY	The pensionable pay/or assumed pensionable pay of the employee for the current pay period.	10	<b>Mandatory</b>
Example:	1000.01      PAY PERIOD			
Notes:	Please enter the employee's pensionable pay for the current payroll period. Enter only numbers and decimal point. <b>Mandatory - populate with '0.00' if null pay this period.</b>			
<b>41</b>	EFFECTIVE DATE	The effective date for the annual pensionable salary rate.	10	<b>Conditional*</b>
Example:	01/04/2015			
Notes:	Please enter the date from which the annual pensionable salary entered in item 39 is applicable, in the format <b>DD/MM/YYYY</b> . <b>*Mandatory if data item 39 is present, leave blank if data item 39 is blank.</b>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>42</b>	DATE JOINED PENSION SCHEME	The date the employee joined/Opted in to the pension scheme	10	<b>Conditional*</b>
Example:	01/04/2015			
Notes:	Please enter the date the member joined/Opted in to the: <ul style="list-style-type: none"> <li>• Local Government Pension Scheme</li> <li>• Police Pension Scheme</li> <li>• Firefighters' Pension Scheme</li> </ul> Please enter the date in the format <b>DD/MM/YYYY</b> . <b>*Mandatory for new starters</b>			
<b>43</b>	JOB TITLE	Job title/description of the employee	20	Optional
Example:	Payroll Officer			
Notes:	Please enter the employee's job title for this post.			
<b>44</b>	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 <b>DD/MM/YYYY</b> . <b>*Mandatory for part-timers and casuals (data item 45 set to Y or C)</b>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>45</b>	PART-TIME HOURS	The part-time hours the employee is working for this post	5	<b>Conditional*</b>
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 that this figure cannot be equal to or greater than the value in data item 47. Enter only numbers and decimal point. <b>*Mandatory for part-timers</b>			
<b>46</b>	PART-TIME INDICATOR	An indicator to identify that the employee is part-time in this post	1	<b>Conditional*</b>
Example:	Y			
Notes:	Please enter <b>Y</b> if the employee is working part-time in this post. Please enter <b>C</b> if the employee is a casual worker in this post. <b>Firefighters' Pension Scheme Only:</b> Please enter <b>M</b> if the employee is in the Modified section of the Firefighters' Pension Scheme. Please enter <b>R</b> if the employee is in the Retained section of the Firefighters' Pension Scheme. <b>*Mandatory if PART-TIME HOURS (Data item 45) are present; leave blank for whole-time or casual members.</b>			
<b>47</b>	WHOLE-TIME EQUIVALENT HOURS	The notional whole-time hours a part-time member would be working in this post	5	<b>Conditional*</b>
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 46, a figure greater than zero must be entered. Enter only numbers and decimal point. <b>*Mandatory for part-timers</b>			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>48</b>	EMPLOYEE'S MAIN SECTION CONTRIBUTIONS	Employee's main section scheme contributions for the current payroll period	10	<b>Mandatory</b>
Example:	120.00      PAY PERIOD			
Notes:	Please enter the employee's main section scheme contributions for the current payroll period. Only enter numbers and decimal point. <b>Mandatory: populate with '0.00' if null pay this period.</b> <b>Negative values are valid.</b>			
<b>49</b>	EMPLOYER'S CONTRIBUTIONS	Employer's scheme contributions for the current payroll period	10	<b>Mandatory</b>
Example:	240.00      PAY PERIOD			
Notes:	Please enter the employer's scheme contributions for the current payroll period. Enter only numbers and decimal point. <b>Mandatory, populate with '0.00' if null pay this period.</b> <b>Negative values are valid.</b>			
<b>50</b>	SCHEME CONTRIBUTION RATE	Employee's scheme contribution rate	10	<b>Mandatory</b>
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. <b>Mandatory: default rate required for members who have left or opted out of the scheme.</b>			
<b>51</b>	FILLER 5	A spare field reserved for future use	10	N/A
Example:				
Notes:				



Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
<b>52</b>	FILLER 6	A spare field reserved for future use	10	N/A
Example:				
Notes:				
<b>53</b>	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	<b>Mandatory</b>
Example:	1000.01      CUMULATIVE			
Notes:	<p>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.</p> <p><b>Mandatory: populate with '0.00' if null or the member is not in the CARE scheme.</b></p> <p><b>Negative values are not valid.</b></p>			

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
<b>54</b>	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	<b>Mandatory</b>
Example:	1000.01	CUMULATIVE			
Notes:	<p>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</p> <p>Enter only numbers and decimal point.</p> <p><b>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.</b></p> <p><b>Negative values are not valid.</b></p>				
<b>55</b>	FULL TIME EQUIVALENT FINAL PAY		Full-time equivalent pensionable pay in respect of the employment for the scheme year (Pre-2014 CARE scheme definition)	10	<b>Mandatory</b>
Example:	18000.00	ANNUAL			
Notes:	<p>Please enter the member's annual final pay, based on the pre-CARE definition of pay for the current financial year.</p> <p>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.</p> <p>Only enter numbers and decimal point.</p> <p><b>Mandatory: populate with '0.00' if null.</b></p>				

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional
56	CUMULATIVE EMPLOYEE'S MAIN SECTION CONTRIBUTIONS	Employee's main section cumulative scheme contributions	10	<b>Mandatory</b>
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. <b>Mandatory: populate with '0.00' if null.</b>			
57	CUMULATIVE EMPLOYER'S CONTRIBUTIONS	Employer's cumulative scheme contributions	10	<b>Mandatory</b>
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. <b>Mandatory: populate with '0.00' if null.</b>			
58	REASON FOR LEAVING	Reason the employee terminated employment/membership	100	Optional
Example:	Voluntary Early Retirement			
Notes:	This is a 100-character field (including spaces) to hold the reason why the employee's employment/membership has terminated.			

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
<b>59</b>	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. <b>Leave blank or populate with zero values if value is null.</b>				
<b>60</b>	CUMULATIVE EMPLOYEE APCs		Cumulative Employee Additional Pension Contributions (include employee SCAPC contributions, 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. <b>Leave blank or populate with zero values if value is null.</b>				
<b>61</b>	EMPLOYEE'S 50/50 SECTION CONTRIBUTIONS		Employee's 50/50 section scheme contributions for the current payroll period	10	<b>Mandatory</b>
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. <b>Mandatory: populate with '0.00' if null pay this period.</b> <b>Negative values are valid.</b>				

Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional
62	CUMULATIVE EMPLOYEE'S 50/50 SECTION CONTRIBUTIONS		Cumulative pay to date total for the employee's 50/50 section scheme contributions, for the current financial year	10	<b>Mandatory</b>
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. <b>Mandatory: populate with '0.00' if null.</b>				
63	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. <b>Leave blank or populate with zero values if value is null.</b>				
64	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. <b>Leave blank or populate with zero values if null.</b>				

## 6 Example MPP payroll extract file

FILE\_REF,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,FILLER\_1,TELEPHONE\_NUMBER,MOBILE\_NUMBER,WORKS\_PLACE\_NAME,WORKS\_ADD\_LINE\_1,WORKS\_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\_CONTRIBUTIONS\_2,EMPLOYMENT\_BREAK\_START,EMPLOYMENT\_BREAK\_END,FILLER\_2,EMPLOYMENT\_BREAK\_REASON,SURNAME,FORENAMES,GENDER,DOB,MARITAL\_STATUS,TITLE,FILLER\_3,FILLER\_4,ANNUAL\_PENSIONABLE\_SALARY,PENSIONABLE\_PAY,EFFECTIVE\_DATE,DATE\_JOINED\_PENSION\_SCHEME,JOB\_TITLE,PART\_TIME\_HOURS\_EFFECTIVE\_DATE,PART\_TIME\_HOURS,PART\_TIME\_INDICATOR,WHOLE\_TIME\_EQUIVALENT\_HOURS,EMPLOYEES\_MAIN\_SECTION\_CONTS,EMPLOYERS\_CONTS,SCHEME\_CONT\_RATE,FILLER\_5,FILLER\_6,MAIN\_SECTION\_CUMULATIVE\_PEN\_PAY,5050\_SECTION\_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

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3MJ,, ,31/05/2017,100.00,,,,, ,Jones,Martin,M,01/01/1961,M,Mr,, ,1433.25,17199.00,1433.25,01/04/2017,01/01/2008,Supervisor,,,,, ,83.13,207.83,5.8,, ,2866.5,0,17199.00,166.26,415.66,,,,,0,0,,

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3MJ,, ,31/05/2017,,50.00,,,,, ,Denton,Daniel,M,02/01/1961,S,Miss,, ,884.75,10617,884.75,01/04/2017,06/05/2010,Carer,06/05/2010,20,Y,40,48.66,121.65,5.5,, ,1769.5,0,21234.00,97.32,243.3,,,,,0,0,,

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3TB,,01612875441,,Sport Timperley,Bowdon,Altrincham,Cheshire,, ,WA15  
5MP,, ,31/05/2017,,,,,, ,Allen,Pauline  
Tricia,F,03/01/1961,M,Mr,, ,777.38,9328.5,777.38,01/04/2017,28/09/2005,Coach,01/03/2012,20,Y,40,0,106.9,5.5,,,,,0,1554.76,18657.00,0,213.8,,,,,42.76,85.52,,

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,01612850984,,Sport Timperley,Bowdon,Altrincham,Cheshire,,,WA15  
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2012,Coach,,,,,137.65,344.13,6.5,,,4235.34,0,25412.00,275.3,688.26,,,,0,0,,

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5MP,,,31/05/2017,,,,,,Johnston,Carol,F,05/01/1961,S,Miss,,1633.17,19598.00,1633.17,01/04/2017,24/12/  
2000,Coach,,,,,94.72,236.8,5.8,,,3266.34,0,19598.00,189.44,473.6,,320.04,160.02,0,0,160.02,80.01

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,01612844423,,APPS,Hale,Altrincham,Cheshire,,,WA14 2WY,,,31/05/2017,,,,,,James,Harry  
Horrace,M,06/01/1961,M,Mr,,281.74,3380.88,281.74,01/04/2017,02/10/2010,Admin  
Assistant,02/10/2010,5,Y,40,15.5,38.75,5.5,,,563.48,0,27047.00,31,77.5,,,,0,0,,

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,01612832267,,APPS,Hale,Altrincham,Cheshire,,,WA14 2WY,,,31/05/2017,,,,,,Brunt,Mary  
Jane,F,17/05/1961,M,Mrs,,1956.50,23478.00,1956.50,01/04/2017,03/03/2000,Manager,,,,,127.17,317.93,6.5  
,,,3913,0,23478.00,254.34,635.86,,,,0,0,,

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,01612899653,,APPS,Hale,Altrincham,Cheshire,,,WA14  
2WY,,,31/05/2017,,,,,,May,Alex,M,08/01/1961,M,Mr,,1166.06,13992.75,1166.06,01/04/2017,15/10/1999,Rec  
eptionist,08/01/2010,30,Y,40,64.13,160.33,5.5,,,2332.12,0,18657.00,128.26,320.66,,,,0,0,,

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1WE,,01612333418,,APPS,Hale,Altrincham,Cheshire,,,WA14  
2WY,,,31/05/2017,,,,,,Queen,Jennifer,F,09/01/1961,S,Miss,,2038.00,24456.00,2038.00,01/04/2017,11/09/  
2013,Admin Assistant,,,,,132.47,331.18,6.5,,,4076,0,24456.00,264.94,662.36,,,,0,0,,

00003, BB000010A, 600010, 0003, , 31 Bloomsbury Lane, Timperley, Altrincham, Cheshire, England, WA15  
8CC, , 01612366598, , APPS, Hale, Altrincham, Cheshire, , , WA14  
2WY, , 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, Cleaner, 10/05/2010, 20, Y, 40, 57.29, 143.23, 5.5, , , 2083.42, 0, 25001.00, 114.58, 286.46, I11  
Health Retirement, , , 0, 0, ,



## 7 Frequently asked questions

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?

No, historically opted out employees should not be included on the file.

2. What should I do if an Opt Out re-joins the scheme?

You must enter the date that the employee re-joined the scheme in data item 42. 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:

$$43.4 \text{ weeks} / 52 \text{ weeks} \times 12 \text{ hours} = 10.02$$

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:

$$43.4 \text{ weeks} / 52 \text{ weeks} \times 37 \text{ hours} = 30.88$$

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 55), 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 55 with your administering authority.

10. Why have salary validation errors been detected?

This is because an annual salary is in data item 39, but an effective date has been omitted from data item 41, 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 25), the cumulative values of all other additional contributions should be added together and output to 'Additional Contributions 2' (data item 26).

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?

Generally, leavers remain on the payroll extract file for one 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 40) and the main and/or 50/50 section cumulative pay (data items 53 and 54).

## 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	49	Max number of characters has been changed from 5 to 10 to correct a documentation error.
3.40	03/05/2018	30	Suspension Reason renamed Employment Break reason. Notes updated.
3.30	29/04/2019	27 28 30	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	38	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	44	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	46	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.

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## 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](mailto:support@i-Connectdata.co.uk)

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