

**Milly Southworth**

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**From:** Daniel Pattingale <Daniel.Pattingale@cornwall.gov.uk>  
**Sent:** 09 June 2023 14:35  
**To:** Employer Data (Pensions)  
**Cc:** Zoe Johnston; Sian Chapman; Matthew Davies  
**Subject:** i-Connect Newsletter | June 2023

Information Classification: PUBLIC

## **i-Connect Newsletter**

### **June 2023**



### **Casual or time-sheet employees**

Following the completion of our Year-End exercise we have identified a number of members who have not earned pension benefits for a significant period.

We will shortly be contacting all employers with these cases and ask you to confirm whether these members are still current employees on your payroll or whether they have left pensionable service.

HMRC state that it is good practice to remove employees from the payroll system if they have not been paid for a significant period.

By leaving these employees as active members of the Local Government Pension Scheme, not only could there be an increase in your liabilities due to incorrect membership data at the next valuation but there could also be death benefits payable if a member were to die in service.

### **Pension reference numbers**

If you change payroll provider or gain staff from a TUPE, it is important that you maintain the current or existing pension reference number. If you do not, duplicate records could be set up and leavers incorrectly recorded, which will cause errors and extra work for you to rectify this.

As a Fund, our general stance is that we will not change pension references and will refer this back to you and your payroll provider to rectify, i.e. amend the records so that the existing pension reference numbers are maintained.

Only in very exceptional circumstances will we amend the pension reference numbers on your behalf, due to the resource required to do so. If we do amend these for you, we will charge you for this work at a rate of £100 plus VAT per hour, with a minimum of 1 hour being charged.

### **Employers using CSV file upload**

All employers should now have received login details and training on how to upload their own i-Connect submissions. Payroll providers should also be aware of the upload process.

For any help or further training needed, please contact the Employer data team on: [employerdata@cornwall.gov.uk](mailto:employerdata@cornwall.gov.uk).

Due to a recent update within our processes, there is information in the i-Connect CSV files that we no longer need to collect. Going forward please notify your payroll provider and apply the following changes:

- No longer required to record part time hours (leave columns AQ, AR, AS, AT blank)
- No longer required to record Annual Pensionable Salary for any employee (leave columns AL and AN blank)
- Ensure correct valid leaver reason is selected from the following:
  - Resignation
  - Dismissal/ misconduct
  - End of contract
  - TUPE transfer
  - Normal retirement over 60
  - Normal retirement under 60
  - Redundancy/ Efficiency over 55
  - Redundancy/ Efficiency under 55
  - Ill health retirement
  - Flexible retirement
  - Death in service

## **i-Connect submissions over Summer**

i-Connect submissions are required to be completed by the monthly submission deadline, this includes throughout the summer holidays. If your organisation is unable to complete this process, please contact the Employer team on [employerdata@cornwall.gov.uk](mailto:employerdata@cornwall.gov.uk) at your earliest convenience.

## **Latest contact information**

As the Fund continues to grow it is important to make sure we are communicating effectively and efficiently with employers and members. We have separate email contacts depending on your query.

For all employer guidance, TUPE or general employer queries - Please email [zoe.johnston@cornwall.gov.uk](mailto:zoe.johnston@cornwall.gov.uk)

For all employer data queries, i-Connect, new entrant & Leaver forms – Please email [employerdata@cornwall.gov.uk](mailto:employerdata@cornwall.gov.uk)

For members needing to contact the Pension Fund regarding their own membership information or if you are an employer seeking information on a single member – Please email [pensions@cornwall.gov.uk](mailto:pensions@cornwall.gov.uk)

**Reminder - Members can view their pension online using [My Pension Online](#). Members will need to complete an [access form](#) before accessing the online portal for the first time.**

For all monthly contribution schedules or any employer contribution queries – Please email [pensioninvestments@cornwall.gov.uk](mailto:pensioninvestments@cornwall.gov.uk)

***Are the right people receiving this communication?***

Please ensure that the staff responsible for providing information to us from your organisation and those that use i-Connect receive this communication and if necessary, please notify us of the updated contact details for your organisation.

**Contact:**



Cornwall Pension Fund. 4<sup>th</sup> Floor South Wing, County Hall, Truro TR1 3AY



01872 322322 option 2



[www.cornwallpensionfund.org.uk](http://www.cornwallpensionfund.org.uk)



[employerdata@cornwall.gov.uk](mailto:employerdata@cornwall.gov.uk)

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