

To: Salaries and Wages
Human Resources
Pension Contacts

Circular 12/2023

20 October 2023

At: All Employing Authorities

Dear Colleagues,

Employer Administration Training

This circular provides employing authorities with information on upcoming employer training events. The training is to help employers meet their administration responsibilities for the Scheme. Each session will last approximately one hour, except for Employer Discretions which is about 90 minutes.

Administration during Active Membership

- [Monday 13 November at 10am](#)
- [Monday 20 November at 10am](#)

This session covers all the administration and form filling requirements for new members joining the Scheme, contribution rates and the relevant forms associated with any changes that may occur through the duration of employment.

i-Connect Demonstration

- [Tuesday 14 November at 10am](#)
- [Tuesday 21 November at 10am](#)

This demonstration takes you through the online i-Connect process. For employers already using the system, it is an opportunity to refresh your training and also ask any questions that you may have now you have been using the system for a while. Employers who haven't migrated to the new online system can use this session as an opportunity to view the processing of new starters, leavers, and opt outs, as well as the financial information required to complete the submission correctly, however you will still receive your individual onboarding training for file-upload users in due course.

Administration for Leavers

- [Wednesday 15 November at 10am](#)
- [Wednesday 22 November at 10am](#)

This session deals with the administration requirements when employees leave the Scheme, including refunds, retirements and deaths.

Assumed Pensionable Pay

- [Thursday 16 November at 10am](#)
- [Thursday 23 November at 10am](#)

This session takes a detailed look at the calculation and application of APP. It covers the requirements of calculating APP for active Scheme members, the impact on employer contributions, and the annual return or i-Connect requirements for pensionable pay. The practical example, and associated forms, is followed right through to ill-health retirement.

Employer Discretions

- [Friday 17 November at 10am](#)
- [Friday 24 November at 10am](#)

This slightly longer session covers the various discretions that are available to employers under the regulations and includes a sample policy statement that can be used by employers as a template when formulating or updating their own policy.

These sessions will be run as Microsoft Teams meetings, and to join please register by clicking on the relevant date and time above, or via our website:

<https://nilgosc.org.uk/employers/training-events/>. The calendar invite is issued automatically as soon as you have registered, if you don't receive it please check you have used the correct email address. If you have used the correct email address and you still have not received your calendar invite, please check your IT settings have not filtered the invitation email to your junk/spam mailbox.

For more information or if you have any queries, please email me: seminars@nilgosc.org.uk.

Yours sincerely

Ruth Benson

Employer Liaison Officer