



Templeton House
411 Holywood Road
Belfast, BT4 2LP

T: 0345 3197 320

E: info@nilgosc.org.uk

www.nilgosc.org.uk

To: Salaries and Wages
Human Resources
Pension Contacts

At: All Employing Authorities

Circular 06/2024

10 April 2024

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.

i-Connect Demonstration

- [Monday 13 May at 10am](#)

This demonstration takes employers through the online i-Connect process. For employers already using the system, it is an opportunity to refresh their training and also ask any questions that they may have now they have been using the system for a while.

For employers due to be using the file-upload facility, their individual onboarding training will follow in due course.

Administration during Active Membership

- [Wednesday 15 May at 10am](#), or
- [Monday 20 May 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.

Administration for Leavers

- [Thursday 16 May at 10am](#), or
- [Tuesday 21 May at 10am](#)

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

Assumed Pensionable Pay

- [Friday 17 May at 10am](#), or
- [Thursday 23 May at 10am](#)

This session takes a detailed look at the calculation and application of Assumed Pensionable Pay (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

- [Tuesday 14 May at 10am](#), or
- [Friday 24 May 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 that 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