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To: Salaries and Wages
Human Resources
Pension Contacts

Circular 12/2025
18 September 2025

At: All un-boarded Employing
Authorities

Dear Colleagues

Monthly Returns to NILGOSC – i-Connect onboarding duties

This Circular sets out a reminder of the go live dates and duties for those employers who are not already onboarded to i-Connect

The implementation of this project to transition employers from a once yearly annual return to monthly returns has been very successful for employers to date. At this date 135 employers are now fully onboarded and using i-Connect as the portal to remit monthly member pay and contribution details. These employers no longer need to submit an annual return.

Go Live deadline reminder

As communicated in Circular 02/2025 issued on 29 January 2025, revised phases and implementation dates were issued for employers who are yet to be onboarded. These are set out in the Appendix. The majority of remaining employers are required to connect by **31 March 2026**. Thank you to employers who have commenced preparations for this change, working with our i-Connect team at NILGOSC to arrange payroll extracts and membership data matching. However, a number of employers have been unengaged in this process to date or have not made sufficient progress. Transition can be a lengthy process, and steps toward this need to be taken now in order to meet the Go Live date.

I would also like to draw your attention to the Employer Service Standards set out in the Pension Administration Strategy. This outlines potential charges in relation to failure to onboard to i-Connect (page 19). A copy of this Strategy can be found on our website:

[Pension Administration Strategy 2024 - NILGOSC](#)

Preparation duties

There are two main employer duties required to support the onboarding process:

- Each employer will have been provided with a Payroll Extract Specification. This should have already been forwarded to your payroll software provider and work should be underway to create the extract file.
- Each employer will be required to provide payroll extracts of membership data to the NILGOSC i-Connect team for data matching to be undertaken. This will result in a cycle of queries to cleanse and prepare the data.

Following these, the i-Connect team will fully train employer contacts in how to use the portal during a supportive handover period.

Action: If you have not yet arranged for your payroll extract or commenced membership data matching, please do so as soon as possible. Please respond to the latest correspondence from the NILGOSC i-Connect team to commence this process. If you are having difficulty carrying out these initial steps or require another copy of the Payroll Extract Specification please contact i-Connect@nilgosc.org.uk.

Please do not hesitate to contact the i-Connect Team or myself if you have any queries.

Yours sincerely

Sinead Heath

Chief Pensions Officer

Enclosure: List of Phase 6 and Phase 7 Employers

Phase 6 – To be completed by 31 March 2026

Antrim and Newtownabbey Borough Council

Apex Housing Association

Armagh, Banbridge and Craigavon Borough Council

Belfast Metropolitan College

Belfast Waterfront and Ulster Hall

Causeway Coast and Glens Borough Council

CCEA

Choice Housing Ireland Limited

Citybus Limited

Dalriada School

Derry City and Strabane District Council

Fermanagh and Omagh District Council

Greenwich Leisure Limited

Libraries NI

Lisburn and Castlereagh City Council

Mid and East Antrim Borough Council

Mid Ulster District Council

NI Housing Executive

NI Railway Company Limited

Newry, Mourne and Down District Council

North West Regional College

Northern Regional College

Probation Board for NI

Radius Housing Association Limited

South Eastern Regional College

South West College

Southern Regional College

Stranmillis University College

Tourism NI

Ulsterbus Limited

Phase 7 – to be completed by 31 March 2027

Education Authority

Enniskillen Integrated Primary School

Erne Integrated College

Oakgrove Integrated College

Oakgrove Integrated Primary School