NiLGOSC
NORTHERN IRELAND LOCAL GOVERNMENT OFFICERS'
SUPERANNUATION COMMITTEE

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To: Salaries and Wages
         Human Resources
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At: All Employers not on i-Connect

Circular 02/2026

21 January 2026

Dear Colleagues

Monthly Returns to NILGOSC – revised onboarding periods

This Circular sets out revised onboarding periods for those employers who are not already onboarded to i-Connect. It also sets out your duties as an employer in preparation for, and during your onboarding period.

The implementation of this project to transition employers from a once yearly annual return to monthly returns has been very successful to date. There are currently 136 employers now fully onboarded and using i-Connect as the portal to remit monthly member pay and contribution details. Thank you to those employers as this has taken a joint effort from their payroll staff, their respective software providers and the i-Connect team at NILGOSC. Those employers who are onboarded by March 2026 will not need to submit an annual return this year.

Revised onboarding periods

There are a number of employers that NILGOSC are currently engaging with who we expect to be fully onboarded by March 2026. However, progress with some larger employers, who require payroll software programming for extracts, have experienced lengthy delays. In some instances, the delays have been due to matching the employer's payroll data and membership data to that held by NILGOSC. There are also some employers who are

currently undergoing a change in payroll software provider and development of the i-Connect payroll extract will not be available until the new provider is in place.

In order to accommodate this, and to refine the connection process, NILGOSC will be onboarding remaining employers in quarterly stages during 2026/2027. Employers who already have a working payroll extract and have been liaising with the i-Connect team on data matching will be onboarded during the first half of the year. Employers who are still working on developing an extract or have not begun data matching will be onboarded during the second half of the year.

The revised onboarding periods for the remaining 28 employers are set out in the Appendix. We ask for full co-operation from employers in preparation for, and during, the onboarding process. Failure to connect in line with your scheduled onboarding date may result in a charge, as outlined on page 19 of the [Pensions Administration Strategy](#).

There are a number of actions that are required from you in advance, and during, your onboarding:

Action (now): Please email i-Connect@nilgosc.org.uk acknowledge your revised onboarding period, that you have a copy of the payroll extract specification issued by NILGOSC and the progress you have made towards producing this extract file.

Action (2-3 months before the start of your onboarding period): NILGOSC will schedule a call to confirm your progress to date in finalising a working extract ready for your onboarding date. Any amendments or revisions that are required should be discussed at this meeting to ensure your payroll provider has sufficient time to make any required fixes.
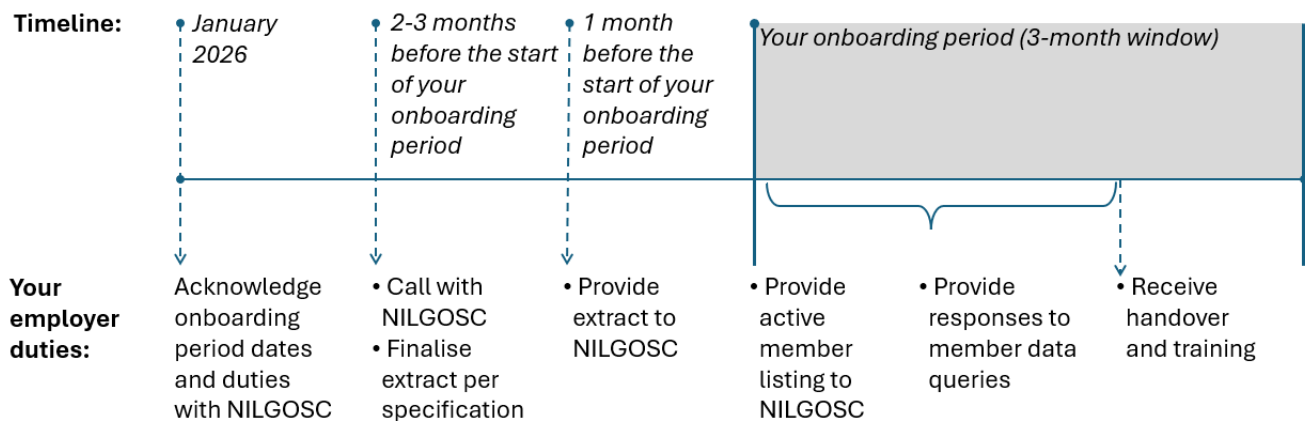
Action (1 month before the start of your onboarding period): NILGOSC will request that you forward your finalised extract for checking.

Action (at the start of your onboarding period): You will forward an extract listing all of your active members from 1 April 2026 to enable the i-Connect team to validate this data against NILGOSC's pension records.

Action (during your onboarding period): During the onboarding months the i-Connect team will liaise with you regarding data mismatches. You should ensure that you have appropriate resource in place to deal with these queries and that this workstream is given

adequate priority to ensure it is completed within your three-month onboarding period. Once the data is aligned between your payroll data and NILGOSC's pension records, then your onboarding to i-Connect will be complete and you will receive full handover and training.

These employer duties are shown below against a timeline. You will find your onboarding period dates in the Appendix.

Timeline:	January 2026	2-3 months before the start of your onboarding period	1 month before the start of your onboarding period	Your onboarding period (3-month window)		
Your employer duties:	Acknowledge onboarding period dates and duties with NILGOSC	• Call with NILGOSC • Finalise extract per specification	• Provide extract to NILGOSC	• Provide active member listing to NILGOSC	• Provide responses to member data queries	• Receive handover and training

Should you have any concerns or queries regarding the onboarding process, please do not hesitate to contact the i-Connect Team or myself.

Yours sincerely

John Wheeler

i-Connect Implementation Manager

Appendix 1 – Employers by Onboarding period

Phase 6

Quarter 1 – Onboarding between <u>1 April 2026 - 30 June 2026</u>, 6 employers

Apex Housing Association

Belfast Waterfront and Ulster Hall

Libraries NI

Lisburn and Castlereagh City Council

Probation Board for NI

Tourism NI

Quarter 2 - Onboarding between <u>1 July 2026 - 30 September 2026</u>, 6 employers

Citybus

Choice Housing Association

Mid and East Antrim Borough Council

NI Railway Company Limited

Newry, Mourne and Down District Council

Ulsterbus Limited

Quarter 3 - Onboarding between <u>1 October 2026 - 31 December 2026</u>, 5 employers

Antrim and Newtownabbey Borough Council

CCEA

Greenwich Leisure Limited

Mid Ulster District Council

NI Housing Executive

Quarter 4 - Onboarding between <u>1 January 2027 - 31 March 2027</u>, 6 employers

Belfast Metropolitan College

North West Regional College

Northern Regional College

South Eastern Regional College

South West College

Southern Regional College

Phase 7 – Onboarding between <u>1 March 2027 - 30 September 2027</u>, 5 employers

Education Authority

Enniskillen Integrated Primary School

Erne Integrated College

Oakgrove Integrated College

Oakgrove Integrated Primary School