

**TEACHERS' PENSION SCHEMES  
2018/13**

**WHO SHOULD READ:** Chief Executives  
All HR and Payroll Managers  
Pension Administration Staff  
Staff who submit data to SPPA

**ACTION:** Read and circulate to all interested parties

**SUBJECT:** i-Connect Data Management Portal  
Move to monthly data submissions

The purpose of this circular is to:

- Provide awareness of the move to monthly data submissions
- Provide information about the new i-Connect Data Management Portal

### Monthly data submissions

To ensure that SPPA are able to provide scheme members with the best possible service and to help the agency meet the requirements laid out by The Pensions Regulator we will be moving from requesting annual data returns to requesting monthly data returns.

While we appreciate the impact that this change will have on employers the move will assist in our target of holding accurate up to date information for scheme members.

### i-Connect Data Management Portal

SPPA will be implementing the Heywood i-Connect Data Management Portal which is designed to support monthly payroll data submissions.

i-Connect will allow employers to submit data through a secure electronic portal. Validation checks are carried out before the employer can submit the data file. Any items that fail these validations will be highlighted and must be corrected to allow the data to be submitted.

We intend to roll this out on a staggered basis over the coming months with the aim of having all employers using i-Connect by March 2020. Further information will be communicated in the near future.

### What we need from you?

We need your help to identify who the principal user of the new i-Connect system will be. The principal user would normally be the payroll manager. To allow us to ensure the principal user is included in all communications related to i-Connect could you please



---

confirm the following information:

- Full name
- Email address
- Telephone number
- Employer name
- Employer code

Could you please confirm the information by 30 November 2018 to the following email address: [sppaconnect@gov.scot](mailto:sppaconnect@gov.scot)

**Scottish Public Pensions Agency**  
7 Tweedside Park  
Tweedbank  
GALASHIELS  
TD1 3TE

[www.sppa.gov.uk](http://www.sppa.gov.uk)  
Telephone: 01896 893000  
Fax: 01896 893214



INVESTOR IN PEOPLE

An agency of



**The Scottish Government**  
Riaghaltas na h-Alba