

Teachers' Pension Scheme

2026/05

- Who should read:**
- Chief Executives
 - All HR and Payroll Managers
 - Pension Administration Staff
 - Staff who submit data to SPPA

Action: For information

Subject: i-Connect onboarding

Date: 15 July 2026

The purpose of this circular is to:

- advise you of the cut-off dates for onboarding to i-Connect
- remind you of relevant i-Connect information and guidance

As an employer you have legal responsibility to provide your pensions provider, in this case the SPPA with accurate and timely employment data that enables us as the pensions administrator to fulfil our responsibility to your employees with respect to their pension, and at the same time fulfil our regulatory requirements.

Historically we have collected data from you annually, as an exercise that has been time consuming for both you and us.

As you will be aware we are changing the way we gather data from employers across the education sector. We are moving to i-Connect as the standard method for submitting monthly pension contribution data. This is part of our ongoing commitment to improve efficiency, accuracy and reduce data processing times.

Those of you who have engaged and successfully onboarded to i-Connect we thank you for your assistance in the progress we have made so far.

It is essential to SPPA that all employers have started the onboarding process by **31 March 2027**, and we are currently in process of contacting the chief executives of your organisations to emphasise the importance of this and for them to ensure that you are given the relevant support to achieve this.

You have previously provided us with your preferred onboarding date through the completion of one of our surveys, if you are unsure of what date you agreed to please contact us at sppaconnect@gov.scot for confirmation.

As we approach the programme deadlines next year, we will be formalising our approach to participation and charging for those who have not signed up within the agreed timelines, as this will be creating additional work for the SPPA: we already charge employers for the additional work associated with poor quality data submission that require high levels of correction.

Thank you for your continued cooperation and support as we modernise our processes, which will lead to a better service from us to your employees.

Additional information and guidance

We have updated our website to include an area dedicated to i-Connect which contains:

- further information about i-Connect and the process of onboarding.
- the payroll extract file specification
- a Frequently Asked Questions section

You can access this at: <https://pensions.gov.scot/teachers/employers/i-connect-data-management-portal>

In addition to this I have also attached the [payroll extract template](#) which you will use to upload your data to i-Connect.

Please contact sppaconnect@gov.scot, if you have any enquiries about this circular.

Christopher Nairns
Chief Operating Officer
15 July 2026