Year-end 2026 requirements

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The importance of timely and accurate data

On time pension payments mean an employee's last contact with their employer is a good experience

Accurate data for fund valuation results in correct charges being levied on the employers

Employees receive correct information on which to make decisions on their pension choices

Annual benefit statements produced on time and accurately

Minimise risk of fines or additional charges

Reduce effort expended responding to queries about pensions

Monthly Submissions – what do we do with the data you upload?

Submissions are made through iConnect every month.

This allows pension records to be:

▶ updated with monthly pay, monthly contributions, year to date pay and year to date contributions. This allows employees to log into 'Engage' and see their pension account building up and the final salary pay that is held

▶ automatically identifies new joiners, leavers, opt-outs, and changes to personal details

There is some information we will require outside of iConnect such as:

▶ leaver Forms for Retirements, Death in Service and backdated leavers

▶ 50/50 Section election forms

▶ opt-out forms

▶ service Breaks- APC elections

October – December 2025

Updated **25203** records with pay and contributions

Updated **3141** records with personal details changes and **5375** address changes

Created **1648** new records for new starters

Were notified of **1063** leavers

What is required at year end?

→ **If you are an iConnect user we need…**

- Month 12 data submission completes the process for individual records in respect of CARE pay and contributions

- Once the Technical Team has completed necessary checks, they will be in touch with any outstanding queries that they may have

→ **If you are a non-iConnect user we need…**

- The relevant spreadsheet completed, that was emailed in February

- Final salary (at the full-time equivalent rate if the employee is part-time) for those with pre 2014 service

- Average hours for any casual or relief staff

- Ensure that all starter and leaver forms have been submitted to the team

- All absences have been reported on LGS15B form or provided on the Year-end Spreadsheet

All above to be provided no later than <u>30 April 2026</u>

What is required at year end? continued…

→ **We will…**

▶ Check all active records have CARE pay, contributions and final salary (if required) posted to records

▶ Check that pay submitted looks reasonable to the amount we hold for the previous year, if any have increased or decreased these will be queried if we cannot spot an obvious reason for this

▶ Check total pensionable pay at month 12 submission multiplied by your employer rate looks correct to the employer contributions you have deducted

▶ Check the figures on the year end submissions agree to the amounts we have received for the year