

# How to Upload Documents for Leavers Through i-Connect

1. Identify the member by entering the NI Number in the **Member Search** box and clicking the **'Member Search'** button. The search results will display the latest payroll submissions for the relevant member. Select the corresponding payroll reference and then choose the **'Upload Leaver Document'** button:

LEICS-Test : ESPO : Monthly > Payroll Dashboard

Enter Full NI Number ... > Member Search

### Member Search

Employer Name	Payroll Name	Payroll Reference	Period End Date
Oracle County MPP	Monthly	120943	30 April 2021

> Break Link > Update NI Number > Update Payroll Reference > Upload Active Member Documents > **Upload Leaver Documents**

> View Document History

2. A pop-up window will appear to guide you through document upload process:

### Step 1- Select Reason

Reason for Leaver

### Step 2- Select Date Member Is Leaving

*This is the the last date the member is employed.*  
*Date of Leaving is mandatory and cannot be more than one year in the past or more than three months in the future*

Date Of Leaving

### Step 3- Add Documents

*All documents must be attached to before you can proceed*

> Upload

3. Select a **Reason for Leaver** from the selector box.

The screenshot shows a web form with three steps. Step 1, 'Select Reason', features a dropdown menu for 'Reason for Leaver' with the following options: 'Please Select Reason For Leaver...', 'Death in Service', 'Ill Health Retirement' (highlighted in blue), 'Normal Retirement', 'Redundancy Retirement', and 'Under 55 leaver with Final Salary'. Step 2, 'Select Date Member Is Leaving', includes a text input field for the 'Date Of Leaving' with a calendar icon and a note: 'This field is Mandatory'. Step 3, 'Add Documents', contains the instruction 'All documents must be attached to before you can proceed'. An 'Upload' button is located at the bottom right.

4. You will then be prompted to enter a **Date of Leaving** and to upload the relevant documents that are required. Once all the fields have been entered and the necessary documents attached, the **Upload** button will then be available to click to finish the process:

This screenshot shows the form after the 'Reason for Leaver' has been selected as 'Ill Health Retirement'. Step 2, 'Select Date Member Is Leaving', has the 'Date Of Leaving' field populated with '30-06-2021' and highlighted with a red box. Step 3, 'Add Documents', lists two document types: 'Ill health supporting documents (Certificate A and I-HNOTN form)' and 'iConnect Leaver notification form (ePen3)'. Each has a 'Choose Files' button and an empty text input field. An 'Upload' button is at the bottom right.

5. To check on the progress of the submission, click on the **'View Document History'** button within the relevant Member search result to bring up a list of all submission attempts for that Member / Payroll.

Employer Name	Payroll Name	Payroll Reference	Period End Date
Oracle County MPP	Monthly	120943	30 April 2021

  

> Print List	> Upload All Member	> Update Payroll Reference	> Upload Active Member Documents	> Upload Leaver Documents
> View Document History				

Once a submission is complete, the Document Status will change to 'COMPLETE' (Both Administrating Authority and Employer users can view this):

Document	Reason for Upload	Uploaded By	Date Uploaded	Document Status
Leaver notification form	Normal Retirement	DCampbell123	2021-07-02	COMPLETE