

ESPF Guide for New Employers



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Welcome to East Sussex Pension Fund

Your organisation has now become an employer in East Sussex Pension Fund. This guide contains details on the next steps required to finish your set up in the Fund as well as important information about your duties as an employer.

Welcome Email

You should have received a welcome email from the Fund outlining the steps required to set up your organisation as an employer within the Fund. The email also includes a range of useful resources, such as the **Employer Fact Card**.

As part of the onboarding process, you will need to complete several documents. These help us gather the information required to accurately and efficiently maintain member records, while ensuring compliance with LGPS Regulations and wider pensions legislation.

The guidance below explains how to complete each of the required documents.

Contacts and Authorised Signatories Form

Employers are required to submit a contacts and authorised signatories form within two weeks of receiving their welcome email. This form is essential as it enables the Fund to maintain accurate contact details of the key individuals within your organisation who are responsible for LGPS administration and financial matters. Having up-to-date contact details ensures that important communications, requests, and regulatory updates are sent to the appropriate people, helping to avoid delays and ensuring that any issues can be resolved quickly and efficiently.

The form also identifies the individuals authorised to sign and approve your organisations monthly LGPS31 forms. Please note that this form must be completed by your Lead Employer Representative or a Nominated Employer Representative (or an appropriate delegate copying in one of these contacts).

Employer Guide

It is important that this form is kept up to date. If your Employer Representative (or a Nominated Employer Representative) leave your organisation, any LGPS31 forms submitted by their replacement(s) will be rejected if your authorised signatories have not been updated and can result in an administration charge being levied. Outdated forms and contact information can also result in communications not reaching the correct people, potentially affecting your organisation's ability to meet its responsibilities as an employer in the fund.

The following contacts are required:

- Chief Executive Officer – for escalation purposes
- Lead Employer Representative – person who makes the final decision relating to the employer and the Fund (including LGPS31 sign off)
- Nominated LGPS31 Contact – for LGPS31 delegated sign off
- Primary i-Connect User and Contact – the person(s) responsible for i-Connect submissions, queries and managing user accounts
- HR – the person responsible for HR queries
- Internal Communications Contact – to support LGPS promotion internally at the employer
- FRS/IAS Reports, Finance and Invoicing – the person responsible for invoicing or accounting queries
- Payroll – the person responsible for payroll queries
- Pensions Administration - the person responsible for pension admin queries

The form can be found on the [Fund's website](#) and is available as an editable PDF.

Starter Information

To ensure that the Fund can update or set up member records when they transfer to your organisation, you will need to complete the 'Starter Information' spreadsheet attached to your welcome email and submit this to the Fund within two weeks of receiving your welcome email. All employers will need to complete the 'Input – STARTER tab'. If your organisation joined the Fund in a previous scheme year (which runs from April to March each year) then you will also be required to fill out the 'Previous Scheme Year Data' tab(s).

Your welcome email will detail whether you need to provide data for previous scheme years or not. If you are unsure, please get in touch with the Employer Engagement Team employer.engagement@eastsussex.gov.uk

Detailed instructions on how to fill out the tabs is contained on the first tab of the spreadsheet, entitled 'Instructions'.

LGPS3I Forms and Payments

The LGPS3I form details all the contributions an employer has collected in a specific month and the total payment that the employer has made to the Fund in respect of these contributions and any additional payments that may have arisen. The LGPS3I form should be submitted to the Fund on a monthly basis no later than the 18th of the following month to which the form relates. For example, the form for October must be received by the Fund no later than 18th November. The cost centre to be entered into the first section of the form will be included in your welcome email.

The LGPS3I form must be completed and submitted by your organisation's Employer Representative or a Nominated Employer Representative, as detailed on your authorised signatories form. Forms that are not submitted by the correct person will not be accepted. This can lead to warnings and fines in line with the Fund's [Administration Strategy](#).

If your organisation joined in a previous scheme year (which runs from 01 April to 31 March of the following year) you will be required to submit one LGPS3I form covering the period from when your admission agreement commenced to 31st March of that scheme year. This does not have to be split into monthly periods. Your welcome email will detail whether you are required to submit an LGPS3I form for a previous scheme year. Detailed instructions on how to complete each section of the LGPS3I form can be found on the [Fund's website](#) and in Appendix B of this guide.

The monthly payments of contributions that accompany the LGPS3I form must reach the fund no later than the 19th of the following month to which they relate (so October's contributions must reach the Fund no later than 19th November). When making payments, please ensure sufficient time is allowed for the funds to clear and reach the Fund bank account by the deadline. If the 19th falls on a weekend or bank holiday, employers should take this into account and arrange payment earlier than usual to avoid any late payment warnings and administration charges.

Payment by BACS transfer should be made to the following bank account: East Sussex Pension Fund, National Westminster Bank, Lewes. Sort code: 60-13-09 Account no: 41610504. When making payments, please include your **cost code** within the payment reference. Where multiple cost codes sit under your organisation, please include your **employer name** in the payment reference. This will help us reconcile payments promptly and accurately.

Cheques should be made payable to East Sussex Pension Fund and sent to ESCC Accounts Receivable, Business Operations South, County Hall, St Anne's Crescent, Lewes, BN1 7UE.

Discretions Policy

The LGPS Regulations require every employer in the Fund to publish a discretions policy. Discretions are policies that employers must make on a variety of pensions issues, such as allowing additional pension contributions, flexible retirement, and waiving pension reductions in cases of early retirement. There are some mandatory discretions that employers must have a policy on and other discretions which are optional for employers to have a policy on.

Whilst the Fund cannot advise employers on what should be written in their discretions policy, it should include a statement about whether the employer will allow a discretion to be exercised and the circumstances in which it will be exercised. The Fund has a draft discretions policy template covering the mandatory 2014 discretions which should be attached to your welcome email and can be found in [Appendix C](#).

[A guide to creating your discretions policy can be found on the Fund website](#)

Year-End Requirements

The Fund Actuary can provide FRS102 accounting reports to employers who require these at a cost. If you are unsure whether you require a report, please check with your auditors and/or finance manager/director.

Accounting reports are produced by the Fund Actuary on a regular basis three times per year – for employers with year-ends of March, July and August. Accounting reports can be produced at any time but if requested outside of one of the regular reporting exercises then there will be an additional cost to this.

As part of your response to the welcome email, please indicate when your organisation's year-end is, and whether you will require an accounting report so we may keep a record and ensure the relevant correspondence is issued to your organisation at the appropriate time.

i-Connect

Each month your organisation or payroll provider is required to submit member level pay and contribution data through i-Connect, an online portal used by the Fund. Many employers submit this data at the same time they complete their LGPS3I form.

The i-Connect team get in touch with the i-Connect contact listed on your authorised signatories form to provide training and access to the system. Further information on i-Connect and the relevant guides can be found on the Fund's website [here](#).

Please note that you can't be onboarded onto i-Connect until the [starter information spreadsheet](#) has been correctly submitted to the Fund and member records have been updated.

Until you are onboarded onto i-Connect you or your payroll provider (if you have delegated that responsibility to your payroll provider) will need to send new joiner/leaver forms for each pensionable post, these forms can be downloaded from our website [here](#) under forms and publications > employer forms > LGPS5A starter form & LGPS8A/9A/10A forms. Further information on i-Connect and the user guides can be found on our website [here](#) & [here](#).

Fund Policies, Strategies and Guides

The Fund's policies, strategies and guides are published on the 'Forms and Publications' page of the Fund's website. The following are of particular importance to new employers in the Fund:

- [Administration Strategy](#) – this includes the responsibilities of employers in the Fund and actions that can be taken to ensure the correct procedures and Regulations are followed.
- [Appointment of Independent Registered Medical Practitioners \(IRMP\) Policy](#) – should you require the services of an IRMP (such as in cases of Ill-Health Retirement), this policy states the procedure for appointing an IRMP.
- Appointing a Payroll Provider – [Appointing a payroll provider](#)
- HR Guide to the LGPS – [HR guide to the LGPS](#)
- Ill Health Retirement Guide for Employers - [Ill Health Retirement Guide for Employers](#)
- Internal Dispute Resolution Procedure (IDRP) - [Employers' Guide to IDRP](#)
- Payroll Guide to the LGPS – [Payroll Guide - July 2025](#)

The Fund's [Employer Toolkit](#) is also a valuable resource for employers and includes small, detailed guides on some of the common queries, issues and processes that employers face. For example, there is guidance available on what to do when an employee takes different types of leave, what to do when a member leaves and how to calculate assumed pensionable pay, among many other topics.

Common Queries

We recommend that you familiarise yourself with the relevant policies, guides and forms published on the Fund's website to ensure you are aware of your responsibilities as an employer in the Fund and can submit accurate information to us. However, below are some of the common queries and issues that are raised by employers when they are being set up in the Fund.

What is included in pensionable pay (CARE pay)?

Pensionable pay is the total of all salary, wages, fees and other payments (including overtime and additional hours) paid to the employee, as well as any benefit mentioned in the employee's contract as being pensionable. **Please note that the LGPS does not have qualifying earnings limits** – all pay is included from the very first pound.

Pensionable pay does not include:

- Any sum which has not had income tax liability determined on it
- Any travelling, subsistence or other allowance paid as expenses incurred in relation to the employment
- Any payment in consideration of loss of holidays
- Any payment in lieu of notice to terminate a contract of employment
- Any payment as an inducement not to terminate employment before the payment is made
- Any amount treated as the monetary value to the employee of the provision of a motor vehicle or any amount paid in lieu of such provision
- Any payment in consideration of loss of future pensionable payments or benefits
- Any award of compensation (excluding any sum representing arrears of pay) to achieve equal pay in relation to other employees
- Any payment made by the scheme employer to a member on reserve forces service leave

- Returning officer or acting returning officer fees other than fees paid in respect of local government elections, elections for the National Assembly for Wales, Parliamentary elections or European Parliamentary elections.

What is whole-time equivalent pay (WTE)?

Whole-time equivalent pay is the pay that an employee working full time for the entire year (including paid holiday) would earn in their role, even if that employee doesn't actually work full time hours and/or 52 weeks per year.

For example, an employee might work part-time 20 hours per week for a whole year and earn approximately £13,500 in pensionable pay. However, the employee's WTE pay would be worked out based on what someone working full time in the role for a whole year would earn. In this case, if full-time meant 37 hours per week then the employee's WTE pay would be around £25,000, even though their pensionable pay is less than this. Likewise, if an employee worked full time hours (37 hours per week) but only on a term-time only contract, then their pensionable pay would likely be different to their WTE pay.

The Fund uses this information in certain cases, such as where a member has pre-2014 service, so it is important this is accurate as it can affect a member's pension.

How do I work out term-time only hours?

Any employee who works on a term-time only basis will be considered part time. You will need to provide their part time working hours as part of the starter information spreadsheet requested in your welcome email, and with every i-Connect submission once you are onboarded to the i-Connect system.

The calculation to pro-rata hours is total weeks worked per year (including holiday) / 52 weeks x hours worked per week.
Two examples are provided below:

Example 1 – Part-time, term-time only: Jennifer works for 12 hours per week during term time (full-time equivalent hours are 37). Her contract is for 39 weeks per year, plus 4.4 weeks' holiday, totalling 43.4 weeks. The following calculation can be used to pro-rata her hours:

$43.4 \text{ weeks} / 52 \text{ weeks} \times 12 \text{ hours} = 10.02$. Jennifer's part-time hours should be supplied as 10.02 and her whole-time equivalent hours as 37.00.

Example 2 – Whole-time, term-time only: Colin works whole-time during term time (37 hours per week). His contract is also for 39 weeks per year, plus 4.4 weeks' holiday, totalling 43.4 weeks. The following calculation can be used to pro-rata his hours:

$43.4 \text{ weeks} / 52 \text{ weeks} \times 37 \text{ hours} = 30.88$

Colin's part-time hours should be supplied as 30.88 and his whole-time equivalent hours as 37.00.

Redundancies and Strain Costs

All employers who have joined the Fund are responsible for paying any strain costs that they may incur. This will be detailed in your organisation's admission agreement.

Strain costs are additional costs outside the usual payments made to the Fund in relation to certain adjustments to a member's pension. These can be incurred in a number of ways, including:

- When a member aged 55 or over is made redundant.
- When a discretionary policy is exercised waiving any actuarial reductions in a member's pension.
- When someone aged 55 has their employment terminated by mutual consent on the grounds of business efficiency

You may have a separate agreement with the Scheme Employer your organisation is providing services for as part of your service contract. East Sussex Pension Fund will still invoice your organisation in such cases and any reimbursement or recharging of these costs is a matter for your organisation and the Scheme Employer.

The Pensions Administration Team at the Fund can provide redundancy cost estimates to give an employer an approximate cost of making an employee redundant. If you are unsure about whether an action you are planning to take will incur a strain cost then please get in touch with the Employer Engagement Team.

Flexible Retirement

Flexible retirement is a process in which an employee moves gradually into retirement by either reducing their hours of work or by moving to a position at a lower grade whilst also drawing on their pension benefits. This can only occur if the employer consents, and the employer's policy on flexible retirement should be detailed in their discretions policy (R30(6) & TPI I(2)). The employer can also choose to waive any actuarial reductions to the pension if it is taken early but the cost of this will be recharged to the employer as a strain cost.

The steps for the employer to take in such cases are summarised below:

1. Request an estimate of pension from the Fund by completing the LGPS RET1 form and sending it to the Pensions Administration Team (PAT), who will provide the estimate within 15 days.
2. Share the estimate and information with the employee so that they can look at the options available and make a decision about flexible retirement.
3. Once flexible retirement has been agreed with the employee, complete the LGPS RET 2 form and send to the PAT. The PAT will then directly provide the employee with a pre-retirement pack within 7 days containing a form for the employee to complete and send to the Fund.
4. When retirement is confirmed and finalised, a LGPS 9A should be completed by the employer and sent to the PAT.
5. Any strain costs incurred (if applicable) will be invoiced to the employer.

Full details about flexible retirement can be found in the [Employer Toolkit – Flexible Retirement Guide](#).

Payroll and Post References

All the roles held by your employees must be identifiable, requiring unique identifiers. Without unique identifiers, data will not be able to be transferred from your organisation to the Fund.

There are two ways to provide unique identifiers:

- Provide a unique payroll reference for **every role** that each member has, or
- Provide a unique payroll reference for **each member** and also provide unique post references for each role that the member has

It is up to your organisation to decide which approach to use and which references to use. However, the approach you choose must be applied consistently for all members.

Some employees may hold more than one pensionable post within your organisation. These are often referred to as **concurrent posts** or **multiple employments**.

For LGPS purposes, each pensionable post must be administered separately. This means that joining, leaving, contribution rates, pensionable pay, and other pension scheme events are recorded against the relevant post rather than solely against the employee. When communicating with the Fund, employers should therefore ensure that the correct payroll and/or post reference is provided for the specific post concerned. This enables the Fund to accurately identify the relevant pension record and process member data correctly.

It is also important to note that **pension scheme dates may differ from employment dates**. For example, an employee may start work on one date but join the LGPS at a later date, or they may leave the pension scheme while remaining in employment. When the Fund refers to a member joining or leaving, this will normally relate to their membership of the LGPS in a particular post rather than their overall employment with your organisation.

Who to Contact

Team	Contact Address	Reason to Contact
Employer Engagement	Employer.engagement@eastsussex.gov.uk	Queries relating to employer responsibilities and general queries
LGPS31 Forms	ESCC.PensionsLGPS31@eastsussex.gov.uk	Sending of LGPS31 forms only
Pensions Administration	Pensions@eastsussex.gov.uk	Sending of forms relating to members
i-Connect	IConnect@eastsussex.gov.uk	i-Connect queries
Communications support	ESPF.Comms@eastsussex.gov.uk	Help with promoting the LGPS through internal channels (on joining, social media, intranets etc)

Appendix A – Completing the LGPS31 Guide

Local Government Pension Scheme Certificate of Pension Contributions

Form - LGPS31

This form is for employers participating in the East Sussex Pension Fund. It should be used to confirm that contributions have been deducted and payments made to the scheme in accordance with the scheme's requirements

Employer	
Month	
Cost Code	
Financial Year	

Contributions and other payments

Description of employer contribution types and payments	Enter information here
Section A - Employees' basic contributions – Main section – 71010	£
Section B - Employees' basic contributions - 50/50 section – 71011	£
Section C1 - Employees' additional pension contributions pre-April 2014 Contracts - 71012	£
Section C2 - Employees' additional pension contributions post-March 2014 contracts - 71013	£
Section D - Employer's primary rate contributions in respect of Pensionable pay referred to in (i) and (j). 71000. Rate = %	£
Section E - Employer's secondary rate contribution in respect of past service deficit (see note 5 below) – 71004. Rate = % / Monetary amount = £	£
Section F - Employer's additional pension contributions - 71003	£
Section G - Re-imbursement of unfunded compensation and/or other discretionary payments (if applicable) - 71025	£
Section H - Adjustments to previous payments (please specify & split/code as above). Please provide comments in relation to the adjustments made. Continue on a separate sheet if necessary.	£

Comments

Total Payment Over	£
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Pensionable pay	
Pensionable pay – Main Section	Section I £
Pensionable pay – 50/50 section	Section J £
Assurance method	
Before signing this form you should ensure that appropriate arrangements are in place to provide assurance that employees' and employers' contributions have been deducted at the correct rates for the salaries of all employees in the scheme and that both employees' and employer's contributions for all employees in the scheme have been correctly paid to the scheme. Please provide below, details of the method you have used to gain this assurance (tick as appropriate)	
Review by Internal Audit	☐
Review by Management	☐
Other (please specify)	
Please retain assurance arrangements evidence as East Sussex Pension Fund may ask for this on a sample basis.	
Certification - To be completed by the employer's Lead Employer Representative or Person with delegated authority	
I certify that the deductions that have been made from employees' salaries and that the employees' and employer's pension contributions paid to the East Sussex Pension Fund, are in all material respects accurate and in accordance with the rates and terms of the East Sussex Pension Fund as notified.	
Certified Correct	☐
Date	
Print Name	
Position	
Once complete please email to ESCC.PensionsLGP31@eastsussex.gov.uk	
For ESCC Accounts receivable use only	
Oracle cost centre	
Date coded to Oracle	
Document ref	
Initials	

Section K

A full version of the LGPS31 guide can be found on the Fund website by clicking on the images. A summary of each section can be found below:

- A. Total pension deductions from members in the main section of the LGPS
- B. Total pension deductions from members in the 50/50 section of the LGPS
- C. Deductions from members relating to APCs and SCAPCs
- D. Amount paid in employer contributions (primary rate)
- E. Amount paid in contributions (secondary rate – if applicable)
- F. Amount paid by employer in respect of SCAPCs
- G. Not relevant to new employers – speak to Employer Engagement team if unsure
- H. Any adjustment to payment for previous months (you **must** complete the comments section if filling out Section H)
- I. Total pensionable pay received by all members in the main section
- J. Total pensionable pay received by all members in the 50/50 section
- K. Reviews and certification by Lead Employer Representative or Nominated LGPS31 Contact

Appendix B – 2014 Mandatory Discretions Policy Template

Please complete by filling the empty boxes

Employer	
Date of Policy Statement	
Date for Review	
Person completing form	
Job Title	

Discretions under the Local Government Pension Scheme 2014

These discretions are Employer discretions under the following regulations:

The Local Government Pension Scheme Regulations 2013 (prefix **R**) and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix **TP**) on which Employers are required to formulate and publish a policy on.

Regulations quoted in this document with the prefix B (highlighted in yellow) are from the LGPS (Benefits, Membership and Contributions) Regulations 2007 (as amended).

Employer Guide

Regulation	Discretion	Employer's Policy on the exercise of this discretion
The Local Government Pension Scheme Regulations 2013		
R16(2)(e)	Where APCs are to be paid by regular contributions, whether to fund in whole or in part a members additional pension contribution. To be purchased up to the maximum additional pension amount .	
R16(4)(d)	Where APCs are to be paid by a lump sum contribution, whether to fund in whole or in part a members additional pension contribution. To be purchased up to the maximum additional pension amount .	
R30(6) & TP11(2)	Whether to allow an active member who has attained the age of 55 or over who reduces their working hours or grade to receive immediate payment of all or part of their retirement pension to which the member is entitled to in respect of that employment subject to an actuarial reduction.	
R30(8)	Whether to waive in whole or in part any reduction in a members pension benefits as a result of a member who has not attained normal pension age but who has attained the age of 55 or over and has elected to receive immediate payment of a retirement pension.	
R31	Whether to award additional pension up to the maximum additional pension amount to an active member or a member who was an active member who was dismissed by reason of	

Employer Guide

Regulation	Discretion	Employer's Policy on the exercise of this discretion
	redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency within 6 months of the date the members employment ended.	

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014		
TPSch 2, 2(2)	Whether to “switch on” the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	
TPSch 2, 2(3)	Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has “switched-on” the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	

Appendix C – Employer Fact Card 26/27

Click on the image to be taken to a PDF version of the Fact Card



**ES East Sussex
PF Pension Fund**

Employer fact card...26/27

SCHEME DETAILS

ECON – E3900002R
SCON – S2700148T
PENSION SCHEME TAX REFERENCE NUMBER - 00328752RVV
PENSION SCHEME REGISTRY NUMBER - 10079157
SCHEME APPROVAL – Chapter 2, Part 4 of the Finance Act 2004

DISCRETIONARY POLICIES

Under Regulation 60(1) a scheme employer must prepare a written statement of its policy in relation to the exercise of its functions under these regulations.

[Explore more about discretions](#)

Review your policy regularly and send us a copy.

HMRC ALLOWANCES 26/27

ANNUAL ALLOWANCE - £60,000 but with a tapered reduction to a minimum of £10,000 depending on earnings.
TAX FREE LUMP SUM ALLOWANCE – Up to £268,275.

CONTRIBUTION RATES FROM 1 APRIL 2026

Range 2026/27	Rate main Scheme	Rate 50/50 Scheme
Up to £18,400	5.5%	2.75%
£18,401 to £29,000	5.8%	2.90%
£29,001 to £47,300	6.5%	3.25%
£47,301 to £59,800	6.8%	3.40%
£59,801 to £84,000	8.5%	4.25%
£84,001 to £119,100	9.9%	4.95%
£119,101 to £140,400	10.5%	5.25%
£140,401 to £210,700	11.4%	5.70%
£210,701 or more	12.5%	6.25%

ACTIVE MEMBERS WITH MORE THAN ONE JOB
Base the rate on the pay they get in each job.

PART-TIME MEMBERS (INCLUDING TERM TIME)
Includes members who choose to work term time in a post that would otherwise be needed all year-round. Base the rate on their actual pay.

FEE EARNERS
The rate is the band relative to the actual fee, so if the fee is £18,800 the contribution rate will be 5.8%.

EMPLOYER CONTRIBUTIONS
Your contribution rates from 1 April 2026 are in the valuation report (page 36 onwards).

[Explore more about employer contributions](#)

MONTHLY RETURNS
When paying contributions, you must also send us a monthly return that gives us all the supporting information we need for your payment. This is done via an LGPS31 form which must be received by the fund no later than the 18th of the month.

[Access LGPS 31 form](#)
[Access LGPS 31 form completion notes](#)

PAYMENT DATES & DETAILS
Contributions you deduct in one month must be paid by the 19th of the following month, unless the 19th is a weekend (you will need to pay earlier):

Contributions for	Due early on
April 2026	17th
July 2026	17th
September 2026	18th
December 2026	18th

Payment by BACS transfer should be made to:
National Westminster Bank / Sort code: 60-13-09
Account number: 41610504

Cheques should be payable to East Sussex Pension Fund and sent to: ESCC Accounts Receivable, Business Operations South, County Hall, St Anne's Crescent, Lewes, BN1 7UE

MEMBER TRAINING
The Fund offer free virtual Local Government Pension Scheme member training. For further detail and a booking link for members see below.
[Free Pension Training | East Sussex Pension Fund](#)

MY PENSION
'My Pension' provides members with online access to their LGPS account(s). We are keen to work with employers to get members online. Contact our [Communications Manager](#) if you need support.

[Register for 'My Pension' / 'My Pension' support page](#)

FORMS
The Fund offer a range of member and employer forms in standard and editable formats. You'll find all our forms together an explanation of what they should be used for on our website.

[Forms and Publications | East Sussex Pension Fund](#)

AUTHORISED SIGNATORIES
Authorising signatories are people in your organisation that conduct specific roles with the Fund. It's important you complete (and keep up to date) an authorised signatory form.

[Access authorised signatory form](#)



iCONNECT

i-Connect is a cloud service that manages the flow of employee information from your payroll system to the fund's pension administration system. The Fund have a dedicated page on our website including user guides.

[i-Connect | East Sussex Pension Fund](#)

EMPLOYER TOOLKIT
We appreciate that sometimes it's daunting being an LGPS employer, so we have provided a Toolkit for all Fund employers to help support you.

[Explore Employer Toolkit](#)

OUR WEBSITE
The East Sussex Pension Fund website is your go-to place for information on how the LGPS works, forms and guides, investment information and so much more. There are specific areas dedicated to [contributing members](#) and [employers](#).

[East Sussex Pension Fund homepage](#)

CONTACT US
Email: employer.engagement@eastsussex.gov.uk
Helpdesk: 0300 200 1022 (9 am until 4 pm)
Employer Engagement Officers
[Hayley Deeley](#) and [Steph Fernando](#)