

Member Selection for the Strain Cost Calculation Quotation Report

Heywood have enhanced the **Strain Cost Calculation Quotation** report request functionality so that employers can now specify which members they want to appear in the report.

This functionality is in addition to the ability to request the report for the Employer as a whole.

Employer Permissions

The **Human Resources** role must be added to an Employer user account to use this functionality.

To request access to [iConnect](#) please email pensystems@westnorthants.gov.uk. Please be aware that we will want permission from a suitable contact that you can be granted access – usually Head of HR.

Please also be aware an inactive account is removed after 90 days.

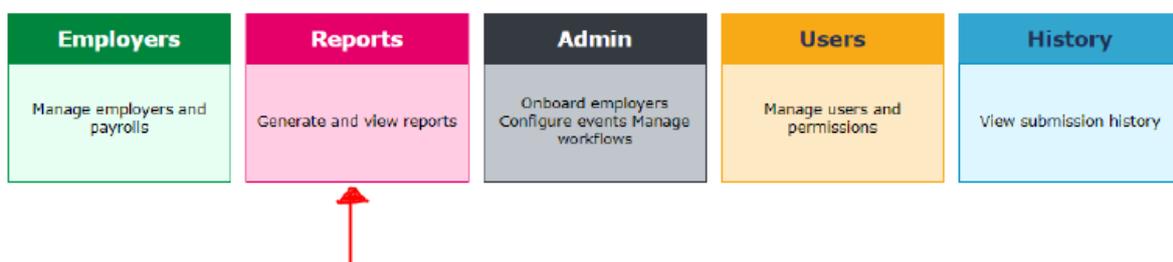
Only an **Administering Authority** user can assign the **Human Resources** role to an Employer user account, and the role can be used in conjunction with other roles on the user's account (for example, if they also submit payroll reports).

The **Human Resources** role will automatically inherit the **Reporter** role, if not already assigned to the current user.

Member Selection

To use the member selection functionality, navigate to the **Reports** section of the dashboard.

Quick Actions



Making a request

To request the report, select the **Strain Cost Calculation Quotation** report from the **Report Name** dropdown in the **Generate Report** screen.

Enter the **Calculation Date**.
Select the **Member** tab.

Generate Report

To generate a new report, select the type of report you want from the menu below.

Report Name Strain Cost Calculation Quotation Report

Calculation Date 18-01-2023

Employer Member

Enter one or more NI Numbers to search. Multiple NI Numbers must be separated with spaces or commas

Search

0 Member(s) selected Clear List

Request Member Report

Enter the member's National Insurance number into the search bar. When entering multiple National Insurance numbers, they must be separated by spaces or commas.

Select the **Search** button.

Employer Member

Enter one or more NI Numbers to search. Multiple NI Numbers must be separated with spaces or commas

Search

1 result(s) found

NI Number	Employer Name	Payroll Name	Payroll Ref	Period End Date	Status	Select
AT153464C	Location A0026	Payroll3513	9736302	31 March 2022	Active	Add

Your results will be displayed in a table showing the member's details. Select the **Add** button to add the member to the report.

You can remove the members from the report one at a time by selecting the **Remove** button. Alternatively, select the **Clear List** button to remove all members at once.

3 member(s) selected Clear List

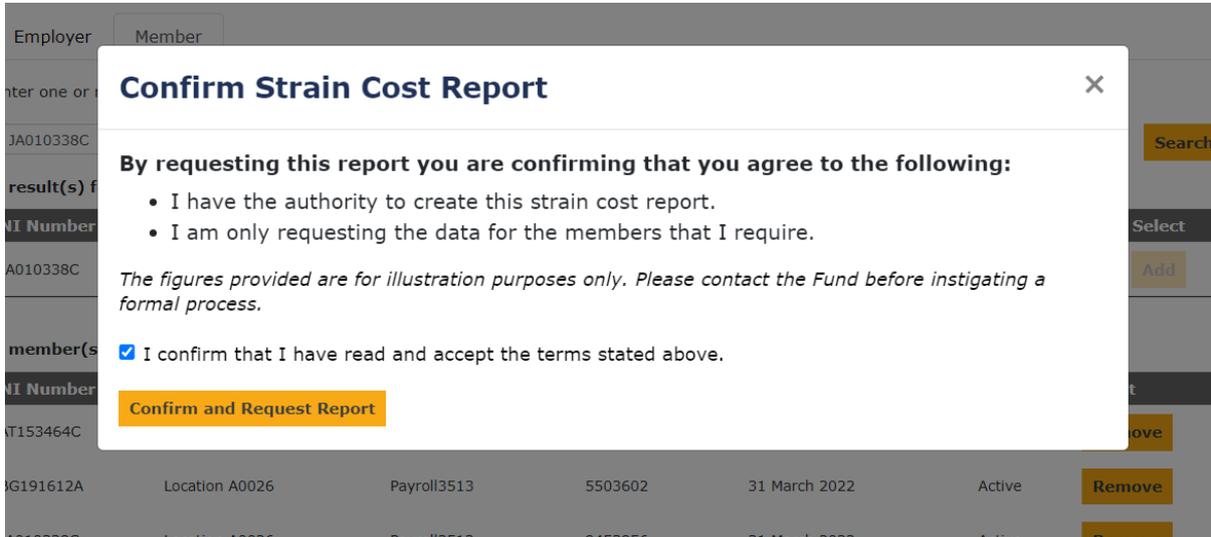
NI Number	Employer Name	Payroll Name	Payroll Ref	Period End Date	Status	Select
AT153464C	Location A0026	Payroll3513	9736302	31 March 2022	Active	Remove
BG191612A	Location A0026	Payroll3513	5503602	31 March 2022	Active	Remove
JA010338C	Location A0026	Payroll3513	9453956	31 March 2022	Active	Remove

Request Member Report

Select the **Request Member Report** button to generate the report.

The **Confirm Strain Cost Report** window will appear. You will need to accept the terms using the checkbox and then select the **Confirm and Request Report** button to continue.

Note: This window will also appear when requesting the Employer Strain Cost report, regardless of the Altair version you are using.



Confirm Strain Cost Report [X]

By requesting this report you are confirming that you agree to the following:

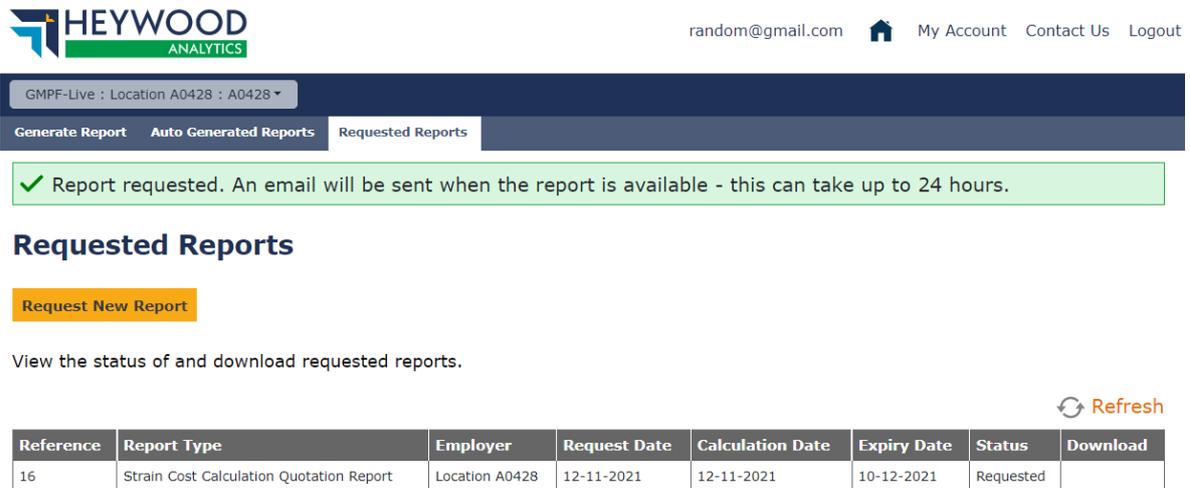
- I have the authority to create this strain cost report.
- I am only requesting the data for the members that I require.

The figures provided are for illustration purposes only. Please contact the Fund before instigating a formal process.

I confirm that I have read and accept the terms stated above.

Confirm and Request Report

You will then be taken to the **Requested Reports** screen which lists the newly requested report and other reports you have requested.



HEYWOOD ANALYTICS random@gmail.com Home My Account Contact Us Logout

GMPF-Live : Location A0428 : A0428

Generate Report Auto Generated Reports Requested Reports

✓ Report requested. An email will be sent when the report is available - this can take up to 24 hours.

Requested Reports

Request New Report

View the status of and download requested reports.

Refresh

Reference	Report Type	Employer	Request Date	Calculation Date	Expiry Date	Status	Download
16	Strain Cost Calculation Quotation Report	Location A0428	12-11-2021	12-11-2021	10-12-2021	Requested	

A green success message will appear to notify you that the report has been requested successfully. Requests may take up to 24 hours to complete.

Email Alerts

After requesting a **Strain Cost Calculation Quotation** report, you will receive a series of notification emails.

1. Successfully Submitted

Once the request has been successfully submitted, you will receive an email notification to confirm that this request is being processed.

This email contains relevant information regarding the request, including details such as the request reference.

2. Error Processing Request

If there has been an issue processing your request, you will receive an email notification based on the reason for failure.

Common Reasons for Request Failure

1. Generic Failure

To resolve this, submit your request again or contact your Administering Authority for assistance.

2. Altair (the target system) is offline

To resolve this, contact the Employer when Altair is available and ask them to run the request again.

3. There are no eligible members

This means that there are no eligible members to return on the report based on the calculation date, National Insurance number(s), or employer you entered as search criteria.

Report Ready

You will receive an email confirming the report is complete and available to download. This email contains a link to i-Connect and the date the report will be available until.

Viewing the Report

If the generation of the report is complete and the expiry date of the report has not been reached, you can download the report in CSV format from your dashboard or the **Requested Reports** screen.

The data in the report displays the details of the employees and associated details and costs. The output will match those from the Excel document template.