

Auto Enrolment: Re-enrolment window

Every employer in the UK must, due to legislation, put certain employees into a workplace pension scheme and contribute towards it. This is called 'Automatic Enrolment'. Every three years all eligible jobholders working in your establishment, who may have opted out of the Scheme, should be re-enrolled.

Many of you are currently approaching the 're-enrolment window' for your employees who've previously opted out. Make sure you take time to review your responsibilities for Auto Enrolment on our [website](#).

[Find out more >](#)



HEADLINES



Monthly Contributions Reconciliation (MCR) hot topic - 'stop' errors

One of the main changes to be introduced with MCR will be 'stop errors', which will result in your file submission being rejected. There are different reasons why these errors will occur; an incorrect format in the data, the data item doesn't match the expected value, or a mandatory value is missing. Further errors can also be highlighted once your file is submitted and validated by us.

[Find out more >](#)

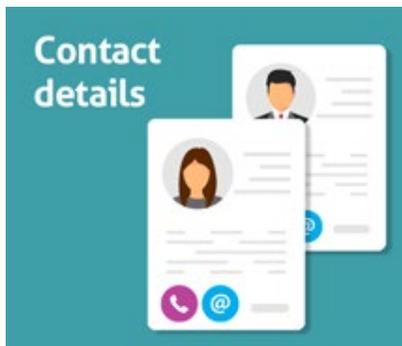


Branding update

We recently asked you to take part in our branding survey to help us decide which creative route we should choose as part of a brand refresh in 2020.

We'd like to thank all employers who completed the survey, and can now confirm that with 66% of the overall vote, option 1 was the preferred option.

You'll start to see changes to the brand in the first quarter of 2020.



Changing your contact details via the Employer Portal

In the New Year you'll be able to change any contact details for your establishment online. The web form has been developed to enable you to update the contact details of key staff who are critical to the successful administration of the Scheme within your establishment. Look out for more detail in the coming weeks.



FURTHER NEWS

Seasonal opening hours during the festive period

Our member contact centre and employer support helpline will be closed on Christmas Day, Boxing Day and New Year's Day. We'll also close at 3.30pm on Christmas Eve and New Year's Eve. Normal opening hours, 8.30am - 6.00pm, will resume from 2 January 2020.

[Find out more >](#)

2019 successes and what's coming up in 2020

We've had another busy year at Teachers' Pensions. We're progressing the Monthly Contributions Reconciliation (MCR) project; reached out to over two million members and over 11,000 employers; launched web chat for members; had over two million individual users on the website and over 52 million pageviews.

There's even more to look forward to in 2020. The introduction of a refreshed Employer Portal dashboard; the milestone of one million members registered for My Pension Online; more work on the MCR project (as the start of on-boarding will begin); and continued improvements to our website and resources.

Training in 2020

In January, we'll be sending you, via email, information on our upcoming training schedule for 2020. This will include dates and locations for our free, full day seminars as well as the topics for our online webinars.

You can find our training programme on our [website](#).

Professional Skills Test to gain Qualified Teacher Status (QTS)

From June 2020 the Department for Education (DfE) will be closing the professional skills test centres. This is due to the professional Skills Test being replaced by a provider-led assurance of Fundamental English and Mathematics from 1 April 2020.

They're aware that this may have some impact on your employees and therefore asked that we provide you with information about this. You can find more detail in our full news story and you can also [contact](#) the DfE via email if you require anything further.

[Find out more >](#)



OTHER ITEMS

Reporting of overtime

In order to ensure that your Monthly Data Collection (MDC) submissions are accurate, please ensure that overtime is not included in the full-time annual salary for a member.

Overtime that is included in the full-time annual salary creates inaccurate benefits when the member comes to retire.

[Find out more >](#)

Arrears of Contributions

Recently, we've seen instances where invoices for arrears of contributions have been issued and, subsequently, service lines have been updated to '02' status (non-pensionable service) without any explanation.

If you have any amendments that need to be made following the issue of an arrears invoice, please advise us via [email](#) and we'll investigate the reason for this.

[Find out more >](#)

Employer helpline and Employer Relationship Manager (ERM) contact details

Please be reminded that when calling the Employer Helpline regarding MDC queries, option five should be selected, not option two, which is for Finance and monthly contributions.

Additionally, there's been an increase in the number of members contacting our Employer Relationship Managers (ERMs).

If you have an employee who requires support from us, please suggest they send us a secure message via their My Pension Online account or call our member contact centre on 0345 6066166.

[Find out more >](#)

Contributions monthly breakdown forms

It's important that monthly breakdown forms are provided each month for all payments made in respect of contributions. We continue to have a number of submissions outstanding, which prevents us from allocating funds correctly. This could affect the year end processing events such as the End of Year Certificate. The submission of Monthly Data Collection files is not a substitute for the contribution's breakdown form.

End of Year Certificate (EOYC)

The deadline for the EOYC submission for both LA and non-LA employers has now passed. The Department for Education does not grant extensions to the deadlines and therefore if you have yet to submit your audited form, you should arrange to do this immediately.



To find out more visit www.teacherspensions.co.uk



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