

e-bulletin

Payroll Providers



April 2019

Debt avoidance routine and providing correct data

A new, automated routine will be introduced by the beginning of May that aims to improve the accuracy of data used for members who've recently made a retirement application.

By ensuring we've correct service and salary details before an application is processed we can avoid any under or over payment of benefits. Incorrect payments have a huge emotional impact on retirees and create additional administrative work.

[Find out more >](#)



Cash Equivalent Transfer Value (CETV) form change

With immediate effect, where a member requires a CETV, you'll no longer need to fill out Part B of the application form. As service is now uploaded via Monthly Data Collection (MDC), the result is more accurate member data, which means Part B has been completely removed from the application

form.



Leaver payroll removal

Please remember to remove any members of staff who've left employment from your payroll as soon as possible. This is to ensure they're not picked up on your next Monthly Data Collection submission and to avoid adding incorrect service to their record.

End of the Monthly Data Collection (MDC) on-boarding process

From 1 April any new establishments joining the Teachers' Pension Scheme will join the live MDC process, replacing the previous three month testing period.

Payroll providers will still receive support from our MDC team, who can be contacted via [email](#).



Possible missing service for potential retirees

As we're approaching a time where we see an increase in retirements, we're reviewing member records ahead of time to identify missing service. This'll ensure that all retirement applications can be processed as smoothly as possible.

We need your support in completing this exercise and as such you may receive email requests from us to review service for members and make any necessary updates.

The requests can be accessed via the [Employer Portal](#) and should be completed within ten working days. Acting on requests will ensure that we help members retire as easily as possible.

[Find out more >](#)



Member helpline - the correct contact number

We've received several calls to our Employer Support team from members asking for information about their pension. We'd like to remind you that this number is only to be used for employers and payroll providers of the Scheme as the Employer Support team operators aren't trained to answer these queries.

Please remember that the best and most secure method for members to contact us is via

[My Pension Online](#) or by calling the dedicated member helpline on 0345 606 6166.

New training available

We've added a number of new training dates to our website. The online webinars and country-wide seminars offer an insight into a variety of subjects relevant to your role.

If you'd like to register to attend any of our future seminars or webinars, you can find our up-coming schedule on our [website](#).

Certificate of Re-employment

Now that all payroll providers are using Monthly Data Collection, we don't require a Certificate of Re-employment in most cases. However, some members will need to complete the Certificate by 5 April, or as soon as possible on re-entering employment, if they receive a notification from us.

Once members have completed and submitted Part A of the Certificate you should complete Part B and submit it to us via the Employer Portal.

[Find out more >](#)

Certificate of
Re-employment



Pensions Increase - annual updates

The Pensions Increase applied to pensions in payment is 2.4% for 2019/20.

The Pensions Increase is also used to revise other elements of the Scheme including Career Average annual revaluation, maximum extra pension, restricted salary and maximum earnings for someone in receipt of a child's pension. For more details, please see our [updates page](#).

End of Year Certificate timetable

We emailed you recently with the details of the total contribution cash figure received for the year.

The EOYC has also been made available via the Employer Portal, which you should complete and return by uploading it via the Portal. You should then print off a copy, have it signed by the officer with financial responsibility and pass on a copy to the auditor.

You should also be aware of the key dates you'll need to take note of throughout the year. You can find out more on our [website](#).

Flexibility factor changes

Members of the Scheme can increase their pension benefits through Flexibilities. The amount of extra pension available, in each arrangement is a fixed amount, but is increased, separately each Scheme year in line with Pension Increase. For the 2019-2020 Scheme year the Pension Increase is 2.4%, and therefore the maximum amounts are £7,000 for the Career Average arrangement and £6,800 for the Final Salary arrangement.

[Find out more >](#)



Finance update

We've recently issued three emails reminding payroll providers to upload any outstanding breakdown slips. Please note, without the contribution slips, we're unable to successfully match and allocate any relating payments. As the end of the financial year has now passed, it's important that any outstanding slips for the financial year are submitted to us as soon as possible.

[Find out more >](#)

Salary band changes for contribution rates

As the rate of the Consumer Price Index rose by 2.4% in the year to September 2018, the salary bands for contribution rates for members have increased by 2.4% with effect from 1 April 2019. However the tiers will remain the same.

[Find out more >](#)

Outstanding arrears of contributions invoices

Payroll providers should be aware that as part of Scheme administration we're required to report providers who are in breach of Code of Practice 14 to the Pensions Regulator. This currently includes late submissions of End of Year Certificates and overdue monthly contributions.

[Find out more >](#)



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