

Changes to the opt out process

From 4 February the effective date of a member's opt out of the Scheme is changing.

The effective date of a member opting out will be based on the date that you receive either an online notification or a paper form.

This should mean that you've sufficient time to process opt outs before the appropriate payroll change cut-off date.

[Find out more >](#)

FEBRUARY

4

Opting out process

HEADLINES



Employer contribution funding consultation

The Department for Education (DfE) has launched a consultation on their proposal to support certain establishments with the increase to employer contributions to the Scheme in 2019-20.

Running until 12 February, they invite responses from employers, teachers (both those in affected sectors and those outside), other staff working in these sectors and sector bodies.

Information is available on their [website](#), including a consultation document which outlines the proposal and a survey where views can be submitted.

[Find out more >](#)



New posters

We've a selection of new posters for you to use to promote the benefits and options that members have within the Scheme.

To print or share the poster, visit our [website](#).



FURTHER NEWS

Security question and answer

We urge you to set a security question and answer on your Employer Portal account so you can reset your details independently.

Simply log in to the Portal and click the 'Change security question' option on your Dashboard to set one.

[Find out more >](#)

Identification of arrears of contributions for prior years

We're aware some of you are collecting arrears of contributions for prior years in the current financial year. If arrears have been identified you should contact our [Arrears team](#).

For any overpayments, these can be adjusted via the monthly contributions submission by entering the value in the 'Prior Year refund' field.

[Find out more >](#)

Monthly Contributions Ratio Analysis v End of Year Certificate (EOYC)

When submitting monthly contributions, there's a 0.2% tolerance on individual tier values. Exceeding this means the form is rejected, which some of you have challenged during the EOYC submission.

More information on this process can be found in our full news story. However, if you've emailed about the imbalance please can you provide a response for the reasons and we'll review this on an individual basis. Please [email us](#) with any queries.

[Find out more >](#)



Training cancellations

If you can't attend training after it has been booked please [email us](#) as soon as possible if you need to cancel your place.

Catering is included and if we don't receive a cancellation in advance then we're unable to get a refund. Unfortunately, if this continues we may need to consider applying a fee if a cancellation isn't received.

[Find out more >](#)

Employer Portal Guide update

Our Employer Portal guide has been updated with a clearer layout and includes new information and screenshots.

You can download the new guide from our [website](#).

Monthly Data Collection (MDC) guidelines update

We've updated the MDC Guidance and Error Codes document to ensure the information gives accurate guidance on how you should submit your monthly MDC files to us.

The updated version can be found on our [website](#).

[Find out more >](#)



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