Teachers' Pensions

MDC Guidance and Error Codes

Version 0.2~~0~~1

Date – ~~April~~July 2019

Content

Appendices

Comment [c1]: New header added

1. Introduction

Teachers' Pensions (TP) have implemented a Monthly Data Collection (MDC) solution which presents significant benefits to the Scheme, Employers and Members. The main benefit of MDC is to provide your members with real time information, allowing for more informed decisions to be made when it comes to pensions. In addition, MDC removes the necessity to complete the Annual Service Return (ASR), TR6, TR8 and TR28 forms. All historical requirements for these submissions are catered for within the solution.

Furthermore, unless requested by us, Certificates of Re-employment are no longer required.

This document outlines:

the technical specification for the monthly service return, used by you to update Teachers' Pensions with relevant pension data. (the solution is based upon data requirements from Teachers' Pensions and the Department for Education)

the on-boarding approach and the terms under which you join the Monthly Data Collection process.

2. MDC Overview

Teachers' Pensions are committed to delivering the MDC project as it underpins a number of key scheme deliverables. It will also support employers to fulfil their responsibilities in the most efficient way going forwards. Please be aware that MDC will be the only method to submit service and salary information from April 2018 and because of the 3 month trial period discussed below, the latest date an employer can come on board will be December 2017

How does MDC work?

Rather than completing TR6's, the Annual Service Return and TR8's, an employer will just have to submit only one monthly file will need to be submitted, which will have all the members information included

Each month, files have to be returned to Teachers Pensions no later than the 7th of the following month or the last working day if the 7th falls on a weekend or Bank Holiday. It is crucial that this date is adhered to, to ensure payroll activities can be performed by Teachers Pensions

You will be notified of any errors which will be returned under the 'Download' section of the Employer Portal. These need to be amended and returned by no later than the 30th of the month

E.g. May's submission would need to be made no later than the 7th June and any errors amended and returned by 30th June

When you commit to on board to MDC, Teachers' Pensions will require employers to go through a 3 month trial period in which the monthly files will be uploaded through the Employer Portal and automatically loaded on to a test system.

Any errors will still be returned to you for processing. At the end of the 3 month testing cycle we will assess your performance against the below success criteria. If we're confident in the data provided, you'll be required to re-upload your 3 monthly returns in order; these extracts will then go into the live system.

When re-uploading these files please ensure all errors have been corrected otherwise you'll get them again.

Payroll Providers

When a payroll provider on-boards to MDC, we can create a new Establishment Number which allows them to log in and submit one file for all employers under a single data centre. Please note for each file all the individual school numbers must be inputted. DO NOT USE THE PAYROLL PROVIDER REFERENCE NUMBER WITHIN THE SERVICE LINES.

For example, a Payroll Provider may be responsible for the following non maintained establishments:
- 352/4512
- 352/6001
- 602/4000

We'll allocate an establishment number to the Payroll Provider e.g. 750/9999. The MDC file will contain the individual member service lines using the establishments mentioned above. However, this must be uploaded through the 750/9999 data centre, thereby, only one file is required rather than having to submit 3 individual files under 3 data centres.

If a Local Authority has given permission for a payroll provider to act on behalf of ALL the maintained schools within that LA, all maintained schools within the Authority can be provided on a single file. However, if the Payroll Provider is providing services for some maintained schools that have decided not to use the LA the information will need to be provided to the Local Authority to be submitted to Teachers' Pensions.

To allow us to do this we require Payroll Providers to complete the delegation form, which confirms the Employers for whom they will provide data and gives us assurance that they have provided permission to do so.

Multi academy trusts (MAT)

When a Multi Academy Trust on-boards to MDC, we can create a MAT number which allows them to log in and submit one file for all employers under a single data centre. Please note, for each file all the individual school numbers must be inputted. DO NOT USE THE MAT 751 REFERENCE NUMBER WITHIN THE SERVICE LINES UNLESS THERE ARE MEMBERS WORKING FOR THE TRUST HQ SUCH AS AN EXECUTIVE HEAD OR SUPPLY STAFF.

For example, a MAT may be responsible for the following non maintained establishments:
• 352/4512

- 352/6001
- 602/4000

We'll allocate a MAT number to the Payroll Provider e.g. 751/0999. The MDC file will contain the individual member service lines using the establishments mentioned above. However, this must be uploaded through the 751/0999 data centre, thereby, only one file is required rather than having to submit 3 individual.

3. Success Criteria

After the initial three month period is complete, we'll assess your submissions against the below criteria.

Employer Success Criteria

The following table presents the proposed success criteria, which an employer must adhere to in order to move from the approach assurance phase, into Live.

Task	Criteria	Measurement Method
0.1	The employer will be required to complete and return a full MDC extract by the 7th of each month.	3 MDC extracts returned to Teachers' Pensions by the 7th of each month via the Employer Portal. Unless a legitimate explanation for delay is provided - this will be acceptable only in the first two months.
0.2	Any errors created from the submission, must be completed and returned to Teachers' Pensions prior to the following month's MDC submissions being made. This includes any errors generated from submission of the error file.	All errors will be returned to Teachers' Pensions by the 30th of each month. All re-submitted errors must pass the validation checks in Hartlink to an 80% standard. The above standard must be demonstrated by month 3 as a minimum.
0.3	The total error rate by the end of the approach assurance phase must be lower than the applicable percentage in the table, right. This will be the total number of errors against the total number of service lines received.	(see table below)
0.4	The employer has returned the Monthly Service Return in accordance with the Extract File Specification.	The returned file for all 3 months matches the structure of extract specification, including fields and rules.

Employer Service Submission	Target %
0 - 500 service lines	10%
501 - 1000 service lines	7.5%
1000 + service lines	5%

The above table presents the variances per employer size.

Over the three month on boarding phase, an employer (based on their service line submission size) has an average error rate of the stated target % or less.

0.5	Employers must ensure that 100% of their payroll/teachers, who should be included, are included in each of the 3 extracts.	Any variance in the number of service lines submitted between month 1 and month 3 must be explained as being the result of a logical change, for example a leaver or starter.

34. How do I return data to Teachers' Pensions?

1. There are two ways of submitting the information required each month

    a) **Direct data extract file**
    b) Extract the data direct from the HR/Payroll system into the format specified in this document. This file needs to be in a .CSV format. . This document outlines what the file should look like and the business rules to be followed.

    c) MDC Template
       Use the template provided by us, located in the templates section of the Employer Portal (monthly service return). Input the required information into the template and then create a .CSV file

2. All files must be returned via the Employer Portal. If you're submitting data from employers under your jurisdiction, please use your existing Employer Portal log in details and data centre number. Where you're submitting data on behalf of another employer please use the data centre number of that Employer. Payroll providers will be provided with log in details where appropriate. Please see approach below:

    - LA submitting for schools for just their LA – use their own data centre number

    - LA submitting for another LA – use the data centre number of the LA to whom the data relates

    - LA submitting data for an Academy - use the data centre number of the Academy to whom the data relates

    - MATS and payroll providers will be allocated their own data centre number – To set up your own data centre for a MAT or payroll provider you will need to send the appropriate delegation form to tpestbs@teacherspensions.co.uk. There's a form for MATs and one for Payroll providers. These can be found on our website.

3. The reporting period for MDC is calendar months (1st -28th/29th/30th/31st) for all record types. The MDC extract needs to be returned to us by the 7th of the next month and errors returned no later than the 30th of the next month.

    An example – an employer would submit service for April by 7th May and correct errors by 30th May.

4. If the 7th of the month is a weekend or bank holiday then the monthly service return should be submitted by the last working day, prior to the weekend or bank holiday.

    Where an extract is not received as per the specified dates, a reminder email will be produced

5. If there is less than 30 days in the month, then the error file must be returned on the last day of that month, i.e. 28th or 29th. If this date is a weekend or a bank holiday then the monthly service return should be submitted on the last working day, prior to the weekend or bank holiday.

6. If you are producing an extract file from your systems it should be saved in .CSV format with the file naming convention:

a) MSR
b) Employer number (the LA number plus School/Establishment type number)
c) Date (MMYYYY)
d) 1
e) .CSV
E.g. MSR81400000420161.CSV

If you are using the MDC template, selecting the save file option will automatically allocate a file name. It is important to not rename this file when uploading

7. Error files - if there are errors within the data, an error file will be generated and returned via the Employer Portal to the employer.

8. An example of the filename that you'll see in the Employer Portal is - EMPMSRERROR35380011-2608201164421doNOTremove28341 .CSV. The error filename breakdown is:

a) Begins "EMPMSRERROR"
b) 3538001 is the employer number (the LA number plus School/Establishment type number)
c) then "-"
d) 26082011 is the date when Teachers' Pensions generated the file
e) 64421 is the time stamp (milliseconds) when Teachers' Pensions generated the file
f) then "doNOTremove"
g) 28341 is the original submission number that the errors relate to
h) then ".CSV"
i) An example is EMPMSRERROR35380011-2608201164421doNOTremove28341 .CSV
j) When re-submitting an error file with corrections please ensure the file name is not changed

9. Please note that employers can submit one file for schools within their region. If you perform payroll for another employer or academy a separate file must be submitted for each additional Employer – unless you have payroll provider/MAT access. Please see the below examples. In the below example the LA who performs the Payroll is 001.

Example 3: LA submitting for schools for their LA and another LA, and an Academy					
File 1 – LA submitting for just their LA					
LEA	ESTB	Academy	Submitting LEA	File Name	Header
389	0000	No	1	MSR38900000920161.csv	MSRM3890000092016
File 2 – LA submitting for another LA (submitting LA is 389/0000)					
LEA	ESTB	Academy	Submitting LEA	File Name	Header
641	0000	No	1	MSR64100000920161.csv	MSRM3890000092016
File 3 – LA submitting for an Academy within the LA region					
LEA	ESTB	Academy	Submitting LEA	File Name	Header
389	4321	Yes	1	MSR38943210920161.csv	MSRM3894321092016
Example 4 - LA submitting for an Academy in LA 641 region (submitting LA is 389/0000)					
LEA	ESTB	Academy	Submitting LEA	File Name	Header
641	5432	Yes	2	MSR64154320920161.csv	MSRM6415432092016

Example 5 – Payroll Provider submitting for Academies					
LEA	ESTB	Academy	Submitting for	File Name	Header
750	0010	Yes	352/4512	MSR75000100920161.csv	MSRM7500010092016

10. The employer will download the error file, amend and upload back onto the Employer Portal.

11. The filename should not be renamed in any way, ensuring there are no brackets in the file name when re-submitting. It should also be kept in .CSV format after making corrections and before uploading the error file back onto Employer Portal. If the filename is altered the errors will be rejected and will not be processed automatically.

12. If an amendment is made to the error file, then the monthly service return source data (i.e. the system that is used to record HR and Payroll data) should be updated with the same information to ensure that the error does not occur again.

13. Each extract file will need to contain a file header (in cell A1) that describes the data contained within the file. The header should state: MSR

a) Frequency of data (M=monthly)
b) Employer Number (7 digits(LA number + School/Establishment type number))
c) Period of data (MMYYYY)
d) An example of a header would be: MSRM8410000042016

14. At least one line of service should be provided for each period and all teachers who are eligible to be in the Scheme should be included in the return. This should include all full and part time teachers regardless of whether they have opted out and re-employed pensioners.

15. Column headers are not required on returns from employers who are extracting the data directly from their HR/payroll systems, as long as the information is extracted in the order specified.

16. If there are any corrections to data previously sent, a full replacement line should be sent. For members in concurrent service, refer to the concurrent service section for further details.

45. Errors from MDC submissions

After submitting the MDC extract to us, you may receive an error email advising of necessary corrections. The following section provides information on the error emails you may receive and how to correct them.

1. If an error file is received and returned to Teachers' Pensions, but the file name was changed, the below email would be received. Please do not change the name and/or format of any files.

   "TP STU Monthly Return – Error file not processed – The filename was in the wrong format so the error file (error file name here) has not been processed. Please resubmit with the text doNOTremove in the filename and the number after doNOTremove that was in the error file that we went back to you"

2. If the MDC file submitted does not contain a valid Month and/or Year, the following error email will be received.

   'The MDC file (MDC file name here) submitted does not contain a header line which includes a valid Month and/or Year in the correct format. This submission has therefore not been loaded. Please correct and resubmit.'

3. If a Month and Year has been inputted, but is ineligible (i.e. to many days or invalid month), the following error email will be received.

    'Could not determine the Month and Year from the header line of the file. The submission for (LA and Establishment Number) for header month (month and year) has not been loaded'

4. If the filename is not provided in the correct format, or the format of the file has been changed (from .csv to .xls for example) the following error email will be received.

    'The filename (MDC file name here) is not in the correct format. The submission for (LA and Establishment Number) for (month and year) has not been loaded.'

5. If any data columns have been removed or not included in the payroll extract, the following error email will be received

    'The data file contained too few columns. The submission for (LA and Establishment number here) for (month and year) has not been loaded. '

A guidance document on errors generated from service submissions and the corrective action required can be found as Appendix 1.

5. Monthly Checklists

If an MDC file has not been received or fully completed by the 14th of each month, a reminder email will be issued alongside a checklist (which will be available within the 'Download a File' section of the Employer Portal). This checklist can be updated and uploaded back to the Portal, advising of any missing service or whether the member has left your employment.

We'll then run the report again on the 21st of each month to make sure your service has been resubmitted correctly and notify you of any errors.

If a member moves between establishments within a Local Authority, a 'W' indicator is required in the first establishment, when they move to the second.

If a member previously had two or more jobs within a Local Authority and were being submitted as concurrent service (0953) and then drop to only one employment, or two employments in separate establishments, we require a 'W' for the 0953 line within the MDC file.

Both of these scenarios would trigger lines for missing service or possible missing W indicator on your checklist report and therefore must be corrected.

You can find out more about the process and its benefits on our dedicated Checklist and Reminder process section.

6. Data Extract Specification

1. A minimum of one record per teacher is required, whether they are a member, a re-employed pensioner or have opted out of the Scheme.

2.   Extract File General Guidelines

These guidelines will support the development of the extract file.

For guidelines and definitions of pensionable pay, refer to:

a. Teachers Pay and Conditions document –

https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00072-2011

b. Teachers' Pensions Regulations (regulation 15-17)

http://www.legislation.gov.uk/uksi/2010/990/contents/made

Annual full-time salary and part-time salary paid must be pensionable salary (contributable salary) and therefore must not include any payments that are not pensionable such as payment in lieu of notice, honoraria, payment covering the loss of contractual holiday pay, payment in respect of any duties outside their capacity as a teacher (a first aid allowance is a frequent example here). However it should include pensionable allowances such as recruitment and retention, Teaching and Learning responsibilities (TLR's), Special Educational needs (SEN), Social Priority allowances, out of school learning activities, performance related pay any salary sacrifice benefits listed in the Teachers' Pay and conditions Document and also any residential emoluments. Please note overtime will now be included in the extract as a separate field – please see below

3.   For joiners and leavers, TR6 and TR8 forms will no longer be required once on-boarded to MDC. TR28 forms will no longer be required and furthermore Certificates of Re-employment will also no longer be required in most cases, unless you are contacted by us via email. . Please continue to submit these products during the initial 3 month period.

4.   The monthly service return needs to include members, excluded members (opted out members) and pensioners in re-employment.

5.   Leavers should be included using the withdrawal 'W' indicator and the end date field to indicate that the member has left the establishment and the date it occurred. It should not be used if the member is simply opting out but remaining in employment.

6.   Each service line in the return needs to identify if it's a new record for the month or an updated record from a previous monthly return. The solution will need to denote the service line as "U" Update (for an update) or A for "Add" (New). The service lines should always be "Add", unless you are updating a previously submitted service line where update should be used.

7.   Both the Teachers' Pensions Reference number and national insurance number fields should be completed on the return – where available. If you are unsure of a members' Teachers' Pensions Reference number, the Member Search functionality within the Employer Portal can be used. If the member is new and has not yet been allocated a Teachers' Pensions Reference number, please input 0000000 into the reference number field. Teachers' Pensions will automatically generate and notify you of the new reference number once the file has been submitted. A National Insurance Number is required to complete an MDC submission.

In exceptional circumstances, such as an overseas appointment, the service and salary information will need to be updated by us manually. To complete this you'll need to contact the service and salary team and have a record created. The service for these members will need to be sent to this team each month to be updated.

<u>Change in circumstances</u>

8. If there is a change in circumstances within the service period, then more than one line should be created - e.g. full time equivalent salary increases or member goes from full time to part time (or vice versa).

   NB: For an increase in salary the new Full Time Equivalent salary must be provided.

9. For example, if a person changes their working arrangements, e.g. moves from full-time to part time working during the month, these details need to be shown on two lines within the extract file with start and end dates added. This needs to be completed for members, excluded members (opt outs) and re-employed pensioners. In terms of part-time employment, both regular and irregular part time service is required.

   <u>Retrospective updates</u>

10. The extract file must include retrospective service updates or backdated changes to a member's record, such as a pay increase or arrears. If this has been previously sent, the data needs to be corrected or updated and then a full replacement line must be provided, denoted as "U" for update in column A.

    Please note you are only able to update service using the same establishment number. For example, if service is currently on record for an establishment 123/4567 then an update submission of 123/4567 only, will replace it.

    If an update was submitted as 123/6789 (a different establishment), the solution would calculate multiple or concurrent service.

    <u>Concurrent service</u>

11. If the member has multiple contracts within the same establishment (for example, 2 contracts working for establishment 352/7000), then the concurrent calculator must be used. This applies to a member with multiple part time contracts or a full time and part time contract.

    If the member has multiple contracts within the same Local Authority (for example, contract 1 with 352/4001 and contract 2 with 352/4000), individual service lines would be submitted within the MDC file. We'll calculate the concurrent service upon receipt.

    The basic rule of thumb is that if all of the member's contracts share the same establishment number, then you'll need to use the concurrent calculator and amalgamate the service line yourself. If the service lines hold different contract numbers, you would submit individual lines and we'll calculate it for you.

    As an example:

    Contracts with same number (mostly academies/independents/colleges)

    - 383/6000 (a part time music teacher contract)
    - 383/6000 (a part time P.E. teacher contract)

    As both contracts hold the same number (383/6000), you'll need to perform the concurrent calculation yourself and provide the amalgamated service line to us.

    Contracts with different number (different schools/contracts within an LA)

- 383/4001 (LA maintained school 1)
- 383/5064 (LA maintained school 2)

As both contracts hold a different establishment number, we would expect you to submit individual service lines which we'll amalgamate for you.

12. To identify that the line is to replace existing data, the record should be noted as an update. The solution will need to denote the service line as U (for an update)

13. The concurrent service calculator is available [here](#)

14. Please see Appendix 2 for more information regarding concurrent service submissions and expected scenarios.

Updating service data (retrospective changes etc.)

For Local Authorities if you are making amendments to existing concurrent service please resubmit the entire concurrent service period and not the individual service lines For example:

A Local Authority submits a concurrent service line (0953) to Teachers' Pensions. The concurrent service line consists of 3 contracts:

Contract 1: 841/0966
Contract 2: 841/5074
Contract 3: 841/5074

The LA identifies an issue with contract 841/0966, which results in an amendment having to be made to the salary details.

The Local Authority will need to recalculate the concurrent service period, including:

Contract 1: 841/0966 – using the latest amended service details
Contract 2: 841/5074
Contract 3: 841/5074

The LA will then resubmit the 0953 service line as an Update, to replace the existing concurrent service on record.

Do not resubmit the individual contract line into Teachers' Pensions. The entire concurrent period must be resubmitted.

Concurrent service with opt-out

15. Where a member is in concurrent service they may be "opted in" on one contract and "opted out" on another, in this circumstance there is only a requirement to send the "opted in" service. However, if all contracts are "opted out", then we need ALL service submitted

Days excluded

16. Days excluded apply mainly to full-time teachers with periods of non-pensionable employment during the period such as strike days and unpaid leave. For part-time members, days excluded are not required if a part-time salary is given.

17. Where the member is employed on a part-time basis and does not receive any pay for a period, this must be recorded as all days excluded and not zero earnings in the part time field. For example, if the member did not work for the month of April, a Full Time Equivalent Salary must be provided with 30 days excluded. No part- time salary is required.

18. If a person is on less than half pay due to Occupational Sick Leave, then the days excluded field must be populated with the number of days to be excluded from the service period. If the person is on reduced pay, which is more than half pay due to sick leave, please provide the normal salary prior to sick leave.

Sick leave

Full Time Member

Absence due to sickness is pensionable, provided the member is receiving at least half pay. Conversely, periods of sick leave where the member is receiving less than half pay are not pensionable.

While a member is receiving full pay, the service and salary details would be recorded as normal.

When the member is in receipt of at least half pay, the service and salary details would be recorded as the normal amount they would have received.

If the member goes onto less than half pay, this will need to be recorded as days excluded.

Full Time Member - member moves into sick leave on full pay from 01/04/2016 until 31/08/2016. Member then moves on to half pay from 01/09/2016 to 28/02/2017 and then moves onto nil pay from 01/03/2017 to 31/03/2017.

01/04/2016 to 31/08/2016   FTE = £36,000 (£3000 per month)
01/09/2016 to 28/02/2017   FTE = £36,000 (£1500 per month). This would still be recorded as the full amount even though the teacher is receiving half pay.
01/03/2017 to 31/03/2017   FTE = £36,000   Days Excluded = 31

Part Time Member

With regards to a part time member, the same principal would apply.

01/04/2016 to 31/08/2016   FTE = £36,000 (£1500 per month)
01/09/2016 to 28/02/2017   FTE = £36,000 (£750 per month). This would still be recorded as the full amount i.e. £1500, even though the teacher is receiving half pay.
01/03/2017 to 31/03/2017   FTE = £36,000   Days Excluded = 31

If the teacher was to go on half pay mid-way through the month, pro rata the normal amount which should have been paid.

For irregular part-time members, you'll need to determine the amount of part-time salary to be recorded for the period of sickness absence, as well as the full-time equivalent salary.

Maternity/Paternity Leave

If the member is still in receipt of at least half of their contractual pay or statutory pay, they are still in pensionable service If they are not receiving any pay, they will no longer be a member of the Scheme. The period where the member receives no pay, is the period we record as Days Excluded.

If the person is on reduced pay which is more than half pay due to sick, or is in receipt of half pay or statutory pay family leave, please provide the normal salary earned.

If a member is on extended maternity leave without pay then enter the number of days excluded for the specified period.

For example, a member may decide to extend their maternity leave and take an additional 31 days leave with no pay. This means the member will have 31 days excluded, which will not be included in the total of the members pensionable service.

If the member adopts a child or takes parental leave, then this absence will be treated the same as maternity or paternity absence, provided the member is still receiving at least half of their contractual pay, or is receiving statutory pay.

The member's contribution rate will be based on the pay they would have received had they not been absent, but the rate is only applied to their actual pensionable earnings in the period.

Members are entitled to take 'Keeping in Touch' days during ordinary or additional maternity leave without losing Statutory Maternity Pay (SMP). These days can be taken regardless of whether the member works full or part-time.

If a member is in receipt of SMP or salary, they are still in pensionable service so the KIT day will not need to be recorded separately - you should be providing their service and usual salary details anyway and deducting contributions using the rate of the contribution tier applicable for their usual annual rate of pensionable earnings.

If a member is not in receipt of SMP or salary, but is paid for the KIT in accordance with their salary rate for the employment, record this as pensionable on the service return and deduct contributions based on the annualised rate of pensionable earnings in the period.

For example if a member was on nil pay for a month this would normally be recorded as all days excluded e.g May would be 31 days excluded. If a full time teacher did 2 KIT days in the month this would be recorded as 29 days excluded. For a p/t member who does any KIT days in a period of nil pay you would record the P/T earnings received for any KIT days worked in the month

If a member is not in receipt of SMP or salary, but is paid a nominal sum for the KIT day, i.e. not in accordance with the salary rate for the employment, do not record this day as pensionable

Member Contributions
Please note that member contributions and employer contributions should be included as the 21st and 22nd data items. Solutions must be developed with the capability to include member contributions and employer contributions.

Changes to the Pension Input Period (PIP)

The period over which the growth in an individual's pension is measured for assessment against the Annual Allowance (AA) is called the Pension Input Period (PIP). For the Teachers' Pension Scheme this was from 1 April to 31 March, in line with the Scheme financial year.

HMRC now requires all pension schemes to be in line with the tax year. The impact on the Teachers' Pension Scheme is that we require the service submission, for each submission relating to the month of April, starting from 2017, to be split into two lines: one line covering 1 April to 5 April, and one line covering 6 April to 30 April. This will allow Teachers' Pensions to determine the pension growth in each tax year and produce accurate Pensions Savings Statement for members who are likely to be affected by Annual Allowance charges.

<u>Certificates of Re-employment</u>

One of the many benefits of MDC is that in most cases it negates the requirement for a Certificate of Re-employment (and you'll be notified if one is). Where an MDC file is received for a re-employed member, we'll automatically perform an earnings limit calculation and the member will only be contacted with regards to their limit, where their threshold is at risk.

However, there are certain scenarios where a certificate is still required. Where a case is identified, the member will be notified to complete a manual certificate and a communication will be issued to the employer to advise them that a certificate is needed.

If a member has been re-employed into concurrent service and has opted out of one of the contracts, then a **<u>paper Certificate of Re-employment MUST be completed.</u>**

At the point of on-boarding to MDC, if any certificates remain within your Task Manager, these will still need to be completed via the existing process.

Where a member completes a Certificate of Re-employment when it is not required (i.e. a notification has not been issued to both the member and the employer for completion), then this can be rejected with no further action taken.

<u>Out of School Learning Activities (OSLA) and Additional Bonus Payments</u>

If a bonus payment or OSLA payment is made to an employee, the contribution tier for the month in which it's made will include the bonus when deriving the annual salary. It's important to note that in the service return, the annual salary will also have to annualise the bonus payment, i.e. multiply the bonus payment by 12 in the month in which it's paid in the service return. This is required to ensure that the member receives the full accrual for the bonus for which they have paid contributions.

If the bonus payment is not annualised in the month in which it's paid, the member will only receive one twelfth (1/12th) of the accrual in the case of an annual bonus. This is because of the way that Teachers' Pensions systems calculate pensionable earnings based on service returns. Our systems treat it as a monthly salary rather than an addition on top of the annual salary.

For example, a member with a salary of £33,000 per annum receives a bonus of £1,200 in May 2016. In order to ensure that the member's accrual of pension is based on the total pensionable earnings in the scheme year (£34,200), there are two options:

1. Annualize the bonus payment by multiplying the value by 12 and adding this to the actual full time equivalent salary (£33,000 + (£1,200 x 12))

2. If the member leaves mid-month, so we don't have a full months' worth of service
Make the members salary £47,130 in the month in which the bonus was paid (£33,000 + (£1,200 x 365/31); or

The formula to use is

(Standard Rate of Pay + (One off payment x 365/Days in Period) or

The Days in Period will either be the days in the month in which the payment was made.

6. Data Fields

Below is an explanation of the data fields required on the monthly data collection extract, accompanied by an explanation of the data field where required.

NB: Please include all address lines.

No	Field	Format	Mandatory or Optional field	Notes
1	Update	Update "U" or Add "A" if New	Mandatory	All service lines must be submitted as "A" (Add) unless providing updating existing service lines, then "U" (Update) must be used.
2	Teachers' Pensions Reference Number	Numeric	Mandatory	Must consist of 7 digits. If the Teachers' Pensions Reference number is unknown, please use the Member search facility on the Employer Portal. If the member does not hold a Teachers' Pensions Reference number, please input 0000000. We'll generate a new reference number for the member. Please do not include the oblique ("/") within the reference number. An example of a reference number is 9085466.
3	National Insurance Number	AANNNNNNA	Mandatory	Must consist of 2 alpha characters followed by 6 numeric digits and 1 alpha character in the range A-D. Mandatory for all teachers. Do not use temporary national insurance numbers i.e. QQ numbers.
4	Forename	Alpha	Mandatory	Free text. As format is .CSV please avoid comma's or use quotations for data items.
5	Surname	Alpha	Mandatory	Free text. As format is .CSV please avoid comma's or use quotations for data items.

No	Field	Format	Mandatory or Optional field	Notes
6	Address line 1	Alpha + Numeric	Mandatory	Free text. As format is .CSV please do not use comma's or use quotations for data items. NB address lines 1 and 2 are mandatory. Address lines 3 to 5 are voluntary. For any overseas address please complete normal. If the member's address details are for a Ministry of Defence BFPO address, please use the fields address lines 1 to 5 on the Monthly Service Return file to enter the BFPO number. Please then ensure that you enter "OVSA" in the postcode field. Please note: any commas within the address should be removed and replaced with a space.
7	Address line 2	Alpha + Numeric	Mandatory	Free text. As format is .CSV please do not use comma's or use quotations for data items. For any overseas address please complete normal
8	Address line 3	Alpha + Numeric	Where required	Free text. As format is .CSV please do not use comma's or use quotations for data items. For any overseas address please complete normal
9	Address line 4	Alpha + Numeric	Where required	Free text. As format is .CSV please no not use comma's or use quotations for data items. For any overseas address please complete normal
10	Address line 5	Alpha + Numeric	Where required	Free text. As format is .CSV please do not use comma's or use quotations for data items. For any overseas address please add Zip code etc here

No	Field	Format	Mandatory or Optional field	Notes
11	Post Code	Alpha + Numeric	Mandatory	Standard UK format free text. As format is .CSV please do not use comma's or use quotations for data items. For an overseas address please enter "OVSA". If using the MDC Template this must be entered before completing address lines 1 to 5. If the member's details are for the Ministry of Defence BFPO address, please use the fields address lines 1 to 5 on the Monthly Service Return file to enter the BFPO address in the format outlined on the GOV.uk website, inclusive of the BFPO number. Please then ensure that you enter "OVSA" in the postcode field. Please note: any commas within the address should be removed and replaced with a space.
12	Date of Birth	Numeric	Mandatory	Must consist of 8 digits in format DDMMYYYY. Must be a valid date.
13	Local Authority Number	Numeric	Mandatory	Must contain 3 numeric digits and must be provided on every line of service/contract. Do not use a Multi Academy Trust or Payroll Provider reference number. You must enter the actual Local Authority number for the school.
14	School/Type of employer number	Numeric	Mandatory	Must contain 4 digits and must be provided on every line of service. Must have leading zeros even where zeros are in the first numeric position of the school number, e.g. if your school number is 18, then it should be displayed as 0018. The establishment code/school type cannot be equal to '0000'. Do not use a Multi Academy Trust or Payroll Provider reference number. You must enter the actual establishment number for the school. .
15	Start date	Numeric	Mandatory	Must be 8 characters, to be displayed as DDMMYYYY. Normally, but not always, the start of the calendar month.

No	Field	Format	Mandatory or Optional field	Notes
16	End date	Numeric	Mandatory	Must be 8 characters, to be displayed as DDMMYYYY. The end date must be greater or equal to the start date. The start and end date must not cover a period of more than one calendar month. The start an end date must be within the same calendar month
17	Withdrawal Confirmation	Alpha	Optional	Enter a 'W' if the teacher leaves the establishment. There is no requirement for a withdrawal indicator to be added for a teacher who has opted out of the scheme as service is continuing, just as non-pensionable service unless they leave employment. If not applicable, the field should be space filled. **Employees moving between establishments in a LA/MAT** If members move between establishments in a LA / MAT* as a result of a contractual change / taking up a new employment, you must provide a withdrawal indicator for the old employment (school A) and contractually enrol the employee for the new employment (school B). Without the withdrawal indicator our MDC checklist will report that there is missing service from school A. Furthermore, as annual Faster Accrual elections are by employment, a Faster Accrual election for service at school A will cease and a new Faster Accrual election will be required (if the member so wishes) in respect of service for the remaining scheme year at school B. If a member is in concurrent service and that service is being submitted using an 0953 line, when concurrent service ends a 'W' indicator must be entered against the 0953 line.

Comment [c4]: Added this section

No	Field	Format	Mandatory or Optional field	Notes
18	Days Excluded	Numeric/Alpha	Optional	3 numeric digits with leading zeros. E.g. 008 Full time employment/service - days excluded should be populated where there are unpaid days as per the Teachers' Pensions Regulations such as strike days. If a person, who works part-time, has not worked at all in the period, then all the days in that period should be shown as excluded. Do not input zero in the part time earnings field. See the 'Days Excluded' section of this document for further information on how to record.
19	FT/PT indicator	Numeric	Mandatory	7 = Part-Time regular 8= Irregular Part-Time 0 = Full-Time Employment
20	Annual Full-time salary	Numeric	Mandatory	Numeric up to 7 digits displayed in pounds, e.g. 24000 This field should contain the Annual Full-Time Equivalent salary for the member. Annual full-time salary rate must be shown even if salary has been reduced due to sick, maternity, parental, adoption or paternity leave or the teacher has not worked for the period and also include the value of any residential emoluments. This will be the full-time equivalent salary value. For part-time teachers, the entry must show the rate that would have been payable if the employment was full-time, i.e. the annual full-time salary rate. If salary reduced (half pay or more) due to sickness, maternity, parental, adoption or paternity leave, the annual full-time rate that would have been applicable should be used. If salary reduced (less than half pay) due to sickness, then refer to the days excluded section of this document. If a teacher on maternity, parental, adoption or paternity leave is on zero pay then refer to the days excluded section of this document. Pay protection should also be included in the data item, if applicable. This cannot be a negative value.

No	Field	Format	Mandatory or Optional field	Notes
21	Part time salary paid	Numeric	Optional	Only to be completed for a part-time teacher where the PT/FT Indicator is 7 or 8. Numeric up to 7 digits displayed in pounds. If there have been no earnings during the period, then zero fill and complete the days excluded field. This cannot be a negative value. This field should contain the pensionable salary paid (includes salary and pensionable allowances) for the period. The part-time salary paid must not be greater than the annual salary rate and should not be included if the service is full-time. Where reduced salary is paid due to sickness, maternity, parental, adoption or paternity leave then the amount they would normally have been paid should be entered. For irregular service, just record the value of the statutory pay (SMP, SAP, SPP etc.) paid for the month. If a member has concurrent service and the concurrent calculator has been used, then this field should contain a 1 and days excluded completed.
22	Additional Contributions	Numeric	Mandatory	This is the monthly amount paid. This figure must be displayed in full pounds. The additional contributions are: • Past Additional Years • Family benefit • TR22 (Contributions on a Former Higher Salary) where these commenced before 01/01/2007 • Additional Pension • Faster Accrual • AAB - Buyout • Do not include Additional Voluntary Contributions (AVC's) • Please do not enter negative values

No	Field	Format	Mandatory or Optional field	Notes
23	Overtime	Numeric	Optional	This field should be populated where a member is in receipt of an overtime payment for the month. This should be included regardless of whether the member is in the Final Salary or Career Average arrangement. Please note, Overtime **is only pensionable with the Career Average arrangement.** The overtime should not be included in the Annual Salary rate. To clarify, overtime will be pensionable for career average arrangement but not for final salary arrangement (60th and/or 80th). If the member has not received an overtime payment, please leave the field blank. This cannot be a negative value.
24	Email	Both	Optional	Member's email address. Personal email is preferred; however we will accept a work email address. If an email address isn't available, this field must be left unpopulated. We use the email addresses to keep members informed of changes and Scheme information.
25	Employer Contributions	Both	Mandatory	The total amount of contributions submitted that month for that employer. This must be rounded to the nearest full pound, do not include pence. Please do not enter a value if it is negative. Reported as when paid.
26	Employee Contributions	Both	Mandatory	The contribution paid that month by the employee. This must be rounded to the nearest full pound, do not include pence. Reported as when paid. Please do not include negative values.

No	Field	Format	Mandatory or Optional field	Notes
27	Gender	Numeric	Mandatory	A mandatory data item. To activate a new teacher record, gender is a mandatory data item. In rare instances where service is received but a teacher record does not exist, a new record will need to be set up. To do this the members gender is required, this should be provided as: 1 – Male 2 – Female If this data item is not provided, the service lines relating to that member will be rejected. In this instance please check with the member as they may have received confirmation of their reference number from NCTL.

78. The Template

The following section provides information on completing the MDC template and the individual data fields and validation required.

The template is available via the Employer Portal and can be downloaded from the 'Download a File' section. Upon opening the file, you must enable macros to input the data.

Before adding the information, please select **Enter Service Period for File**. This option must be selected in all instances. This identifies the month in which the file relates to. Once selected, you'll be presented with the below screen:

Please select the month and year from the drop down list, and also input your LA and Establishment Number. This selection is mandatory.

Click Here to Save the Data: This option must be selected once all of the data is inputted into the spreadsheet. The system shall perform validation checks to confirm the data is clean and highlight any fields which need amending. You'll not be able to proceed until all the validation checks are passed. You'll be presented with the following dialogue box:
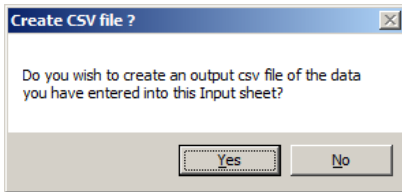
You'll then be prompted to save the file to your computer. Please note that the file name **must not** be changed as this will cause the upload to fail. Also, please refrain from saving the file to your computers desktop, instead the file can be saved within My Documents.

To avoid having to input all the members' personal details manually each month, you can copy and paste the information back into the template. You'll then be required to amend only the dates, salaries and new starters/leavers.

Reset Input Sheet: This will delete all current entries and return the template to blank.

Providing Retrospective updates

The extract file must include retrospective service updates or backdated changes to a member's record, such as a pay increase or arrears. If previously sent data needs to be corrected or updated, then a full replacement line must be provided.

The below screens highlight what Teachers' Pensions will expect for a retrospective update.

For part-time irregular members, it's highly likely that these members will be paid in arrears, as their earnings will not be known for that current month. A submission must be made for these members and an updated service line submitted for the following month with the correct details, to replace the existing line.

For example:

The first submission would provide –

01/09/2016 to 30/09/2016   FTE 30,000   PT 0   Days Excluded 31

The earnings will then be known for the following month, therefore an update will be provided:

Update 01/09/2016 to 30/09/2016   FTE 30,000   PT 650   Days Excluded   0

New 01/10/2016 to 31/10/2016   FTE 30,000   PT   0   Days Excluded   31

Followed next month by:

Update 01/10/2016 to 31/10/2016   FTE 30,000   PT 750   Days Excluded   0

New 01/11/2016 to 30/11/2016   FTE 30,000   PT 0   Days Excluded   30

Please be aware that the below example displays the financial year in its entirety. Therefore only monthly submissions (only 2 lines) would be needed per month.

- The concurrent service calculator is available
  https://www.teacherspensions.co.uk/members/resources/calculators/concurrent-calculator.aspx

Multiple service:

If the person is in multiple service and working for more than one Employer, then individual service lines will need to be provided for each contract/employment.

To identify that the line is to replace existing data, the record should be noted as an update. The solution will need to denote the service line as Update (for an update) or Add (New).

The below example shows a member who has multiple service - i.e. two separate employers. As you can see an individual service line has been provided for each contract for each period.

TP Monthly Service Return Template CLICK HERE TO SAVE THE DATA Reset Input Sheet View User Instructions Version 2.0 - 27 June 2014

Service File Period: Enter Service Period for this File

Record Action	Member (DfE) Reference Number	NI No	Forenames	Surname	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Address Line 5	Postcode	Date of Birth	Local Authority Number
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881
New	123479	AA123456A	John	Smith	1	Test Lane	Town	County	Country	AB1 1AB	01/10/1966	881

Establishment Number	Start Date	End Date	Withdrawal Confirmation	Days Excluded	Full/Part Time Indicator	Annual Full Time Salary Rate	Part Time Salary Paid	Additional Contributions	Overtime	Email	Employer Contributions	Member Contributions	Gender
5061	01/04/2015	30/04/2015			8	28500	415	4500	0	john.smith@test.co.uk			1
4081	01/04/2015	30/04/2015			7	35000	782	0	0	john.smith@test.co.uk			1
5061	01/05/2015	31/05/2015			8	28500	382	4500	0	john.smith@test.co.uk			1
4081	01/05/2015	31/05/2015			7	35000	788	0	0	john.smith@test.co.uk			1
5061	01/06/2015	30/06/2015			8	28500	500	4500	0	john.smith@test.co.uk			1
4081	01/06/2015	30/06/2015			7	35000	800	0	0	john.smith@test.co.uk			1
5061	01/07/2015	31/07/2015			8	28500	525	4500	0	john.smith@test.co.uk			1
4081	01/07/2015	31/07/2015			7	35000	750	0	0	john.smith@test.co.uk			1
5061	01/08/2015	31/08/2015			8	28500	515	4500	0	john.smith@test.co.uk			1
4081	01/08/2015	31/08/2015			7	35000	728	0	0	john.smith@test.co.uk			1
5061	01/09/2015	31/09/2015			8	30000	581	4500	0	john.smith@test.co.uk			1
4081	01/09/2015	31/09/2015			7	37500	902	0	0	john.smith@test.co.uk			1
5061	01/10/2015	31/10/2015			8	30000	570	4500	0	john.smith@test.co.uk			1
4081	01/10/2015	31/10/2015			7	37500	950	0	0	john.smith@test.co.uk			1
5061	01/11/2015	31/11/2015			8	30000	560	4500	0	john.smith@test.co.uk			1
4081	01/11/2015	31/11/2015			7	37500	970	0	0	john.smith@test.co.uk			1
5061	01/12/2015	31/12/2015			8	30000	590	4500	0	john.smith@test.co.uk			1
4081	01/12/2015	31/12/2015			7	37500	1010	0	0	john.smith@test.co.uk			1
5061	01/01/2016	31/01/2016			8	30000	600	4500	0	john.smith@test.co.uk			1
4081	01/01/2016	31/01/2016			7	37500	0	0	0	john.smith@test.co.uk			1
5061	01/02/2016	31/01/2016			8	30000	580	4500	0	john.smith@test.co.uk			1
4081	01/02/2016	31/02/2016			7	37500	980	0	0	john.smith@test.co.uk			1
5061	01/03/2016	31/03/2016			8	30000	570	4500	0	john.smith@test.co.uk			1
4081	01/03/2015	30/03/2015			7	37500	990	0	0	john.smith@test.co.uk			1

Appendix 1 – Error codes and corrections

Introduction

The following document provides guidance on potential errors generated from service submissions, and the corrective action required to amend and update your member's records.

Errors are generated when the service submitted does not pass the validation checks put in place by Teachers' Pensions. This could be due to the members details held on record being out of date, or the salaries provided being excessive. Outstanding errors can result in information which is provided to members, becoming out of date and inaccurate, resulting in unnecessary queries to you.

It is important to correct any errors as soon as possible, in order for members to receive up to date and accurate benefits statements.

Although the guidance notes above refer to MDC, the following errors can be generated from TR28 Missing Service submissions.

Errors Codes and Correction

The following table provides details on the errors which exist. The error file which you receive will indicate the error number, and provide a short error description.

Error No.	Error description	How to correct
2	ID errors	ID errors occur where the personal details of the member, do not match the personal details held on record at Teachers' Pensions.
		The ID error will inform you of the data item that has caused the mismatch (e.g. date of birth, NI number, Surname)
		You should perform a member search, and compare the results against what was submitted on the template. You can also change any details held by Teachers' Pensions, and re send the file when complete.
		~~ID Errors During the On Boarding Phase~~
		~~During the 3 month on boarding phase, it's not uncommon for employers to receive a high number of ID Errors (mismatch of personal details). This is due to the information being updated within the bespoke Teachers' Pensions test system.~~
		~~It's good practice to ensure these are actioned and corrected prior to your transition into MDC live.~~

7	Date To is after Date Of Death	Service spans the members' date of death. The end date provided on the service submission must be amended to prior to or on the date of the members' death.
9	Salary value out of range (user codes to define the minimum and maximum allowable salary rates)	The Full Time Equivalent salary which has been provided is either less than £520, or greater than £280,000. If the salary you have provided is correct, please contact Teachers' Pensions in order for this service line to be inputted.
11	ID errors	Please see Error 2
12	Service period > 12 months	The service period provided covers a period of greater than 12 months. For example, service given is 01/04/2015 to 31/08/2016. As this service period is greater than 12 months AND spans 31/03/2016, the service has been rejected. Please ensure that the end date provided does not cause the service line to exceed 12 months. Service lines must also be split at 31/03.
14a	Invalid start date	The start date provided does not follow the format ddmmyy. Please amend and resubmit.
14b	Invalid end date	The end date provided does not follow the format ddmmyy. Please amend and resubmit.
21a	Overlapping service – LA/Estab same and one of lines FT	The service which has been provided overlaps existing service for your establishment (either the existing line or submitted line is full time). Please request a member print and review the existing line on record. Please resubmit the service line and change either the start date or end date so the service lines do not overlap. If you wish to amend the existing service line, please contact Teachers' Pensions. *NB: for errors 21a, 21b, 22, 23, 24, 24a, 29c and 29d (errors where Teachers' Pensions need to delete service prior to an update), please make sure that any service gaps which are created due to the deletion by Teachers' Pensions are updated if required.*

21b	Overlapping service – LA/Estab different and at least one of lines FT	The service which has been provided overlaps existing service for a different establishment (either the existing line or submitted line is full time). Please request a member print and review the existing line on record.
		Please resubmit the service line and change either the start date or end date so the service lines do not overlap. If you wish to amend the existing service line, you must contact the employer in which the service line overlaps.
22	Overlapping service – LA/Estab same and all lines FT	The full time service which has been provided overlaps existing full time service with the same establishment. Please amend the start date or end date of submitted line, so that the service lines do not overlap.
		If you wish to amend the existing service line, please contact Teachers' Pensions to do so.
23	A service update to a multi period does not cover all previous multi service	Service within the multiple periods already exists with the same establishment, but the dates provided on the new submission do not match.
		In order for the update to take place, please contact Teachers' Pensions to remove the existing service line in the multiple period and re submit.
24	Updating a period of service that exists beyond existing multi service	The service line which has been submitted overlaps an existing line which is already recorded within the multiple service periods.
		Please contact Teachers' Pensions as the service line recorded within the multiple periods must be removed before you can submit.
24a	Update a normal existing service line where the updated line extends into a multi service line (as well as non-multi line)	Similar to the 24 error, a 24a occurs where the service line submit runs into a multiple period, where a service line already exists within the multiple period.
		Again, please contact Teachers' Pensions to remove the service line within the multiple periods in order to submit.
27	A service update reduces the salary by more than 2.5%	The Full Time Salary which has been provided is a 2.5% or more reduction on the previous salary. Please review the salary provided and amends. If the salary is correct, please contact Teachers' Pensions who will perform the update.

| 29c | Input service matches existing 0953 dates and LA but no data in PSML table | The service which has been provided overlaps existing concurrent service with Teachers' Pensions (this is defined as 0953 service).

Please contact Teachers' Pensions to remove the existing 0953 service (if applicable) before resubmitting. |
|---|---|---|
| 29d | Input 0953 service overlaps existing data for same LA but existing data not 0953 | You are attempting to submit service where the establishment code is 0953 (concurrent), but there is already service recorded with the same LA but a different establishment.

If you are attempting to replace the service on record with the 0953 service, please contact Teachers' Pensions to remove the existing service prior to resubmitting. |
| 31a | Full-time service received where service already held matches full-time salary, but service periods differ. | |
| 31b | Part-time service received where service already held matches or is within 1% tolerance of part-time salary, but service periods differ. | |
| 33 | Invalid employer Estab "0000". School closed. LEA or Estab equals? | The establishment code provided does not exist within Teachers' Pensions, or is in an invalid format.

GIAS (Get information about schools) Edubase is the Department for Education's register of educational establishments in England and Wales. This facility will allow you to search for an establishment and confirm the correct establishment code.

Edubase GIAS will also provide a closure date (if applicable). Please note that service cannot be provided following a closure date. |
| 38 | (a) FT Salary equals 0. (b) Part-time salary is greater than Full-time salary. | This error occurs where the full-time salary amount is '0' (or has been left blank) and the part-time salary field has been populated.

Please provide a figure in the full time salary field which is greater than the part time salary. |
| 39 | (a) Date to is before Date From.

(b) Service is more than 18 months in the future | A 39 error occurs when the service is spanning an event, election or a financial year (usually when the member is a part-time supply teacher).

Please request a member print via the Employer |

		(c) Service spans Award ceased date	Portal facility, and identify any events or elections which the service lines you have provided spans.
		(d) Service spans Part-time Election	
		(e) Service spans financial year	The service line must then be split at the date of the event or election and resubmitted.
		(f) Service spans Award reckonable payable date	
		(g) Service spans an event (T, R, N only) or A following an N event	
		(h) Service straddles opt out/in date (OPTO/OPTI flag)	
		(k) Service spans a POPI table entry	
		NB: Errors (i) and (j) no longer exist.	
	41	PT Sal/Days excluded invalid	The Part-time Salary and/or the Days excluded which have been provided are not in a numerical format. Please revisit the inputs for these fields and ensure that no invalid characters (letters) are present.
	41A	Part-time Indicator is not blank and both Part-time Salary AND Days Off are blank	This error occurs where the Part-time Indicator has been selected, but both the part-time salary field and/or the days excluded field are blank.
			Please either amend the part-time indicator to full time (if the member is full time) or input values into the Part-time field or days excluded
			NB: Part-Time Salary and Days excluded can only be populated together, if the member is in concurrent service.
	41C	Full-time with plus days	This is where a full-time salary has been provided, but the days excluded column contains plus days. Please remove the plus days and resubmit.
	57a	Days Off is more than the number of days in the period of service (i.e. plus days results in more than double days in period) and does not equal -2000	The part-time salary which is provided is excessive in relation to the full-time salary. This has resulted in plus days being generated.
	57b	Days Off calculated from PT salary is more than the number of days in the period of service (i.e. plus days results in more than double days in period)	Please amend the part-time salary which you have produced. The part-time salary must be the actual part-time earnings and not the annual part-time earnings.

61a	Part-time Indicator is F and Part-time Salary is greater than 1.	The field Full-~~T~~time/Part-~~T~~time states Full-~~T~~time, but you have provided a part--time salary. Please either remove the part--time salary if the member is full--time, or change the indicator to part--time.
61b	Full-time service but Part-time Salary is greater than 1	
68	Full-time service with Part-time Salary OR Days Off provided. Part-time Indicator is blank and Estab equals 0966	This error occurs where: a) You have indicated that the member is full-time, but you have provided a part--time salary or days excluded If the member is full--time, please remove and part--time earnings or days excluded. If Part Time, please change the indicator to full--time. b) You have indicated that the member is full-time, but you have provided the establishment code 0966 (which is the code used for part--time supply members) If the member is full--time, please do not use 0966 as the establishment code. If the member is part--time, please change the indicator to part--time.
89b	Service is pre-01/01/2007 and covers the members 75th birthday	The service lines spans the members 75th birthday. Please split the service line at the 75th birthday, and resubmit.
89c	Service spans 01/01/2007 and member aged more than 70 but less than 75	The service lines spans the date 01/01/2007. Please split the service line at 01/01/2007 and re submit.
90a	Service covers end of Tapering Period	The service provided overlaps a members Tapering Date. Service must be split at the tapering date in order for the service to be updated. Please identify the members tapering date, split the service line and re send.
92	Start date before 16th birthday	The start date of the service line provided falls before the members 16th birthday. Please review the service line and amend to after the 16th birthday. *NB: Contributions will need to be refunded for any service credited to the member prior to the 16th Birthday.*

Appendix 2 – Concurrent Service Scenarios

The following section presents varying scenarios which you may encounter when dealing with concurrent service. The section is split into submissions for Local Authorities and non-maintained schools.

Local Authorities

Scenario A

The member has two contracts within the **same** LA maintained school.

```
Contract 1:    123/4567    01/04/2017 to 30/04/2017    FTE: £30,000    PTS: £400
Contract 2:    123/4567    01/04/2017 to 30/04/2017    FTE: £28,000    PTS: £300
```

Solution

Employer is required to use the concurrent calculator to amalgamate the service, before submitting to Teachers' Pensions.

```
Concurrent:    123/0953*    01/04/2017 to 30/04/2017    FTE: £29,109    PTS: £1    Days Excluded: 21
```

Making an update

If an amendment is required to the above concurrent service line, you must re-submit the amended concurrent service line as an UPDATE, via the MDC submission i.e. redo the concurrent calculation and re-submit the concurrent service line.

*0953 is the establishment code which a Local Authority must use to denote concurrent service.

Scenario B

The member has two contracts with **different** LA maintained schools

```
Contract 1:    123/4567    01/04/2017 to 30/04/2017    FTE: £28,000    PTS: £600
Contract 2:    123/4974    01/04/2017 to 30/04/2017    FTE: £23,500    PTS: £250
```

Solution

Employer would submit 2 separate service lines within the MDC submission.

```
Service line 1 for Contract 1:    123/4567    01/04/2017 to 30/04/2017    FTE: £28,000    PTS: £600
Service line 2 for Contract 2:    123/5974    01/04/2017 to 30/04/2017    FTE: £23,500    PTS: £250
```

Teachers' Pensions will perform the concurrent calculation upon receipt of the information.

Making an update

If you need to make an amendment to the concurrent service, you can submit an UPDATE service line for the individual service, using the solution. If an employer needs to correct Contract 1 (123/4567), an UPDATE line would be submitted:

```
UPDATE to Contract 1:    123/4567    01/04/2017 to 30/04/2017    FTE: £27,500    PTS: £450
```

We'll overwrite the existing service line for Contract 1 and re-calculate the concurrent service based on the UPDATE service line.

Scenario C

The member has two contracts within the same LA maintained school and a third contract with a second different maintained school.

Contract 1:   123/4567   01/04/2017 to 30/04/2017   FTE: £28,000   PTS: £400
Contract 2:   123/4567   01/04/2017 to 30/04/2017   FTE: £33,000   PTS: £300
Contract 3:   123/**5974**   01/04/2017 to 30/04/2017   FTE: £24,500   PTS: £700

Solution

Employer would be required to amalgamate **ALL three** services into a single concurrent service line, before submitting.

Concurrent: 123/0953*   01/04/2017 to 30/04/2017   FTE: £26,950   PTS: £1   Days Excluded: 11

Making an update

If an amendment is required to the above concurrent service line, you must re-submit the amended concurrent service line as an UPDATE, via the MDC submission i.e. redo the concurrent calculation and resubmit the concurrent service line to include all service.

*0953 is the establishment code which a Local Authority must use to denote concurrent service.

Scenario D

The member has two contacts within the same LA maintained school and two contracts with a different LA maintained school.

Contract 1:   123/4567   01/04/2017 to 30/04/2017   FTE: £32,500   PTS: £330
Contract 2:   123/4567   01/04/2017 to 30/04/2017   FTE: £31,000   PTS: £800
Contract 3:   123/**5974**   01/04/2017 to 30/04/2017   FTE: £22,500   PTS: £300
Contract 4:   123/**5974**   01/04/2017 to 30/04/2017   FTE: £23,200   PTS: £500

Solution

You would be required to amalgamate **ALL four** service lines into a single concurrent service line, before submitting.

Concurrent: 123/0953   01/04/2017 to 30/04/2017   FTE: £27,242   PTS: £1   Days Excluded: 4

Making an update

If an amendment is required to the above concurrent service line, the employer must re-submit as an UPDATE, via the MDC submission i.e. redo the concurrent calculation and re-submit the concurrent service line to include all service.

Scenario E

Member has two contracts within the same LA maintained school, but has not contributed on one of the contracts (supply teacher with no earnings). Example is shown below:

Contract 1:   123/4567   01/04/2017 to 30/04/2017   FTE: **£32,500**   PTS: £330
Contract 2:   123/4567   01/04/2017 to 30/04/2017   FTE: £31,000   PTS: £0   **Days Excluded: 30**

Solution

Employer would be required to amalgamate both service lines together within a concurrent format. The FTE to be used would be the FTE from the service line containing the salary:

Concurrent: 123/0953   01/04/2017 to 30/04/2017   FTE: £**32,500**   PTS: £1   Days Excluded: 26

Making an Update

If an amendment is required to the above concurrent service line, the employer must re-submit the amended concurrent service line as an UPDATE, via the MDC submission i.e. redo the concurrent calculation and resubmit the concurrent service line to INCLUDE ALL SERVICE.

Non Local Authorities

The process for submitting concurrent service for non-Local Authorities differs to Local Authorities.

Scenario A

Member has two contracts within the **same** Non LA School, an example is shown below.

Contract 1:   123/6001   01/04/2017 to 30/04/2017   FTE: £25,500   PTS: £330
Contract 2:   123/6001   01/04/2017 to 30/04/2017   FTE: £27,000   PTS: £500

Solution

Employer would be required to use the concurrent calculator to amalgamate the service, before submitting to Teachers' Pensions. See below:

Concurrent: 123/**6001***   01/04/2017 to 30/04/2017   FTE: £26,383   PTS: £1   Days Excluded: 19

Making an Update

If an amendment is required to the above concurrent service line, the employer must re-submit the amended concurrent service line as an UPDATE, via the MDC submission i.e. redo the concurrent calculation and resubmit the concurrent service line using both lines of service.

*unlike Local Authority concurrent service, the Non LA School number should be used.

Please Remember

Where a member has multiple contracts with different Non LA Schools, the concurrent calculator should not need to be used. This is called Multiple Service.

Additional Scenarios

Concurrent Service with Nil Pay on a Single Contract

Where the member holds two or more posts, but, has not received any contributable earnings for one of these posts (but continues to contribute on a second), the concurrent calculation must still be used.

The member is still employed by the establishment. Failing to provide this service could result in unnecessary service gaps.

For example:

Contract 1:   123/6001   01/05/2018 to 31/05/2018   FTE: £21,000   PTS: £600

Contract 2:   123/6001   01/05/2018 to 31/05/2018   FTE: £19,500   PTS: £0

The concurrent calculation must still be undertaken.

Concurrent Service with Nil Pay on a Single Contract and an UPDATE Occurs

Referring to the above scenario, if an additional payment was made within the month following for a nil pay relief post (i.e. the previous nil pay service line now has earnings), the concurrent calculation must be re-performed, but replacing the previous nil pay service line with the service line containing earnings.

An updated concurrent service line would then be required to replace the previous concurrent service line.