

MDC Guidance and Error Codes

August 2025



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1. Introduction

We've implemented a Monthly Data Collection (MDC) solution presenting 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 us with relevant pension data.

2. MDC Overview

How does MDC work?

Rather than completing TR6's, the Annual Service Return and TR8's, only one monthly file will need to be submitted, that includes all member information.

Each month, files have to be returned to us 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's crucial this date is adhered to, to ensure payroll activities can be performed by us.

You'll 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 the last working day 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.

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 three individual files under three Data Centres.

If a Local Authority (LA) 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 us.

To allow us to do this we require [Payroll Providers to complete the delegation form](#). This confirms the employers for whom they'll provide data and gives us assurance that they've provided permission to do so.

Multi Academy Trust (MAT)

When a Multi Academy Trust on-boards to MDC, we can create a MAT number allowing 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. Don't 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 three individual files.

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

There are two ways of submitting the information required each month:

- a) **Direct data extract file.** 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. The document will outline what the file should look like and the business rules to be followed
- b) **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.

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 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'll need to send an email to TPEstabs@teacherspensions.co.uk. Our team will then complete the relevant checks, set up the MAT or Payroll Provider on our system and send you the relevant Delegation form to complete.

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.

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

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 isn't received as per the specified dates, a reminder email will be produced.

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.

If you're 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)s
 - c) Date (MMYYYY)
 - d) 1
 - e) .CSV
- E.g. MSR81400000420251.CSV

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

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

An example of the filename that you'll see in the Employer Portal is - EMPMSRERROR3538001-2601202564421doNOTremove28341 .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) 26012025 is the date when we generated the file
- e) 64421 is the time stamp (milliseconds) when we generated the file
- f) then "doNOTremove"
- g) 28341 is the original submission number that the errors relate to
- h) then ".CSV"
- i) EMPMSRERROR3538001-2601202564421doNOTremove28341.CSV
- j) When re-submitting an error file with corrections please ensure the file name isn't changed.

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	MSR38900000320251.csv	MSRM3890000032025

File 2 – LA submitting for another LA (submitting LA is 389/0000)

LEA	ESTB	Academy	Submitting LEA	File Name	Header
641	0000	No	1	MSR64100000320251.csv	MSRM3890000032025

File 3 – LA submitting for an Academy within the LA region

LEA	ESTB	Academy	Submitting LEA	File Name	Header
389	4321	Yes	1	MSR38943210320251.csv	MSRM3894321032025

File 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	MSR64154320320251.csv	MSRM6415432032025

File 5 – Payroll Provider submitting for Academies

LEA	ESTB	Academy	Submitting LEA	File Name	Header
750	0010	Yes	352/4512	MSR75000100320251.csv	MSRM7500010032025

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

The filename should not be renamed in any way, ensuring there're 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 won't be processed automatically.

If an amendment is made to the error file, 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.

Each extract file will need to contain a file header (in cell A1) describing 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: MSRM8410000052025

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've opted out and re-employed pensioners.

Column headers aren't 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.

If there're 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.

4. 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 error emails you may receive and how to correct them.

If an error file is received and returned to us, but the file name has been changed, the below email will be sent.

“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”.

Please do not change the name and/or format of any files.

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.’

If a Month and Year has been inputted, but is ineligible (i.e. too many days or invalid month), the following error email will be received. Please do not change the name and/or format of any files.

‘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’.

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.’

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 Checklist

If an MDC file hasn't 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). The checklist can be updated and uploaded back to the Employer 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're 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](#)

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

Annual full-time salary and part-time salary paid must be pensionable salary (contributable salary) and therefore must not include any payments that aren't 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
- any residential emoluments.

Overtime will now be included in the extract as a separate field – see below:

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're contacted by us via email. Please continue to submit these products during the initial 3 month period.

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

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 shouldn't be used if the member is simply opting out but remaining in employment.

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're updating a previously submitted service line where update should be used.

Both the Teachers' Pensions Reference number and National Insurance number fields should be completed on the return – where available. If you're 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. We'll 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.

Change in circumstances

If there's 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.

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.

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 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".

You're 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.

Concurrent service

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'd submit individual lines and we'll calculate it for you.

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'd expect you to submit individual service lines which we'll amalgamate for you.

To identify if 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).

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

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're 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 us. The concurrent service line consists of 3 contracts:

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

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

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

Concurrent service with opt-out

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

Days excluded

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.

Where the member is employed on a part-time basis and doesn’t 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 August, a Full Time Equivalent Salary must be provided with 30 days excluded. No part-time salary is required.

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 as long as the member is receiving at least half pay. If the member receives less than half pay, that period is not pensionable.

While on full pay, salary and service details are recorded as usual. If the member is on at least half pay, the full amount they would normally receive is still recorded. However, if the member moves to less than half pay, those days need to be marked as excluded.

For example, a full-time member moves into sick leave on full pay from 01/04/2024 until 31/08/2024, then half pay from 01/09/2024 to 28/02/2025, and finally nil pay from 01/03/2025 to 31/03/2025.

Their salary details would be recorded as follows:

01/04/2024 to 31/08/2024 – £36,000 per year (£3,000 per month)

01/09/2024 to 28/02/2025 – £36,000 per year (£1,500 per month, recorded as £3,000)

01/03/2025 to 31/03/2025 – £36,000 per year, Days Excluded - 31

Part-time member

The same principles apply to part-time members. For instance, if a part-time member moves into sick leave on full pay from 01/04/2024 to 31/08/2024, then onto half pay from 01/09/2024 to 28/02/2025, and finally nil pay from 01/03/2025 to 31/03/2025.

Their salary details would be recorded as follows:

01/04/2024 to 31/08/2024 – £36,000 per year (£1,500 per month)

01/09/2024 to 28/02/2025 – £36,000 per year (£750 per month, recorded as £1,500)

01/03/2025 to 31/03/2025 – £36,000 per year, Days Excluded - 31

If a teacher moves to half pay mid-month, the normal amount should be pro-rated accordingly. For irregular part-time members, it's necessary to determine the correct part-time salary to record during sickness absence, along with 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're still in pensionable service. If they're not receiving any pay, they'll 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 member 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 won't 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've received had they not been absent, however the rate is only applied to their actual pensionable earnings in the period.

Members are entitled to take 'Keeping in Touch' (KIT) 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're still in pensionable service so the KIT day won't 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 isn't 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 two KIT days in the month this would be recorded as 29 days excluded. For a part-time member who does any KIT days in a period of nil pay you would record the part-time earnings received for any KIT days worked in the month.

If a member isn't 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, don't record this day as pensionable.

Member Contributions

Member contributions and employer contributions should be included as the 25th and 26th 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 us 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.

Certificates of Re-employment

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 paper [Certificate of Re-employment MUST be completed](#).

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 isn't 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.

Out of School Learning Activities (OSLA) and Additional Bonus Payments

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 isn't 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 our 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 2025. 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:

Example 1

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

Example 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 ($£33,000 + (£1,200 \times 365/31)$); or

The formula to use is:

(Standard Rate of Pay + (One off payment \times 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	<p>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 don't include the oblique ("/") within the reference number.</p> <p>An example of a reference number is 9085466.</p>
3	National Insurance Number	AANNNNNNA	Mandatory	<p>Must consist of 2 alpha characters followed by 6 numeric digits and 1 alpha character in the range A-D.</p> <p>Mandatory for all teachers.</p> <p>Don't use temporary national insurance numbers i.e. QQ numbers.</p>
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.
6	Address line 1	Alpha + Numeric	Mandatory	<p>Free text. As format is .CSV please don't use comma's or use quotations for data items. NB address lines 1 and 2 are mandatory. Address lines 3 to 5 are voluntary.</p> <p>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.</p> <p>Please note: any commas within the address should be removed and replaced with a space.</p>

No	Field	Format	Mandatory or Optional field	Notes
7	Address line 2	Alpha + Numeric	Mandatory	Free text. As format is .CSV 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 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 do 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 don't use comma's or use quotations for data items. For any overseas address please add Zip code etc here.
11	Post code	Alpha + Numeric	Mandatory	Standard UK format free text. As format is .CSV 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. 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.

No	Field	Format	Mandatory or Optional field	Notes
14	School/Type of employer number	Numeric	Mandatory	<p>Must contain 4 digits and must be provided on every line of service.</p> <p>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.</p> <p>The establishment code/school type cannot be equal to '0000'.</p> <p>Do not use a Multi Academy Trust or Payroll Provider reference number. You must enter the actual establishment number for the school.</p>
15	Start date	Numeric	Mandatory	<p>Must be 8 characters, to be displayed as DDMMYYYY.</p> <p>Normally, but not always, the start of the calendar month.</p>
16	End date	Numeric	Mandatory	<p>Must be 8 characters, to be displayed as DDMMYYYY.</p> <p>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.</p> <p>The start and end date must be within the same calendar month.</p>
17	Withdrawal Confirmation	Alpha	Optional	<p>Enter a 'W' if a teacher leaves establishment.</p> <p>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.</p> <p>If not applicable, the field should be space filled.</p> <p>Employees moving between establishments in a LA/MAT.</p> <p>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's 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.</p> <p>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.</p>

No	Field	Format	Mandatory or Optional field	Notes
18	Days Excluded	Numeric/Alpha	Optional	<p>3 numeric digits with leading zeros. E.g. 008</p> <p>Full-time employment/service - days excluded should be populated where there are unpaid days as per the Teachers' Pensions Regulations such as strike days.</p> <p>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.</p> <p>See the 'Days Excluded' section of this document for further information on how to record.</p>
19	FT/PT indicator	Numeric	Mandatory	<p>7 = Part-Time regular</p> <p>8 = Irregular Part-Time</p> <p>0 = Full-Time Employment</p>
20	Annual Full-time salary	Numeric	Mandatory	<p>Numeric up to 7 digits displayed in pounds, e.g. 24000.</p> <p>This field should contain the Annual Full-Time Equivalent salary for the member.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Pay protection should also be included in the data item, if applicable. This cannot be a negative value.</p>

No	Field	Format	Mandatory or Optional field	Notes
21	Part time salary paid	Numeric	Optional	<p>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.</p> <p>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.</p> <p>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.</p> <p>If a member has concurrent service and the concurrent calculator has been used, then this field should contain a 1 and days excluded completed.</p>
22	Additional Contributions	Numeric	Mandatory	<p>This is the monthly amount paid. This figure must be displayed in full pounds.</p> <p>The additional contributions are:</p> <ul style="list-style-type: none"> • 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) • Do not enter negative values

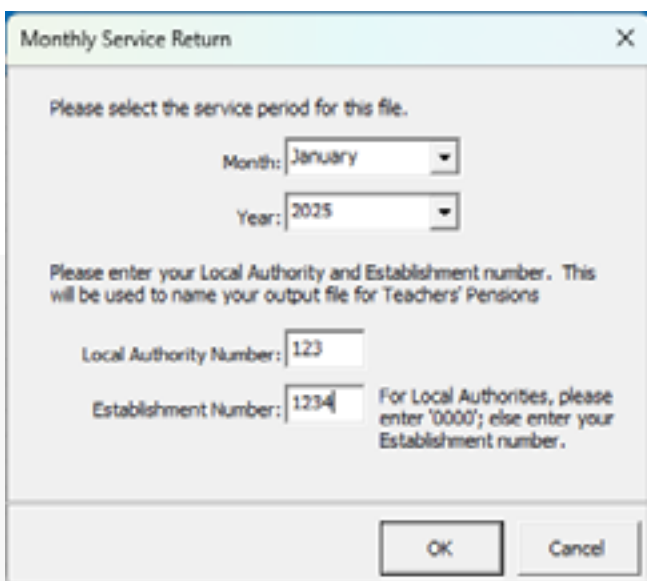
No	Field	Format	Mandatory or Optional field	Notes
23	Overtime	Numeric	Optional	<p>This field should be populated where a member is in receipt of an overtime payment for the month. This should be included regardless of whether the member is in the Final Salary or Career Average arrangement. Please note, Overtime is only pensionable with the Career Average arrangement.</p> <p>The overtime shouldn't be included in the Annual Salary rate.</p> <p>To clarify, overtime will be pensionable for career average arrangement but not for final salary arrangement (60th and/or 80th).</p> <p>If the member hasn't received an overtime payment, please leave the field blank. This cannot be a negative value.</p>
24	Email	Both	Optional	<p>Member's email address. Personal email is preferred; however we'll 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.</p>
25	Employer Contributions	Both	Mandatory	<p>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's negative.</p> <p>Reported as when paid.</p>
26	Employee Contributions	Both	Mandatory	<p>The contribution paid that month by the employee.</p> <p>This must be rounded to the nearest full pound, do not include pence.</p> <p>Reported as when paid.</p> <p>Do not include negative values.</p>
27	Gender	Numeric	Mandatory	<p>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:</p> <p>1 – Male 2 – Female</p> <p>If this data item isn't 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.</p>

7. 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:

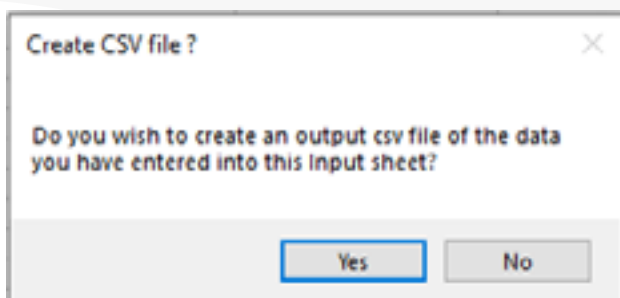


Select the month and year from the drop down list, and also input your LA and Establishment Number.

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 the file name must not be changed** as this will cause the upload to fail. Also, refrain from saving the file to your computer's 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 screenshot below shows how to perform an update line for a full time member who’s had missing overtime from their July service line.

The update line shown in green is how Teachers Pensions will expect for a retrospective update line.

Record Action	NI Number	Surname	Local Authority Number	Establishment Number	Date From	Date To	Withdrawal Confirmation	Days Excluded	Full/Part Time Indicator	Annual Full Time Salary Rate	Part Time Salary Paid	Overtime
A	AA123456A	Smith	123	1234	01/02/2025	28/02/2025	000	0	0	30000	0	0.00
U	AA123456A	Smith	123	1234	01/01/2025	31/01/2025	000	31	0	30000	0	0.00

For part-time irregular members, it’s highly likely that these members will be paid in arrears, as their earnings won’t 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 –

01/01/2025 to 31/01/2025 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 01/01/2025 to 31/01/2025 FTE 30,000 PT 650 Days Excluded 0

New 01/02/2025 to 28/02/2025 FTE 30,000 PT 0 Days Excluded 28

Followed next month by:

Update 01/02/2025 to 28/02/2025 FTE 30,000 PT 750 Days Excluded 0

New 01/03/2025 to 31/03/2025 FTE 30,000 PT 0 Days Excluded 31

The example below shows how to perform update lines on members with part-time earnings, the green line is the update line and the white line is showing the current month for submission.

Therefore only monthly submissions (two lines) would be needed per month.

Record Action	NI Number	Surname	Local Authority Number	Establishment Number	Date From	Date To	Withdrawal Confirmation	Days Excluded	Full/Part Time Indicator	Annual Full Time Salary Rate	Part Time Salary Paid	Overtime
A	AA123456A	Jones	123	1234	01/02/2025	28/02/2025	000	7	7	30000	2500	0.00
U	AA123456A	Jones	123	1234	01/01/2025	31/01/2025	000	7	7	30000	2500	0.00

The concurrent service calculator is available at:

www.teacherspensions.co.uk/employers/calculators/concurrent-calculator.aspx

Multiple service:

If the member 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) and works at a Local Authority. As you can see an individual service line has been provided for each contract for the period.

Record	NI Number	Surname	Local Authority Number	Establishment Number	Date From	Date To	Withdrawal Confirmation	Days Excluded	Full/Part Time Indicator	Annual Full Time Salary Rate	Part Time Salary Paid	Overtime
A	AA123456A	Pepper	123	1234	01022025	28022025		000	7	30000	403	0.00
A	AA123456A	Pepper	123	1222	01022025	28022025		000	7	25000	1344	0.00

Appendix 1 – Error codes and corrections

Introduction

The following pages provide 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 doesn't pass the validation checks put in place by us. 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's 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 us, and re send the file when complete.
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.
11	ID errors	See Error 2.
12	Service period > 12 months	The service period provided exceeds 12 months. For example, if the service dates are from 01/01/2024 to 31/05/2025, this period is greater than 12 months and spans 31/03/2025, meaning the service has been rejected. To avoid this, please ensure the end date does not extend beyond the 12-month limit. Additionally, service lines must 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.

Error No	Error description	How to correct
21a	Overlapping service – LA/ Estab same and one of lines FT	<p>The service which has been provided overlaps existing service for your establishment (either the existing line or submitted line is full time). Request a member print and review the existing line on record.</p> <p>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 us.</p> <p>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.</p>
21b	Overlapping service – LA/ Estab same and all lines FT	<p>The service which has been provided overlaps existing service for a different establishment (either the existing line or submitted line is full time). Request a member print and review the existing line on record.</p> <p>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.</p>
22	Overlapping service – LA/ Estab same and all lines FT	<p>The full time service which has been provided overlaps existing full time service with the same establishment. Amend the start date or end date of submitted line, so that the service lines do not overlap.</p> <p>If you wish to amend the existing service line, please contact us to do so.</p>
23	A service update to a multi period does not cover all previous multi service	<p>Service within the multiple periods already exists with the same establishment, but the dates provided on the new submission do not match.</p> <p>In order for the update to take place, please contact us to remove the existing service line in the multiple period and re submit</p>
24	Updating a period of service that exists beyond existing multi service	<p>The service line which has been submitted overlaps an existing line which is already recorded within the multiple service periods.</p> <p>Please contact us as the service line recorded within the multiple periods must be removed before you can submit</p>
24a	Update a normal existing service line where the updated line extends into a multi service line (as well as non-multi line)	<p>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.</p> <p>Again, contact us to remove the service line within the multiple periods in order to submit.</p>
27	A service update reduces the salary by more than 2.5%	<p>The full-time salary which has been provided is a 2.5% or more reduction on the previous salary. Review the salary provided and amends. If the salary is correct, contact us and we’ll perform the update.</p>
29c	Input service matches exist- ing 0953 dates and LA but no data in PSML table	<p>The service which has been provided overlaps existing concurrent service with us (this is defined as 0953 service).</p> <p>Contact us to remove the existing 0953 service (if applicable) before resubmitting.</p>

Error No	Error description	How to correct
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 us 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) 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. 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 (c) Service spans Award ceased date (d) Service spans Part-time Election (e) Service spans financial year (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 <i>NB: Errors (i) and (j) no longer exist.</i>	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 Portal facility, and identify any events or elections which the service lines you have provided spans. The service line must then be split at the date of the event or election and resubmitted.

Error No	Error description	How to correct
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. Revisit the inputs for these fields and ensure that no invalid characters (letters) are present.
41A	Part-time Indicator isn't blank and both Part-time Salary AND Days Off are blank	<p>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.</p> <p>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</p> <p>NB: Part-Time Salary and Days excluded can only be populated together, if the member is in concurrent service</p>
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	<p>The part-time salary which is provided is excessive in relation to the full-time salary. This has resulted in plus days being generated.</p> <p>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.</p>
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)	
61a	Part-time Indicator is F and Part-time Salary is greater than 1.	The field Full-time/Part-time states Full-time, but you have provided a part-time salary. 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	<p>This error occurs where:</p> <p>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 remove part-time earnings or days excluded.</p> <p>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 part-time, change the indicator to part-time</p>

Error No	Error description	How to correct
89b	Service is pre-01/01/2007 and covers the members 75th birthday	The service lines spans the members 75th birthday. 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. 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 01/05/2025 to 31/05/2025 FTE: £30,000 PTS: £400
- Contract 2: 123/4567 01/05/2025 to 31/05/2025 FTE: £28,000 PTS: £300

Solution

Employer is required to use the concurrent calculator to amalgamate the service, before submitting to us.

Concurrent: 123/**0953*** 01/05/2025 to 31/05/2025 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 01/05/2025 to 31/05/2025 FTE: £28,000 PTS: £600
- Contract 2: 123/**4974** 01/05/2025 to 31/05/2025 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 01/05/2025 to 31/05/2025 FTE: £28,000 PTS: £600

Service line 2 for Contract 2: 123/5974 01/05/2025 to 31/05/2025 FTE: £23,500 PTS: £250

We'll 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 01/05/2025 to 31/05/2025 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 01/05/2025 to 31/05/2025 FTE: £28,000 PTS: £400
- Contract 2: 123/4567 01/05/2025 to 31/05/2025 FTE: £33,000 PTS: £300
- Contract 3: 123/5974 01/05/2025 to 31/05/2025 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* 01/05/2025 to 31/05/2025 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 01/05/2025 to 31/05/2025 FTE: £32,500 PTS: £330
- Contract 2: 123/4567 01/05/2025 to 31/05/2025 FTE: £31,000 PTS: £800
- Contract 3: 123/**5974** 01/05/2025 to 31/05/2025 FTE: £22,500 PTS: £300
- Contract 4: 123/**5974** 01/05/2025 to 31/05/2025 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 01/05/2025 to 31/05/2025 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 01/05/2025 to 31/05/2025 FTE: £32,500 PTS: £330
- Contract 2: 123/4567 01/05/2025 to 31/05/2025 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 01/05/2025 to 31/05/2025 FTE: £32,500 PTS: £1 Days Excluded: 26

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 01/05/2025 to 31/05/2025 FTE: £25,500 PTS: £330
- Contract 2: 123/6001 01/05/2025 to 31/05/2025 FTE: £27,000 PTS: £500

Solution

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

Concurrent: 123/6001* 01/05/2025 to 31/05/2025 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 01/05/2025 to 31/05/2025 FTE: £21,000 PTS: £600

Contract 2: 123/6001 01/05/2025 to 31/05/2025 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.

Further support

The easiest way to contact us is via our Employer Support Team, our MDC team, or explore our website for any queries you may have.



Visit us at:

www.teacherspensions.co.uk



or contact us at:

www.teacherspensions.co.uk/public/contact-us/employer-contact-us.aspx



Call our Employer Support team on:

0345 300 3756

Monday–Friday, 8.30am–6.00pm



Write to us at:

Teachers' Pensions, 11b Lingfield Point,
Darlington, DL1 1AX



Call the MDC team:

0345 300 3756 (option 1)

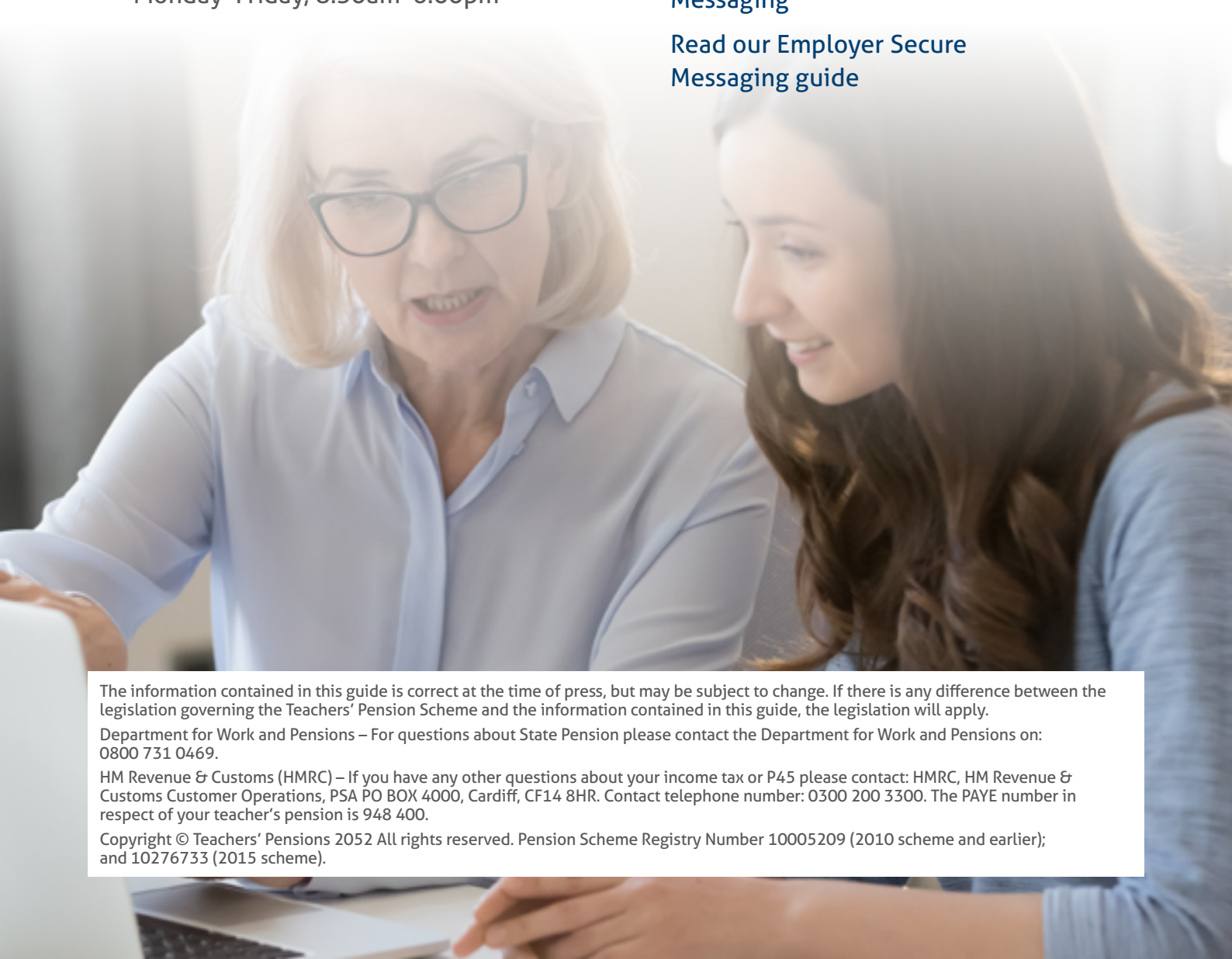
Monday–Friday, 8.30am–6.00pm



Employer Secure Messaging:

Contact us via Employer Secure
Messaging

Read our Employer Secure
Messaging guide



The information contained in this guide is correct at the time of press, but may be subject to change. If there is any difference between the legislation governing the Teachers' Pension Scheme and the information contained in this guide, the legislation will apply.

Department for Work and Pensions – For questions about State Pension please contact the Department for Work and Pensions on: 0800 731 0469.

HM Revenue & Customs (HMRC) – If you have any other questions about your income tax or P45 please contact: HMRC, HM Revenue & Customs Customer Operations, PSA PO BOX 4000, Cardiff, CF14 8HR. Contact telephone number: 0300 200 3300. The PAYE number in respect of your teacher's pension is 948 400.

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