



## Responsibilities document

With 2022 just around the corner, you may be starting to think about wrapping up and starting afresh in the new year. To help you organise your work life, we've created an updated version of our Employer Responsibilities Document so that you can keep on top of your tasks throughout the year.

[Continue to guide](#)

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## HEADLINES

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### New year retirement resources

If you, like many other payroll providers, have a number of members taking their retirement benefits in the new year we've a range of resources designed to help both you and your retirees.

[See resources](#)

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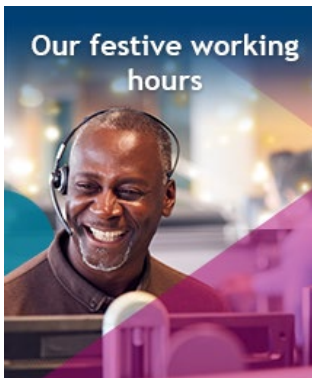
### Monthly Data Collection (MDC) Full Checklist

We're finalising details for the next stage of the MDC Full Checklist, which will be a series of automatic prompts to members asking them to



check their service history when they log in to My Pension Online. When these messages will be sent will depend on you completing the checklist by your deadline date.

[Read more](#)



### Seasonal opening times

Like many of you we'll be adjusting some of our closing times over Christmas and New Year, allowing our hard-working teams a well-earned break over the festive period. Although this may be expected, we've outlined the specific times and dates for you to add to your diary.

[See opening times](#)

## FURTHER NEWS

### Why does the Payroll Bulletin look different?

You've probably noticed that this email looks different from your usual monthly Payroll Bulletin. We've recently changed our email marketing platform and we're in the process of making improvements.

Thank you for your patience.

### Employer drop-in session

We'll be hosting our final employer drop-in session of the year in December. We started these sessions at the beginning of 2021 as a way for you to learn more about the Scheme and to provide an opportunity to ask us questions directly.

We're happy to confirm that these will continue going forward with our January, February and March dates soon to be released.

You'll be able to register for next year once our training email has been sent, which will be in the coming weeks.

## OTHER ITEMS

### The importance of correct member information

Please can you make sure that all member details are up to date and correct prior to retirement application submissions.

It's important to keep these details accurate at all times, but we've had a number of instances where a member's date of birth has been changed after retirement, which has resulted in problems.

If you've any questions about updating member details, please [contact us](#).

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## Are your contact details up to date?

The fastest and simplest way to make administering the Scheme as easy as possible for you is to keep your contact details up to date on the [Employer Portal](#). This way we can contact you to remind you of important key dates, so you never forget a deadline again.

[Read more](#)

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## Training videos

If your workload is starting to quieten down for the festive period, make the most of your time in the office with our training videos.

Become an expert on Monthly Contributions Reconciliation (MCR), The Employer Portal or Auto Enrolment (and everything in between) at your own pace, at a time that suits you.

You can also find a number of other [training options](#) on our website, including [free online webinars](#).

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