Teachers' Pensions

Using the Monthly Contributions Breakdown Form: Excel 2007 Users

Downloading the Template

1. Please visit our website www.teacherspensions.co.uk and log into the portal by clicking on **sign in**, enter your login details, password and secure pin.
2. Click on the **employer tab**.
3. Click on **download a file (STU),** available in the left hand side menu.
4. Under Categories, using the drop down menu select **templates** and click on **switch**.
5. Double click on the excel file named **"Monthly Contributions Breakdown**", click on the latest available version of the file.
6. The system will prompt you and ask if you wish to open or save the file. Click on **save** and save the template locally on your hard drive/network.
7. When the file has saved the system will prompt you again and ask you if you wish to **open** or **close** the file. You can either open or close the file.
8. If you choose to close you will need to open the file directly from excel. When opening the file a Security will appear under your tool bar advising "some active content has been disabled". Click on the Options Box. A further security alert will appear, select "enable this content" and click on ok. The template is now ready for completion..

Completing the Template and Converting the file to CSV format

The template contains a number of validations, The form should be completed using letters and numbers only. **Please ensure that your figures do not contain commas** and that there are no commas or other punctuation/signs input to the template. The file will convert to a csv format (comma delimited file) and if the template contains commas the file will corrupt.

The following fields should be completed as follows:

Mandatory Fields
- Employer Name: Input name of Establishment
- Employer Number: Input employer number in the format 000/0000
- Month and Year: Select the month and year contributions are in respect of
- Input the tiered information from your payroll records into the tiered table on the template
- Number of contributing employees
- Payment Method – please choose one option and put an X in the appropriate box
- Payment Date – please input the payment date in the format dd/mm/yyyy

Optional Fields

- Input any additional contributions for family benefits/PAY and contributions on higher salaries into box D
- Input any additional contributions for Preston into box E
- Input any added pension by instalment into box F
- Input any reductions for pension payments to teachers spouse in box G
- Input any reduction for prior year contributions into boxes H, I and J

1. Complete the template with all mandatory fields along with any other appropriate fields.
2. Press the 'Save File' button.

3. The 'Save File' button will run a validation routine before converting the file name and type (csv). If your file **does not pass** the validation routine a message will appear to advise you of the correct format that a cell should be input or of any errors on the template. You should take corrective action at this point and use the 'Save File' button again.
4. The system will prompt you to select a local folder in which to save the file to. Please save the file in your required location.
5. **You** will then receive a user message advising you that the output file has been created, quoting the file name. **This is the file that needs to be uploaded to STU.** The name format of the file is contpslp_date_unique 6 digit reference.csv. **Please do not rename this file as it will not process through our systems when uploaded to STU,**

Uploading the CSV file to STU

1. In the portal click on Upload a File (STU) from the left hand side menu.
2. In Upload a file (STU) screen, input a description of the file into the description box i.e. April 2013 conts
3. Click on Browse and locate the csv file you converted earlier in your local directory.
4. Click on Open
5. Tick the box " I can confirm that I am uploading to the correct datacentre".
6. Click on the pink upload button
7. Once the file has uploaded the screen will refresh itself and you will be able to scroll down and view the uploaded file in Recently Uploaded Files.

IMPORTANT:

To successfully complete the Monthly Contributions Breakdown form and upload it onto the STU system, the data must be entered in a specific format and the form must be saved and uploaded using a particular method. Therefore, when completing the Monthly Contributions Breakdown form, here are some Do's and Don'ts to follows:

Don't
*   Put any commas in any of the boxes.
*   Put minus signs, pound (£) signs or commas in the numbers (i.e. to separate the thousands).
*   Do not put zeros in any of the boxes (if there is no amount to be entered, please leave the box empty).
*   Create the CSV file by clicking 'File' > '**save as**' and then **changing the file type to CSV**. (It must be created using the '**save file**' button in the top right hand corner of the Excel template. This will automatically generate the new CSV file, which can then be uploaded onto STU).
*   Open the CSV file after creating it (simply create the file then upload it onto STU).

Do:
*   Enter the correct establishment number in 000/0000 format (e.g. 123/4567). This must contain a '/' between the 3rd and 4th numbers and the Establishment number and must not contain any spaces. Please make sure that this number is correct as it determines which establishment the monthly breakdown details are allocated to.
*   Ensure the 'Date paid' is entered as DD/MM/YYYY (e.g. 05/06/2012). Please don't separate the day, month and year with full stops and don't type the month in words (e.g. 5th June 2012).
*   Enter the month to which the monthly breakdown details refer (i.e. the payroll month). Please don't enter the current month at the time of uploading the form onto STU.
*   If any Section 1 or 2 breakdown amounts show an 'Error' in the 'Ratio Check' columns, please ensure you enter an explanation in the relevant 'Ratio Explanation' box at the bottom of the

template. These explanations must be entered into the relevant tier and must not contain any commas.

- Select a payment method. (This section is not optional and must be completed).
- Upload the CSV file which is automatically generated by clicking on the 'Save File' button in the top right hand corner of the Excel template. Please don't upload the Excel template itself (XLS file) as this won't work and the process will need to be completed again.
- Please ensure that the 'Total Amount Paid' (Box K) is equal to the actual payment made to Teachers' Pensions as any discrepancy will need to be investigated and resolved.

BACS Payments

- Please ensure that the reference number given for any BACS payments is your establishment number (e.g. 123/4567).

Please save a copy of the completed Excel form for your records as this may be required in the future, should there be any problems.