

Quick guide to managing multiple rows of data that cover a pay period

To provide multiple rows of data that cover a pay period on your MCR submissions, for example April split, you'll need to:

- Provide a row of data for each of the service periods within the pay month for each member, where the service needs to be split.
- Provide an 'actual pensionable pay in the pay period' amount for each row the member has pensionable pay. If the member's in part-time employment, you'll need to split the part-time earnings between these dates.
- Provide the employer's and member's contributions and the member contribution rate on one row. This can also be provided on each row.

Example

John has been paid for work completed in April 2022. His full-time salary is £36,000.00. You need to record the actual pensionable pay in the pay period separately for the periods 01/04/2022 to 05/04/2022 and 06/04/2022 to 30/04/2022.

Based on monthly earnings of £3,000.00 this would be as follows:

Line 1 - 01/04/2022 – 05/04/2022 – 'Actual Pensionable Pay in the Pay Period' - £500.00

Line 2 - 06/04/2022 – 30/04/2022 – 'Actual Pensionable Pay in the Pay Period' - £2,500.00

Start Date	End Date	Withdrawal Confirmation	Days Excluded	Full-time/Part-time Indicator	Annual Full-time Salary	Part-time Earnings	Overtime	Additional Pensionable Payments	Status Indicator	Calc Method for Contribution Tier	Contribution Calculation date	Actual Pensionable Pay in the Pay Period	Pensionable Overtime Paid in the Pay Period	Notional Pensionable Pay in the Pay Period	Employer Contributions	Member Contributions	Member Contribution Tier (%)
01/04/2022	05/04/2022			FT	36000.00							500.00					
06/04/2022	30/04/2022			FT	36000.00							2500.00			710.40	258.00	8.8

This should be used in the following instances - April split, a change of contract or change of salary mid-month, returning from Family leave or Sick leave mid-month and KIT/SPLIT days. For a member who is opted out, or in non-pensionable employment, the actual pensionable pay in the pay period would be £0.00 for both rows.

If you don't provide the data in this way, it could lead to employer errors being produced.