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MDC

Our Frequently Asked Questions below will help you answer many of your common questions about MDC.

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What's Monthly Data Collection (MDC)?

Teachers' Pensions has implemented Monthly Data Collection (MDC) for providing service and contribution information, which represents significant benefits to the Scheme, employers and members.

MDC is now the only method of providing data.

I'm a new employer, how do I join MDC?

If you're new to the Scheme, you'll join MDC automatically.

You'll still need to complete a contact and declaration form so that we hold your correct establishment details and so we can set you up on the Employer Portal.

You can find out more by visiting our "How and when do I join MDC" page.

Do I still need to submit an End of Year Certificate (EOYC)?

Yes. All employers are still required to complete an annual EOYC.

What is meant by "test" and "live" when joining MDC?

For the first three months you'll be required to submit MDC data into a test system (no 'live' member records will be updated). This allows you to identify any errors that could be fixed and allows us to ensure the data provided is of an acceptable standard.

Following your third submission, providing you have met the success criteria, you'll then be moved into the live environment. Data submitted from this point will appear on member records.

When do I need to send the data?

The reporting period for Monthly Data Collection (MDC) is based on a calendar month (1st -28th/29th/30th/31st) for all record types. The MDC extract needs to be returned to Teachers' Pensions by 7th of the next month and errors returned no later than the last working day of

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the following month.

How does April's service need to be recorded on MDC?

For Annual Allowance purposes, HMRC requires that service for April be split with one line covering 1 April to 5 April, and the next covering 6 April to 30 April.

Can I submit historical service via MDC?

This can be submitted using the update facility on MDC. If the service took place before the employer moved to submitting via MDC, then historic missing service can be submitted as a bulk amount of service rather than month by month.

What happens if service information has been incorrectly sent in for a period of time after the member left service?

If service has been sent in for a period of time after the member has left i.e they left 30th April but service was sent in for May, this cannot be removed on the MDC file. Employers would need to contact the Service and Salary Team for this to be amended. **Visit our contact options for further details.**

Does the tier have to be shown on the MDC file?

There is no requirement to show which tier the member falls under.

Why are we asking for the contributions fields to be completed when we are not actually using the information?

Teachers' Pensions is working on using MDC as the method for providing this information, however further development work is required. Until this is completed, the paying in slip is still required. It's important for employers to fill in these columns to get into the routine of providing this information.

Are there any moves to let outsourced providers submit their own MDC?

If any maintained schools have outsourced from the LA, the information still needs to be sent to Teachers' Pensions via the LA, or a single payroll provider as declared by the LA.

For Academies, the provider can send it directly as the Academy is the employer under the Teachers' Pensions Scheme. A delegation form will be required, from the employer, to provide access for a payroll provider to submit direct to Teachers' Pensions.

Forms

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