

# Teacher's Pensions Cookie Preferences

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- Advising members
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Manage your members' pensions, perform key tasks and stay up to date with Scheme information.

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Web maintenance will take place on Sunday 28 April. We apologise for any inconvenience.

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## Recording service

Open all FAQs

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### Frequently Asked Question 1: Do I still need to do TR6's, TR8's and an Annual Service Return?

Answer:

No, the Monthly Data Collection (MDC) template negates the need for the above to be submitted. When a member leaves it is important to put a 'W' in the withdrawn column to notify us they have left the establishment.

### Frequently Asked Question 2: How are concurrent contracts recorded through MDC?

Answer:

For concurrent service where the member's contracts are in different establishments, separate service lines can be provided and Teachers' Pensions will derive the concurrent service.

For concurrent service where the member's contracts are in the same establishment, you must use the **concurrent service calculator** to submit a combined service line. Please see the **MDC Guidance and Error Codes document (PDF, 603 KB)** ([This link opens in a new window](#)) for further details.

There is no need to use the concurrent calculator for multiple service as Teachers' Pensions will adjust the service record accordingly.

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Valuation

Answer:

The salary needs to be recorded in the month that it's earned, rather than the month it was paid. When the salary is known (usually the following month), an update service line must be provided showing the correct salary. This will replace the service line of all days excluded.

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Frequently Asked Question 4: How should I record a leaver?

Answer:

A leaver should be recorded by using the “W” indicator. If you're using the Teachers' Pensions MDC template, this will be in column 17. The indicator should only be added once the contract has ended.

A “W” indicator shouldn't be used for supply service breaks unless the contract has come to an end.

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Frequently Asked Question 5: How should maternity paternity leave be recorded?

Answer:

Full time - If the member is in receipt of any maternity/paternity pay (SMP,OMP etc.) then the service should be recorded as if they were in normal pensionable employment.

Part time Regular - If the member is in receipt of any maternity/paternity pay (SMP,OMP etc.) then service should be recorded as if they were in normal pensionable employment.

Part time Irregular - If the member is in receipt of any maternity/paternity pay (SMP,OMP etc.) then the service should only be recorded based up what they've received.

If the member goes on to nil pay this must be recorded as “days excluded”.

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Frequently Asked Question 6: How should opted out service be recorded?

Answer:

Service should be recorded the same as for a contributing member, the only difference being “0” should be entered into the contributions field. In the event of a refund of contributions, the field should be left blank. Reconciliation of the contributions will be actioned at the end of the tax year on your EOYC form.

Please remember that if a member wishes to opt out of the Scheme, an Opt out form is needed in all cases. The easiest way to complete this form is via My Pension Online.

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Frequently Asked Question 7: How should overtime be recorded?

Answer:

Any pensionable overtime should be included in the “overtime” box and not included as part of the part-time or annual salary figure.

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Frequently Asked Question 8: How should sick family leave be recorded?

Answer:

If the member is being paid more than half pay, the service should be recorded as if they were in normal pensionable employment.

If the member is on less than half pay, the days excluded should be recorded to show the same as the number of days within that period.

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Frequently Asked Question 9: If a teacher has a change in salary mid-month, how should this be reco

Answer:

Input the service including the full-time equivalent salaries onto two separate lines, with the break at the point that the salary changed. Contributions only need to be recorded on one of these lines.

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### Frequently Asked Question 10: What do I need to know about recording full time salaries?

Answer:

The annual full time salary must be pensionable and, therefore, must not include any payments that are classed as non pensionable such as bonuses, honoraria, payment for loss of contractual holiday pay or payment in respect of duties outside a teaching role.

If additional payments are pensionable, this must be annualised and added to the full time equivalent for each month it's paid.

Where a member is in the Career Average Scheme, pensionable overtime is recorded separately and shouldn't be included with full time salary.

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### Frequently Asked Question 11: What do I need to know about recording part-time salaries?

Answer:

The part- time salary must show the actual amount paid in the month and, therefore, must not include any payments that are classed as non pensionable such as bonuses, honoraria, payment for loss of contractual holiday pay or payment in respect of duties outside a teaching role. If additional payments are pensionable, this must be part-time figure for each month it's paid.

If no salary has been paid or is due to be paid for the month, the service must show all days excluded.

All part time salaries must be accompanied by a full time equivalent annual salary rate. It's important to note that the part-time salary rate mustn't exceed that of the full time equivalent.

Any pensionable overtime must be recorded separately and not included in the part time record. The employer is responsible for determining what service is classed as overtime and if the pay is pensionable.

Any mid-month changes to hours require a replacement line for that period.

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### Frequently Asked Question 12: What is the difference between concurrent service and multiple serv

Answer:

Concurrent service is where a member has two or more contracts with the same employer (Local Authority or otherwise) at the same time. This can either be at separate establishments or the same establishments, or a combination of the two.

Multiple service is where a member has two or more contracts with different employers.

Please note that for Local Authority (LA) maintained schools the employer is the Local Authority, so employment at two different LA maintained schools in the same Authority will be concurrent service not multiple service.

## Forms

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See how members pensions are built and explore the available options.

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[FAQs](#)

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