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

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Scheme Arrangements Report

Our Frequently Asked Questions below will help you answer many of your common questions about the Scheme Arrangements Report.

Open all FAQs

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Frequently Asked Question 1: What will I see on the Scheme Arrangements Report?

Answer:

This report contains all members that, according to our records, are active members of the Teachers' Pension Scheme and are employees at a given establishment.

The report will be available on request by contacting the Employer Support Team via the **Employer Portal**.

The report will indicate the current scheme that members are in as at the start of the month in which it's run, e.g. if requested on 26/10/2015 it'll be the effective position on 01/10/2015. All members active in the Scheme will move to the career average scheme on 1 April 2022 but this won't be reflective on the Scheme Arrangements Report until June 2022.

Frequently Asked Question 2: How often will I receive the Scheme Arrangement report?

Answer:

Versions can be provided on request by contacting the Employer Support Team via the **Employer Portal**.

Frequently Asked Question 3: What will I see on the Monthly Report?

Answer:

This report is made available on a monthly basis, on the 1st of each month, and provides details of members whose scheme has changed as a result of:

- Service updates filling a gap in service of more than five years
- Service updates creating a gap in service of more than five years
- Notification of retained protection after joining from another public scheme
- New joiners.

Frequently Asked Question 4: When will I receive the Monthly Changes Report?

Answer:

This report will be made available on a monthly basis, on the 1st of each month.

Frequently Asked Question 5: Where is the Scheme Arrangement report located?

Answer:

The Scheme Arrangement Report is in .csv format, and will only be accessible from the Employer Portal, in the Scheme Arrangement Notification.

To download the file please log in to the Employer Portal, go to the 'Download a File (STU)' section, and under 'Categories' select 'Scheme Arrangement Notification'. Please look at the most recently available report for the latest version.

Frequently Asked Question 6: What if I think that information in the report is incorrect?

Answer:

Inform us of your query by contacting the **Employer Team**.

Frequently Asked Question 7: What is the format and fields of the Scheme Arrangements and Monthly

Answer:

Below is an example of the file format:

Field	Format
LA	xxx
Establishment No.	xxxx
TP Ref No.	xx/xxxxx
NI No.	XXxxxxxxX
Surname	Alphanumeric
Forename	Alphanumeric
Date of Birth	dd/mm/yyyy
Current Arrangement	Career Average OR Final Salary
Previous Arrangement	Career Average OR Final Salary OR blank
Date of Previous Change	dd/mm/yyyy

Future Arrangement	Career Average OR blank
Date of Future change	dd/mm/yyyy

Calculators

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

[➤ Calculators](#)

FAQ's

Find the answers with our range of Frequently Asked Questions.

[➤ FAQs](#)

Resources

How to administer the scheme.

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Related Information

[➤ Employer Portal](#)

[➤ Answer a question](#)



Latest News

The latest policy updates and announcements about the scheme and the news that affects it:

- [➤ We've made updates to the MCR template](#)
- [➤ Multi Academy Trust and Academy submission](#)
- [➤ Contributions drop-in session](#)
- [➤ More News](#)

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