

Teacher's Pensions Cookie Preferences

We use cookies to give the best experience on our site. Some essential cookies are needed to make the site work and we'd also like to set some additional ones to understand how you use the site, when accessed directly or via a third-party site, to help us improve the usability and services available. You can control these by clicking 'Manage Cookies'. Information on the cookies we use can be found on our [privacy page](#).

Manage Cookies

Accept All Cookies



- Resources
- Training
- Videos
- FAQs
- Calculators
- Forms
- News

- Advising members
- Managing members
- Member retirement
- Scheme changes
- Employer Portal

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

- Task Manager
- Member Search
- Upload a File
- Templates

[Log in](#)

Administration
Contributions
MCR
What are the benefits of MCR?
What is the MCR Process?
MCR and data
MCR with Payroll Providers
MCR template
Missing member routine
How do I keep informed about MCR?
Forms and Guides
Training

Forms and Guides



To access the documents below please select the one you want to view.

General guidance

April Submission Quick Guide (PDF, 171 KB) (This link opens in a new window)	A quick guide on how to complete your April submissions.
Providing contributions payment and MCR file (PDF, 125 KB) (This link opens in a new window)	A document that shows how to provide your contributions payment and MCR file.
Contribution Calculations (PDF, 198 KB) (This link opens in a new window)	A document that shows how the 'When Earned' and 'When Paid' methods are used.
Role Identifier (PDF, 84 KB) (This link opens in a new window)	A document that shows what the 'Role Identifier' is and how to generate it.

MCR Employer Error Table (XLSX, 105 KB) (This link opens in a new window)	An Excel table including all of the upfront, STOP and WARNING errors that can be produced from your MCR submission.
MCR Missing Members Routine Guidance (PDF, 147 KB) (This link opens in a new window)	A document explaining the guidance needed to complete the MCR missing members checklist file that you'll receive after making your MCR submission.
Back Dated Pay Awards Quick Guide (PDF, 101 KB) (This link opens in a new window)	A quick guide explaining how back dated pay awards should be completed within your MCR submission.

On-boarding forms and guidance

MCR On-boarding Guide v9 (PDF, 2.2 MB) (This link opens in a new window)	Which explains the on-boarding process and details what you'll expect throughout the transition.
On-boarding Form (XLSX, 37 KB) (This link opens in a new window)	Form for on-boarding to MCR.
MCR On-boarding Checklist (PDF, 209 KB) (This link opens in a new window)	An interactive step-by-step guide on what you'll need to do when starting your on-boarding journey

User guide and example scenarios

MCR User Guide v6 (PDF, 1.6 MB) (This link opens in a new window)	An in-depth document for payroll providers, software providers and employers to develop an automated MCR solution or to collate the required information to use in the MCR template.
User Guide - Appendix A (XLSX, 380 KB) (This link opens in a new window)	A document that shows how the examples at the end of the MCR user guide can be populated within the MCR Template.

MCR Template and user instructions

MCR Template User Instructions v4 (PDF, 3.2 MB) (This link opens in a new window)	Which provides instructions to those who will be completing MCR manually using the MCR template directly.
MCR Template Factsheet (PDF, 418 KB) (This link opens in a new window)	A document that shows the updates made to the MCR Template.

Last Updated: 09/04/2024 09:36

Guide

Get to grips with MCR using our guide.

[Download \(PDF, 1.6 MB\) \(This link opens in a new window\)](#)

Calculators

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

[Calculators](#)

FAQ

Have you read our [Monthly Contributions Reconciliation FAQs](#)?

[FAQs](#)

Related Information

[Employer Portal](#)

[Answer a question](#)



**Get ready for
EOYC**

[Find out more >](#)

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](#)

Follow us on social media

Find us on social media to get the latest news and announcements from Teachers' Pensions



[Like us on Facebook](#)



[Join us on LinkedIn](#)



[Follow us on X](#)



[Subscribe to our YouTube channel](#)

[Manage Cookies](#)

[Glossary](#)

[Legal](#)

[Privacy](#)

[Security](#)

[Accessibility](#)

[Site Map](#)

[Links](#)

[Governance](#)

[Department for Education](#)

Copyright © Teachers' Pensions 2024 All rights reserved. Pension Scheme Registry Number 10005209 (2010 scheme and earlier); and 10276733 (2015 scheme)