

Monthly submissions

T Teachers'
Pensions

September 2026

tcs **TATA**
CONSULTANCY
SERVICES

Monthly Submissions

During this webinar we are going to focus on Contribution file processing.
Our aims today are:

1. Ensure that all your contacts have access to the portal and are set up correctly
2. Demonstrate how the monthly submissions process will work from the first day of the new service.

If you are the Primary Contact and have not received a registration invite, please contact us employerquery@teacherscorp.com

Employer Portal

Welcome to your dashboard:

- menu to navigate to functions
- establishment drop down
- tasks awaiting action
- quick links
- social media links.

 Teachers' Pensions | For Employers

Dashboard

Member

Monthly Submission

Payroll

Support

Secure Mail

Profile

Welcome, Michael

Here is your dashboard to keep you up to date.

Establishment Name

Livingstone primary school 009/1234

View Establishment Profile

 Tasks

TRN	Task Reference	Task Name	Submitted On
2514932	2536	Salary update for Phased retirement	21/01/2024
1937219	7483	Salary update for Premature retirement	20/10/2023
8320128	1532	Salary update for Retirement request	11/09/2023
1724192	8342	Salary update for Transfer-in request	09/08/2023
1526012	0162	Salary update for Opt-out election request	10/05/2023
1526012	0162	Review of Flexibilities request	10/05/2023

View all

Scheme changes

FAQs

Employer factsheets

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Related links

Governance

Department for Education

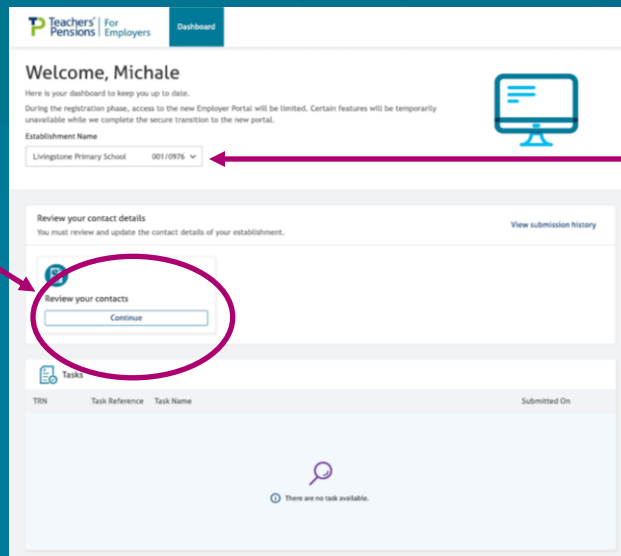
Copyright © Teachers' Pensions 2025. All rights reserved. Pension Scheme Registry Number 10005209 (2010 scheme and earlier) and 10276733 (2015 scheme)



Updating your Mandatory Contacts

Before you can proceed with uploading your files, please ensure you have completed the registration step of updating your Mandatory Contacts.

Once you have logged in select 'Continue' under 'Review your contacts'. This will be visible on your first log in only.



If this isn't your first time logging in you can access the 'Manage Contacts' section via the 'View Establishment Profile' link, which will appear on the right of the 'Establishment Name' drop down.

Please note you will not be able to submit a file if this step hasn't been completed.

Updating your Mandatory Contacts

There are five mandatory contacts. These can be the same person if you do not have separate contacts within your organisation.

If you look after more than one establishment, you can view the contact details for each establishment you look after by selecting the relevant establishment from the drop-down box on your dashboard.

- Primary Contact - the person who will be the nominated contact, responsible for interacting with Teachers' Pensions via the Employer Portal and managing portal users
- Service and Salary Contact - the person responsible for the handling of service and salary enquiries
- Monthly Contributions Contact - the person in charge of the submission of contribution payments and who are expected to correct any errors that arise from submissions
- End of Year Certificate Contact - the person who will submit the annual End of Year Certificate each year
- Head of Finance Contact - the person who will have overall financial responsibilities for the establishment

Review contacts - Primary Contacts only

On selecting 'Continue' under 'Review your contacts' on the previous page you'll arrive at the screen opposite.

The establishment details will be visible but we want you to scroll down the page to the 'Manage Contacts' tab.

Teachers' Pensions | For Employers

Dashboard

[Back](#)

Livingstone Primary School

Type of Establishment Public Limited Company (PLC)	Establishment Status Active	Establishment Type Group Individual school	Group Type Single-academy trust
Local Authority Reference ED087635	Establishment Number 001/0976	DfE number 98241	UK Provider Reference Number AW087911
Phase of Education XXXXX	Employer Companies House Reg. Number 07318714	UID 80355	URN 100056
Group Employer Name Livingstone Primary School	Individual Employer Name EM1107635	Nature of Business Secondary	Employer Status Open
Establishment Address 11b Lingfield Point, Darlington DL1 1AX, United Kingdom			

① If any of the information provided above is incorrect, you can update it through the GIAS website.

Establishment Details

Manage Contacts

① The roles and responsibilities of the contacts are defined in the employer [guide](#).

Add mandatory contacts *

Primary contact +

End of year certificate contact +

Head of finance contact +

Monthly contributions contact +

Service and salary contact +

Add optional contacts

Review contacts - Primary Contacts only

Please check all your mandatory contacts are correct.

To add an additional user with full access (except for the ability to edit/add contacts) select 'Portal contact' from 'Add optional contacts'.

Establishment Details **Manage Contacts**

The roles and responsibilities of the contacts are defined in the employer guide.

Add mandatory contacts *

Primary contact + End of year certificate contact + Head of finance contact +

Monthly contributions contact + Service and salary contact +

Add optional contacts

Governors contact + Portal contact +

Premature retirement contact + Headteacher contact +

To provide portal access to the existing contacts. Edit the contact and select portal access. Remove Edit

Name	Establishment Name	Email	Portal Access
☐ Primary contact Michael Parker	Livingstone Primary School	michale.parker@livingstone.com	Yes
☐ End of year contribution contact Davis Lubin	Livingstone Primary School	davis.lubin@livingstone.com	Yes
☐ Head of finance contact Mira Torff	Livingstone Primary School	mira.torff@livingstone.com	Yes
☐ Monthly contributions contact Gustavo Botosh	Livingstone Primary School	gustavo.botosh@livingstone.com	Yes
☐ Service and salary contact Gustavo Botosh	Livingstone Primary School	gustavo.botosh@livingstone.com	Yes
☐ Local authority	Local authority	-	Yes

☒ I have reviewed and updated my contacts.

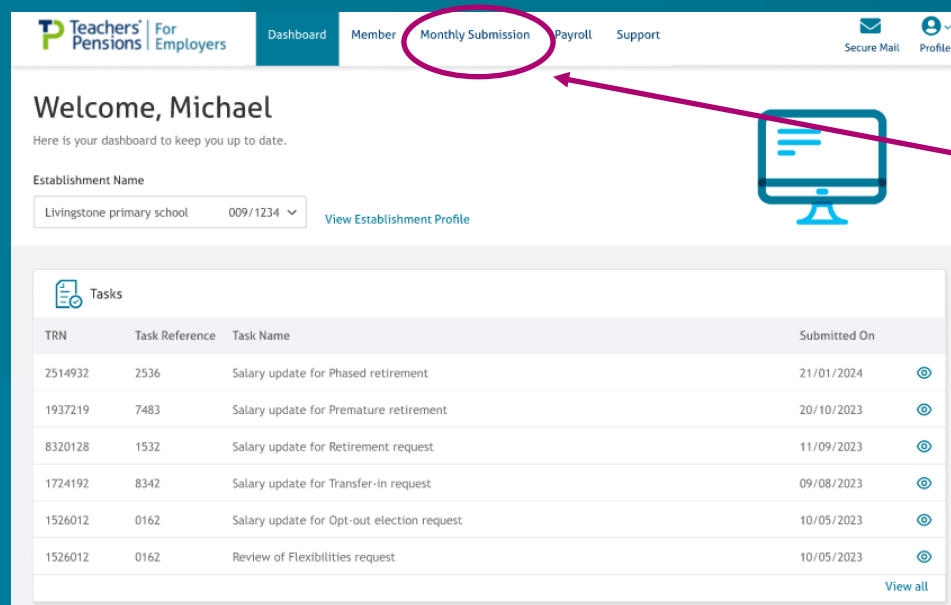
Please note that all the contacts above will receive the temporary password and PIN only after you click 'submit'.

Submit

For your contacts to have Employer Portal access the 'Portal Access' must be 'Yes' for each contact.

To update this, select the contact by selecting the circle beside their name, and click edit.

How to upload a file



Teachers' Pensions For Employers | Dashboard | Member | **Monthly Submission** | Payroll | Support | Secure Mail | Profile

Welcome, Michael
Here is your dashboard to keep you up to date.

Establishment Name
Livingstone primary school 009/1234 [View Establishment Profile](#)

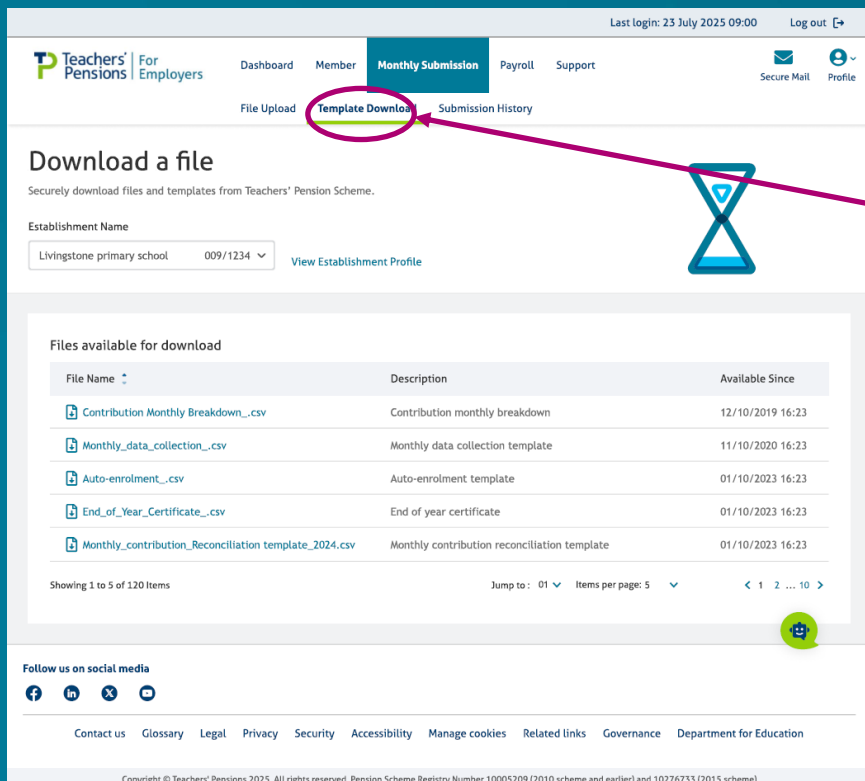
Tasks

TRN	Task Reference	Task Name	Submitted On
2514932	2536	Salary update for Phased retirement	21/01/2024
1937219	7483	Salary update for Premature retirement	20/10/2023
8320128	1532	Salary update for Retirement request	11/09/2023
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1526012	0162	Salary update for Opt-out election request	10/05/2023
1526012	0162	Review of Flexibilities request	10/05/2023

[View all](#)

Once logged into the Employer Portal please click on 'Monthly Submission' on the main toolbar.

Download a template



Teachers' Pensions For Employers

Dashboard Member **Monthly Submission** Payroll Support

File Upload **Template Download** Submission History

Download a file

Securely download files and templates from Teachers' Pension Scheme.

Establishment Name

Livingstone primary school 009/1234 [View Establishment Profile](#)

Files available for download

File Name	Description	Available Since
Contribution Monthly Breakdown_.csv	Contribution monthly breakdown	12/10/2019 16:23
Monthly_data_collection_.csv	Monthly data collection template	11/10/2020 16:23
Auto-enrolment_.csv	Auto-enrolment template	01/10/2023 16:23
End_of_Year_Certificate_.csv	End of year certificate	01/10/2023 16:23
Monthly_contribution_Reconciliation template_2024.csv	Monthly contribution reconciliation template	01/10/2023 16:23

Showing 1 to 5 of 120 Items

Jump to : 01 Items per page: 5

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Find templates in 'Template Download'.

These are identical to the current Capita templates.

Naming conventions

Before starting the upload process, please ensure your files match the correct naming conventions:

Monthly Contributions Reconciliation (MCR)

MCR+LA+ESTAB+PAYMONTH(mm)+PAYMONTHYEAR(yyyy)_FILECREATIONDATE(ddmmyyyy)
_FILECREATIONTIME(hhmmss).CSV
e.g. MCR1230000062021_03072021_105359.CSV

Monthly Data Collection (MDC)

MSR+LA+ESTAB+PAYMONTH(mm)+PAYMONTHYEAR(yyyy)+1.csv
e.g. MSR12300000620261.csv

Monthly Contributions Breakdown

contpslp_FILECREATIONDATE(yyyymmdd)_FILECREATIONTIME(hhmmss).csv
e.g. contpslp_20250624_102412.csv

How to upload a file

Teachers' Pensions For Employers

Dashboard Member **Monthly Submission** Payroll Support

Secure Mail Profile

File Upload Template Download Submission History

Monthly submission

Securely upload and send files to Teachers' Pension Scheme.

Establishment Name

Livingstone primary school 009/1234 [View Establishment Profile](#)

① Your data collection process is MCR and submission method is Multiple.

① You can find more useful information in handy employer [guides](#) and factsheets, designed specifically for you.



File upload in bulk

Securely upload and send files to Teachers' Pension Scheme.

① Files must be csv format and 10 MB or less. For larger files contact [Employer Support Team](#).

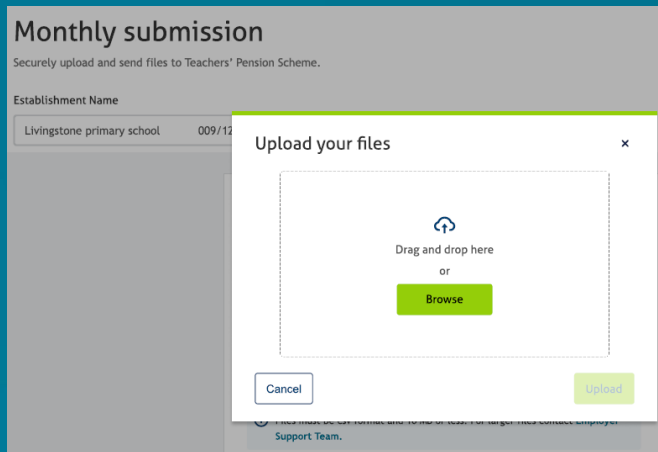
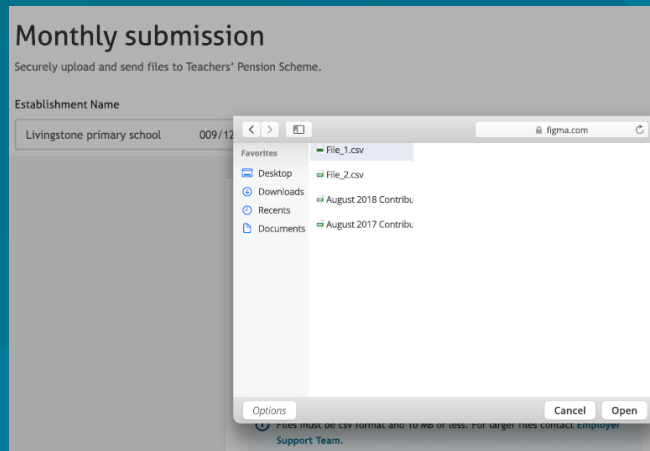
Ready to upload

The text confirms the data collection process (MCR) and your submission method (multiple or single).

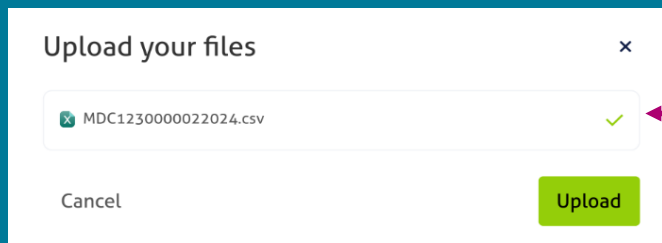
If you believe either of these things to be incorrect, please let us know.

To start your file upload please click on the 'Ready to upload' button at the bottom of the screen.

How to upload a file



A pop-up box will appear. You can either drag and drop your file or click on the green 'Browse' button to upload from your device.



If your file has been uploaded correctly, you'll see a green tick on the right-hand side. You can then click the green 'Upload' button.

How to upload a file

If there are any issues with your file, you will see one of the error messages below. Please fix any errors and try again.

Upload your files

 MDC1230000022024.pdf

4.5 Mb

✕

⚠ The File name is not valid

⚠ The File extension is not valid. Allowed File extension is .csv

⚠ The File size is too big.

Cancel

Upload

Once you have successfully uploaded the file/files you will see the below completion screen.



We have received your request successfully. Check the status in submission history page using case reference number 2345.

View submission history

Return to dashboard

Submission History (MCR)

Teachers' Pensions For Employers

Dashboard Member **Monthly Submission** Payroll Support

File Upload Template Download **Submission History**

Submission history

All submission history is displayed in the following table.

Establishment Name

Livingstone primary school 009/1234

To view historical submissions, select the period as 'Historical'. The Case Reference corresponds to the Submission ID, and the Type reflects the File name.

Period: Oct 2026 - Dec 2026 Filter by: Select Search by case reference...

Case Reference	Submitted By	Submitted On	Type	Status
930162	Michael Parker	02/08/2025 10:25	MCR	Error
920150	Michael Parker	01/08/2025 09:15	MCR	Success
	Michael Parker			

Showing 1 to 10 of 120 Items

Jump to: 01 Items per page: 10

Following successful upload, go to Submission History to check on progress.

You can search for previous submissions using different search criteria.

Your submissions will either have a 'Success' or 'Error' status. Click on the 'eye' icon to see the details.

Submission History (MCR error)

Teachers' For Employers

Return to dashboard

Summary

We have taken a look at your file submission. Find our detailed assessment summary below.

500

Total number of records submitted

450

Successful records

50

Records with errors

The file contains errors or missing data.

Errors type

- 40 - Missing member
- 10 - Business error

Please review the error file, correct the issues, and re-upload only the records that failed.

Case history

Submitted Date	Case Remarks	Status	Submitted By	File	Error Report	Missing Member
02/08/2025 17:48	MCR file data check failed	Error	Michael Parker	MCR file.csv	<div>Stop Errors.csv</div> <div>Warning Errors .csv</div>	<div>Missing report.csv</div>
02/08/2025 13:08	Data Validation check	In progress	Michael Parker	MCR file.csv	-	-
02/08/2025 10:39	File validation check	In progress	Michael Parker	MCR file.csv	-	-
02/08/2025 10:25	MCR file submission	Submitted	Michael Parker	MCR file.csv	-	-

Back

Upload new file

See total records; success and errors. Error types are detailed on screen.

Processing progress is detailed in Case history section. First file validation check followed by data validation check. Error reports are provided for error diagnosis and correction. 3 types of errors; stop, warning and missing report.

Submission History (MCR Success)

Teachers' Pensions | For Employers

DashboardMemberMonthly SubmissionPayrollSupport

File UploadTemplate DownloadSubmission History

Submission history

All submission history is displayed in the following table.

Establishment Name

Livingstone primary school009/1234

To view historical submissions, select the period as 'Historical'. The Case Reference corresponds to the Submission ID, and the Type reflects the file name.

PeriodOct 2026 - Dec 2026

Filter bySelect

Search by case reference...

Case Reference	Submitted By	Submitted On	Type	Status	
930162	Michael Parker	02/08/2025 10:25	MCR	Error	
920150	Michael Parker	01/08/2025 09:15	MCR	Success	
	Michael Parker				

Showing 1 to 10 of 120 Items

Jump to: 01Items per page: 10

Teachers' Pensions | For Employers

Return to dashboard

Summary

We have taken a look at your file submission. Find our detailed assessment summary below.

Contribution case

View contribution

Contribution case reference9061

Payment reference

View payment history

Payment Reference234567

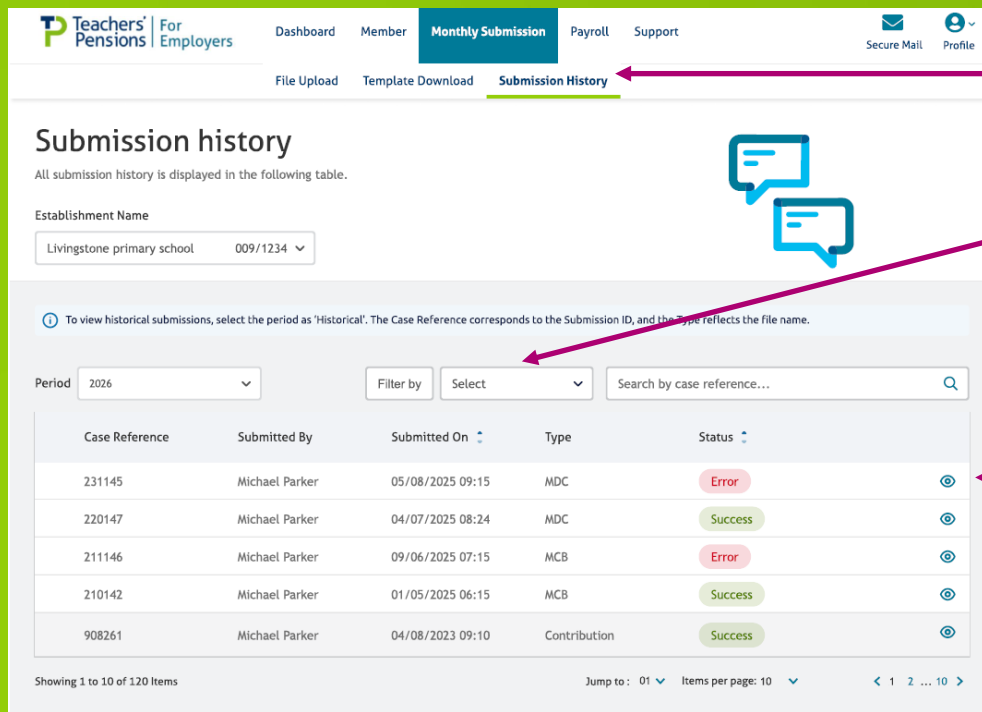
Case history

Submitted Date	Case Remarks	Status	Submitted By	File	Error Report	Missing Member
04/08/2024 22:30	Approved	Paid	Victoria Kerning	-	-	-
04/08/2023 13:10	Pending premium processing	Pending	Victoria Kerning	-	-	-
04/08/2023 12:10	Updated File received	Pending	Victoria Kerning	MCR file.csv	-	-
04/08/2023 11:10	Cash mismatch	Pending	Victoria Kerning	-	-	-
04/08/2023 10:10	Pending money	Pending	Victoria Kerning	-	-	-

Back

Upload new file

Submission History (MDC/MCB)



Teachers' Pensions For Employers

Dashboard Member **Monthly Submission** Payroll Support

File Upload Template Download **Submission History**

Submission history

All submission history is displayed in the following table.

Establishment Name

Livingstone primary school 009/1234

To view historical submissions, select the period as "Historical". The Case Reference corresponds to the Submission ID, and the Type reflects the file name.

Period: 2026 Filter by: Select Search by case reference...

Case Reference	Submitted By	Submitted On	Type	Status
231145	Michael Parker	05/08/2025 09:15	MDC	Error
220147	Michael Parker	04/07/2025 08:24	MDC	Success
211146	Michael Parker	09/06/2025 07:15	MCB	Error
210142	Michael Parker	01/05/2025 06:15	MCB	Success
908261	Michael Parker	04/08/2023 09:10	Contribution	Success

Showing 1 to 10 of 120 Items Jump to: 01 Items per page: 10

Following successful upload, go to Submission History to check on progress.

You can search for previous submissions using different search criteria.

Your processed submissions will either have a 'Success' or 'Error' status. Click on the 'eye' icon to see the details.

Submission History (MDC/MCB)

Teachers' Pensions

For Employers

Return to dashboard

Summary

We have taken a look at your file submission. Find our detailed assessment summary below.

500
Total number of records submitted

450
Successful records

50
Records with errors

The file contains errors or missing data.

Errors type

- 40 - Missing member
- 10 - Business error

Please review the error file, correct the issues, and re-upload only the records that failed.

Case history

Submitted Date	Case Remarks	Status	Submitted By	File	Error Report	Missing Member
05/08/2025 17:48	MDC file data check failed	Error	Michael Parker	MSR file.csv	EMPMSRERROR .csv	Missing report.csv
05/08/2025 13:08	Data Validation check	In progress	Michael Parker	MSR file.csv	-	-
05/08/2025 10:39	File validation check	In progress	Michael Parker	MSR file.csv	-	-
05/08/2025 09:15	MDC file submission	Submitted	Michael Parker	MSR file.csv	-	-

Back

Upload new file

See total records; success and errors. Error types are detailed on screen.

Processing progress is detailed in Case history section as well as error reports. (names are for illustration only).

Case history

Submitted Date	Case Remarks	Status	Submitted By	File	Error Report	Missing Member
09/06/2025 17:48	MCB file data check failed	Error	Michael Parker	CONTPSLP file.csv	MCBRError .csv	-
09/06/2025 13:08	Data Validation check	In progress	Michael Parker	CONTPSLP file.csv	-	-
09/06/2025 10:39	File validation check	In progress	Michael Parker	CONTPSLP file.csv	-	-
09/06/2025 07:15	MCB file submission	Submitted	Michael Parker	CONTPSLP file.csv	-	-

Back

Upload new file

Submission History (MDC)

Teachers' Pensions | For Employers

Dashboard Member **Monthly Submission** Payroll Support

File Upload Template Download **Submission History**

Submission history

All submission history is displayed in the following table.

Establishment Name

Livingstone primary school 009/1234

To view historical submissions, select the period as 'Historical'. The Case Reference corresponds to the Submission ID, and the Type reflects the file name.

Period 2026 Filter by Select Search by case reference...

Case Reference	Submitted By	Submitted On	Type	Status	
231145	Michael Parker	05/08/2025 09:15	MDC	Error	
220147	Michael Parker	04/07/2025 08:24	MDC	Success	
211146	Michael Parker	09/06/2025 07:15	MCB	Error	
210142	Michael Parker	01/05/2025 06:15	MCB	Success	
908261	Michael Parker	04/08/2023 09:10	Contribution	Success	

Showing 1 to 10 of 120 Items Jump to: 01 Items per page: 10 < 1 2 ... 10 >

Once the MDC/MCB files are successfully uploaded and accepted. You will see the Contribution case, This is your payment request.

Teachers' Pensions | For Employers

Return to dashboard

Summary

We have taken a look at your file submission. Find our detailed assessment summary below.

Contribution case [View contribution](#)

Contribution case reference
9061

Payment reference [View payment history](#)

Payment Reference
234567

Case history

Submitted Date	Case Remarks	Status	Submitted By	File	Error Report	Missing Member
04/08/2024 22:30	Approved	Paid	Michael Parker	-	-	-
04/08/2023 13:10	Pending premium processing	Pending	Michael Parker	-	-	-
04/08/2023 12:10	Updated File received	Pending	Michael Parker	Constslip.csv	-	-
04/08/2023 11:10	Cash mismatch	Pending	Michael Parker	-	-	-
04/08/2023 10:10	Pending money	Pending	Michael Parker	-	-	-

Back [Upload new file](#)

This will take you to Payroll/ Manage Contributions.

Payroll

To view the detail of the Contributions Select Payroll from the main menu and Manage Contributions tab.

The screenshot shows the 'Teachers' Pensions For Employers' dashboard. The 'Payroll' tab is selected in the top navigation bar. The 'Manage Contributions' tab is highlighted with a red circle. Below the navigation bar, the 'Manage your contributions' section is visible. It includes a search bar for 'Establishment Name' with the value 'Multi Academy Trust' and a dropdown for '751/6721'. A 'Filter by' button and a 'Select' dropdown are also present. A message states: 'You can view contribution data from October 2026 onwards. Earlier records are not available in the portal.' Below this, the 'Establishment Name - 751/2341' is displayed with a '9 Days left' indicator. A table shows contribution details for '234567' with a 'Total Contribution' of '£2,236,767.19'. The 'Pay Status' is 'Pending'. A red warning message states: 'The payroll payment is incomplete. Check the payment reference to continue with the offline payment.' A 'View payment reference' button is highlighted with a red circle.

Contribution Case Reference	Total Contribution	Period From	Period To	Due Date	Pay Status
234567	£2,236,767.19	01/03/2024	07/03/2024	26/03/2024	Pending

The screenshot shows the 'Payment reference' page. It includes a 'Cancel' button in the top right corner. The page title is 'Payment reference' with a subtitle: 'Here is a summary of the contribution details for the payroll schedule. Please proceed to make the payment.' The page displays three columns of contribution details: 'Total amount', 'Total employer amount', and 'Total member amount'. Below these, there are sections for 'Employer contribution', 'Arrears amount', 'Member contribution', 'Additional pension contribution', 'Faster accrual contribution', 'AAB buy out contribution', 'Additional contributions (Family Benefits, PAC Higher Salaries)', 'Preston contribution', and 'Arrears amount'. The 'Payment details' section includes a message: 'To complete the payroll process you must use the same payment reference to pay into the designated scheme bank, before the due date.' Below this, there are fields for 'Payment Due Date' (March 12/03/2024) and 'Payment Reference Number' (234562). The 'Scheme bank details' section includes fields for 'Account Number' (XXX 4838), 'Account Holder' (TPS Scheme), 'Sort Code' (XX XX 38), and 'Payment Source' (BACS). A 'Back' button is located at the bottom left.

Total amount	Total employer amount	Total member amount
£2,236,767.19	£345,000.00	£1,891,767.19

Employer contribution	Member contribution
£300,000.00	£1,891,767.19
Arrears amount	Additional pension contribution
£45,000.00	£30.00
	Faster accrual contribution
	£70.00
	AAB buy out contribution
	£80.00
	Additional contributions (Family Benefits, PAC Higher Salaries)
	£130.00
	Preston contribution
	£70.00
	Arrears amount
	£90.00

Payroll - Underpayment/Overpayment

Teachers' Pensions For Employers

Dashboard Member Monthly Submission **Payroll** Support

Secure Mail Profile

Manage Contributions **Payment History**

Payment history

View a summary of your most recent transactions below.

Establishment Name

Livingstone primary school 009/1234

Regular Contribution One-off Contribution

Duration 2026 Filter by Select Search by reference number, date...

Payment Ref. no	Due Date	Collection Date	Employer Contribution	Member Contribution	Expected Amount	Actual Amount	Type	Status
980567	11/10/2026	-	£18,238.81	£2,026.54	£20,265.35	-	Regular Contribution	Pending
234567	10/10/2026	10/10/2026	£18,238.81	£2,026.54	£20,265.35	£24,999.91	Regular Contribution	Overpayment
123890	09/10/2026	09/10/2026	£18,238.81	£2,026.54	£20,265.35	£14,999.91	Regular Contribution	Underpayment
925283	09/10/2026	-	£18,238.81	£2,026.54	£20,265.35	-	Regular Contribution-Late	Pending
980567	08/10/2026	08/10/2026	£18,238.81	£2,026.54	£20,265.35	£20,265.35	Regular Contribution	Paid

Showing 1 to 10 of 120 Items

Jump to: 01 Items per page: 10

Payment history tab details payment status; Paid, pending, over, under.

Searchable by Regular and One-off Contributions.

Filter by Select

Payment Reference Number

Type

Status

Payroll - Underpayment

Teachers' Pensions | For Employers

Employer confirmation

Review the underpayment details and proceed to confirm the transaction

Underpayment transaction

Ensure the submitted records are accurate and confirm any underpaid transactions.

☐ Pay underpaid amount

☐ Upload the rectified file with the correct contribution expectation

BackConfirm

Two options:

- Pay difference
- Disagree with mismatch so upload corrected file.

Option 1

Teachers' Pensions | For Employers

Employer confirmation

Review the underpayment details and proceed to confirm the transaction

Underpayment transaction

Ensure the submitted records are accurate and confirm any underpaid transactions.

☒ Pay underpaid amount

☐ Upload the rectified file with the correct contribution expectation

Payment details

Underpaid amount	Payment Reference Number
£5,266.19	123890

Scheme bank details

Account Number	Account Holder
XXX 4838	TPS Scheme
Sort Code	Payment source
XX XX 38	BACS
Bank Address	
45-50 Garden View, SW11 4FR, London.	

☐ Upload the rectified file with the correct contribution expectation

Back

Confirm

Payroll - Underpayment

Employer confirmation

Review the underpayment details and proceed to confirm the transaction

Underpayment transaction

Ensure the submitted records are accurate and confirm any underpaid transactions.

- ☐ Pay underpaid amount
- ☒ Upload the rectified file with the correct contribution expectation

Back

Confirm

Option 2

[Return to dashboard](#)

Summary

We have taken a look at your file submission. Find our detailed assessment summary below.

Contribution case

[View contribution](#)

Contribution case reference
9061

Payment reference

[View payment history](#)

Payment Reference
234567

Case history

Submitted Date	Case Remarks	Status	Submitted By	File	Error Report	Missing Member
04/08/2024 22:30	Approved	Paid	Victoria Kerning	-	-	-
04/08/2023 13:10	Pending premium processing	Pending	Victoria Kerning	-	-	-
04/08/2023 12:10	Updated File received	Pending	Victoria Kerning	 MCR file.csv	-	-
04/08/2023 11:10	Cash mismatch	Pending	Victoria Kerning	-	-	-
04/08/2023 10:10	Pending money	Pending	Victoria Kerning	-	-	-

Back

 Upload new file

Payroll - Overpayment

Option 1

Teachers' Pensions | For Employers

Employer confirmation
Review the overpayment details and proceed to confirm the transaction.

Overpayment transaction
Ensure the submitted records are accurate and confirm any overpaid transactions.

☐ Refund the overpaid amount
☐ Upload the rectified file with the correct contribution expectation

Back

Confirm

Two options:

- Refund difference
- Disagree with mismatch so upload corrected file.

Teachers' Pensions | For Employers

Employer confirmation
Review the overpayment details and proceed to confirm the transaction.

Overpayment transaction
Ensure the submitted records are accurate and confirm any overpaid transactions.

☒ Refund the overpaid amount

The overpaid amount will be refunded to your bank account.

Payment details

Overpaid amount	Payment Reference Number
£4,734.19	234567

☐ Upload the rectified file with the correct contribution expectation

Back

Confirm

Payroll - Overpayment

Employer confirmation

Review the overpayment details and proceed to confirm the transaction.

Overpayment transaction

Ensure the submitted records are accurate and confirm any overpaid transactions.

- ☐ Refund the overpaid amount
- ☒ Upload the rectified file with the correct contribution expectation

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Confirm

Option 2

Summary

We have taken a look at your file submission. Find our detailed assessment summary below.

Contribution case

[View contribution](#)

Contribution case reference
9061

Payment reference

[View payment history](#)

Payment Reference
234567

Case history

Submitted Date	Case Remarks	Status	Submitted By	File	Error Report	Missing Member
04/08/2024 22:30	Approved	Paid	Victoria Kerning	-	-	-
04/08/2023 13:10	Pending premium processing	Pending	Victoria Kerning	-	-	-
04/08/2023 12:10	Updated File received	Pending	Victoria Kerning	MCR file.csv	-	-
04/08/2023 11:10	Cash mismatch	Pending	Victoria Kerning	-	-	-
04/08/2023 10:10	Pending money	Pending	Victoria Kerning	-	-	-

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[Upload new file](#)

How you can help us

What we are asking you to do

Based on your current submission method, we are asking you to upload a previous:

- Monthly Data Collection file and Monthly Contribution Breakdown file.
- Monthly Contributions Reconciliation file.

We request that you upload a recent file/files (no earlier than Jan 2026).

This will provide additional assurance and support a smooth transition.

Please contact employerquery@teacherscorp.com for further support or request a callback on 01325 506812.

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If you have any questions, contact us at employerquery@teacherscorp.com

Subject line: Webinar

Thank you