



Employer Bulletin



Getting ready for summer retirements

Summer is our busiest time for retirement applications and as an employer you play a key role in the process.

Please ensure that your service and salary submissions are correct, as this reduces recalculations and overpayment situations. It's important to also complete any tasks in the Employer Portal so a member's retirement application is sent through to us with sufficient time to process.

[Read the full story](#)



Be part of our next Employer drop-in

Our next Employer drop-in session is on 10 July at 1.00pm. This session will give you an insight into how our Operational teams work and what goes on behind the scenes.

Our sessions are a great way to hear the latest news and updates directly from us. You can also ask any questions about the Scheme and network with other employers.

[Read our full news story](#)



Summer training

There'll be no training webinars during August. These will resume in September.

Please keep an eye out for dates and times of the September events, which we'll be sharing soon.

We wish you a very happy summer and look forward to seeing you in the autumn term.



Employer Portal log in reminder

If you're taking time off over the summer, please remember to log in to the Employer Portal before you finish. This will ensure your login details don't expire.

If you don't log in to the Portal at least once every 90 days, you'll have to contact us to reactivate your account.

[Log in to the Portal](#)

FURTHER NEWS

Join our next MCR surgery

Our next MCR Surgery is on 15 July at 10.30am. These sessions are a great opportunity to get answers to any MCR questions you have.

Please submit your questions during the registration process, as this allows our dedicated team to bring along examples for the session.

The MCR Surgery is based on the questions we receive and the number of attendees. If we don't receive any questions or there are low numbers registered, the surgery will be cancelled. We look forward to receiving your questions and seeing you on the 15th.

[Sign up to MCR surgery](#)

Updating your contact details

It's important to ensure that we've the correct contact details for your

establishment. We can then send you key updates.

You can check your contact details through the Employer Portal and easily amend them through our Employer Contact Details online form.

[Read our full story](#)

OTHER NEWS

Missing service

We regularly get queries from members regarding missing service on their pension records. Missing or incorrect service impacts their ability to be able to plan for retirement.

If a member's missing service is from their time at your establishment, please update their record as soon as possible. If the missing service is from a previous employer, you should direct them to our FAQs, which will help them to know what steps to take.

[View missing service FAQs](#)

End of Year Certificate

Are you completing an End of Year Certificate for the financial year 24/25 and have payments relating to March 2024 but paid in April (onwards)?

If so, there are two approaches on how to handle the contributions due, dependent on the reason for the payment.

[Read the full EOYC story](#)

Important information about Additional Voluntary Contributions

Please be aware of the different types of flexibilities in the Scheme and how these need to be recorded on your monthly breakdown template. We're currently seeing tiers not balancing due to issues recording flexibilities.

Depending on the type of flexibility a member has impacts how and if it needs to be recorded on the template.

[Read the full AVC story](#)

Late contributions

We just want to remind you of the importance of paying your contributions on time to avoid interest charges. Unfortunately, if the payments are received late, they'll be charged at the SCAPE rate from the statutory due date until the date of receipt.

[Find out more](#)

www.teacherspensions.co.uk



[Contact Us](#) | [Glossary](#) | [Legal](#) | [Department for Education](#)

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

[Click here](#) to view online | [Subscription](#) for these emails

The content of this email is based on our understanding of the current legislation governing the Teachers' Pension Scheme. In the event that there is a disagreement between the content of this email and the overriding Regulations, then the content of the Regulations will take precedence. The benefits of the Teachers' Pension Scheme, and the tax treatment of pensions may be subject to change in the future.

