



Employer Bulletin



Employer Drop-in

Open to all employers, our drop-ins offer updates, news, and a chance to connect with peers. To help us prepare tailored responses, please submit any questions during registration.

We'll also cover key aspects of Monthly Contributions Reconciliation (MCR), including common errors and practical tips to support your submissions.

Learn more about MCR at our next session on 24 November, 2pm.

[Read the full update](#)



Calculating contributions

We've had quite a few questions regarding calculating contributions when you have contacted us with your EOYC queries. These have related to overtime and additional hours and how they affect the contribution tiers.

You can find information and examples to help you with this in our contributions factsheet. There is further information in our [MCR Guide](#) and [MDC Guide](#)

[Learn more with our contributions factsheet](#)



November training now available

Our next MCR Surgery is 27 November for employers already on-boarded to MCR needing extra support. Register now and submit questions in advance for tailored guidance.

Our employer webinars are easy to join, you can dial in from your desk using a computer or phone. Sessions last 30-90 minutes and cover topics like Administering the Scheme, Employer Portal, MCR processes and many more.

[Read more about our training](#)



New starters

Have you recently employed new members to the Scheme? Our **Employer Toolkit** has everything you need, from starter guides to checklists and factsheets.

Explore resources from us and support members in planning for their future.

Watch helpful videos on using MPO, getting ready for retirement, and discover the features and benefits of our Scheme.

[Visit our resources](#)

FURTHER NEWS

End of year certificate deadline

Please ensure your audited End of Year Certificate (EOYC) is sent to us by 28 November at the latest to avoid delays. Late submissions may affect the accuracy of pension information provided to members.

For more detailed guidance **please read our EOYC guidelines to help you understand what you need to do.**

Monthly Contributions Reconciliation (MCR) on-boarding

As part of the on-boarding process, a mandatory telephone conversation will be arranged for you with one of our Employer Relationship Co-ordinators to confirm that your MCR checklist has been completed. Please note that you won't be moved onto MCR until this step is successfully completed.

We've provided you with details of the relevant submission deadlines in our full story.

[See MCR on-boarding submission deadlines](#)

Part-time earnings

We're often receiving queries about how days excluded appear on member prints for part-time employees.

Days excluded represent periods of unpaid service and are automatically calculated from the full-time salary and actual part-time earnings provided in your monthly submissions.

We've put together an example in our full story which shows a detailed breakdown of the calculations you'll need to do.

[Read the full part-time earnings story](#)

OTHER NEWS

When Earned Backdated pay awards WEBK

A reminder that the 'WEBK' indicator in the MCR Template's 'Calc Method for Contribution Tier' column is used when correcting periods affected by backdated pay awards. It ensures that pensionable pay and contributions are reported accurately, preventing any disadvantage to the member.

We've created a factsheet to support you with backdated pay awards.

[Read the full story and download the factsheet](#)

Scheme administrator change

If you aren't already aware, The Department for Education has appointed Tata Consultancy Services (TCS) as the new Scheme administrator, with the transition set for Summer 2026.

TCS brings extensive experience in pensions and benefits delivery, and a strong track record of supporting public sector clients at scale.

[For more information read our full story](#)

www.teacherspensions.co.uk



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

[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.

