Contribution File upload guide

Teachers' Pensions

TATA CONSULTANCY SERVICES

September 2026

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Uploading a data file to the new Employer Portal

Thank you for agreeing to take part in the pilot testing for the new Employer Portal.

This testing will help us to ensure that employer submissions work as expected from the first day of the new service.

If you're a Primary Contact, you should have received your invite to register for the new Employer Portal.

If you haven't received a registration invite, please contact us on employerquery@teacherscorp.com

For help with the registration process please read the Registration guide.

What we're asking you to do

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

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

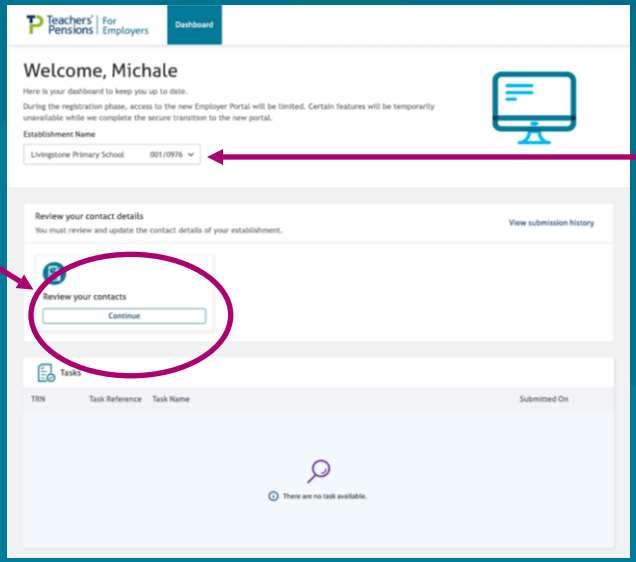
Your Contributions file/files should be from between January-March 2026.

This will allow the document upload process to be tested end-to-end and help identify any issues before the transition.

Updating your Mandatory Contacts

Before you can proceed with uploading your files, please ensure you've completed the registration step of updating your Mandatory Contacts. You can find more information about the Mandatory Contacts on the next page. Please also read our guide for full guidance.

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. This will appear on the right of the 'Establishment Name' drop down.

Please note you won't 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 don't 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'll 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 is expected to correct any errors that arise from submissions
- End of Year Certificate Contact – the person submitting the annual End of Year Certificate each year
- Head of Finance Contact – the person who has overall financial responsibilities for the establishment

Naming conventions

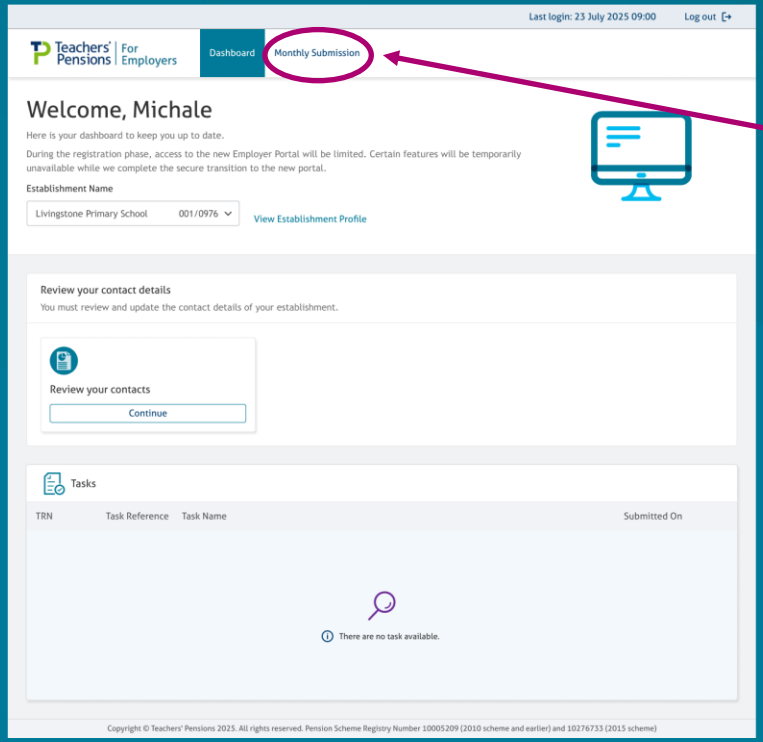
Before starting the upload process, please ensure your files match the correct naming conventions:

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

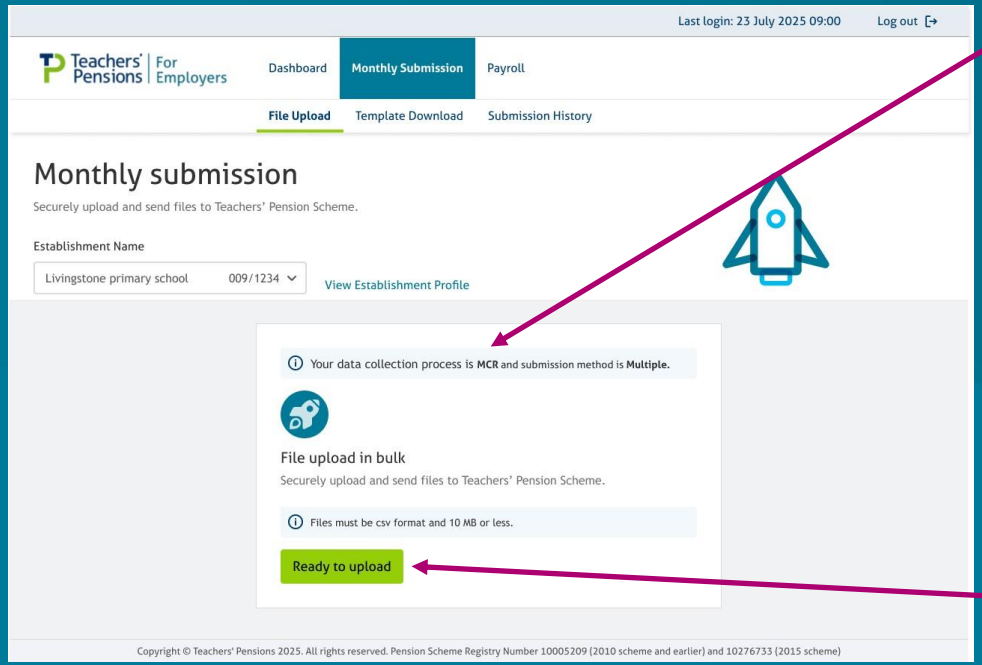
Monthly Contributions Breakdown
contpslp_FILECREATIONDATE(yyyymmdd)_FILECREATIONTIME(hhmmss).CSV
e.g. contpslp_20250624_102412.CSV

How to upload a file



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

How to upload a file



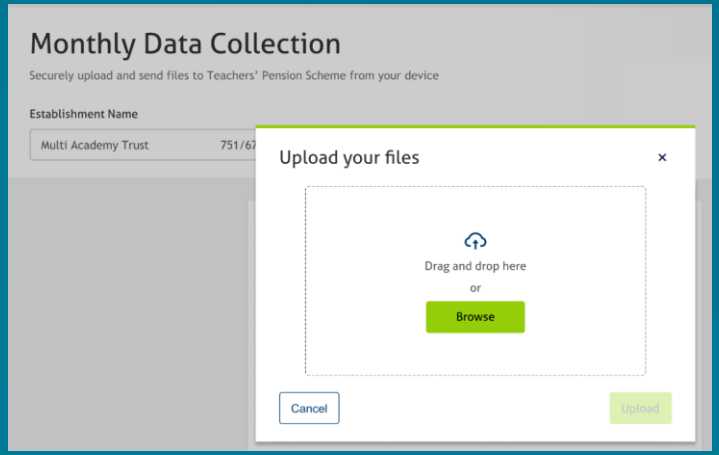
The box in the centre of the page will confirm your type of data collection process (MDC or MCR) and your submission method (multiple or single).

- Single – this will show for an individual establishment, Local Authority or Multi Academy Trust.
- Multiple – this will show for an Academy submission.

If you believe either of these things to be incorrect, please let us know via employerquery@teacherscorp.com.

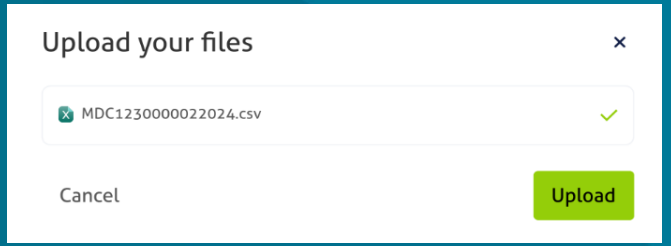
To start your file upload, please click on the 'Ready to upload' button at the bottom of the screen.

How to upload a file

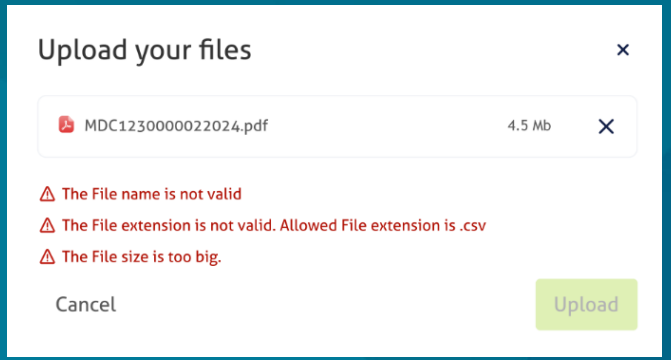


A pop-up box will appear. You can either drag and drop your file or click on the green 'Browse' button to upload from your device.

Please check the name of the file you are uploading meets the naming requirements on Page six of this guide.



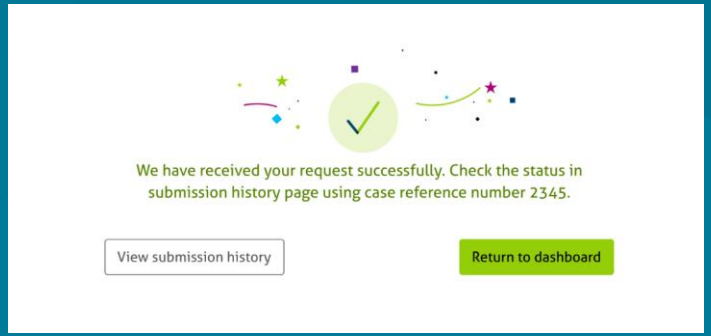
If your file has been uploaded correctly, you'll see a green tick on the right-hand side. You can then click the green 'Upload' button.



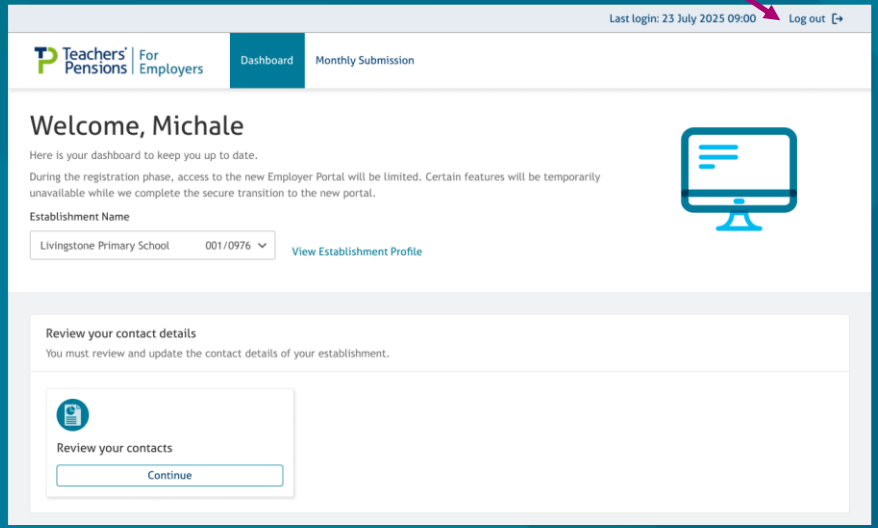
If there are any issues with your file, you'll see one of the error messages above. Please fix any errors and try again.

How to upload a file

Once you have successfully uploaded the file/files, you'll see the below completion screen.



You can then log out of the Employer Portal.



Thank you for taking part in the Employer Portal testing.

Need help?

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

The information contained in this guide is correct at the time of press but may be subject to change.