

## Introduction

As you may have seen over the last year Monthly Contributions Reconciliation (MCR) will replace the Monthly Data Collection, Monthly Contributions Breakdown and Enrolment processes. As we're approaching the start of on-boarding to all employers from October, we wanted to inform you of some key changes in preparation for MCR.



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## HEADLINES

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### On-boarding to MCR

Establishments who are part of the Pilot Group began on-boarding to MCR from 1 July, meaning they'll be getting ready to submit their first MCR file in time to make payment for 15 August.

All other establishments will then start to on-board onto MCR from October 2020.

If you haven't yet completed your [On-boarding form](#), please complete this sooner rather than later to ensure that you can on-board in your chosen month. You'll find help on how to complete the form in our [On-boarding guide](#).

[Find out more >](#)

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### MCR Data Centre Mailbox

As we're changing the way you'll be submitting your monthly data, we've created a data centre



mailbox which can be found on the Employer Portal dashboard. You'll only need to use this mailbox once you've on-boarded to MCR.

The 'MCR Data Centre Mailbox' will provide all notifications from automated MCR routines relating to your submissions, including notifications of successful submissions and any issues with a file including warning or stop errors.

[Find out more >](#)



### Employers error table

With the introduction of Monthly Contributions Reconciliation, you'll see a new set of file errors as upfront validations for your monthly submission.

To help you understand what these are and what you need to do to amend your submission, we've created an [MCR error table](#) excel document, which covers all errors you may encounter.

[Find out more >](#)



### MCR2 Webinars

Those establishments who've joined the Pilot Group have been able to attend our enhanced MCR training sessions which took place at the end of July.

These sessions will be available to all employers from September, and we'll email you a couple of months before your on-boarding date to invite you to attend you receive the most up-to-date instructions.

[Find out more >](#)



## FURTHER NEWS

### Changes to forms

In preparation for MCR we've updated several forms, a mixture of both web forms and paper forms.

These have been updated to allow for additional information, which will need to be provided by you once you've on-boarded to MCR (you won't need to provide the information before then).

We've provided details of the changes in our news story.

[Find out more >](#)



## OTHER ITEMS

### Changes to member print

We've made some changes to the member print functionality on the Employer Portal.

These changes have been made again in preparation for MCR, but also following feedback from employers requesting to make the member print more comprehensive.

Again, you'll find more information on what these changes are in our news story.

[Find out more >](#)



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