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## New process for starters and leavers

September will see the start of Teachers' Pensions taking over the responsibility for providing starter and leaver information directly to members where contact information is available.

We'll be directly contacting all members who are starting or leaving the Scheme, where they have a My Pension Online (MPO) account or we have an email address.

All these members will receive an email and information bespoke to their starting or leaving circumstances.

Unfortunately we're unable to communicate with those members who do not have an MPO account or where we do not hold an email address for them.

Find out more >




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## Monthly Data Collection (MDC)

## Certificate of Re-employment

We can confirm that by the end of July 3,384 employers were live on MDC, representing 259,356 members. 803 employers have yet to inform us of their on-boarding date.

We're now only taking on-boarding dates for September and October (we're no longer taking on-boarding dates for November and December), so if you're not signed up, you'll miss the December deadline.

If you've not yet sent us your activation form, please email it to us urgently. Failure to complete the form will result in us contacting the Pensions Regulator.

Find out more >




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It's important that we receive a completed Certificate of Re-employment for those employees who have remained in or returned to pensionable employment after taking Age or Premature retirement.

If we've not received a certificate for 2016/17 please can you complete and return this as soon as possible or we'll have to suspend the member's pension.

If you're now using Monthly Data Collection we'll contact members directly if they need to complete a Certificate, we'll also inform you via the Employer Portal.

Find out more >




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## Changing payroll providers

It's important that you notify us should you decide to change payroll provider.

We'll require a delegation form completing and returning to us at epregistrations@teacherspensions.co.uk. We also require details of your previous provider so we can remove their access to your establishment.

There've been cases where we've not been notified resulting in online application forms, submitted by members, being rejected by the old providers as they're no longer responsible for that establishment.

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## Employer Portal web releases - downtime

We're constantly working to improve the Teachers' Pensions website and Employer Portal functionality. As such, most weeks see a release of IT refreshments into the live environment. This results in a little downtime for you as a user of the website.

We do, however, try to minimise the impact by conducting work between 5am and 7am with testing time extending to 8am on rare occasions.

We'll generally advise you when we're planning the downtime by adding a news story to the website.

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## Reminder to members with regards to updating their contact details

Please can you remind your employees that it's good practice to ensure they update their details with you, as their employer (as well

## Message for employers to avoid arrears of contributions charges

The Scheme operates contractual enrolment, whereby eligible employees of the Scheme are enrolled immediately on starting work or

as through My Pension Online), so that both sets of details match.

We've had some occasions where members have updated their details via My Pension Online but haven't informed their employer who provides the old details to us, resulting in the member's personal details reverting back to the old out of date version.




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commencing a new contract of employment.

Since 1 January 2007 all full and part-time teachers under age 75 automatically join the Teachers' Pension Scheme as soon as they are employed. Failure to enrol an eligible person will result in arrears of contributions and interest being charged for both the member and the employer.

Find out more >




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## Urgent reminder - Annual Service Return

This is an urgent reminder to those of you who still haven't completed your Annual Service Return. 781 of 8,762 employers haven't provided a return. This means we don't have up to date service history for nearly 125,592 employees. It's extremely important you return this to us as soon as possible.

It's also important to ensure that only individuals who are employed by a participating employer are included on the Annual Return.




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## Training

Why not start the new term off by taking advantage of our free training opportunities. We've four seminars running in September this year and a host of webinars, covering several subjects.

So far this year we've held 28 seminars across England and Wales with 429 people registering, whilst our 81 webinars have attracted 840 registrations. Check the training schedule if you're interested in participating in any of these.




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## Monthly Data Collection Overwriting (MDC) Error

## Reminder regarding EOYC submissions

We've introduced a new error message to the service routines when we process MDC/ASR and TR28. It's essentially a notification informing you of one of the following:

**Error Code 31a** - Full-time service received where service already held matches full-time salary but service period differ.

**Error 31b** - Part-time service received where service already held matches or within 1% tolerance of part time salary but service period differ.

No further action will be required by you unless the information is incorrect.

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The audit process for non-Local Authority (LA) employers was reviewed and brought more in line with LA audits. We've had a small number of queries raised regarding the audit guidance document, TP05.

We're reviewing the queries raised and will issue an update in September.

The deadline for submitting your EOYC is 30 September for all non-LA establishments and 30 November for LA establishments.

If you're experiencing any difficulties, please do not hesitate to contact us on 0345 300 3756 (option 2).

Find out more >

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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.

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