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Further and Higher Education

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Advice on uploading Monthly Data Collection (MDC) files

Your MDC file must always be sent to us via the Employer Portal.

Should you experience issues with MDC file uploads please refer to our [trouble shooting solutions](#) to help you complete the required action.

If you're still unable to send the file to us through the Portal after trying these solutions, paste the data into a blank excel spreadsheet and upload it in .xls format. You'll receive an email to inform you that the file has not been processed, please forward to this [email address](#), and we'll download your file so that we can assist you further.



[Find out more >](#)

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General Data Protection Regulations (GDPR)

GDPR is introduced on 25 May and, as

Opting out relating to maternity leave or other family leave

We're aware that some members going

we process data on behalf of the Department for Education (DfE), we've had to make changes to ensure we're compliant. We've taken instruction from the DfE, as they're the Data Controller, to help achieve this.

You may notice changes to a number of forms which will now carry an updated privacy policy. Please ensure that you're using the most up to date forms available when carrying out your administrative duties regarding the Scheme.

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on maternity or other family leave are choosing to opt out of the Scheme. While individuals may make savings by ceasing contributions they'll lose out on valuable benefits they could be building through pension accrual and risk benefit cover over the longer term.

Please encourage members taking family leave to seek independent financial advice before making the decision to opt out of the Scheme.

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A new report on starters introduced

We currently supply new starter information to members if we have their email address; however, it's still your duty to ensure your employees receive this if we don't hold their details. To help identify employees who may not have received their new starter information, we're testing a new report.

It'll contain the status of employees who:

- haven't received starter information and have no My Pension Online (MPO) account and email on record
- have been sent an email but don't have an MPO account
- have received a welcome pack through MPO but we're unable to contact by email.

We'll advise you when the report will be available. In the meantime you can learn more about the new starters' [process](#).

[Find out more >](#)

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[Queries with Monthly Breakdown form](#)

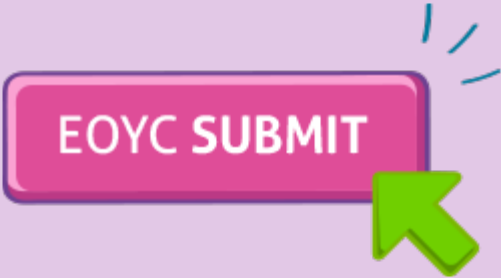
[End of Year Certificate underpayments](#)

When you fill in the Monthly Breakdown form, you may encounter a 'No' or 'Ok' message. We'd like to remind you of the outcomes of each of these messages and what you should do, as there'll be occasions where we'll have to contact you in particular with regards to the End of Year Certificate.

[Find out more >](#)



If an underpayment in the End of Year Certificate (EOYC) exercise is identified, the payment should not be included in the normal monthly contributions submission. A separate payment should be processed and a separate EOYC Underpayment form should be submitted.



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Re-employment after retirement

With Monthly Data Collection replacing the need for a Certificate of Re-employment in most cases, it's important you provide the correct service and salary details for members in post-retirement employment, even if they've opted out of the Scheme for that employment.

To be clear, if a member is re-employed under an eligible employment (e.g. a teaching role) you must supply the service and salary details to provide their actual pensionable earnings. If a member is re-employed in a non-teaching role (e.g. a clerical role or as a teaching assistant) they're not in eligible employment and you don't need to provide service and salary details.

[Find out more >](#)

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Additional Pension contributions

If you're processing an employee who has elected for Additional Pension, you must make sure the contributions you deduct for them are in line with the amount that has been requested by us.

Recently, members have requested employers increase their contributions without reference to any new election or instruction from us. If this happens, members will not be credited with any

Completing Retirement forms

If you know a member who'd like to retire in September 2018, please make sure that you encourage them to complete and submit their application forms as soon as possible. The relevant forms are available on My Pension Online and the application process can be tracked by the member ensuring that they're completely in control.

Detailed information on the retirement

Additional Pension and you'll need to refund the extra deductions you've made back to your employee.



process can be found on our [website](#). We also have a new [video](#) to help members with the retirement application.

[Find out more >](#)



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Member portal changes going live

My Pension Online will soon have new features. Members will notice a cleaner, less cluttered look with easier access to the things they need, as well as improved personalisation.

There are also key features specifically for active, deferred and pensioner members. These changes have been implemented based on feedback from our retired and contributing members who visited our workshops and user experiences sessions.

[Find out more >](#)



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Training

There are more opportunities for you to access free training in June. During May, we held seminars in Swindon, Leicester, Brighton and Cardiff with 76 participants registering. Seminars will run through to the end of July so make sure you get booked on before the summer break.

Our webinars on MDC, Enrolment and an introduction to the Scheme are also available. View our training calendar on our [website](#).



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