

Contact details

We need your contact details to be up to date so we can share important Scheme related information with you such as reminders of your obligations, new developments and the latest news.

More importantly, if your details aren't up to date we can't contact you if your Monthly Data Collection (MDC) submission needs updating or correcting.

Please make sure that you complete the [declaration and contact form](#) regularly with your establishment contact details.



HEADLINES



2018 successes and what's coming up in 2019

In 2018 we've made improvements to the online Portal, developed new resources for our website and concluded our move to Monthly Data Collection.

We'll be making further improvements in 2019 with a refreshed Employer Portal launch, enhancements to the website and a target to reach one million members registered on My Pension Online.

[Find out more >](#)



Seasonal opening hours

During the festive period we'll be closed on Christmas Day, Boxing Day and New Year's Day.

Normal opening hours, 8.30am-6pm, will resume from 2 January 2019.

FURTHER NEWS

Monthly Contributions Reconciliation (MCR) workshops

In January we're holding workshops which will help us to create detailed Guidance and Developer Specifications for the new MCR process.

The workshops will be held across the country, with a limited number of spaces available. If you would like to attend, click 'find out more' for a full list of locations and dates.

[Find out more >](#)

Premature Retirement administration invoices

If we provide an administration service to pay the employers share of Premature Retirement benefits, we need all invoices to be paid promptly by the due date.

We may have to end this arrangement if invoices are not paid on time.

Monthly Contributions Ratio Queries

If you receive a ratio error when completing the contributions monthly breakdown form, please put the reason for the error in the note box.

Without this information we'll have to contact you directly as it's an important part of our reporting to the Department for Education.

Monthly Data Collection (MDC) Checklist

Following your feedback, we've made a number of changes to the MDC Checklist and Reminder routine. The changes will come into place from December and contain specific amendments which we hope will prevent issues occurring in future.

We're always looking to improve your user experience and we welcome any [feedback](#) you may have.

[Find out more >](#)



REGULAR ITEMS

Training in 2019

We'll be emailing you our 2019 training schedule in the new year. You'll receive the dates and locations for our free, full day seminars along with the topics for our online webinars. There'll also be information on our new Monthly Contributions Reconciliation webinar.

[Find out more >](#)

GMP update

The GMP reconciliation project, which began in autumn 2015, is almost over with only 12,000 member records left to be investigated.

To ensure submissions are as accurate as possible please make sure all National Insurance numbers (NINOs) are checked before sending to us, as inaccurate numbers can cause delays.

[Find out more >](#)



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