



Payroll Provider Contract Guidance

Version 0.01

Date - November 2016

Content

1.	Introduction	3
2.	Employer requirements/actions	4
3.	MDC Guidance and specification document	5-27

1. Introduction

Many employers will use the services of a Payroll Provider to meet their requirements as an employer under the Teachers' Pensions Scheme (TPS). This document will provide an overview of the main points that should be considered when setting up a contract for such services.

Such as:

- What are my responsibilities as an employer?
- Does my provider offer a solution that works with Monthly Data Collection (MDC)?

2. Employer Requirements/actions

As an employer under the Teachers' Pensions Scheme (TPS) you have a number of responsibilities. This document will help you ensure that these responsibilities have been met either by you or by the provider you use.

Remember even if you have a local authority or private sector company completing these tasks on your behalf, the responsibility that they're completed is still yours.

Provide information on TPS to new teachers (full & part-time) and confirm that they are automatically members unless they opt out.

- Provide new teachers with this link to the member guides
www.teacherspensions.co.uk/public/resources/member-guides.aspx

For the members who wish to opt-out of TP, they must complete an opt-out form. The member must download their own form, but you can supply them with the link
www.teacherspensions.co.uk/members/resources/forms.aspx

All Members must be informed that they have 12 months, from entering pensionable service, to transfer pension credits from a previous scheme into the TPS

Provide service data for all members you employ via Monthly Data Collection (MDC)

Notify TP of ALL new appointments via MDC

Tell us about any leavers as they occur (and teachers where sick pay is less than half salary).

- Tell us about any members that leave your employment via MDC
- Provide the leaver with a copy of the leavers factsheet
[www.teacherspensions.co.uk/public/resources/-/media/Files/Documents/Employers/TP_Leaving2_\(1\).ashx](http://www.teacherspensions.co.uk/public/resources/-/media/Files/Documents/Employers/TP_Leaving2_(1).ashx)

Ensure contributions are deducted and submitted promptly and accurately each month

- Collect and submit contributions promptly and accurately, by 7th of the month following deductions.
- Submit the accompanying Monthly Contributions Breakdown form (Paying-in slip) promptly and accurately, also by 7th of the month following deductions.
- Include the contribution amounts in your MDC submission

For more information on deductions follow the link below

Monthly Data Collection

The data you supply is used by TP to update records, used in subsequent member benefit calculations, so it is very important that records are accurate and received on time. Any errors or service omissions will need to be corrected by the school/ third party provider.

MDC is used to make TP aware of any employment changes, such as:

- *Change to part-time hours*
- *Addition or deletion of hours*
- *Return from maternity leave*
- *A retired member takes up employment*

Failure to collect pension contributions from contributory salary will mean that arrears will accrue resulting in the school being liable for employee/employer contributions and compound interest.

- End of Year Certificate (EOYC) Ensure the EOYC issued by TP in April is correct advising us of anything which is incorrect. Return the EOYC by 31st May each year.

If the EOYC is returned unaudited by 31st May then a second form will be sent. This must then be returned, having been audited, no later than the 30th September each year.

The auditor appointed will require all financial data by 30th June each year.

Please Note: the auditor can no longer be an employee of the establishment

Complete retirement claim forms

Either authorise or decline retirement claims for teachers you employ. Providing final service details for those you authorise.

Complete Ill-health claim forms

Either authorise or decline Ill-health claims for teachers you employ. Providing:

- Sick pay history
- Final service and salary details

Tell us about any teachers leaving your employment

Submit details via MDC for all teachers leaving your employment.



MDC Guidance Notes and Specification

Version 0.12

Date - November 2016

Content

4.	Introduction	3
5.	MDC Overview	3
6.	Success Criteria	4
7.	How do I return data to Teachers' Pensions?	5
8.	Errors from MDC submissions	8
9.	Data Extract Specification	9
10.	Data Fields	13
11.	The Template	18

Appendices

Appendix 1	Error Codes and Corrections	23
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1. Introduction

Historically, the procedure for updating and maintaining a members service history has been for an employer to notify us of a members start date by completing a TR6 template, then each year providing service and salary information between April - March by completing the Annual Service Return and then completing a TR8 template when a member leaves an establishment. Any missing service, or service that needed to be amended, was submitted using a TR28 template

Teachers' Pensions (TP) have implemented a monthly data collection solution which presents significant benefits to the Scheme, Employers and Members and will result in members' records being more up to date and accurate

This document outlines:-

- the technical specification for the monthly service return, used by you to update Teachers' Pensions with relevant pension data(the solution is based upon data requirements from Teachers' Pensions and the Department for Education)
- the on-boarding approach and the terms under which you join the Monthly Data Collection process.

2. MDC Overview

Teachers' Pensions are committed to delivering the MDC project as it underpins a number of key scheme deliverables. It will also support employers to fulfil their responsibilities in the most efficient way going forwards. Please be aware that MDC will be the only method to submit service and salary information from April 2018 and because of the 3 month trial period discussed below, the latest date an employer can come on board will be December 2017

How does MDC work?

Rather than completing TR6's, the Annual Service Return and TR8's, an employer will just have to submit one monthly file which will have all the members information included

Each month, files have to be returned to Teachers Pensions no later than the 7th of the following month or the last working day if the 7th falls on a weekend or Bank Holiday. It is crucial that this date is adhered to, to ensure payroll activities can be performed by Teachers Pensions

You will be notified of any errors which will be returned under the 'Download' section of the Employer Portal and these need to be amended and returned by no later than the 30th of the month

e.g. May's submission would need to be made no later than the 7th June and any errors amended and returned by 30th June

When you commit to on board to MDC, Teachers' Pensions will require employers to go through a 3 month trial period in which the monthly files will be uploaded through the Employer Portal and automatically loaded on to a test system

Any errors will still be returned to you for processing. At the end of the 3 month testing cycle we will assess your performance against the below success criteria. If we're confident in the data provided, you'll be required to re-upload your 3 monthly returns in order; these extracts will then go into the live system.

When re-uploading these files please ensure all errors have been corrected otherwise you'll get them again.

If you're unable to meet the below success criteria we'll ask that you remain in test for a further month, or more, until we can evidence that you have met the below criteria. We'll work with you in this period to improve your submissions.

Once we confirm you're live all future extracts will go straight into the live system.

If a gap in service exists between the end date of your last Annual Service Return and the date in which you join MDC, you can update the member's service records by completing the TR28 Missing Service Template, or individual MDC returns.

For example, if you on-boarded on 1st September 2016, service would need to be provided from April to August 2016.

Payroll Providers

When a payroll provider on-boards to MDC, we can create a new Establishment Number which allows them to log in and submit one file for all employers under a single data centre. Please note for each file all the individual school numbers must be inputted. **DO NOT USE THE PAYROLL PROVIDER REFERENCE NUMBER WITHIN THE SERVICE LINES.**

For example, a Payroll Provider may be responsible for the following non maintained establishments:

- 352/4512
- 352/6001
- 602/4000

We'll allocate an establishment number to the Payroll Provider e.g. 750/0010. The MDC file will contain the individual member service lines using the establishments mentioned above. However, this must be uploaded through the 750/0010 data centre, thereby, only one file is required rather than having to submit 3 individual files under 3 data centres.

If a Local Authority has given permission for a payroll provider to act on behalf of ALL the maintained schools within that LA, all maintained schools within the Authority can be provided on a single file. However, if the Payroll Provider is providing services for some maintained schools that have decided not to use the LA the information will need to be provided to the Local Authority to be submitted to Teachers' Pensions.

To allow us to do this we require Payroll Providers to complete the delegation [form](#), which confirms the Employers for whom they will provide data and gives us assurance that they have provided permission to do so.

3. Success Criteria

After the initial three month period is complete, we'll assess your submissions against the below criteria.

Employer Success Criteria

The following table presents the proposed success criteria, which an employer must adhere to in order to move from the approach assurance phase, into Live.

Task	Criteria	Measurement Method
0.1	The employer will be required to complete and return a full MDC extract by the 7 th of each month.	3 MDC extracts returned to Teachers' Pensions by the 7 th of each month via the Employer Portal. Unless a legitimate explanation for delay is provided - this will be acceptable only in the first two months.

0.2	Any errors created from the submission, must be completed and returned to Teachers' Pensions prior to the following month's MDC submissions being made. This includes any errors generated from submission of the error file.	<p>All errors will be returned to Teachers' Pensions by the 30th of each month.</p> <p>All re-submitted errors must pass the validation checks in Hartlink to an 80% standard.</p> <p>The above standard must be demonstrated by month 3 as a minimum.</p>								
0.3	The total error rate by the end of the approach assurance phase must be lower than the applicable percentage in the table, right. This will be the total number of errors against the total number of service lines received.	<table border="1" data-bbox="618 491 1094 718"> <thead> <tr> <th data-bbox="618 491 964 554">Employer Service Submission</th> <th data-bbox="964 491 1094 554">Target %</th> </tr> </thead> <tbody> <tr> <td data-bbox="618 554 964 606">0 - 500 service lines</td> <td data-bbox="964 554 1094 606">10%</td> </tr> <tr> <td data-bbox="618 606 964 659">501 - 1000 service lines</td> <td data-bbox="964 606 1094 659">7.5%</td> </tr> <tr> <td data-bbox="618 659 964 718">1000 + service lines</td> <td data-bbox="964 659 1094 718">5%</td> </tr> </tbody> </table> <p>The above table presents the variances per employer size.</p> <p>Over the three month on boarding phase, an employer (based on their service line submission size) has an average error rate of the stated target % or less.</p>	Employer Service Submission	Target %	0 - 500 service lines	10%	501 - 1000 service lines	7.5%	1000 + service lines	5%
Employer Service Submission	Target %									
0 - 500 service lines	10%									
501 - 1000 service lines	7.5%									
1000 + service lines	5%									
0.4	The employer has returned the Monthly Service Return in accordance with the Extract File Specification.	The returned file for all 3 months matches the structure of extract specification, including fields and rules.								
0.5	Employers must ensure that 100% of their payroll/teachers, who should be included, are included in each of the 3 extracts.	Any variance in the number of service lines submitted between month 1 and month 3 must be explained as being the result of a logical change, for example a leaver or starter.								

4. How do I return data to Teachers' Pensions?

1. There are two ways of submitting the information required each month
 - a) **Direct data extract file**
 - b) Extract the data direct from the HR/Payroll system into the format specified in this document. This file needs to be in a .CSV format. . This document outlines what the file should look like and the business rules to be followed.
 - c) **MDC Template**
Use the template provided by us, located in the templates section of the Employer Portal. Input the required information into the template and then create a .CSV file

2. All files must be returned via the Employer Portal. If you're submitting data from employers under your jurisdiction, please use your existing Employer Portal log in details and data centre number. Where you're submitting data on behalf of another employer please use the data centre number of that

Employer. Payroll providers will be provided with log in details where appropriate. Please see approach below:

- LA submitting for schools for just their LA - use their own data centre number
- LA submitting for another LA - use the data centre number of the LA to whom the data relates
- LA submitting data for an Academy - use the data centre number of the Academy to whom the data relates
- MATS and payroll providers will be allocated their own data centre number - more information --

3. The reporting period for MDC is calendar months (1st -28th/29th/30th/31st) for all record types. The MDC extract needs to be returned to us by the 7th of the next month and errors returned no later than the 30th of the next month.

An example - an employer would submit service for April by 7th May and correct errors by 30th May.

4. If the 7th of the month is a weekend or bank holiday then the monthly service return should be submitted by the last working day, prior to the weekend or bank holiday.

Where an extract is not received as per the specified dates, a reminder email will be produced

5. If there is less than 30 days in the month, then the error file must be returned on the last day of that month, i.e. 28th or 29th. If this date is a weekend or a bank holiday then the monthly service return should be submitted on the last working day, prior to the weekend or bank holiday.
6. If you are producing an extract file from your systems it should be saved in .CSV format with the file naming convention:
 - a) MSR
 - b) Employer number (the LA number plus School/Establishment type number)
 - c) Date (MMYYYY)
 - d) .CSV
 - e) E.g. MSR81400000420161.CSV

If you are using the MDC template, selecting the save file option will automatically allocate a file name. It is important to not rename this file when uploading

7. Error files - if there are errors with the data, an error file will be generated and returned via the Employer Portal to the employer.

8. An example of the filename that you'll see in the Employer Portal is - EMPMSRERROR35380011-2608201164421doNOTremove28341 .CSV. The error filename breakdown is:

- a) Begins "EMPMSRERROR"
- b) 3538001 is the employer number (the LA number plus School/Establishment type number)
- c) then "-"
- d) 26082011 is the date when Teachers' Pensions generated the file
- e) 64421 is the time stamp (milliseconds) when Teachers' Pensions generated the file
- f) then "doNOTremove"
- g) 28341 is the original submission number that the errors relate to
- h) then ".CSV"
- i) An example is EMPMSRERROR35380011-2608201164421doNOTremove28341 .CSV
- j) When re-submitting an error file with corrections please ensure the file name is not changed

9. Please note that employers can submit one file for schools within their region. If you perform payroll for another employer or academy a separate file must be submitted for each additional Employer - unless you have payroll provider/MAT access. Please see the below examples. In the below example the LA who performs the Payroll is 001.

Example 3: LA submitting for schools for their LA and another LA, and an Academy					
File 1 - LA submitting for just their LA					
LEA	ESTB	Academy	Submitting LEA	File Name	Header
389	0000	No	1	MSR38900000920161.csv	MSRM3890000092016
File 2 - LA submitting for another LA (submitting LA is 389/0000)					
LEA	ESTB	Academy	Submitting LEA	File Name	Header
641	0000	No	1	MSR64100000920161.csv	MSRM3890000092016
File 3 - LA submitting for an Academy within the LA region					
LEA	ESTB	Academy	Submitting LEA	File Name	Header
389	4321	Yes	1	MSR38943210920161.csv	MSRM3894321092016
Example 4 - LA submitting for an Academy in LA 641 region (submitting LA is 389/0000)					
LEA	ESTB	Academy	Submitting LEA	File Name	Header
641	5432	Yes	2	MSR64154320920161.csv	MSRM6415432092016
Example 5 - Payroll Provider submitting for Academies					
LEA	ESTB	Academy	Submitting for	File Name	Header
750	0010	Yes	352/4512	MSR75000100920161.csv	MSRM7500010092016

10. The employer will download the error file, amend and upload back onto the Employer Portal.
11. The filename should not be renamed in any way, ensuring there are no brackets in the file name when re-submitting. It should also be kept in .CSV format after making corrections and before uploading the error file back onto Employer Portal. If the filename is altered the errors will be rejected and will not be processed automatically.
12. If an amendment is made to the error file, then the monthly service return source data (i.e. the system that is used to record HR and Payroll data) should be updated with the same information to ensure that the error does not occur again.
13. Each extract file will need to contain a file header (in cell A1) that describes the data contained within the file. The header should state: MSR
- Frequency of data (M=monthly)
 - Employer Number (7 digits(LA number + School/Establishment type number))
 - Period of data (MMYYYY)
 - An example of a header would be: MSRM8410000042016
14. At least one line of service should be provided for each period and all teachers who are eligible to be in the Scheme should be included in the return. This should include all full and part time teachers regardless of whether they have opted out and re-employed pensioners.

15. Column headers are not required on returns from employers who are extracting the data directly from their HR/payroll systems, as long as the information is extracted in the order specified.
16. If there are any corrections to data previously sent, a full replacement line should be sent. For members in concurrent service, refer to the concurrent service section for further details.

5. Errors from MDC submissions

After submitting the MDC extract to us, you may receive an error email advising of necessary corrections. The following section provides information on the error emails you may receive and how to correct them.

1. If an error file is received and returned to Teachers' Pensions, but the file name was changed, the below email would be received. Please do not change the name and/or format of any files.

"TP STU Monthly Return - Error file not processed - The filename was in the wrong format so the error file (error file name here) has not been processed. Please resubmit with the text doNOTremove in the filename and the number after doNOTremove that was in the error file that we went back to you"
2. If the MDC file submitted does not contain a valid Month and/or Year, the following error email will be received.

'The MDC file (MDC file name here) submitted does not contain a header line which includes a valid Month and/or Year in the correct format. This submission has therefore not been loaded. Please correct and resubmit.'
3. If a Month and Year has been inputted, but is ineligible (i.e. too many days or invalid month) , the following error email will be received.

'Could not determine the Month and Year from the header line of the file. The submission for (LA and Establishment Number) for header month (month and year) has not been loaded'
4. If the filename is not provided in the correct format, or the format of the file has been changed (from .csv to .xls for example) the following error email will be received.

'The filename (MDC file name here) is not in the correct format. The submission for (LA and Establishment Number) for (month and year) has not been loaded.'
5. If any data columns have been removed or not included in the payroll extract, the following error email will be received

'The data file contained too few columns. The submission for (LA and Establishment number here) for (month and year) has not been loaded. '

A guidance document on errors generated from service submissions and the corrective action required can be found as Appendix 1.

6. Data Extract Specification

1. A minimum of one record per teacher is required, whether they are a member, a re-employed pensioner or have opted out of the Scheme.
2. Extract File General Guidelines

These guidelines will support the development of the extract file.

For guidelines and definitions of pensionable pay, refer to:

- a. Teachers Pay and Conditions document -

<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00072-2011>

- b. Teachers' Pensions Regulations (regulation 15-17)

<http://www.legislation.gov.uk/ukxi/2010/990/contents/made>

Annual full-time salary and part-time salary paid must be pensionable salary (contributable salary) and therefore must not include any payments that are not pensionable such as payment in lieu of notice, honoraria, payment covering the loss of contractual holiday pay, payment in respect of any duties outside their capacity as a teacher (a first aid allowance is a frequent example here). However it can include any salary sacrifice benefits listed in the Teachers' Pay and conditions Document. Please note overtime will now be included in the extract as a separate field - please see below.

3. For joiners and leavers, TR6 and TR8 forms will no longer be required once on-boarded to MDC. TR28 forms will no longer be required and furthermore Certificates of Re-employment will also no longer be required in most cases, unless you are contacted by us via email. . Please continue to submit these products during the initial 3 month period.
4. The monthly service return needs to include members, excluded members (opted out members) and pensioners in re-employment.
5. Leavers should be included using the withdrawal 'W' indicator and the end date field to indicate that the member has left the establishment and the date it occurred. It should not be used if the member is simply opting out but remaining in employment.
6. Each service line in the return needs to identify if it's a new record for the month or an updated record from a previous monthly return. The solution will need to denote the service line as "U" Update (for an update) or A for "Add" (New). The service lines should always be "Add", unless you are updating a previously submitted service line where update should be used.
7. Both the member reference number and national insurance number fields should be completed on the return - where available. If you are unsure of a members' TP reference number, the Member Search functionality within the Employer Portal can be used. If the member is new and has not yet been allocated a TP Reference number, please input 0000000 into the reference number field. Teachers' Pensions will automatically generate and notify you of the new reference number once the file has been submitted. Only in exceptional circumstances, it is permissible not to enter a national insurance number; however one of the fields must be completed otherwise the record will error and be returned to the employer for correction. The circumstances and how to complete the fields are listed in the data fields section under the field definition. This refers specifically to new overseas appointments where the individual may not yet have an NI number.

Change in circumstances

8. If there is a change in circumstances within the service period, then more than one line should be created - e.g. full time equivalent salary increases or member goes from full time to part time (or vice versa).

NB: For an increase in salary the new Full Time Equivalent salary must be provided.

9. For example, if a person changes their working arrangements, e.g. moves from full-time to part time working during the month, these details need to be shown on two lines within the extract file with start and end dates added. This needs to be completed for members, excluded members (opt outs) and re-employed pensioners. In terms of part-time employment, both regular and irregular part time service is required.

Retrospective updates

10. The extract file must include retrospective service updates or backdated changes to a member's record, such as a pay increase or arrears. If this has been previously sent, the data needs to be corrected or updated and then a full replacement line must be provided, denoted as "U" for update in column A.

Please note you are only able to update service using the same establishment number. For example, if service is currently on record for an establishment 123/4567 then an update submission of 123/4567 only, will replace it.

If an update was submitted as 123/6789 (a different establishment), the solution would calculate multiple or concurrent service.

Concurrent service

11. If the member has multiple contracts within the same establishment (for example, 2 contracts working for establishment 352/7000), then the concurrent calculator must be used. If the member has multiple contracts within the same Local Authority (for example, contract 1 with 352/4001 and contract 2 with 352/4000), individual service lines can be submitted within the MDC file. We'll calculate the concurrent service upon receipt.

The basic rule of thumb is that if all of the member's contracts share the same establishment number, then you'll need to use the concurrent calculator and amalgamate the service line yourself. If the service lines hold different contract numbers, you can submit individual lines and we'll calculate it for you.

As an example:

Contracts with same number (mostly academies/independents/colleges)

- 383/6000 (a part time music teacher contract)
- 383/6000 (a part time P.E. teacher contract)

As both contracts hold the same number (383/6000), you'll need to perform the concurrent calculation yourself and provide the amalgamated service line to us.

Contracts with different number (different schools/contracts within an LA)

- 383/4001 (LA maintained school 1)
- 383/5064 (LA maintained school 2)

As both contracts hold a different establishment number, you're able to submit the individuals service lines which we'll amalgamate for you.

12. To identify that the line is to replace existing data, the record should be noted as an update. The solution will need to denote the service line as U (for an update)
13. The concurrent service calculator is available [here](#)

Updating service data (retrospective changes etc.)

For Local Authorities if you are making amendments to existing concurrent service please resubmit the entire concurrent service period and not the individual service lines For example:

A Local Authority submits a concurrent service line (0953) to Teachers' Pensions. The concurrent service line consists of 3 contracts:

Contract 1: 841/0966
Contract 2: 841/4001
Contract 3: 841/5074

The LA identifies an issue with contract 841/0966, which results in an amendment having to be made to the salary details.

The Local Authority will need to recalculate the concurrent service period, including:

Contract 1: 841/0966 - using the latest amended service details
Contract 2: 841/4001
Contract 3: 841/5074

The LA will then resubmit the 0953 service line as an Update, to replace the existing concurrent service on record.

Do not resubmit the individual contract line into Teachers' Pensions. The entire concurrent period must be resubmitted.

Days excluded

14. Days excluded apply mainly to full-time teachers with periods of non-pensionable employment during the period such as strike days and unpaid leave. For part-time members, days excluded are not required if a part-time salary is given.
15. Where the member is employed on a part-time basis and does not receive any pay for a period, this must be recorded as all days excluded and not zero earnings in the part time field. For example, if the member did not work for the month of April, a Full Time Equivalent Salary must be provided with 30 days excluded. No part- time salary is required.
16. If a person is on less than half pay due to Occupational Sick Leave, then the days excluded field must be populated with the number of days to be excluded from the service period. If the person is on reduced pay, which is more than half pay due to sick leave, please provide the normal salary prior to sick leave.

For example Sick Leave:

Full Time Member

While a member is receiving full pay, the service and salary details would be recorded as normal.

When the member is in receipt of at least half pay, the service and salary details would be recorded as the normal amount they would have received.

If the member goes onto less than half pay, this will need to be recorded as days excluded.

Full Time Member - member moves into sick leave on full pay from 01/04/2016 until 31/08/2016. Member then moves on to half pay from 01/09/2016 to 28/02/2017 and then moves onto nil pay from 01/03/2017 to 31/03/2017.

01/04/2016 to 31/08/2016 FTE = £36,000 (£3000 per month)
01/09/2016 to 28/02/2017 FTE = £36,000 (£1500 per month). This would still be recorded as the full amount even though the teacher is receiving half pay.
01/03/2017 to 31/03/2017 FTE = £36,000 Days Excluded = 31

Part Time Member

With regards to a part time member, the same principal would apply.

01/04/2016 to 31/08/2016 FTE = £36,000 (£1500 per month)
01/09/2016 to 28/02/2017 FTE = £36,000 (£750 per month). This would still be recorded as the full amount i.e. £1500, even though the teacher is receiving half pay.
01/03/2017 to 31/03/2017 FTE = £36,000 Days Excluded = 31

If the teacher was to go on half pay mid-way through the month, pro rata the normal amount which should have been paid.

Maternity/Paternity Leave

For maternity/paternity leave, similar principles to sick leave apply in that where a member is in receipt of any maternity/statutory maternity pay, service is recorded as the full amount, however, when a member moves onto nil pay, this will need to be recorded as days excluded.

Member Contributions

Please note that member contributions and employer contributions should be included as the 21st and 22nd data items. Solutions must be developed with the capability to include member contributions and employer contributions.

Changes to the Pension Input Period (PIP)

The period over which the growth in an individual's pension is measured for assessment against the Annual Allowance (AA) is called the Pension Input Period (PIP). For the Teachers' Pension Scheme this was from 1 April to 31 March, in line with the Scheme financial year.

HMRC now requires all pension schemes to be in line with the tax year. The impact on the Teachers' Pension Scheme is that we require the service submission, for each submission relating to the month of April, starting from 2017, to be split into two lines: one line covering 1 April to 5 April, and one line covering 6 April to 30 April. This will allow Teachers' Pensions to determine the pension growth in each tax year and produce accurate Pensions Savings Statement for members who are likely to be affected by Annual Allowance charges.

Certificates of Re-employment

One of the many benefits of MDC, is that it negates the requirement for a Certificate of Re-employment in most cases. Where an MDC file is received for a re-employed member, we'll automatically perform an earnings limit calculation and the member will only be contacted with regards to their limit, where their threshold is at risk.

However, there are certain scenarios where a Certificate is still required. Where a case is identified, the member will be notified to complete a manual certificate and a communication issued to the employer to advise them that a certificate is needed.

At the point of on-boarding to MDC, if any certificates remain within your Task Manager, these will still need to be completed via the existing process.

Where a member completes a Certificate of Re-employment when it is not required (i.e. a notification has not been issued to both the member and the employer for completion), then this can be rejected with no further action taken.

7. Data Fields

Below is an explanation of the data fields required on the monthly data collection extract, accompanied by an explanation of the data field where required.

NB: Please include all address lines.

No	Field	Format	Mandatory or Optional field	Notes
1	Update	Update "U" or Add "A" if New	Mandatory	All service lines must be submitted as "A" (Add) unless providing retrospective missing service or updating existing service lines, then "U" (Update) must be used.
2	Member Reference Number	Numeric	Mandatory	Must consist of 7 digits. If the Member Reference is unknown, please use the Member search facility on the Employer Portal. If the member does not hold a TP reference number, please input 0000000. We'll generate a new reference number for the member. Please do not include the oblique ("/") within the reference number. An example of a reference number is 9085466.

No	Field	Format	Mandatory or Optional field	Notes
3	National Insurance Number	AANNNNNA	Mandatory	Must consist of 2 alpha characters followed by 6 numeric digits and 1 alpha character in the range A-D. Mandatory for all teachers. Do not use temporary national insurance numbers i.e. QQ numbers.
4	Forename	Alpha	Mandatory	Free text. As format is .CSV please avoid comma's or use quotations for data items.
5	Surname	Alpha	Mandatory	Free text. As format is .CSV please avoid comma's or use quotations for data items.
6	Address line 1	Alpha + Numeric	Mandatory	Free text. As format is .CSV please avoid comma's or use quotations for data items. NB address lines 1 and 2 are mandatory. Address lines 3 to 5 are voluntary.
7	Address line 2	Alpha + Numeric	Mandatory	Free text. As format is .CSV please avoid comma's or use quotations for data items.
8	Address line 3	Alpha + Numeric	Where required	Free text. As format is .CSV please avoid comma's or use quotations for data items.
9	Address line 4	Alpha + Numeric	Where required	Free text. As format is .CSV please avoid comma's or use quotations for data items.
10	Address line 5	Alpha + Numeric	Where required	Free text. As format is .CSV please avoid comma's or use quotations for data items.
11	Post Code	Alpha + Numeric	Mandatory	Free text. As format is .CSV please avoid comma's or use quotations for data items.
12	Date of Birth	Numeric	Mandatory	Must consist of 8 digits in format DDMMYYYY. Must be a valid date.
13	Local Authority Number	Numeric	Mandatory	Must contain 3 numeric digits and must be provided on every line of service/contract. Do not use a Multi Academy Trust or Payroll Provider reference number. You must enter the actual Local Authority number for the school.

No	Field	Format	Mandatory or Optional field	Notes
14	School/Type of employer number	Numeric	Mandatory	<p>Must contain 4 digits and must be provided on every line of service.</p> <p>Must have leading zeros even where zeros are in the first numeric position of the school number, e.g. if your school number is 18, then it should be displayed as 0018.</p> <p>The establishment code/school type cannot be equal to '0000'.</p> <p>Do not use a Multi Academy Trust or Payroll Provider reference number. You must enter the actual establishment number for the school.</p> <p>For further information, visit www.teacherspensions.co.uk, under Employers>Employers' guide> Appendix 2.</p>
15	Start date	Numeric	Mandatory	<p>Must be 8 characters, to be displayed as DDMMYYYY.</p> <p>Normally, but not always, the start of the calendar month.</p>
16	End date	Numeric	Mandatory	<p>Must be 8 characters, to be displayed as DDMMYYYY.</p> <p>The end date must be greater or equal to the start date. The start and end date must not cover a period of more than one calendar month.</p>
17	Withdrawal Confirmation	Alpha	Optional	<p>Enter a 'W' if the teacher leaves the establishment.</p> <p>There is no requirement for a withdrawal indicator to be added for a teacher who has opted out of the scheme as service is continuing, just as non-pensionable service unless they leave employment.</p> <p>If not applicable, the field should be space filled.</p>

No	Field	Format	Mandatory or Optional field	Notes
18	Days Excluded	Numeric/Alpha	Optional	<p>3 numeric digits with leading zeros. E.g. 008</p> <p>Full time employment/service - days excluded should be populated where there are unpaid days as per the Teachers' Pensions Regulations such as strike days.</p> <p>If a person, who works part-time, has not worked at all in the period, then all the days in that period should be shown as excluded. Do not input zero in the part time earnings field.</p> <p>See the 'Days Excluded' section of this document for further information on how to record.</p>
19	FT/PT indicator	Numeric	Mandatory	<p>7 = Part-Time regular 8= Irregular Part-Time 0 = Full-Time Employment</p>
20	Annual Full-time salary	Numeric	Mandatory	<p>Numeric up to 7 digits displayed in pounds, e.g. 24000</p> <p>This field should contain the Annual Full-Time Equivalent salary for the member.</p> <p>Annual full-time salary rate must be shown even if salary has been reduced due to sick, maternity, parental, adoption or paternity leave or the teacher has not worked for the period. This will be the full-time equivalent salary value.</p> <p>For part-time teachers, the entry must show the rate that would have been payable if the employment was full-time, i.e. the annual full-time salary rate.</p> <p>If salary reduced (half pay or more) due to sickness, maternity, parental, adoption or paternity leave, the annual full-time rate that would have been applicable should be used. If salary reduced (less than half pay) due to sickness, then refer to the days excluded section of this document. If a teacher on maternity, parental, adoption or paternity leave is on zero pay then refer to the days excluded section of this document.</p> <p>Pay protection should also be included in the data item, if applicable.</p>

No	Field	Format	Mandatory or Optional field	Notes
21	Part time salary paid	Numeric	Optional	<p>Only to be completed for a part-time teacher where the PT/FT Indicator is 7 or 8.</p> <p>Numeric up to 7 digits displayed in pounds. If there have been no earnings during the period, then zero fill and complete the days excluded field.</p> <p>This field should contain the pensionable salary paid (includes salary and pensionable allowances) for the period. The part-time salary paid must not be greater than the annual salary rate and should not be included if the service is full-time.</p> <p>Where reduced salary is paid due to sickness, maternity, parental, adoption or paternity leave then the amount they would normally have been paid should be entered. For irregular service, just record the value of the statutory pay (SMP, SAP, SPP etc.) paid for the month.</p> <p>If a member has concurrent service and the concurrent calculator has been used, then this field should contain a 1 and days excluded completed.</p>
22	Additional Contributions	Numeric	Mandatory	<p>This is the monthly amount paid. This figure must be displayed in full pounds.</p> <p>The additional contributions are:</p> <ul style="list-style-type: none"> • Past Additional Years • Family benefit • TR22 (Contributions on a Former Higher Salary) where these commenced before 01/01/2007 • Additional Pension • Faster Accrual • AAB - Buyout • Do not include Additional Voluntary Contributions (AVC's).

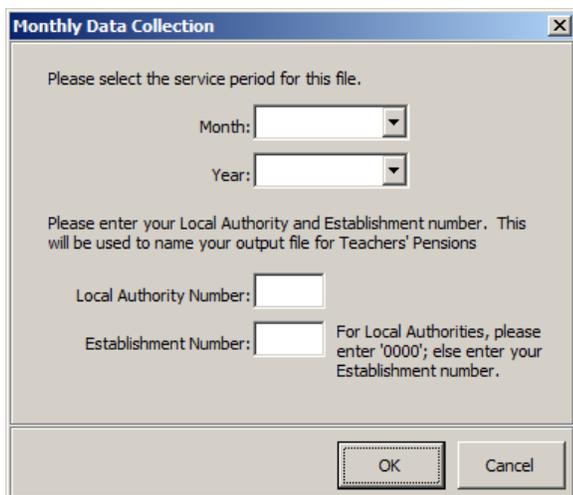
No	Field	Format	Mandatory or Optional field	Notes
23	Overtime	Numeric	Optional	<p>This field should be populated where a member is in receipt of an overtime payment for the month. This should be included regardless of whether the member is in the Final Salary or Career Average arrangement. Please note, Overtime is only pensionable with the Career Average arrangement.</p> <p>The overtime should not be included in the Annual Salary rate.</p> <p>To clarify, overtime will be pensionable for career average arrangement but not for final salary arrangement (60th and/or 80th).</p> <p>If the member has not received an overtime payment, please leave the field blank.</p>
24	Email	Both	Mandatory	Member's email address. Personal email is preferred, however we will accept a work email address.
25	Employer Contributions	Both	Mandatory	The total amount of contributions submitted that month for that employer.. This must be rounded to the nearest full pound, do not include pence
26	Employee Contributions	Both	Mandatory	The contribution paid that month by the employee. This must be rounded to the nearest full pound, do not include pence
27	Gender	Numeric	Mandatory	<p>A mandatory data item. To activate a new teacher record, gender is a mandatory data item. In rare instances where service is received but a teacher record does not exist, a new record will need to be set up. To do this the members gender is required, this should be provided as:</p> <p>1 - Male 2 - Female</p> <p>If this data item is not provided, the service lines relating to that member will be rejected. In this instance please check with the member as they may have received confirmation of their reference number from NCTL.</p>

8. The Template

The following section provides information on completing the MDC template and the individual data fields and validation required.

The template is available via the Employer Portal and can be downloaded from the 'Download a File' section. Upon opening the file, you must enable macros to input the data.

Before adding the information, please select **Enter Service Period for File**. This option must be selected in all instances. This identifies the month in which the file relates to. Once selected, you'll be presented with the below screen:



Monthly Data Collection

Please select the service period for this file.

Month:

Year:

Please enter your Local Authority and Establishment number. This will be used to name your output file for Teachers' Pensions

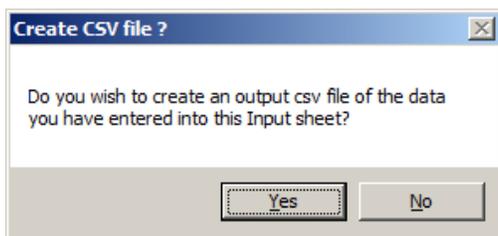
Local Authority Number:

Establishment Number: For Local Authorities, please enter '0000'; else enter your Establishment number.

OK Cancel

Please select the month and year from the drop down list, and also input your LA and Establishment Number. This selection is mandatory.

Click Here to Save the Data: This option must be selected once all of the data is inputted into the spreadsheet. The system shall perform validation checks to confirm the data is clean and highlight any fields which need amending. You'll not be able to proceed until all the validation checks are passed. You'll be presented with the following dialogue box:



Create CSV file ?

Do you wish to create an output csv file of the data you have entered into this Input sheet?

Yes No

You'll then be prompted to save the file to your computer. Please note that the file name **must not** be changed as this will cause the upload to fail. Also, please refrain from saving the file to your computers desktop, instead the file can be saved within My Documents.

To avoid having to input all the members' personal details manually each month, you can copy and paste the information back into the template. You'll then be required to amend only the dates, salaries and new starters/leavers.

Reset Input Sheet: This will delete all current entries and return the template to blank.

Providing Retrospective updates

The extract file must include retrospective service updates or backdated changes to a member's record, such as a pay increase or arrears. If previously sent data needs to be corrected or updated, then a full replacement line must be provided.

The below screens highlight what Teachers' Pensions will expect for a retrospective update.

TP Monthly Service Return Template [CLICK HERE TO SAVE THE DATA](#) [Reset Input Sheet](#) [View User Instructions](#) Version 2.0 - 27 June 2014

Service File Period:

Record Action	Member (DfE) Reference Number	NI No	Forenames	Surname	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Address Line 5	Postcode	Date of Birth	Local Authority Number
Update	123479	AA123456A	John	Smith	1	Test Lane		Test	Test	AB1 1AB	01/10/1966	881
Update	123479	AA123456A	John	Smith	1	Test Lane		Test	Test	AB1 1AB	01/10/1966	881

Establishment Number	Start Date	End Date	Withdrawal Confirmation	Days Excluded	Full/Part Time Indicator	Annual Full Time Salary Rate	Part Time Salary Paid	Additional Contributions	Overtime	Email	Employer Contributions	Member Contributions	Gender
6012	01/04/2013	30/04/2013			7	33000	8750	0	50	john.smith@test.co.uk			1
0953	01/05/2013	31/05/2013			0	33000	0	0	0	john.smith@test.co.uk			1

For part-time irregular members, it's highly likely that these members will be paid in arrears, as their earnings will not be known for that current month. A submission must be made for these members and an updated service line submitted for the following month with the correct details, to replace the existing line.

For example:

The first submission would provide -

01/09/2016 to 30/09/2016 FTE 30,000 PT 0 Days Excluded 31

The earnings will then be known for the following month, therefore an update will be provided:

Update 01/09/2016 to 30/09/2016 FTE 30,000 PT 650 Days Excluded 0

New 01/10/2016 to 31/10/2016 FTE 30,000 PT 0 Days Excluded 31

Followed next month by:

Update 01/10/2016 to 31/10/2016 FTE 30,000 PT 750 Days Excluded 0

New 01/11/2016 to 30/11/2016 FTE 30,000 PT 0 Days Excluded 30

Please be aware that the below example displays the financial year in its entirety. Therefore only monthly submissions (only 2 lines) would be needed per month.

Appendix 1 - Error codes and corrections

Introduction

The following document provides guidance on potential errors generated from service submissions, and the corrective action required to amend and update your member's records.

Errors are generated when the service submitted does not pass the validation checks put in place by Teachers' Pensions. This could be due to the members details held on record being out of date, or the salaries provided being excessive. Outstanding errors can result in information which is provided to members, becoming out of date and inaccurate, resulting in unnecessary queries to you.

It is important to correct any errors as soon as possible, in order for members to receive up to date and accurate benefits statements.

Although the guidance notes above refer to MDC, the following errors can be generated from Annual Service Returns and TR28 Missing Service submissions.

Errors Codes and Correction

The following table provides details on the errors which exist. The error file which you receive will indicate the error number, and provide a short error description.

Error No.	Error description	How to correct
2	ID errors	ID errors occur where the personal details of the member, do not match the personal details held on record at Teachers' Pensions. You should perform a member search, and compare the results against what was submitted on the template. You can also change any details held by Teachers' Pensions, and re send the file when complete.
7	Date To is after Date Of Death	Service spans the members' date of death. The end date provided on the service submission must be amended to prior to or on the date of the members' death.
9	Salary value out of range (user codes to define the minimum and maximum allowable salary rates)	The Full Time Equivalent salary which has been provided is either less than £520, or greater than £280,000. If the salary you have provided is correct, please contact Teachers' Pensions in order for this service line to be inputted.
11	ID errors	Please see Error 2

12	Service period > 12 months	<p>The service period provided covers a period of greater than 12 months. For example, service given is 01/04/2015 to 31/08/2016. As this service period is greater than 12 months AND spans 31/03/2016, the service has been rejected. Please ensure that the end date provided does not cause the service line to exceed 12 months.</p> <p>Service lines must also be split at 31/03.</p>
14a	Invalid start date	The start date provided does not follow the format ddmmyy. Please amend and resubmit.
14b	Invalid end date	The end date provided does not follow the format ddmmyy. Please amend and resubmit.
21a	Overlapping service - LA/Estab same and one of lines FT	<p>The service which has been provided overlaps existing service for your establishment (either the existing line or submitted line is full time). Please request a member print and review the existing line on record.</p> <p>Please resubmit the service line and change either the start date or end date so the service lines do not overlap. If you wish to amend the existing service line, please contact Teachers' Pensions.</p> <p><i>NB: for errors 21a, 21b, 22, 23, 24, 24a, 29c and 29d (errors where Teachers' Pensions need to delete service prior to an update), please make sure that any service gaps which are created due to the deletion by Teachers' Pensions are updated if required.</i></p>
21b	Overlapping service - LA/Estab different and at least one of lines FT	<p>The service which has been provided overlaps existing service for a different establishment (either the existing line or submitted line is full time). Please request a member print and review the existing line on record.</p> <p>Please resubmit the service line and change either the start date or end date so the service lines do not overlap. If you wish to amend the existing service line, you must contact the employer in which the service line overlaps.</p>

22	Overlapping service - LA/Estab same and all lines FT	<p>The full time service which has been provided overlaps existing full time service with the same establishment. Please amend the start date or end date of submitted line, so that the service lines do not overlap.</p> <p>If you wish to amend the existing service line, please contact Teachers' Pensions to do so.</p>
23	A service update to a multi period does not cover all previous multi service	<p>Service within the multiple periods already exists with the same establishment, but the dates provided on the new submission do not match.</p> <p>In order for the update to take place, please contact Teachers' Pensions to remove the existing service line in the multiple period and re submit.</p>
24	Updating a period of service that exists beyond existing multi service	<p>The service line which has been submitted overlaps an existing line which is already recorded within the multiple service periods.</p> <p>Please contact Teachers' Pensions as the service line recorded within the multiple periods must be removed before you can submit.</p>
24a	Update a normal existing service line where the updated line extends into a multi service line (as well as non-multi line)	<p>Similar to the 24 error, a 24a occurs where the service line submit runs into a multiple period, where a service line already exists within the multiple period.</p> <p>Again, please contact Teachers' Pensions to remove the service line within the multiple periods in order to submit.</p>
27	A service update reduces the salary by more than 2.5%	<p>The Full Time Salary which has been provided is a 2.5% or more reduction on the previous salary. Please review the salary provided and amends. If the salary is correct, please contact Teachers' Pensions who will perform the update.</p>
29c	Input service matches existing 0953 dates and LA but no data in PSML table	<p>The service which has been provided overlaps existing concurrent service with Teachers' Pensions (this is defined as 0953 service).</p> <p>Please contact Teachers' Pensions to remove the existing 0953 service (if applicable) before resubmitting.</p>
29d	Input 0953 service overlaps existing data for same LA but existing data not 0953	<p>You are attempting to submit service where the establishment code is 0953 (concurrent), but there is already service recorded with the same LA but a</p>

		<p>different establishment.</p> <p>If you are attempting to replace the service on record with the 0953 service, please contact Teachers' Pensions to remove the existing service prior to resubmitting.</p>
33	<p>Invalid employer Estab "0000". School closed. LEA or Estab equals?</p>	<p>The establishment code provided does not exist within Teachers' Pensions, or is in an invalid format.</p> <p>Edubase is the Department for Education's register of educational establishments in England and Wales. This facility will allow you to search for an establishment and confirm the correct establishment code.</p> <p>Edubase will also provide a closure date (if applicable). Please note that service cannot be provided following a closure date.</p>
38	<p>(a) FT Salary equals 0. (b) Part-time salary is greater than Full-time salary.</p>	<p>This error occurs where the full time salary amount is '0' (or has been left blank) and the part time salary field has been populated.</p> <p>Please provide a figure in the full time salary field which is greater than the part time salary.</p>
39	<p>(a) Date to is before Date From. (b) Service is more that 18 months in the future (c) Service spans Award ceased date (d) Service spans Part-time Election (e) Service spans financial year (f) Service spans Award reckonable payable date (g) Service spans an event (T, R, N only) or A following an N event (h) Service straddles opt out/in date (OPTO/OPTI flag) (k) Service spans a POPI table entry</p> <p><i>NB: Errors (i) and (j) no longer exist.</i></p>	<p>A 39 error occurs when the service is spanning an event, election or a financial year (usually when the member is a part time supply teacher).</p> <p>Please request a member print via the Employer Portal facility, and identify any events or elections which the service lines you have provided spans.</p> <p>The service line must then be split at the date of the event or election and resubmitted.</p>
41	<p>PT Sal/Days excluded invalid</p>	<p>The Part Time Salary and/or the Days excluded which have been provided are not in a numerical</p>

		format. Please revisit the inputs for these fields and ensure that no invalid characters (letters) are present.
41A	Part-time Indicator is not blank and both Part-time Salary AND Days Off are blank	This error occurs where the Part Time Indicator has been selected, but both the part time salary field and/or the days excluded field are blank. Please either amend the part time indicator to full time (if the member is full time) or input values into the Part time field or days excluded <i>NB: Part Time Salary and Days excluded can only be populated together, if the member is in concurrent service.</i>
41C	Full time with plus days	This is where a full time salary has been provided, but the days excluded column contains plus days. Please remove the plus days and resubmit.
41E	Days off > days in period	The days excluded which have been provided are greater than the number of days in the period. For example, between 01/04/2015 and 31/08/2015 there are 153 days, this means that the days excluded cannot exceed 153 days. Please amend days excluded and resubmit.
57a	Days Off is more than the number of days in the period of service (i.e. plus days results in more than double days in period) and does not equal -2000	The part time salary which is provided is excessive in relation to the full time salary. This has resulted in plus days being generated. Please amend the part time salary which you have produced. The part time salary must be the actual part time earnings and not the annual part time earnings.
57b	Days Off calculated from PT salary is more than the number of days in the period of service (i.e. plus days results in more than double days in period)	
60	Full Time/Part Time indicator not F or P Part time indicator is blank and estab equals 0966	The field on the template titled Full Time/Part Time is mandatory and must be completed. If the establishment number provided is 0966, the Full Time/Part Time field must read part time, as 0966 indicates a part time supply contract.
61a	Part-time Indicator is F and Part-time Salary is greater than 1.	The field Full Time/Part Time states Full Time, but you have provided a part time salary. Please either remove the part time salary if the member is full time, or change the indicator to part time.
61b	Full-time service but Part-time Salary is greater than 1	

63	Where the London addition is supplied and is not I,O,F or A	The London Addition field can only be recorded as I, O, F or A. Please review submission and amend to one of the above. Any other inputs will result in rejection.
65	Part-time indicator supplied and Part-time Type is not 7 or 8. Full-time service but Part-time Type equals 7 or 8	This error occurs where: <ul style="list-style-type: none"> a) You have indicated that the member is part time, but the special class field is not 7 or 8 b) You have indicated that the member is full time, but you have provided a special class Please review the service lines and either remove the special class if the member is full time, or if the member is part time, ensure that the special class is either 7 or 8 (do not leave blank).
66	Allowances equals? (null value)	The Additional Allowances field contains characters other than numerical. Please review the field and ensure that only numbers are provided.
68	Full-time service with Part-time Salary OR Days Off provided. Part-time Indicator is blank and Estab equals 0966	This error occurs where: <ul style="list-style-type: none"> a) You have indicated that the member is full time, but you have provided a part time salary or days excluded <p>If the member is full time, please remove and part time earnings or days excluded. If Part Time, please change the indicator to full time.</p> <ul style="list-style-type: none"> b) You have indicated that the member is full time, but you have provided the establishment code 0966 (which is the code used for part time supply members) <p>If the member is full time, please do not use 0966 as the establishment code. If the member is part time, please change the indicator to part time.</p>
73a	Supplement = ? (null value)	The Supplements field contains characters other than numerical. Please review the field and ensure that only numbers are provided.
89a	Service is pre-01/01/2007 and covers the members 70 th birthday	The service lines spans the members 70 th birthday. Please split the service line at the 70 th birthday, and resubmit.
89b	Service is pre-01/01/2007 and covers the members 75 th birthday	The service lines spans the members 75 th birthday. Please split the service line at the 75 th birthday, and

		resubmit.
89c	Service spans 01/01/2007 and member aged more than 70 but less than 75	The service lines spans the date 01/01/2007. Please split the service line at 01/01/2007 and re submit.
90a	Service covers end of Tapering Period	The service provided overlaps a members Tapering Date. Service must be split at the tapering date in order for the service to be updated. Please identify the members tapering date, split the service line and re send.
92	Start date before 16th birthday	The start date of the service line provided falls before the members 16 th birthday. Please review the service line and amend to after the 16 th birthday. <i>NB: Contributions will need to be refunded for any service credited to the member prior to the 16th Birthday.</i>
94	Service spans 'Date 45 years service'	The service line provided causes the total reckonable service to exceed 45 years. Members within the Teachers' Pension scheme cannot exceed more than 45 years of reckonable service.
S8	Incorrect DOT for estab	This error relates to the salary scale code provided on the service line. Please see the salary scale code factsheet for further information. Please note that a salary scale is not required when submitting information using the MDC method.