

e-bulletin

Payroll Providers



June 2019

Monthly Contributions Reconciliation Guidance now available

We're pleased to confirm that the three guidance documents we've developed to support the implementation of Monthly Contributions Reconciliation (MCR), are now available.

The guides have been created with the input of various stakeholders and we'd like to express our thanks to all who have been involved in helping with these.

Copies of the guides can be found on our [website](#) and we'd recommend you take the time to review them.

They are:-

- User Guidance - an in-depth document for payroll providers, software providers and employers to develop an automated MCR solution or to collate the required information to use in the MCR template
- On-boarding Guidance - which explains the on-boarding process and details what you'll expect throughout the transition
- MCR Template Guide - which provides instructions to those who will be completing MCR manually using the MCR template directly.



Update to the timescales for MCR

As you'll be aware it was proposed that the on-boarding of Monthly Contributions Reconciliation would begin in January 2020, with a Pilot Group of approximately 150-300 individual employers. Full on-boarding was scheduled to begin from April 2020.

However as additional development work has been identified, we'd like to confirm that the

Pilot Group on-boarding will now begin in April 2020, with full on-boarding commencing in July 2020. The new dates will also be in line with the start of the financial year.

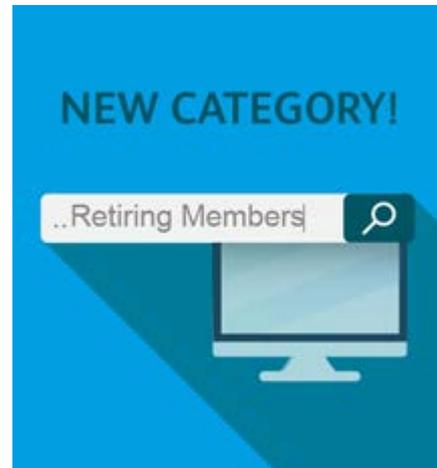
The completion date for on-boarding remains the same at September 2021. From October 2021, MCR will be the only method to provide contributions, service, salary, and enrolment information to us.

New category in Debt Avoidance Routine

We recently mentioned that we would direct you to a 'Missing service' category within the Debt Avoidance Routine when a retirement application has been submitted but the member has missing service.

After discussions we have since changed this category to 'Retiring Members' as the action for you is to check the member's service, which may not always lead to missing service.

The routine will remain exactly the same for you however, now you'll be asked to log in to the Employer Portal to view a "Retiring Members" document in the "Download a file" section instead of 'Missing Service'.



Monthly Data Collection (MDC) submissions

We'd like to remind you that the deadline for your MDC submission is the 7th of the month; we've recently seen an increase in establishments missing this target. To help with this, it's important that you:-

- check if you've uploaded your MDC data
- ensure file header and file name are in the correct format
- inform us of any changes to contact details
- watch out for reminders and missing data checklists through the Employer Portal
- ensure your Employer Portal access is also up-to-date.

If you're a payroll provider for a Multi Academy Trust (MAT) and you submit your MDC files using the MAT number (the 751/xxx number), please ensure you use the LA/Establishment number against individual members records, not the MAT number.

If the incorrect number is used it could generate multiple service onto the member's record, affect any elections the member may hold, plus generate a mover pack, informing the member they have changed establishments and produce checklists.

If in doubt, contact the [MDC](#) team or call them on 0345 3003756, and select option five.

Future Data Cleanse activity

As you know, ensuring members data is as accurate and complete as possible is vital to ensuring the successful administration of the Scheme.

Service and salary information provided via Monthly Data Collection (MDC) is used to produce Benefit Statements for members, as well as allowing us to correctly calculate pension benefits.

In order to ensure historical service and salary information is complete, we're currently looking into a historic data cleanse exercise.

Although the full details are yet to be confirmed, we're looking at providing you with information relating to service and salary gaps for your members from April 2014 (the date MDC was first introduced).



The project is currently in its early stages, but further updates will be issued shortly.

Updating contact details

We'd like you to help us remind employers that keeping their contact details up to date is vital to ensuring that we can reach them if we need to. It's also important that the contact we have understands which tasks are done by the employer and which need to be passed on to you, their payroll provider. We appreciate that contacts continuously change, but spending just five minutes to check to make sure we hold the correct details will ensure we and you can provide the best service to employers.

Recently we've been issuing the cash figure email for (completing) the EOYC exercise and due to outdated contact details, we've had to re-issue nearly one thousand emails to date. This is not only time consuming but can also delay the completion of the exercise.

If you'd like to double check your current contact details, or you know you need to update them, you can do so by using the online [Contact Form](#) template.



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