

### Monthly Contributions Reconciliation (MCR) guides update

Following feedback from stakeholders on the MCR guides, we've now updated the User Guide, Template Guide and On-boarding Guide to make them easier to understand.

The updated documents can be found on our [website](#) or you can contact our MCR team via [email](#) if you have any questions.

[Find out more >](#)

**UPDATED  
GUIDES NOW  
AVAILABLE**

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## HEADLINES

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### Changes to member search

Working with the Department for Education, we're continually reviewing and strengthening our data privacy controls. As a result, the Member Search combination of Date of Birth and Surname will now only be available for newly qualified teachers with no existing service.

To search for a member who isn't a newly qualified teacher with no existing service, you'll now need to enter a minimum of either the member's Teachers' Pensions Reference number, or their National Insurance number.

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### Employer Portal - user management notice

We've introduced new ways to ensure that Employer Portal accounts are kept relevant and up to date.

These changes may have an impact on non-regular users or those who are new account holders. To ensure there's no loss of access, it's important to log in to your account on a regular

## Employer Portal



basis and to respond to any email reminders you receive.

[Find out more >](#)



### Regulation changes

We wanted to make you aware of changes to certain Scheme regulations which came into force this September. These include changes to provisions for same sex partners to ensure that they have the same survivor pension benefits as the widow of a male Scheme member.

We've created a member [factsheet](#) that you can share with your staff if you receive any queries about the changes.

[Find out more >](#)



## FURTHER NEWS

### Monthly Contributions Reconciliation (MCR) contribution calculations

We've been asked recently by a number of you to clarify the contribution calculation methods for MCR.

There are two types of calculation that can be used in MCR submissions, which are 'When Paid' and 'When Earned'.

Details of when to use the 'When Earned' calculation are in the [guidance notes](#) and to help we've also put together some [further information](#).

[Find out more >](#)

### Elections confirmation

Can we ask you to continuously check the Employer Portal to make sure that any elections are confirmed by you without delay.

Without doing this regularly we won't receive the application forms on time. To process these cases quickly we need the elections to be confirmed by you as soon as possible.

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### Ratio queries

There's been an increase in Refund and Maternity ratio queries to us recently. To help you with these we've created some examples to guide you on what you need to do in these instances.

[Find out more >](#)



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## OTHER ITEMS

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### Monthly Breakdown Template

To ensure the monthly breakdown programme works effectively, the contributions form you submit to us contains macros. These must be enabled when you open the template so that the correct employer rate checks are completed. If you've got a problem with the macros after enabling them, please speak to your internal IT colleagues.

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### Payment of monthly contributions

To assist with the End of Year Certificate (EOYC) process it's important to make sure the monthly contributions for each employer record are allocated correctly. Therefore, please be reminded that we should only receive one payment for each employer's monthly contributions alongside one breakdown form every month.

[Find out more >](#)

### Arrears of contributions

For accounting purposes we've two separate bank accounts for receipts, one for monthly contributions and a second for all other receipts. This includes any arrears of contributions, so you need to make sure you notify us when you identify any arrears and we'll raise the necessary invoice. Arrears payments without an invoice aren't identifiable and will be returned to the sender.



To find out more visit [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)



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