

# Monthly Contributions Reconciliation

## Template User Instructions

November 2022



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# What is Monthly Contributions Reconciliation?

The Monthly Contributions Reconciliation (MCR) data collection process is the new method of submitting service, salary and contribution information to Teachers' Pensions. This will replace the current Monthly Data Collection (MDC), Monthly Contributions Breakdown and Enrolment data collection processes and consolidate these into one.

The data required for MCR will be similar to that currently provided in the existing data collection processes that are being replaced, with additional data items. This will enable us to perform contribution reconciliation to a member level.

As part of this new process, there are also a number of changes to the data validation and contribution payment processes that will take effect once you start submitting data via MCR. These changes are as follows:

- An extension to the contribution payment date deadline from the 7th of the month to the 15th of the month
- A new payment process which requires the MCR submission to be made and accepted BEFORE a contribution payment can be sent to Teachers' Pensions
- A new validation process on the data submitted via MCR, including:
  - New validation rules for rejecting a MCR submission
  - New validation rules for the individual contribution totals provided for a member
  - New error handling process

## Please Note

MCR will soon be the only method available to submit your contribution and service information to Teachers' Pensions.

Information on how to transition to submitting data via MCR can be found in the 'Monthly Contributions Reconciliation – On-boarding Guide', which can be found on our website at:

[www.teacherspensions.co.uk/mcrguides](http://www.teacherspensions.co.uk/mcrguides)

# Using the Monthly Contributions Reconciliation template

This guide has been created to help you use the MCR template, from how to access the file from the Employer Portal to successfully completing an error file.

Please take time to read carefully as it will help you to successfully complete a MCR submission.

You can refer to the 'Contents section' if you have a specific query about the MCR template itself.

For more specific queries relating to individual data items, calculating member contributions or examples of specific calculation scenarios please refer to the MCR User Guide which can be found on our website at:

[www.teacherspensions.co.uk/mcrguides](http://www.teacherspensions.co.uk/mcrguides)

If you have a query about MCR that has not been covered by our user guides, please contact us at [mcr@teacherspensions.co.uk](mailto:mcr@teacherspensions.co.uk)

## Please Note

To ensure our employer submission templates for MCR, MDC, etc. worked for the majority of employers, we developed them using Windows supported Microsoft Excel. This is the most popular platform we've encountered within our employer base.

However due to the compatibility issues between Windows versions of Microsoft Excel and Apple iOS versions of Microsoft Excel, the MCR Template will not work as intended if used on an Apple iOS supported device.

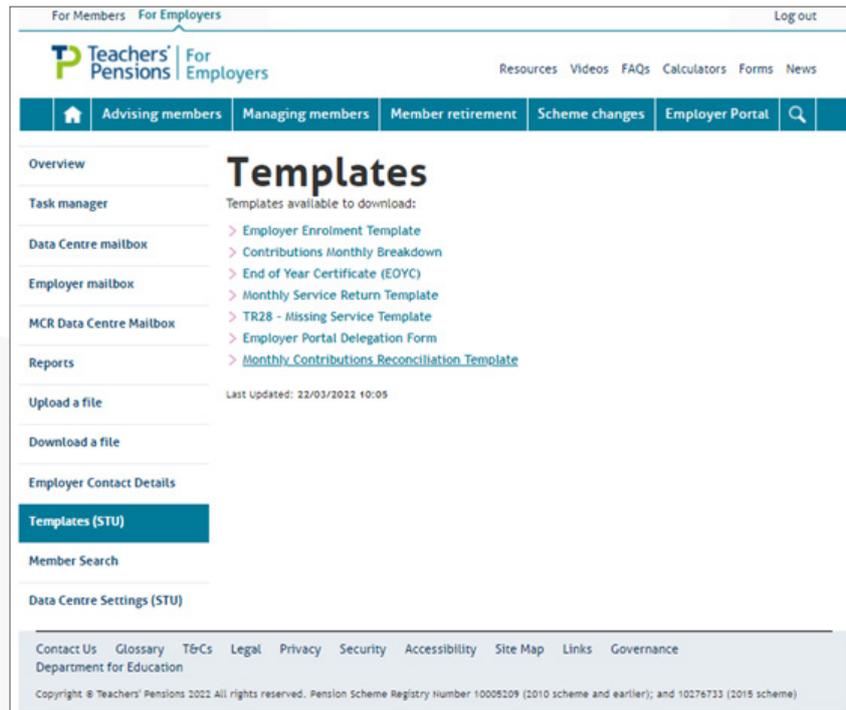
We therefore recommend that before you transition to the MCR submission process, you ensure you've access to a Windows supported device, to allow you to use the template as required.

If you're unable to gain access to a Windows supported device, then you'll need to contact the MCR Team for advice on how to produce and validate your MCR submissions.

# Downloading the MCR template

To download the latest version of the MCR template, you'll need to log in to the Employer Portal. The MCR template is available in the "Templates (STU)" section, shown in the tool bar on the left hand side of the below screenshot.

Once you've located the template "Monthly Contributions Reconciliation Template", please right click the text and then left click 'Save link as' or "Save target as" depending on your internet browser, then locate a suitable folder to save the MCR template to.



A suitable folder should be:

- A location on your PC, this should not be a shared or cloud location such as one drive or sharepoint
- Please make sure you don't save the MCR template to your "Desktop" file location as the worksheet within the template may not function as expected
- Do not save the MCR Template to a folder with shared access as the MCR template may potentially contain personal information.

Once the folder has been selected, select 'save' and the file will become available to open in the selected folder.

You can also download the MCR Template from the Forms and Guides "MCR Template and user instructions" section of the website, found here. Please ensure that you download and use the latest version of the template before each submission to ensure any updates to its functionality are available to you.

# Opening the MCR Template

Once you have successfully saved the template, you'll be able to open the file. There are two methods to open the file:

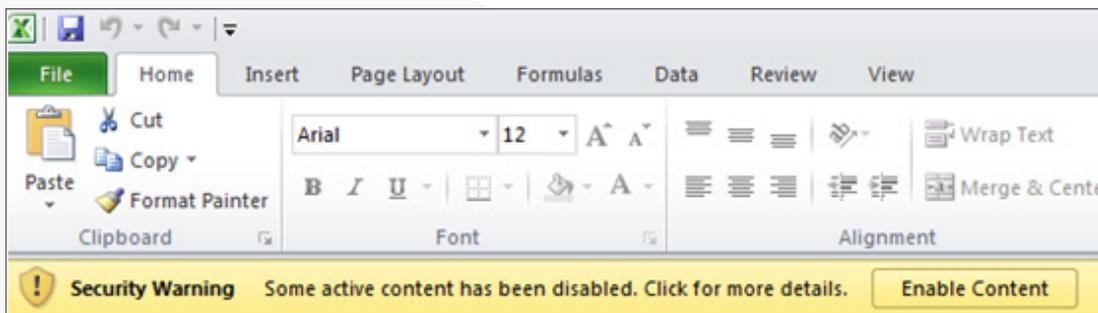
- If you use the 'Open' function within your file explorer it will automatically open
- If you use the 'Open Folder' function, or you're looking to view a previously saved MCR template you'll need to left-click your mouse twice on the template within the folder this file has been saved to. You can also right-click once and select 'Open' to open the file.

# Enabling Macros

Now that the file is open you'll be presented with an Excel worksheet asking you to enable macros.

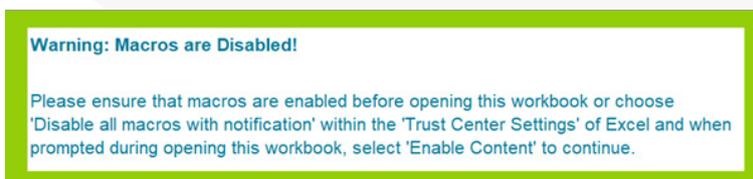
### Please Note

If the Security Warning below is shown on the template, you can select the 'Enable Content' button. This will allow the macros within the template to perform their relevant validation processes, to check the data you're providing is correct.



If the Security Warning information is not displayed, please follow the instructions on the template. A copy of these has been included below.

If the Security Warning window appears in an Excel spreadsheet and you're not sure where the file was obtained from, you should not use the 'Enable Content' function due to potential security risks associated with the file.



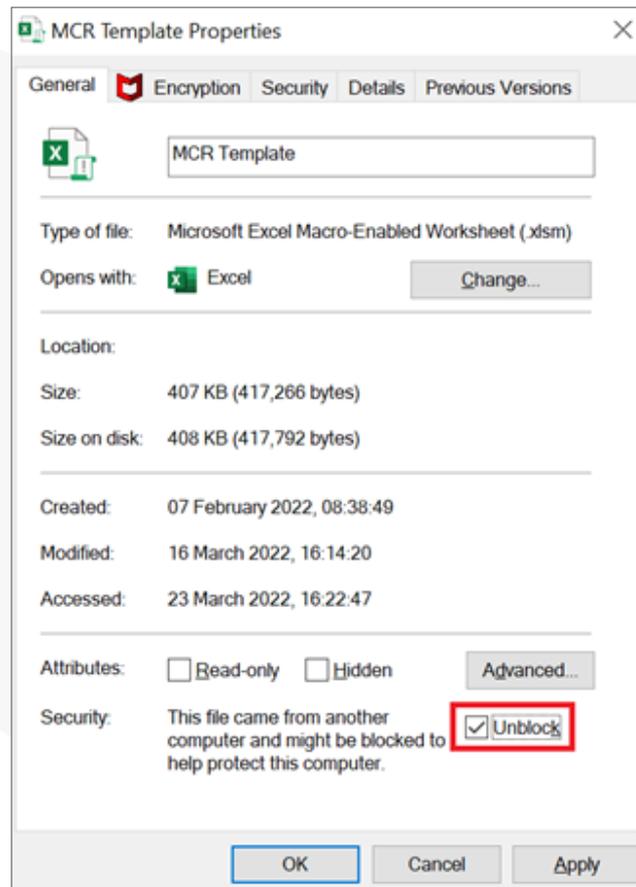
Macros are automated processes within the Excel worksheet that are used to help validate the information you have provided, therefore it's important that these are enabled otherwise you'll not be able to complete the template.

If you encounter issues with enabling Macros you may need to check if your system is blocking these from activating. If this is applicable when you open the MCR Template the following banner will appear at the top of the worksheet:



If this is the case, then you will need to follow the following these actions to enable mMacros in the worksheet:

- Save and close all Microsoft Excel Worksheets
- Find the downloaded MCR Template in your File Explorer
- Right click the saved MCR Template icon
- Select Properties
- Tick 'Unblock' as shown on the screenshot below
- Select 'OK'
- Open the MCR template.



### Please Note

You should only unblock the security on any file you download if you trust the source of the file. If you do not trust the source of the file, do not unblock the security as there could be a risk of malicious activity on your computer and/or system.

## 'Create' and 'Import' Window

Once you have enabled macros you'll be presented with the window shown below. You can select the text 'Click here to view User Instructions' to be taken to the MCR guides section of our website for further instructions on completing the Template.



### 1. Create

Select the 'Create' option when you need to manually input the member's service and contributions information into the MCR template to generate your submission.

When you select 'Create' you'll be presented with the Service and Contribution Period window shown in the next section.

### 2. Import

Select the 'Import' option when you would like to import a file into the MCR submission file.

The 'Import' function will only accept comma separate value (.csv) file types.

If the csv file is not in the expected format set out in the MCR user guide then the import function will not accept the file. Please see the "Create" and "Import" Window section for more details.

Once you select 'Import' it will ask you to select a .csv file to import. Please locate your .csv file and either left-click the correct file twice or right-click the file once and select 'open'.

### 3. Import Error or Missing Member File

Select the 'Import' option when you would like to import an 'Error File' or 'Missing Member File' into the template.

These files will begin with the text 'EMPMCRERROR', 'EMPMCRREJECT' or 'EMPMCR\_MISSINGMEMBERS' and will be sent by Teachers' Pensions through the Employer Portal if an error is identified in the data provided.

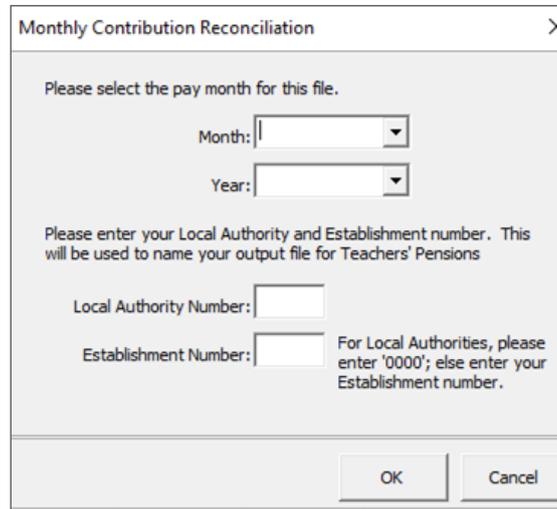
This will follow the same process as importing any other .csv file into the MCR template.

Once you select 'Import' it will open and ask you to select a .csv file to import. Please locate your .csv file and either left-click the correct file twice or right-click the file once and select open.

Further details on how to obtain and process an Error or Missing Member file can be found from the '[Downloading an Error or Reject file](#)' section.

# Service and Contribution Period and Employer Information Window

If you have selected 'Create', you will be presented with the window below.



This will allow you to enter the Service and Contribution Period for which you would like to provide the member information for (i.e. the Pay Month the submission relates to). This is the same method as you have previously completed for a Monthly Data Collection (MDC) submission.

You then need to enter the Local Authority and Establishment Number that this submission relates to.

- Local Authorities should provide their Local Authority Number in a three-digit format and their Establishment number will be four zeros (0000)
- Academies and Free Schools should provide their Local Authority Number in a three-digit format and their Establishment Number in a four-digit format
- Multi Academy Trusts should provide their Local Authority Number, as '751', followed by their Establishment Number in a four-digit format. This number is created and provided by us
- Payroll Providers should provide their Local Authority Number as '750' followed by their Establishment Number in a four-digit format. This number is created and provided by us
- All other establishments will provide their Local Authority Number in a three-digit format and their Establishment Number in a four-digit format.

If you're unsure of the Local Authority and Establishment Number you need to provide please contact us.

If you enter a Local Authority and Establishment Number in this section that is not recognised by us, your file will be rejected when you submit it.

If your Establishment Number contains any leading zeros these must be included.

For example, if you were to provide Service and Contribution Information for the Pay Month of June 2021 for Local Authority 123/0000, you would select June in the Month field and 2021 in the Year field. You would then enter 123 as your Local Authority Number and 0000 as your Establishment Number.

Monthly Contribution Reconciliation

Please select the pay month for this file.

Month: June

Year: 2021

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

Local Authority Number: 123

Establishment Number: 0000

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

OK Cancel

Once you've entered the correct Service and Contribution Period and Employer Information please select 'OK'. Once you have selected 'OK' you'll then be taken to 'Section A' of the template.

If any field has not been completed correctly an error message will be produced.

If you select 'Cancel' you'll be taken back to the window where you can select 'Create' or 'Import'.

The information you have provided within this window will be populated on 'Section A' and 'Section B'. The 'Service and Contribution Period' will be the Month and Year you have provided in the format MM/YYYY. Please note this is based on Calendar Months in the year, for example June 2021 will be 06/2021.

The 'Employer' will be the Local Authority and Establishment Number provided, combined and separated by a forward slash (/).

# Section A – Teachers’ Monthly Service, Salary and Contributions Information – Overview

Once you have completed the Service and Contribution Window or used the 'Import' function, you'll be presented with 'Section A – Teachers’ Monthly Service, Salary and Contributions Information'. This worksheet allows you to enter the relevant member information needed for submission to us.

Please familiarise yourself with the information that is required within this section and reference the MCR User Guide (which can be found at [www.teacherspensions.co.uk/mcrguides](http://www.teacherspensions.co.uk/mcrguides)) if you have any queries about the Data Items or which fields are Mandatory before completing the MCR template.

## Teachers’ Monthly Service, Salary and Contribution Information

### – Create Method

If you have used the 'Create' function to open 'Section A' the template will not contain any member information. You'll need to enter member information from Row 10 onwards.

'Section A' contains 54 columns (data items) however only 21 of these are mandatory for all members. The remaining columns are required to obtain information for part-time members, Additional Contributions and Contribution Adjustments.

You can now enter member information into 'Section A' as you would for MDC, taking into account the extra fields required. Please note, some of the fields contain drop down lists to help you select the correct options for the members service information; please use these when it's possible. If you try to enter a value that does not match an option available within the drop-down list, you'll not be able to complete the field and it will be highlighted in red.

### – Import Method

If you have used the 'Import' function to open 'Section A' the template will display the member information from the imported file.

If you have imported a file you have received from your software and/or payroll provider, Section A will be populated with all the member data supplied within the file, in the order provided. This information should still be checked, where possible, to ensure that it's correct. If there appears to be any issues with the information provided (e.g. data in the wrong columns), contact your software and/or payroll provider as there may be an issue with the process that has created your file. You can correct the information within the MCR template if required.

If you have imported a file that you have received from us, this will populate the MCR template with member information from your original submission, detailing the errors where applicable in column A. Further details on how to obtain and process an Error or Missing Member File can be found in the '[Completing an Error, Reject or Missing Member file](#)' section in the User Guide.

## Completing Section A

Once you're happy with the data contained within 'Section A' you can select the button at the top of the worksheet 'Check Data and Continue to Section B'.

Once this has been selected, the information will be validated and checked. If some information has not been completed correctly two types of errors could be produced.

Cells highlighted in red are Stop errors. This is where the field needs to be corrected before you can continue to Section B. These types of errors are usually where a mandatory field has been left blank or the field has not been completed in the expected format.

Cells highlighted in orange are Warning Errors. This is where the field should be checked before you continue to Section B. These errors will be caused when the contribution value provided for a member does not match our expected total and would indicate that either the value you have deducted or the indicators used to denote the method used to calculate the value, is incorrect.

If any Warning errors occur on the file, you would need to review all the information provided for the member on the MCR file to determine the cause of the error and not just the cell highlighted.

You'll be able to complete the MCR Template if there are any Warning errors present. However, once the file has been submitted to us, these Warning errors will be checked against the member(s) record(s) and if the information is incorrect, you'll receive an Error file to complete.

If you receive a Stop or Warning error and you're not sure why, please check the MCR User Guide for instructions on each Data Item for the reasons why these errors occurred.

## Macro Buttons

Within 'Section A: Teachers' Monthly Service, Salary and Contributions Information' there are four macro buttons above the title which each have a specific function. These have been detailed below.

Section A: Macro Button - 'Enter Service and Contribution Period for this File'

When you select the 'Enter Service and Contribution Period for this File', this will allow you to select the 'Service and Contribution Period' and employer information for the MCR submission. It will open the same window as if you were creating a new file and it allows you to update this information if you have entered this incorrectly or wish to change it. Once you confirm the changes by selecting 'OK', this will overwrite the 'Service and Contribution Period' and 'employer' information held within 'Section A' and 'Section B'.

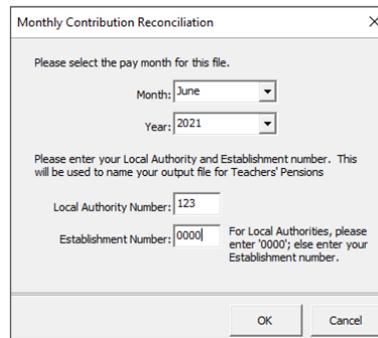
### Please Note

If you change a 'Service and Contribution Period' this may affect the employer, member contributions and member contribution tier percentages as these can change during or between Scheme years. Therefore, please check that these values are still correct.



Enter Service and Contribution Period for  
this File

You can also select 'Cancel' to return to 'Section A' and no changes will be made to this information.



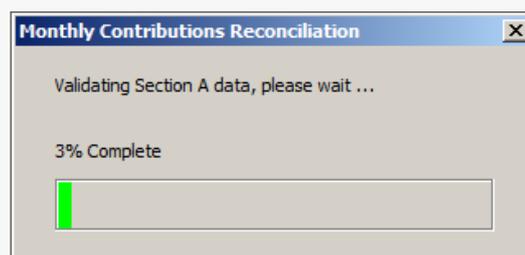
## Macro Button - 'Check Data and Continue to Section B'

When you select 'Check Data and Continue to Section B', this will carry out validation checks on the Member Information you have provided. This will check for any Stop and Warning errors and highlight these in **red and orange** respectively. Stop errors will need to be corrected before you can continue to 'Section B'. Warning errors should be checked before you continue to 'Section B'. You'll still be able to complete the template with Warning errors present.



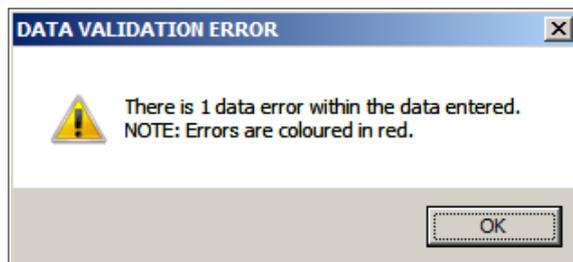
When you select the above, a progress window will open. This window allows you to see the progress of the file performing its validation and checks. The progress bar will continue to load up to 100% and when this is complete it will display how many errors (if any) there are within the file.

For larger MCR submissions this could take some time, therefore you don't have to wait for this to complete and you can continue to use other applications while this process takes place. Please try to avoid using other Microsoft Excel worksheets while this MCR Template is processing as it can interrupt the validation process.



If there are any Stop errors contained within Section A, you'll be presented with an error message that will inform you of the number of Stop errors on Section A. These will need to be reviewed and corrected in order to advance to Section B. You can then select OK on this error window and use the 'Find errors' button to locate these Stop Errors highlighted in red.

Stop errors are when a field has been completed incorrectly or a mandatory field has been left blank, these will need to be reviewed and corrected before you can advance to Section B (example Stop error window included below).



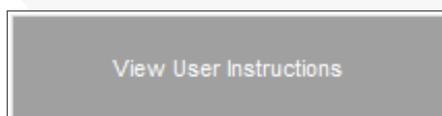
If there are any Warning errors contained within Section A, you'll be presented with a warning message (example below) that will inform you of the number of Warning errors on Section A. These should be reviewed and corrected where possible before you advance to Section B. You can then select 'Yes' on this warning message and use the 'Find errors' button to locate these Warning errors highlighted in orange.



If there are no Stop errors and you have no Warning errors or you have accepted you cannot change the Warning Errors present, you can continue to 'Section B'.

If there are any errors on the file when we receive the submission, they'll be checked against the member(s) record(s), you'll then receive an Error file in the Employer Portal.

## Macro Button - 'View User Instructions'

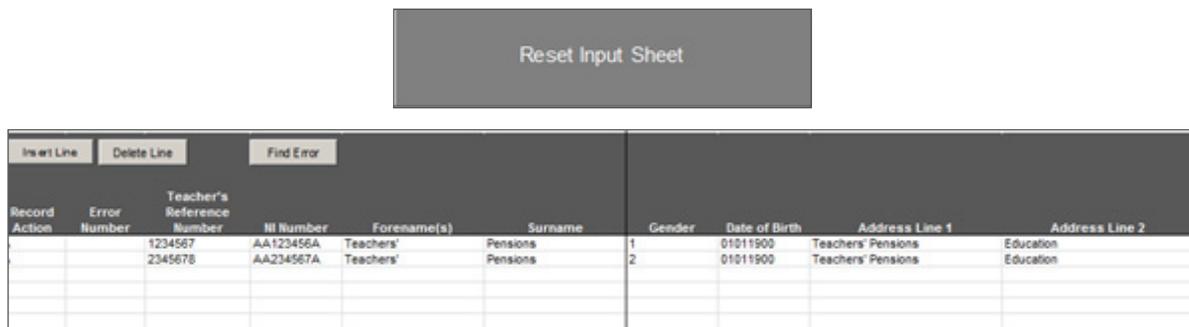


When you select 'View User Instructions' it will take you to our website where you can view additional supporting documents: This will take you to the '[forms and guides](#)' section on our website.

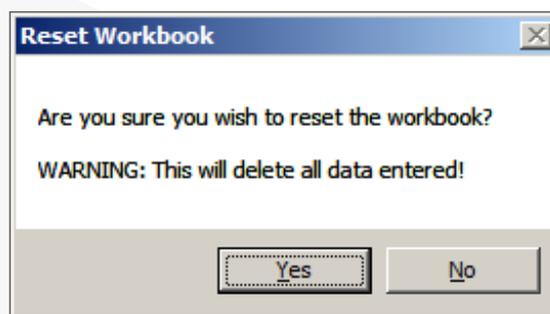
## Section A: Macro Button - 'Reset Input Sheet'

The 'Reset Input Sheet' button allows you to remove all the data you have provided or generated on Sections A and B using the 'Create' and 'Import' methods. Please note you cannot un-do this action and you'll lose all of the information from the MCR template.

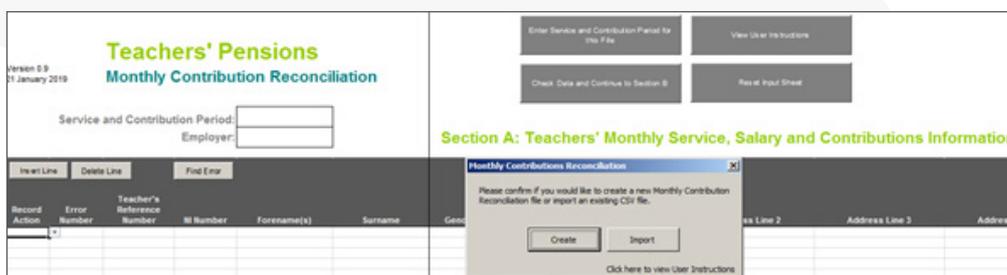
When you select 'Reset Input Sheet', it will prompt you with a window asking 'Are you sure you wish to reset the workbook? WARNING: This will delete all data entered!'



If you select 'Yes' all of the information on 'Section A' and 'Section B' will be deleted and the worksheet will be reset. If you select 'No' you'll return to 'Section A' and no changes will be made.



If you have selected 'Yes' and the worksheet has been reset, you'll be asked if you would like to 'Create' or 'Import' a MCR submission. You can then select your relevant choice and continue to complete the MCR Template as required.



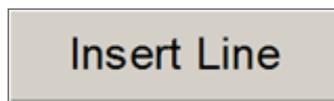
You should only reset the template when you no longer require the member information. You will lose all of the data stored on the MCR template and you'll not be able to obtain this information again.

## Section A: Teachers' Monthly Service, Salary and Contribution Information

Within Section A there are also three macro buttons contained within the data item description fields, row nine, each with a specific function.

### Section A: Macro Button – 'Insert Line'

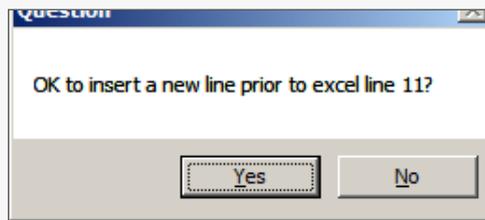
The 'Insert Line' macro button will allow you to insert a new row of member information. This should be selected when you wish to insert a row between two existing rows or you have reached the maximum number of rows available in 'Section A'.



To insert a new row, you should select a cell within the relevant row and select 'Insert Line'. A new line will be inserted in the row prior to the one you have selected.

Insert Line    Delete Line    Find Error						
9	Record Action	Error Number	Teacher's Reference Number	NI Number	Forename(s)	Surname
10	A		1234567	AA123456A	Teachers	Pensions
11	A		2345678	AA234567A	Teachers	Pensions
12	A		3456789	AA345678A	Teachers	Pensions
13						

So in the above example, when the cell within row 11 is highlighted and 'Insert Line' is selected you'll receive the below window and message.



This states that a new line will be inserted prior to line 11 (between rows 10 and 11).

If you select 'Yes' this new line will be inserted. If you select 'No' you will return to 'Section A' of the MCR Template and no changes will be made. Please note you cannot insert a new line for row 10 as there is no prior line to insert between. Once this new line has been inserted you can enter Member Information and continue to use the 'Section A' worksheet.

Insert Line    Delete Line    Find Error						
9	Record Action	Error Number	Teacher's Reference Number	NI Number	Forename(s)	Surname
10	A		1234567	AA123456A	Teachers	Pensions
11						
12	A		2345678	AA234567A	Teachers	Pensions
13	A		3456789	AA345678A	Teachers	Pensions

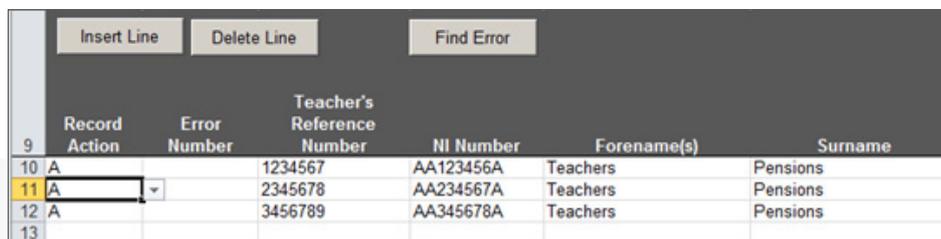
## Section A: Macro Button – 'Delete Line'

Within Section A there are also three macro buttons contained within the data item description fields, row nine, each with a specific function.

Delete Line

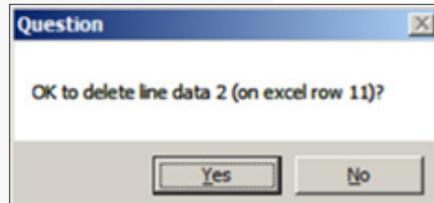
To delete a row, you should select a cell within the row of member information you wish to delete and select 'Delete Line'. Once you have confirmed this action, it will delete the line of member information.

Please note, if you delete a line of data, you are unable to undo this action so please make sure you only delete information that you no longer require.



	Record Action	Error Number	Teacher's Reference Number	NI Number	Forename(s)	Surname
9						
10	A		1234567	AA123456A	Teachers	Pensions
11	A		2345678	AA234567A	Teachers	Pensions
12	A		3456789	AA345678A	Teachers	Pensions
13						

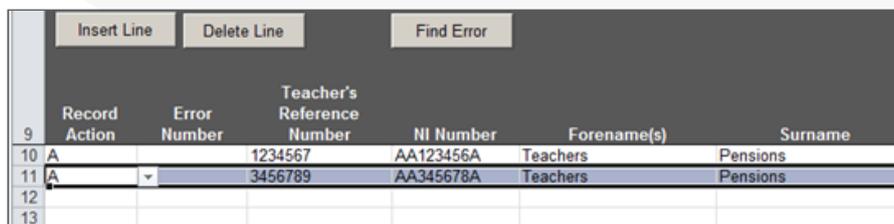
So in the above example, when the cell within row 11 is highlighted and 'Delete Line' is selected you'll receive the following window and message.



If you select 'Yes' the row of member information will be deleted.

If you select 'No' you'll return to 'Section A' of the template and no changes will be made.

Once this line has been deleted, you'll return to 'Section A' and you can continue to complete the template.



	Record Action	Error Number	Teacher's Reference Number	NI Number	Forename(s)	Surname
9						
10	A		1234567	AA123456A	Teachers	Pensions
11	A		3456789	AA345678A	Teachers	Pensions
12						
13						

If you've deleted the row by accident you can use the 'Un-do' function at the top of the worksheet.

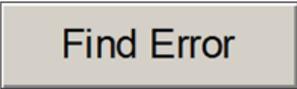


## Section A: Macro Button – ‘Find Error’

‘Find error’ will allow you to find cells within ‘Section A: Teachers’ Monthly Service, Salary and Contributions Information’ that contain Stop errors.

Cells that contain Stop errors will be highlighted in red.

This function has been introduced to allow you to find cells that contain errors rather than having to scroll through and search for errors manually.



Find Error

Errors will only be produced once ‘Section A’ has been checked and validated using ‘Check Data and Continue to Section B’. This function will check all of the member information provided and highlight the relevant cells if they contain any Stop errors.

To find these cells once this function has been complete, you can select the ‘Record Action’ cell in the first row of Member Data (Cell B10) and then select ‘Find Error’. This will automatically scroll and present you with the cell of data that contain errors. You can then check the error and correct it if appropriate.

All Stop errors, highlighted in red, will need to be corrected before you can continue to ‘Section B’.

You can then continue to select the ‘Find error’ button to locate the errors in Section A until you have corrected them all. You’ll be presented with a message stating ‘No errors can be found’ once you have reached the last error in the file.

Once you have corrected and/or reviewed all of the errors that you can, you can select ‘Check Data and Continue to Section B’ to run the validation checks again. If there are any cells in red you’ll not be able to continue to ‘Section B’ and you’ll need to correct these errors.

To begin use the ‘Find error’ search again from the beginning of the MCR template you’ll need to go to the top of the worksheet and select the cell in Column B, Row 10 (Cell B10) and select ‘Find error’.

## Section A: Macro Button – ‘Find Warning’

‘Find Warning’ will allow you to find cells within ‘Section A: Teachers’ Monthly Service, Salary and Contributions Information’ that contain Warning errors.

Cells that contain Warning Errors will be highlighted in orange.

This function has been introduced to allow you to find cells that contain errors rather than having to scroll through and search for errors manually.

Find Warning

Errors will only be produced once ‘Section A’ has been checked and validated using ‘Check Data and Continue to Section B’. This function will check all of the member information provided and highlight the relevant cells if they contain any Warning errors.

To find these cells once this function has been complete, you can select the ‘Record Action’ cell in the first row of Member Data (Cell B10) and then select ‘Find Warning’. This will automatically scroll and present you with the cell of data that contains the error. You can then check the error and correct it if appropriate.

All Warning errors, highlighted in orange, should be checked before you continue to ‘Section B’. You’ll still be able to complete and produce a submission with Warning errors.

You can then continue to select the ‘Find Warning’ button to locate the errors in Section A until you have corrected them all. You’ll be presented with a message stating ‘No errors can be found’ once you have reached the last error in the file.

Once you have corrected and/or reviewed all of the errors that you can, you can select ‘Check Data and Continue to Section B’ to run the validation checks again.

To begin the ‘Find Warning’ search again from the beginning of the MCR template you’ll need to go to the top of the worksheet and select the cell in Column B, Row 10 (Cell B10) and select ‘Find error’.

## Section B: Total Contributions Summary – Overview

This section contains a summary of the contributions information required by us. 'Section B' replaces the need for the Monthly Contributions Breakdown form you would have previously submitted while on MDC.

It shows contribution totals based on the member information provided on 'Section A', and these have been broken down into the relevant tables.

The contribution totals (excluding the contributable salary total) within the tables are added together to produce your total contribution payment. This is the payment you're expected to make to us based on the member's service, salary and contribution

information you have provided on 'Section A'. You'll also need to provide your 'Payment Method' and confirm the value by accepting the 'Submission Declaration'. Once this is complete, you'll be able to check and save the file to provide your MCR template .csv file, which you can submit to us via the Employer Portal.

### Please Note

If the total contribution payment amount does not match the payment you expect to make, you will need to ensure that you review and correct the information on section A, otherwise we will be unable to reconcile your submission to your payment.

## Section B: Total Contributions Summary – Create Method

If you have used the 'Create' function to complete your MCR template, the values within 'Section B' will be blank. In order to populate the values in the tables you'll need to select 'Click here to generate Total contribution amounts based on the Service and Contribution information provided' at the top of the worksheet.

This will check all the information provided on 'Section A' and populate the tables with the totals needed. Please check these tables individually to ensure the amounts are as expected as these are used to calculate the 'Total Contribution Payment'.

Using 'Generate Totals' will also populate the 'Total Contribution Payment (a+b+c+d+e+f+g)' field.

## Section B: Total Contributions Summary – Import Method

If you have used the 'Import' function to complete your MCR template, 'Section B' will display the summary totals from the imported file.

If you have imported a file and you have received from your software and/or payroll provider, the information will be displayed in the order provided. The values contained within these tables should be checked to ensure they are correct as validation will be performed to ensure they match the information in 'Section A' when you try to save the data.

If the 'Section B' totals are correct compared to the 'Section A' information you have provided and there are no Stop errors, you'll be able to save the file and upload it using the Employer Portal.

If the 'Section B' totals are incorrect compared to the 'Section A' information provided, you'll not be able to save the file and the cells that are incorrect will be highlighted in red. This is because the values in 'Section B' must match the totals based on the information from 'Section A' and any variance could mean there's a potential issue with the way the payroll and/or software system has totalled this information.

The 'Section B' totals can also be calculated using ['Click here to generate Total Contribution amounts based on the Service and Contribution information provided'](#) at the top of the 'Section B' worksheet. This will overwrite the values already contained on 'Section B' and you'll have to confirm that this action will be taken. This action will also produce the 'Total Contribution Payment' that is expected.

You can also provide an import file that only contains the member's service, salary and contribution information for 'Section A' and leave the 'Section B' information blank. You can then use ['Click here to generate Total Contribution amounts based on the Service and Contribution information'](#) provided on 'Section B' to produce the total contributions summary information.

If you have imported an Error file that you have received from us, this will populate 'Section B' with the information from your original submission, when importing an MCR file that was rejected (file begins with 'EMPMCRREJECT'). When you import an Error file (file begins with 'EMPMCRERROR') this section will be blank. Further details on how to obtain and process an Error file can be found in the ['Completing an Error, Reject or Missing Member File'](#) sections of the User Guide.

## Section B: Total Contributions Summary – Total Contribution Payment

Total Payment (a+b+c+d+e+f+g):

This is the Total Contribution Payment expected by us for the pay month based on the service, salary and contribution information provided on 'Section A'.

This field will be populated using 'Click here to generate Total Contribution amounts based on the Service and Contribution information provided' at the top of the 'Section B' worksheet. This will be automatically populated (when applicable) when you import a .csv file.

This field is the sum of employer contributions for the pay month (a), member contributions for the pay month (b), extra contributions for the pay month (c), Current Scheme year employer and member contribution adjustments (d), Prior Scheme Year Employer and Member Contribution Adjustments (e), Current Scheme year extra contribution adjustments (f) and Prior Scheme year extra contribution adjustments (g).

The letter in the brackets is the reference to the Total field within 'Section B'.

If the 'Total Contribution Payment' amount on 'Section B' matches your expected payment and the information on 'Section A' and 'Section B' are correct to the best of your knowledge, you can confirm this by reading the statement contained within the 'Submission Declaration' and ticking the box. It's important that this box is ticked as you'll not be able to save and submit the file unless you have done so.

## Section B: Total Contributions Summary – Payment Method

Payment Method:

BACS  
CHAPS  
FasterPayment  
Cheque

You must also select the 'Payment Method' you wish to use to make your payment by so that we can balance your payment against your account. You can do this by selecting the 'Payment Method' field and selecting the relevant method. The drop down menu contains the following options:

- BACS
- CHAPS
- Faster Payment
- Cheque

This field is mandatory and will need to be completed before you can save and submit your MCR template.

## Section B: Total Contributions Summary – Submission Declaration

Within Section B, there's a check box that allows you to confirm that the Total Contribution Payment amount is correct based upon the Service and Contribution information you have provided.

**Submission Declaration**

By ticking this box you are confirming that the Total Contribution Payment amount is correct based upon the Service and Contribution Information you have provided on Section A. You cannot produce a .csv file for submission until this has been confirmed.

Please tick to confirm

This field is held above the tables within 'Section B' and you'll not be able to create a .csv file until it has been confirmed by ticking the box.

You should only select this box if you agree that the Total Contribution Payment amount is correct based upon the Service and Contribution information you have provided in Section A. If you don't agree with this value, or you think that it has been calculated incorrectly, you should firstly check the totals have been added together correctly with reference to the total fields in the tables on 'Section B' and then check the member information you have provided on 'Section A'.

If the values on 'Section B' have been provided by your software/payroll provider and the value is not as you expect you'll need to contact your software/payroll provider to discuss this. You can use '[Click here to generate Total Contribution amounts based on the Service and Contribution information provided](#)' to compare our expected Total Contribution Payment against the result from your software/payroll provider.

To confirm, when you use '[Click here to generate Total Contribution amounts based on the Service and Contribution information provided](#)' on 'Section B' the 'Total Contribution Payment' value is calculated using the member information from 'Section A' and so this value will always be a correct total. Therefore, it's important that the member information on 'Section A' is correct otherwise the totals will be calculated incorrectly.

## Section B: Total Contributions Summary – Macro Buttons

Within Section B: Total contributions summary there are four macro buttons that each have a specific function within the MCR template.

### Section B: Macro Button – ‘Return to Section A’

When you select ‘Return to Section A’ it will take you to the ‘Section A’ worksheet that contains the member’s information.



Back to Section A

This should be selected when you need to review, add or amend the member’s information on ‘Section A’.

Please note, to return to ‘Section B’ you’ll need to select ‘Check Data and Continue to Section B’ on ‘Section A’. This will carry out the validation checks needed to ensure the member information has been completed correctly.

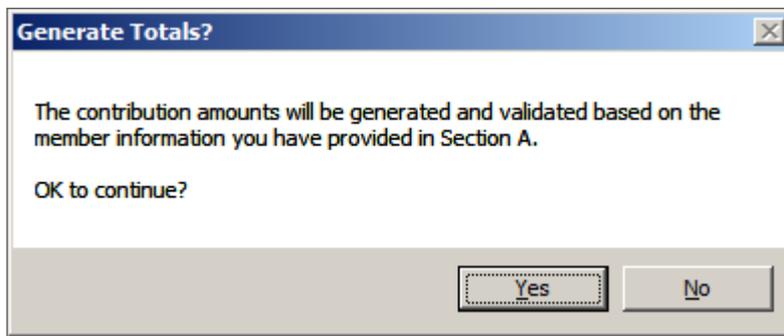
### Section B: Macro Button – ‘Click here to generate Total Contribution amounts based on the Service and Contribution Information Provided’

When you select the ‘Click here to generate Total Contribution amounts based on the Service and Contribution information provided’ button it will calculate and populate the values contained within the ‘Section B’ tables.



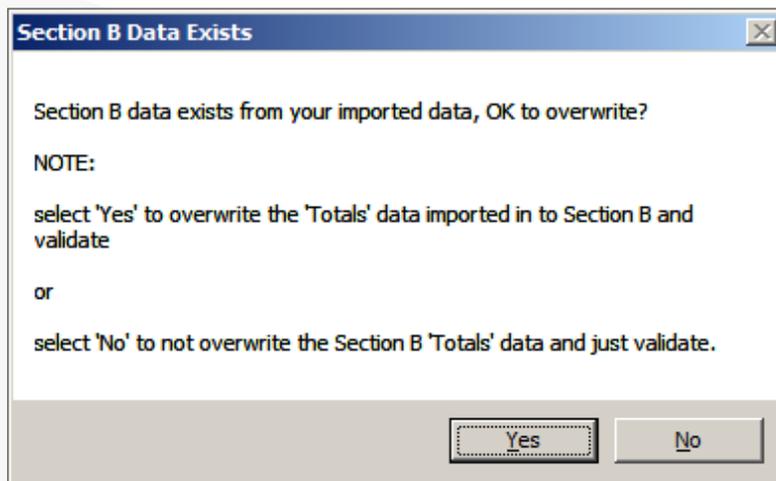
Generate total contribution amounts based  
on the Service and Contribution information  
provided

This should be selected when you have completed the member information on ‘Section A’ and you are ready to generate the Total Contribution amounts. You’ll be presented with the below window. Please select ‘Yes’ to calculate the Total Contribution amounts and ‘No’ to return to ‘Section B’.



If you have used the 'Create' function to produce your MCR template, you have used the 'Import' function and there are no values on 'Section B' or to check an error file (file begins with 'EMPMCRERROR'), these values will be blank and so this will need to be selected before you complete the service template.

If you have used the 'Import' function to check a software/payroll provider generated file that contains values on 'Section B' or a MCR Reject file (file begins with 'EMPMCRREJECT'), the .csv file you have used may already contain these values. However, you can still select 'Click here to generate Total Contribution amounts based on the Service and Contribution information provided' and this will overwrite the values, once you have confirmed to do so. You'll be presented with the window below in this scenario. Please select 'Yes' to overwrite the values in 'Section B' and 'No' to return to 'Section B' with no changes.



The 'Generate total contribution amounts based on the Service and Contribution information provided in Section A' button will check through all of the member information available on 'Section A: Teachers' monthly service, salary and contributions information' and calculate the required values for the tables on 'Section B: Total Contributions Summary'. This function has been provided so that you don't need to calculate these totals yourself.

Below there's an example of a blank 'Section B', the second example is after the 'Click here to generate Total Contribution amounts based on the Service and Contribution information provided in Section A' button has been pressed.

The screenshot shows the 'Section B: Total Contributions Summary' form with empty input fields. At the top, there are buttons for 'Back to Section A', 'Generate total contribution amounts based on the Service and Contribution information provided', and 'Check and Save Data (Build Output File)'. The 'Total Payment (a+b+c+d+e+f+g):' field is empty. Below it is a 'Payment Method:' dropdown menu. A confirmation box on the right states: 'By ticking this box you are confirming that the Total Payment amount is correct based upon the Service and Contribution Information you have provided on Section A. You cannot produce a file for submission until this has been confirmed.' Below the form are several tables: 'Employer and Member Contributions', 'Extra Contribution Deductions', 'Adjustments Made - When Earned Calculations', and 'Extra Contribution Adjustments Made - When Earned Calculations'. All tables are currently empty.

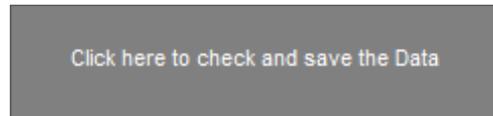
This example shows that the values have been populated. The fields have also been highlighted in green to show that they are correct. Any values that are not correct will be highlighted in red.

The screenshot shows the 'Section B: Total Contributions Summary' form with populated values. The 'Total Payment (a+b+c+d+e+f+g):' field now contains '125.33' and is highlighted in green. The 'Payment Method:' dropdown menu is also highlighted in green. The confirmation box remains the same. The tables below are now populated with values, and all cells are highlighted in green, indicating they are correct. The 'Employer and Member Contributions' table shows values for 'Contributable Salary', 'Employer Contributions - 9.45%', and 'Member Contributions' across six years and an 'Unassignable Year'. The 'Extra Contribution Deductions' table shows zero values for 'Additional Pension Payments', 'Factor Annual Contributions', 'AAB Buy-Out Contributions', 'Additional Contributions', and 'Pensions Contributions'. The 'Adjustments Made - When Earned Calculations' table shows zero values for 'Employer Contributions', 'Member Contributions', and 'Total' for 'Current Schools Year (2004/2005 - 2003/2004)' and 'Prior Schools Year'. The 'Extra Contribution Adjustments Made - When Earned Calculations' table also shows zero values for 'Additional Pension Payments', 'Factor Annual Contributions', 'AAB Buy-Out Contributions', 'Additional Contributions', and 'Total' for 'Current Schools Year (2004/2005 - 2003/2004)' and 'Prior Schools Year'.

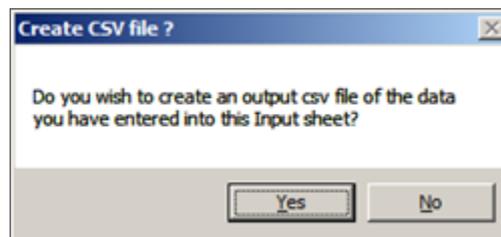
This will also calculate the 'Total Payment' amount based on the totals contained within the tables. This is the 'Total Contribution Payment' expected based on the member information you have provided on 'Section A'. It's important that you check that this amount is correct and as expected as we'll require the amount to be paid and reconciled once you submit your MCR template .csv file.

## Section B: Macro Button – ‘Check and save the data’

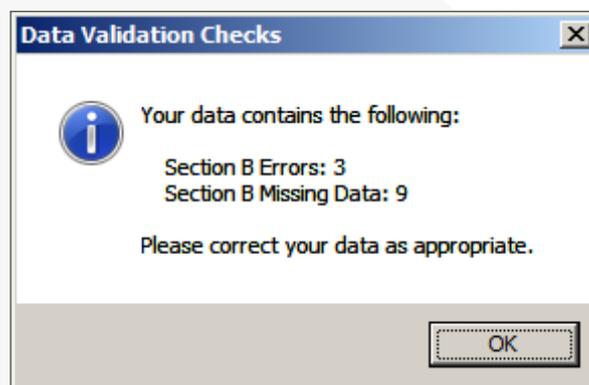
When you have completed the member information on ‘Section A’ and the contribution amounts on ‘Section B’, you have confirmed your ‘Payment Method’ and accepted the Submission Declaration you can then select ‘Click here to check and save the output file’.



When you select this it will ask you if you would like to create a .csv file (as shown below). Please select ‘Yes’ to proceed and ‘No’ to return to ‘Section B’ with no changes.



When you select ‘Yes’ the file will check through all of the information on ‘Section A’ and ‘Section B’ and if there are any Stop errors that have not been corrected, you’ll need to correct these before you can continue. You’ll be presented with the error message below if this is applicable. These fields will be highlighted in red. You can select ‘OK’ to return to ‘Section B’ to correct the errors.



When you have corrected all of the errors, you can select ‘Check and save the data’ to carry out the above checks again. If there are no errors you’ll be able to produce the .csv file.

Once you have confirmed that the amount shown is correct, by selecting ‘OK’, a window will open that will allow you to select the folder you would like to save the MCR template .csv file to.

Please make sure that you **do not save this file to your desktop** and that the folder you choose is secure and not shared.



The MCR template will then convert all of the information contained within Section A and B and create a .csv file that you can use to upload to the Employer Portal.

Please make sure you make a note of the file name that will be created as this will help you to identify it when you use the upload function.

The file name will begin with 'MCR' and will be followed by the Employer Number (LA and Establishment Number) and the service and contribution period (MMYYYY) and then an underscore (\_). It will then contain the date (yyyymmdd) and time (hhmmss) separated by an underscore (\_).

### Example

For employer 123/0000 for the Service and Contribution Period June 2019 (062019) on 03/07/2020 at 10:53:59 the file name will be: MCR1230000062019\_20200703\_105359.csv.

You'll only be able to upload .csv files using the Employer Portal; all other file types will be rejected.

### Uploading a MCR Template using the Employer Portal

Once you have completed your MCR template and saved the file successfully to your chosen folder, you can now send it to us using the Employer Portal.

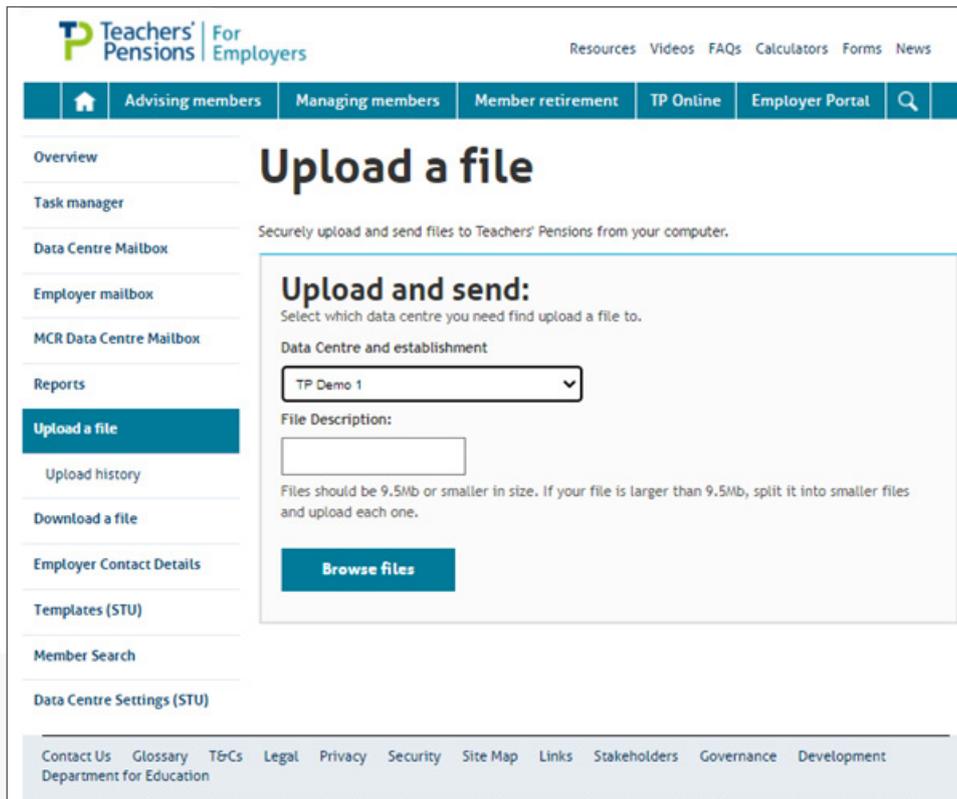
This provides a secure method of transferring the file and must be used in all instances to submit your template.

You can log in using the link below.

[www.teacherspensions.co.uk/employers/employer-login.aspx](http://www.teacherspensions.co.uk/employers/employer-login.aspx)

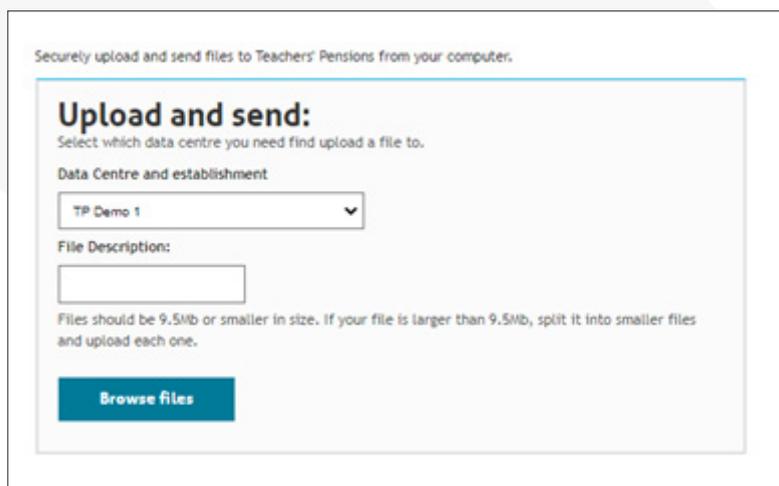
Once you have logged in you should select 'Upload a file' on the left hand side of the screen.

An example of this screen has been included below:



You should then select the Data Centre the file you are going to upload relates to from the drop down menu within the 'Data Centres' section (Section shown below). If you have access to multiple Data Centres you'll have to make sure you have selected the correct one.

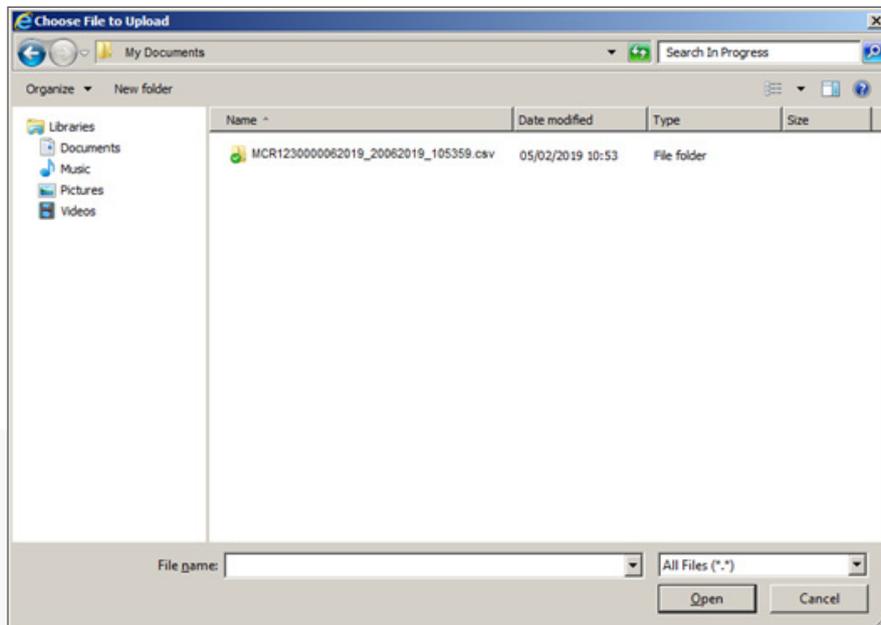
If the Data Centre the MCR template relates to is not available in the drop down menu, please make sure you are permitted to submit data for these members and contact us to arrange for access to be granted.



Once the correct Data Centre has been identified and selected, you'll be able to upload the MCR submission .csv file that you have created.

To do this, select 'Browse' to find the MCR submission .csv file within the folder you saved the file to.

This will open windows explorer, which will allow you to locate the MCR template .csv file within your documents. Please make sure that the correct file is used as you'll not be able to upload a file that you have previously submitted. Once you have located the file within your documents, you can left-click the file twice or left-click the file once and select 'Open'.



This will then populate the space to the right of the 'Browse' button with the file location and name. The name will be shown after the last slash (\) within the text.

You'll then need to populate the 'Description' field with a relevant name for the file. This 'Description' should be specific to the file.

The description could be MCR followed by your Local Authority and Establishment Number and the month and year for the submission.

So for Local Authority and Establishment Number 123/0000 making a submission for June 2021 they could use the 'Description' MCR 123/0000 June 2021.

### Upload and send:

Select which data centre you need find upload a file to.

Data Centre and establishment

TP Demo 1

File Description:

MCR123/0000June2021

Files should be 9.5Mb or smaller in size. If your file is larger than 9.5Mb, split it into smaller files and upload each one.

[Browse files](#)

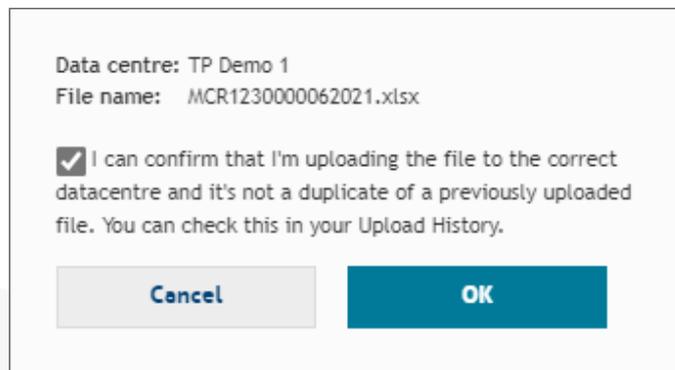
You can type any text into the 'Description' field that you would like to use to identify the file.

Once you have confirmed that the correct file has been selected and a description has been provided, you can select 'Upload' to send the file to us. This may take some time depending on the size of the file (don't close the window until it has completed the upload).

**Upload File**

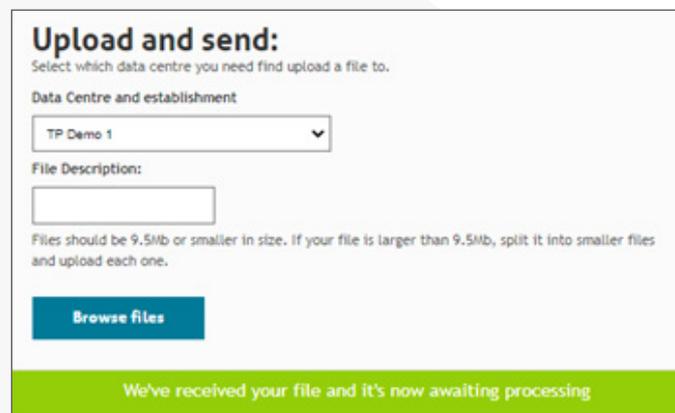
Once you select 'Upload' the following message will appear. Please check that the Data Centre code and file name match the expected values and select the tick box to confirm you're uploading the file to the correct Data Centre. You can then select 'OK' to upload the file.

If any of this information is incorrect, please select 'Cancel' and make the correction as appropriate.



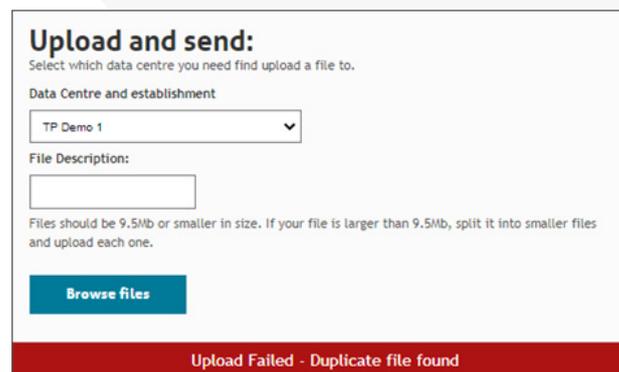
A confirmation dialog box with a white background and a thin border. It contains the following text: "Data centre: TP Demo 1", "File name: MCR1230000062021.xlsx", and a checked checkbox followed by "I can confirm that I'm uploading the file to the correct datacentre and it's not a duplicate of a previously uploaded file. You can check this in your Upload History." At the bottom, there are two buttons: "Cancel" (light grey) and "OK" (teal).

When the file has been uploaded successfully you'll receive a confirmation at the bottom of the screen in a green banner.



The "Upload and send:" form. It has a title "Upload and send:" and a subtitle "Select which data centre you need find upload a file to." Below this is a dropdown menu for "Data Centre and establishment" with "TP Demo 1" selected. There is a text input field for "File Description:". Below the input field is a note: "Files should be 9.5Mb or smaller in size. If your file is larger than 9.5Mb, split it into smaller files and upload each one." A teal "Browse files" button is at the bottom left. A green banner at the bottom of the form contains the text: "We've received your file and it's now awaiting processing".

If there are any immediate issues with the file, such as the file has previously been uploaded or no file has been attached, you'll be presented with an error at the bottom of the screen in a red banner.



The "Upload and send:" form, identical to the previous one, but with a red banner at the bottom containing the text: "Upload Failed - Duplicate file found".

# Additional MCR Template Information

## Saving your MCR template to complete at a later date

Due to the amount of time it can take to complete the MCR Template, you may need to save the file so that you can complete at a later date.

You'll firstly need to ensure the copy of the MCR template you have downloaded has been saved to your computer otherwise you'll not be able to continue at a later date. Please refer to the 'Downloading the MCR template' Section on page 4 for further information.

In order to save the current MCR template all you will need to do is close the Excel worksheet using the cross icon at the top right of the MCR template. This will automatically save all of the information to MCR template and close the worksheet. You can then open the worksheet from the file you saved the template to continue at a later date.

## Invalid File Format Errors

The file you upload via the Employer Portal must conform to a specific format that the MCR template will automatically conform to when you produce an output. If you do not use the Template or open the output file outside of the MCR Template there is a risk that the format of your file will be corrupt. This is because Microsoft Excel will convert data into a format that it recognises to be correct such as removing leading zero's or converting numbers into dates.

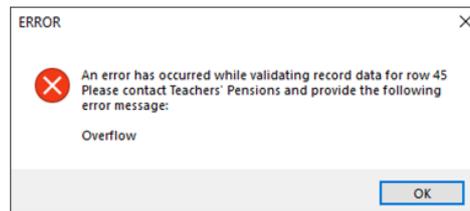
When a corrupt file is uploaded via the Employer Portal you will receive a notification in your MCR data centre mailbox that may state one of the following:

1. Row 2 of your MCR submission does not contain the correct number of data columns. The member data in your MCR submission does not contain the correct number of data columns
2. Your MCR submission contains unreadable characters, if you get the unreadable characters error message, please review any characters in the MCR template that aren't a number or a letter recognised in the English alphabet and re-enter these. For example Ä.

To fix this, you will need to return to the MCR Template you used to make the submission, make any of the necessary changes you need to make in this and produce a new output file and upload this via the Employer Portal without opening the file in between. This will ensure the integrity of the file remains and prevent the file from becoming corrupt.

## Overflow Error Message

When you validate your member information on Section 'A' you may encounter the below error message stating that there is an error on a row of information on the MCR Template.



This error is produced when information has been pasted into the MCR Template that is not recognised by Microsoft Excel. In order to solve this, you'll need to find the row of information stated in the error message and work through each cell in the row to identify the unrecognisable character. If you click the cell to edit the data, working from the "Record Action" field onwards and then try to validate the MCR template after each cell you amend, you will notice that the error message will either no longer be produced or move to another row of data. You will have now found the cell with the unrecognisable information, and you will need to repeat this process to remove this for each row of data the error is produced for.

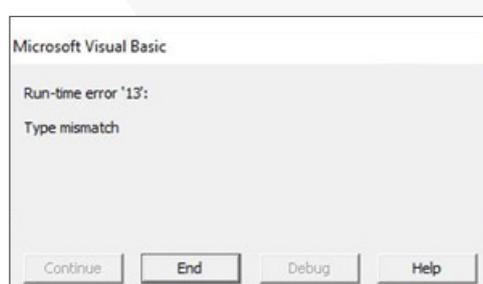
This error may also be produced when a "0" is populated in a field that is mandatory and requires a value greater than "0". For example, with the members Annual Full-time Salary.

## Type Mismatch Error Message

The "Type Mismatch" can be produced when validating the member information on Section 'A'. This error can be produced because of one of the following reasons:

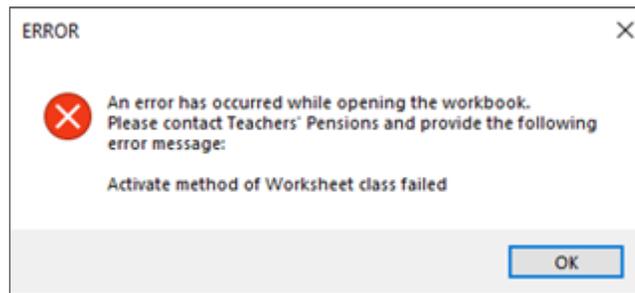
1. The MCR Template has not been downloaded correctly. Please refer to section "Downloading the MCR Template" of this document for more information.
2. The MCR Templates validation has been interrupted. If you go to another Microsoft Excel worksheet while the MCR Templates validation is processing, the validation may be interrupted and cause this issue. Please try to not use other Microsoft Excel worksheets when the validation is processing.
3. The information in the MCR Template has not been populated correctly when pasting the data. Please refer to section "Pasting values into 'Section A: Teachers' Monthly Service, Salary and Contributions Information'" of this document for more information.

If this error persists after following the above points, you can download and open a new instance of the MCR Template and copy and paste the information from the MCR Template with the error into the new one and the error should no longer be produced.



## Active Method of Worksheet class failed Error Message

The "Active method of Worksheet class failed" error message is usually produced when the MCR Template has not been downloaded to your PC correctly. Please follow the information in the "Downloading the MCR Template" section of this document. This error is produced because the macros the MCR Template uses to validate the information provided have failed to open correctly. This is usually when the MCR Template is stored in a temporary file location such as the "Desktop" file location. Please ensure the MCR Template is downloaded to a location on your PC, such as "Documents" or "Downloads" to prevent this error from occurring.

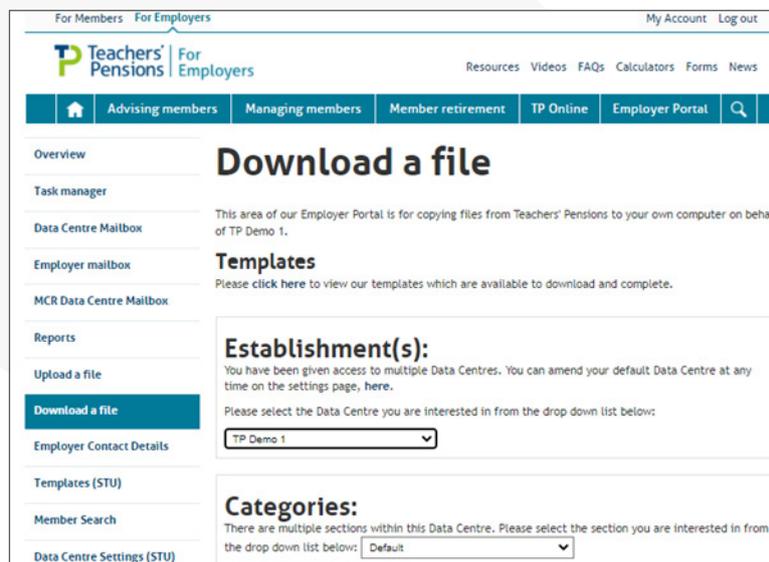


## Downloading an Error, Reject or Missing Member file

If you have received a notification from us that you have an Error, Reject or Missing Member file to complete, this can be downloaded from the Employer Portal. You can log in on the link below:

[www.teacherspensions.co.uk/employers/employer-login.aspx](http://www.teacherspensions.co.uk/employers/employer-login.aspx).

Once you have logged in you'll need to select 'Download a file' on the left hand side of the window.



You'll then need to select the data centre from the 'Establishment(s)' drop down menu that you wish to download a file for. The drop-down list contains all of the Data Centres you have access to. You'll then need to find the Data Centre the error file relates to. This will have been provided in the notification you received from us.

# Download a file

This area of our Employer Portal is for copying files from Teachers' Pensions to your own computer on behalf of TP Demo 1.

## Templates

Please [click here](#) to view our templates which are available to download and complete.

### Establishment(s):

You have been given access to multiple Data Centres. You can amend your default Data Centre at any time on the settings page, [here](#).

Please select the Data Centre you are interested in from the drop down list below:

TP Demo 1 ▾

### Categories:

There are multiple sections within this Data Centre. Please select the section you are interested in from the drop down list below: Error Files ▾

Please select the appropriate Data Centre and then continue to the 'Categories' drop down menu. There are multiple selections available and you'll need to select the drop down menu and select 'Error' or 'Missing Member' depending on the type of file you need to download.

The page will then load with all of the files applicable to the Data Centre selected. The file name will have been provided in the notification you received from us so please cross reference this with the file names on the page.

As part of MCR, there are three types of error files, '**Reject**', '**Missing Member**' and '**Error**'.

**Reject files**, are for when the whole file you have submitted has been rejected. This may be due to a mandatory piece of information being missed or there's a mismatch of personal information within the submission. Reject files will start with the File Name '**EMPMCRREJECT**'.

Error Files are for when Contribution Information has been incorrectly calculated at a member level and this doesn't match our expected value. However, because you have already calculated the member's contributions for the pay month, you cannot amend this in the current pay month and so this would need to be corrected in the following pay month. Error files will start with the File Name '**EMPMCRERROR**'. If you have any outstanding errors to correct you will receive an error file with the File Name starting EMPMCRERROR\_REMINDER on the 17th of each month.

Missing Member Files are for when an MCR submission has been made and a member we expect to have received on this submission has not been included. This is done at a contractual level and so if a Role Identifier has not been included as we expected you will receive this member on the file. You will be required to complete and submit this file and make the corresponding payment to Teachers' Pensions as soon as possible as a late payment could result in interest being applied. Missing Member files will start with the File Name '**EMPMCR\_MISSINGMEMBERS**'.

You'll now need to download the file and save it to your computer. To do this you'll need to select the File name that matches the one you were provided with in the notification from us and right click the name once, then left click 'save link as' then locate a suitable folder to save the file to.

A suitable folder should be:

- A location on your PC, this should not be a shared or cloud location such as one drive or sharepoint
- Please make sure you don't save the file to your desktop as the worksheet within the template may not function as expected.
- Do not save the MCR Template to a folder with shared access as the MCR template may potentially contain personal information.

Once the folder has been selected, select 'save' and the file will become available to open in the selected folder.

Once you have selected the folder, you can then 'Open' the file, which will open the error file, or you can select 'Open Folder' to view this within the folder you have selected. This option may be helpful if you keep all of your Teachers' Pensions or member submission information within a specific folder.

Please make sure you do not save the file to your desktop as the worksheets within the template may not function as expected. You shouldn't save the MCR template to a folder with shared access as the file will contain personal information.

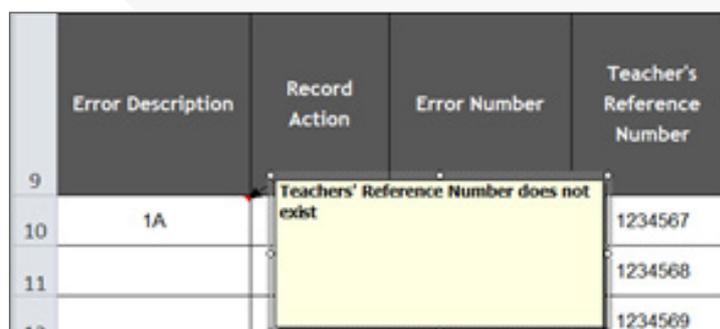
You can then import the file into the MCR template using the 'Import' function that is available when you first open the MCR template spreadsheet. For more information on how to import an Error file please read the '[Create and Import Window](#)' section.

## Completing an Error, Reject or Missing Member File

Once you have imported a file, it will contain some information that will help you to correct the errors and provide the required information. A new column will appear at the beginning of 'Section A' titled 'Error Code' for error files and 'Reason' for Missing Member Files.

The 'new column' will contain a number and/or letter that is related to a specific error type.

If you move your cursor to the 'Error code' field that contains a number and/or letter a comment box will appear stating the reason for the error.



	Error Description	Record Action	Error Number	Teacher's Reference Number
9				
10	1A	Teachers' Reference Number does not exist		1234567
11				1234568
12				1234569

Alternatively, you can find a list of 'Error codes' and their descriptions by selecting 'View user instructions' at the top of the worksheet and reference the 'Error code' or 'Reason' to its description. This will take you to the MCR Guides section of our website, where you can download the 'Monthly Contributions Reconciliation Template Error Code and Descriptions document'. This may be easier to reference if there are multiple errors for the service line.

If there are multiple errors within one member's service line, there will be multiple numbers and/or letters within the 'Error code' field and multiple descriptions within the comments box.

### **EMPMCRREJECT 'Error Files'**

You'll then need to correct all the rows with an error in the "Error Description" field and any Stop errors, highlighted in red. These are errors for each service line that contains an 'Error code' and then you can complete the rest of the file as you would normally. This includes producing the values on 'Section B' of the MCR template if a **'Reject File'** has been produced. This is because the file originally uploaded to us contained errors and so the values on 'Section B' may not be correct. Once you have completed Sections A and B you'll need to save and upload the file again as you previously did.

If you have received an **'Error file'**, a number will also be produced in the 'Error number' field. This number is specific and unique to the member for the row the number has been provided on.

The 'Error number' must be included on the member's service line in which you are providing the correction for in your next MCR submission, otherwise we cannot cross reference this to an existing error and so you may receive an additional error to correct.

## **Pasting values into 'Section A: Teachers' Monthly Service, Salary and Contributions Information'**

The MCR template will allow a user to copy and paste member information from an existing worksheet into 'Section A'. However you must use a specific paste function so that the validation within the MCR template can work correctly.

To start this process you can copy all of the member information from your existing worksheet. To do this you can left-click and hold the button down on the first cell you would like to copy, this will usually be the cell to the top-left of your worksheet. Selected cells will change colour from what they were before they were selected.

Once you have highlighted all of the relevant cells, you can then release the left button and right click within the area that has been highlighted. There'll be an option that is called 'Copy', which you should select with a single left-click. The area that you have highlighted will now be available to 'Paste' within the MCR template.

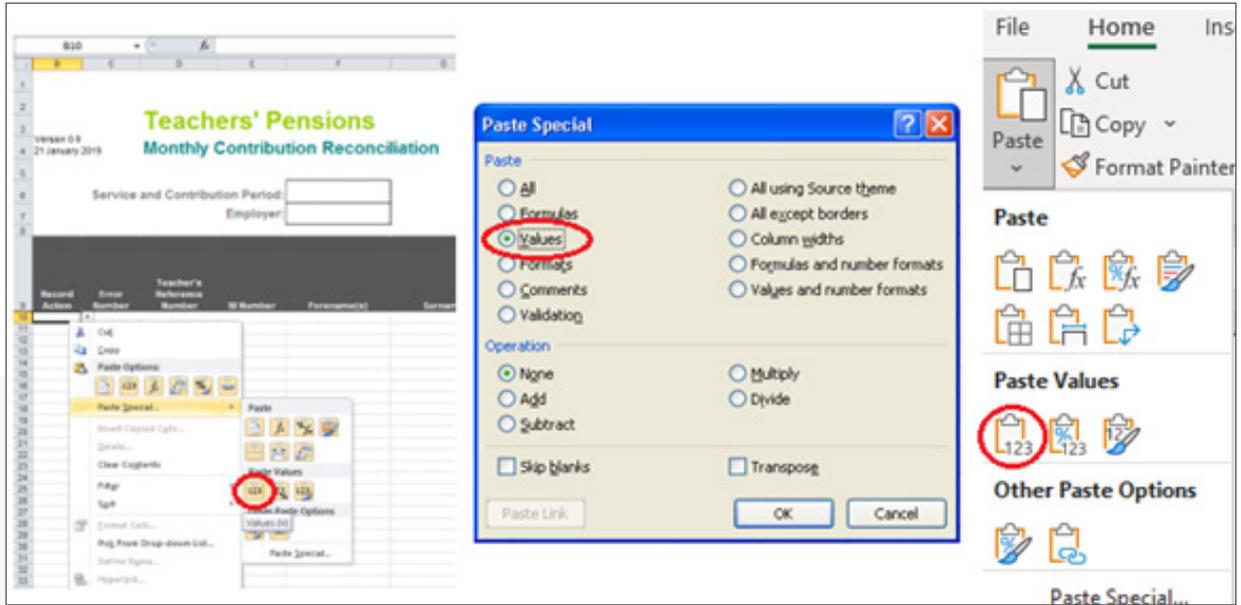
You can now find the MCR template 'Section A' and paste the member information into the relevant cell.

To do this you can right-click into the relevant cell and select 'Paste Special'. You can then find the 'Values' option and select 'OK'; this will paste the member information only. Examples of where to find this function have been included on the next page.

Once completed, the values will be populated on 'Section A'. Please make sure you check the information that has been pasted and continue to complete the MCR template as necessary.

## Microsoft Excel versions 2010 onwards

Using the standard paste function will transfer any formulas, formatting or validation contained within your existing worksheet, which will overwrite the validation within the MCR template. Please do not select the standard paste function or use Ctrl + V, as these will not allow the MCR template to perform its validation correctly.



# Need a hand?

The easiest way to contact us is via our Employer Support Team, our MCR team, or explore our website for any queries you may have.



## Visit us at:

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)



## Call our Employer Support team on:

0345 300 3756

Monday–Friday, 8.30am–6.00pm



## Write to us at:

Teachers' Pensions, 11b Lingfield Point,  
Darlington, DL1 1AX



## Call the MCR team:

0345 300 3756 (option 4)

Monday–Friday, 8.30am–6.00pm



## Email the MCR team:

[MCR@teacherspensions.co.uk](mailto:MCR@teacherspensions.co.uk)

The information contained in this guide is correct at the time of press, but may be subject to change. If there is any difference between the legislation governing the Teachers' Pension Scheme and the information contained in this guide, the legislation will apply.

Department for Work and Pensions – For questions about State Pension please contact the Department for Work and Pensions on: 0800 731 0175.

HM Revenue & Customs (HMRC) – If you have any other questions about your income tax or P45 please contact: HMRC, HM Revenue & Customs Customer Operations, PSA PO BOX 4000, Cardiff, CF14 8HR. Contact telephone number: 0300 200 3300. The PAYE number in respect of your teacher's pension is 948 400.

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