

June 2025 - Payroll Update

Teachers Pensions

We now report to Teachers pensions via MCR (Monthly Contributions Reconciliation which means that the information submitted is accurate and up to date.

If you are not already on MCR, you should have received an on-boarding form from Xentrall to complete as our aim is to have all schools and academies reporting to Teacher’s pension via MCR by August 2025.

The are several benefits to MCR

- Information is accurate and up to date
- No corrections in the future or queries at retirement when member details maybe more difficult to find
- Discrepancies are picked up and rectified in the same month
- It is an amalgamation of monthly data collection, enrolments and contribution breakdown, previously we provided different reports whereas MCR condenses the time spent completing three processes into one
- It eliminates the chance of errors as contributions are guaranteed to be correct (the file will error is the contributions do not balance)
- More accurate information means more reliable Benefit Statements for members

Payments – MyHR

With MCR it is vital that we report information accurately which means that we rely on schools and academies to input payments into MyHR using the correct payment categories, using the incorrect categories does cause major issues for Teachers pensions

Below is an example where overtime has been input for a Teachers, Teachers do not receive overtime it should be Teacher Extra Hours, Teachers Extra Days or Out of schools

✓	001	1000	SALARY			3633.92	(
✓	002	1500	OT1.0	3.00	34.4719	103.42	(
✓	003	1680	SEN			223.25	(

The above is an example where this will be reported incorrectly, the file will reject, and we will need to work with the school to rectify this error.

I have listed below the categories we use for payments, however if you feel that you require some refresher training on payments, please email ann.robinson@xentrall.org.uk who will be happy to arrange this.

Payment Categories

Overtime at plain

This is for employees with contracted hours.

For example, a cleaner who is contracted to 10.00 hours and works 5.00 hours overtime you would pick this payment type.

Hours Claimed – Casual Contract

This is for employees with a zero-hour contract (Casuals)

Supply Teachers Days

For Supply Teachers who workdays – input as one unit

For example, if worked 2 Supply Days – input two units

Supply Teachers Hours

For Supply Teachers who work hours

Input the number of hours worked.

Teacher Extra Days

This is for part time Teachers who work extra day, a part time Teacher is any Teacher who is contracted to work less than 32.50 hours.

Input number of units for each extra day

Teacher Extra Hours

This is for part time Teachers who work extra hours, a part time Teacher is any Teacher who is contracted to work less than 32.50 hours.

Input number of hours worked.

Notes

Teachers cannot claim any more than 6.50 hours per day.

LGPS Pensions

Monthly reporting is the preferred method of reporting pension information same reasons as Teachers monthly reporting

We do report monthly for North Yorkshire Pensions and Tyne and Wear Pensions local government pension schemes, and we are working with Teesside and Durham to move to monthly reporting in October 2025.

This will have no impact on yourselves or employees it is just a better more accurate and up to date way of reporting pension information.

Bulletin

You should have all received a Xentrall Bulletin on 2nd June, if not please contact Ann Robinson – ann.robinson@xentrall.org.uk who will be happy to send you a copy.