



Purpose of document

This document is to explain the guidance needed to complete the MCR missing members checklist file that you will receive after making your MCR submission.

Main changes

When you submit your MCR submission, containing the members service, salary and contribution information, we will check to see that this submission contains all the members we expect it to contain. This will replace the MDC checklist process.

What do I need to do?

If any members are missing, we will notify you by email and a notification will be sent to your MCR data centre mailbox. We will then upload a file to your employer portal, you can download this file by:

- Logging into the Employer Portal [here](#)
- Selecting “Download a file”
- Selecting the data centre the file has been submitted to
- Selecting the category “MCR Missing Members”
- Downloading the file beginning “EMPMCR_MISSINGMEMBERS”

You will need to download this file and import it into the MCR template to review the members that are missing and the reasons that they are missing.

Additional information on how to import files into the MCR template can be found in the “MCR Template Users Instructions document available [here](#)

One of three reasons will be shown in the error code field in column A which are as follows:

- P LA - Potential missing withdrawal indicator (LA) at ‘Date To’ from the ‘Last Line of Service we hold on record’
 - A withdrawal indicator may not have been provided for a member who has moved between schools within the same Local Authority
 - We will return the previous service line to you in the MCR file, you will need to provide the update and confirm the withdrawal indicator for this line
- P Non-LA - Potential missing withdrawal indicator (Non-LA) at ‘Date To’ from the ‘Last Line of Service we hold on record’
 - A withdrawal indicator may not have been provided for a member who has moved between schools between two different employers
 - We will return the previous service line to you in the MCR file, you will need to provide the update and confirm the withdrawal indicator for this line

- GAP - Missing Service - Last recorded day of service is 'Date To' from the 'Last Line of Service we hold on record'
 - There is a gap in employment for the member and we don't have service for the period being checked.
 - These service lines contain no service details, only the start and end dates we believe are missing, if this is missing, you'll need to fill in the remaining service details.
 - If the member withdrew previously to this gap in employment, you will need to provide the previously submitted service details and provide the withdrawal indicator.

You can hover your computer mouse/cursor over the error code field for the member row of data in column A to find the reason for the error.

Its important to remember that for MCR, if a member has a gap in pensionable employment and their contributions were not paid for, then an additional contribution payment will need to be made when providing these updates.

Additionally, if you are providing a service line you have previously paid contributions for, it's important to ensure that you don't provide another service line where contributions are expected. To ensure that this is followed, please provide a "when earned" adjustment line. This should be used when providing updates to previously submitted service lines where you are provided a withdrawal indicator only. When providing this service line, please ensure that the adjustment fields balance to "£0.00" to ensure no additional contributions are owed.

These files will be issued on the following dates if members are missing:

- The night of your MCR submission
- 12th of each month, a notification will be issued and an updated missing members file
- 15th of each month, a reminder that no corrections have been made and an updated missing members file

At any point, when you provide the missing member data, we will check to see that all members have been provided. If so, we will no longer notify or provide you with additional missing members file as no further corrections are needed.

The notifications will be issued to the MCR Data Centre Mailbox on the Employer Portal.

When will the change go live?

The change will be implemented on Monday 9th November 2020.