Monthly Return Guidance for Employers

The 'Monthly Return' is a facility which enables employers to provide the LPP with a monthly data file. This will carry out tasks to make the administration procedures easier and significantly reduce the number of End of Year queries as any discrepancies will be identified each month as they occur.

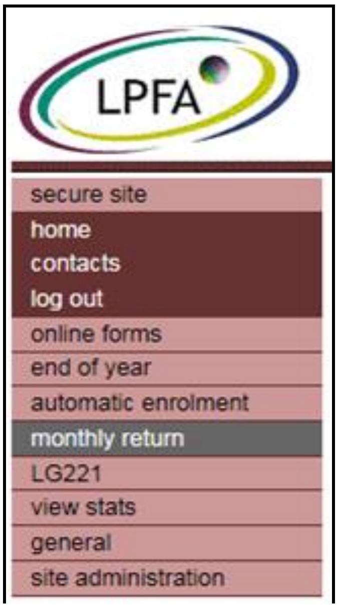
For more information about the Monthly Return please read the FAQ document located on Your Fund.

There is now a 'Monthly Return' section within the employer portal www.yourfund.org.uk.

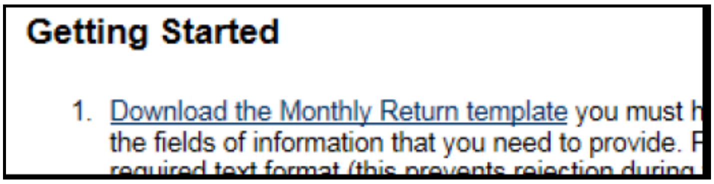
How to Upload a Monthly Return

1. Log into Your Fund in the normal way

2. Select 'Monthly Return' from the left hand menu.



3. Download the current version of the Monthly Return template by clicking on the link



4. Complete the template with your data- ensure that you use 'Sheet1' for your data and use the guidance tab for assistance.

   Please do NOT replace or delete any of the columns in this tab

5. Press the 'Auto Format' button on the template. This will highlight any format issues, any missing data and will help ensure the file can be successfully uploaded.

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6. For the file to be successfully uploaded to perform the first round of validation check the following needs to be correct:

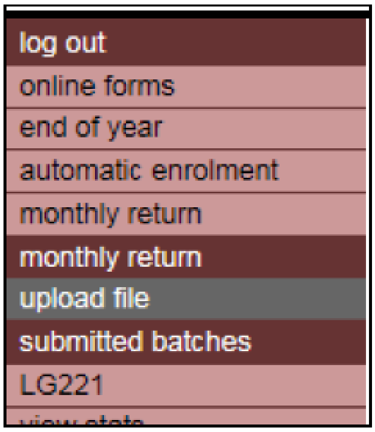
    a. The Employer Code column (column O) needs to be in the format of 00123

    b. The Month column (column BP) is correct and the correct abbreviated format e.g. SEP

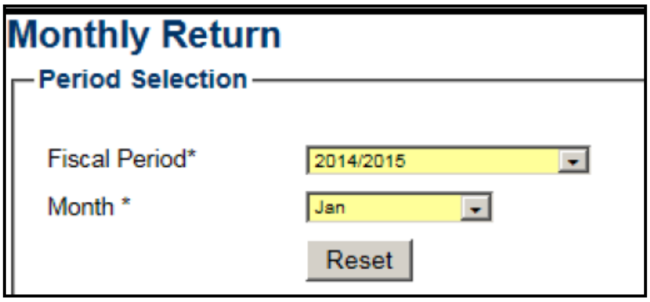
    c. The Fiscal Year column (column BQ) is correct and in the format of YYYY/YYYY

7. Save the spreadsheet.

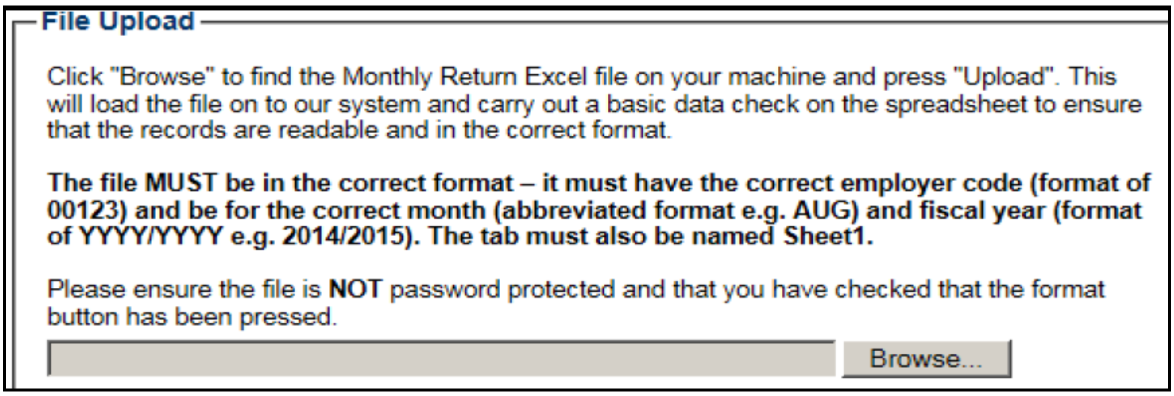
8. Go to 'upload file' option on the left hand menu.



9. Select the correct 'Fiscal Period' and 'Month' that corresponds to the Monthly Return that you are uploading.



10. Click the 'Browse' button and find the file from the location you have saved it in.



11. Once you have found your file and selected it- click the 'Upload File' button.

12. You will receive details of any formatting errors in the file in the section 'Error Summary'.

Summary

Total Rows	No. of Rows with Errors	Error Rate (%)
35	35	100

13. The Error summary will detail the following:

- **Total Rows -** *This will be the number of rows of data in the excel spreadsheet that was uploaded.*
- **No. of Rows with Errors** - *This will be the total number of rows that contain at least one validation error. One row may contain multiple errors and all errors will be listed for each row.*
- **Error Rate (%) -** *The percentage of rows that contain at least one error.*

  Please note that if the error rate is above 5% you will not be able to submit the file.

14. The details of each error will be listed in the 'Error Result' table. This will contain the following details:

- **Row No-** *The excel row number in the uploaded spreadsheet that contains the error*
- **NI Number-** *NI Number in the row that contains the error*
- **Surname-** *Surname in the row that contains the error*
- **Errors-** *A list of all the errors contained in the row*

Error Result

Rejected rows

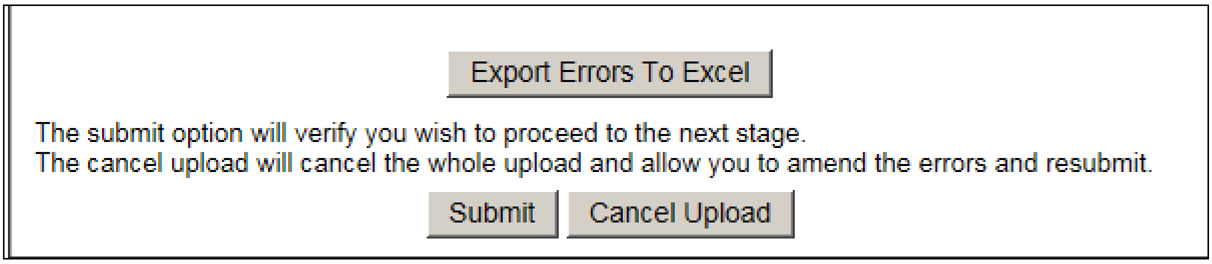
Row No	NiNumber	Surname	Errors Found
2	AA123456A	Anthony	'DJS' is mandatory, 'ContHoursChangeDate' is mandatory
3	AA345678B	McHugh	'DJS' is mandatory, 'ContHours' for parttime is a required field, 'ContHoursChangeDate' is mandatory
4	AA567891C	Banks	'DJS' is mandatory, 'ContHoursChangeDate' is mandatory
5	AA987654D	Smith	'ContHoursChangeDate' is mandatory
6	AA765432E	Collins	'DJS' is mandatory, 'ContHoursChangeDate' is mandatory
7	AA112233A	Arthur	'DJS' is mandatory, 'ContHoursChangeDate' is mandatory
8	AA334455C	Johnson	'DJS' is mandatory, 'ContHoursChangeDate' is mandatory
9	AA667788D	Bell	'DJS' is mandatory, 'ContHoursChangeDate' is mandatory
10	AA009988C	Connelly	'DJS' is mandatory, 'ContHoursChangeDate' is mandatory

For details on all the possible error types and how to resolve them please see the list at the end of this document.

15. Please note that if a row contains an error this may prevent us processing the row.

16. At the end of the 'Error Results' you have the options to export all results to Excel.

17. If the error rate is below 5% then you will be able to submit the return for processing or cancel the upload which will allow you to amend the errors and re-submit.



18. If the error rate is above 5% you will not have the option to submit the return. You will need to amend the errors and re-submit. Details on how to resolve errors can be found at end of this document.

19. Once submitted the file will go through overnight processing. Results of the processing will be available on the next working day through the 'Submitted Batches' under the Monthly Return area on Your Fund.

20. Overnight processing will:

- **Identify any missing joiners-** These will be processed automatically by the LPP meaning you will not need to submit an online joiner.
- **Identify any change of Hours-** These will be processed by our Admin Team using the details provided on the return meaning you will not need to submit an online change of hours for this member.
- **Identify member who have changed scheme-** These cases will be processed by our admin team using the details provided on the return. You will not need to complete an online form for this.
- **Identify scheme leavers-** These will be listed under the submitted batches section (please see point 21 to 23). You will need to complete an online leaver for this person.

21. Details of the results of the submitted return can be found under the 'Submitted Batches' page on the Monthly Return header on the left hand side. You will be able to see a list of all Monthly Return submitted through the automatic Monthly Return Upload process

Period Selection

Fiscal Period* [All] [Reset]

Submitted Batches

Batch ID	Fiscal Year	Month	Batch Status	Added By	Date Added	No Of Queries With LPFA	No Of Queries Awaiting Employer Response	Month & Fiscal Year
50	2014/2015	Apr	Cancelled	LPFA CPT Team	07/07/2014			Apr 2014/2015
132	2014/2015	Nov	Completed	LPFA CPT Team	27/01/2015	4	2	Nov 2014/2015

22. The summary table includes the following details:

- Batch ID- An LPP reference
- Fiscal year- As entered during the Monthly Return upload
- Month- As entered during the Monthly Return upload
- Batch Status will be one of the following;
  - **Waiting Processing:** Your upload has been successful. Your file is now with the LPP for processing.
  - **Processed:** The LPP have now processed your data. We will submit a report of errors to you in due course
  - **Completed:** The Monthly Return process for this file is complete. If there are any data errors or if we have any queries then you will be contacted directly.
  - **Cancelled:** You have cancelled this upload. The data will not be processed any further. You are able to view your rejected data and export the error list to excel.

  If you click on the batch status this will take you through to the leavers identified in the uploaded return.

- Added by- The user name for the person who uploaded the return.
- Date Added- The date the return was uploaded.
- No of Queries awaiting Employer Response- This will be the missing leavers identified in the uploaded return.
- No of Queries awaiting Employer Response: These will be the joiner, change of hours and scheme movement cases that will be actioned by the LPP.

23. If you click on the batch status you will be able to view the number of queries that need to be reviewed by the Employer. These will be any missing leavers identified through the validation checks.

Missing Scheme Leavers

NiNumber	Surname	Initials	Is this a Leaver?	
AB123456A	CARVELL-HALL	SJ	☑	Link to Online Leaver Form
AB123456A	HINES	M	☑	Link to Online Leaver Form
AB123456A	BYGATE	SC	☑	Link to Online Leaver Form
AB123456A	LUMU	SM	☑	Link to Online Leaver Form
AB123456A	NAZALYA	S	☑	Link to Online Leaver Form
AB123456A	WALKER	KA	☑	Link to Online Leaver Form

If this member is a leaver, please click the link above. This will take you to the Online Leaver Form, and will pre-populate the NI Number of the member.

If this person is not a leaver you can indicate this by un-ticking the box. You may wish to review the row for this member in the next monthly return.

Initial Validation Errors

Below is a list of the most common validation errors and how to resolve them. If a validation error is not present in the list below and you require details on how to resolve it please contact the Employer Risk Services Team on 02073692683 or at employerriskservicesteam@localpensionspartnership.org.uk.

Further details on the field requirements can also be found on the Guidance tab on the Monthly Return Template.

Validation Error	Explanation	How to Resolve
'ContHours' for fulltime not allowed	Hours have been entered into the 'ContHours' for a full time member. The hours entered do not equate to a full time,	If the member is full time remove the hours from the field. If the member is part time, please amend the part time indicator. If the person has changed their hours additional details may be required
'ContHours' for parttime is a required field	The part time indicator has been set to PT (part time) for this member but no details of their part time hours have been given.	If the member is part time please provide their part time hours in the field 'ContHours' and the full time equivalent hours in the field 'FTEHours'. If the member is full time please amend the 'PTIndicator' field to FT.
'ContHours' for termtime is a required field	The part time indicator has been set to TT (term time) for this member but no details of their hours have been given. We need the hours worked for term time members.	Please provide details of the hours worked in the field 'ContHours' and the full time equivalent hours in the field 'FTEHours'. If the member is full time please amend the 'PTIndicator' field to FT.
'ContHoursChangeDate is mandatory	The 'ContHoursChangeDate' is a mandatory field. We need confirmation of the date the hours the member currently works became effective. This allows us to amend members hours details from the return.	Please enter the date the member current hours became effective into the 'ContHoursChangeDate' field. Please note, this may be the date they joined the scheme if no hours changes have taken place.
'ContRate' rate does not exist for current fiscal year	The contribution rate entered is not a valid rate for the scheme. It could be that the contribution rate is for the 50/50 scheme but the member has been put down as full scheme in the field 'CurrentSchemeStatus' or vice versa. It could also be that the rate does not exist for either scheme	Firstly, check the 'CurrentSchemeStatus' is the member in the correct scheme? Amend the scheme status if necessary. If the scheme is correct please check the contribution rate is a valid rate. Details of the current contribution rates can be found on the Guidance tab of the monthly Return Template.
'ContWeeks' for termtime is a required field	The part time indicator has been set to TT (term time) for this member but no details of the weeks worked have been given. We need the weeks worked for term time members.	Please provide details of the weeks worked in the field 'ContWeeks' and the full time equivalent weeks in the field 'FTEWeeks'. If the member is not term time please amend the 'PTIndicator' field.
'DateSchemeStatus' is mandatory	The 'DateSchemeStatus' is a mandatory field. We need confirmation of the date the member joined the full time or 50/50 scheme. This allows us to process scheme changes with details from the return.	Please enter the date the member current hours became effective into the 'DateSchemeStatus' field. Please note, this may be the date they joined the scheme if no scheme changes have taken place.

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Validation Error	Explanation	How to Resolve
'DJS' is mandatory	The 'DJS' (Date Joined Scheme) is a mandatory field. This allows us to process new joiners with details from the return.	Please enter the date the member originally joined scheme into the 'DJS' field.
Email address is invalid	The email address entered for the member is in an invalid format.	Please review the format of the email address. This is an alphanumeric cell which allows up to 72 characters. It must contain the '@' symbol
FteHours' for parttime is a required field	The part time indicator has been set to PT (part time) for this member but no details of the full time equivalent hours have been given.	If the member is part time please provide their part time hours in the field 'ContHours' and the full time equivalent hours in the field 'FTEHours'. If the member is full time please amend the 'PTIndicator' field to FT.
FteHours' for termtime is a required field,	The part time indicator has been set to TT (term time) for this member but no details of their FTE hours have been given. We need the hours worked for term time members.	Please provide details of the hours worked in the field 'ContHours' and the full time equivalent hours in the field 'FTEHours'. If the member is full time please amend the 'PTIndicator' field to FT.
'FteWeeks' for termtime is a required field,	The part time indicator has been set to TT (term time) for this member but no details of the full time equivalent weeks worked have been given. We need the FTE weeks worked for term time members.	Please provide details of the weeks worked in the field 'ContWeeks' and the full time equivalent weeks in the field 'FTEWeeks'. If the member is not term time please amend the 'PTIndicator' field.
Invalid PT Indicator	The text in the PT Indicator field is not a valid option. The indicator needs to be one of the options given on the Monthly Return Guidance.	Please review the 'PT Indicator' field. The entry must be one of the following FT (Full Time), PT (Part Time), TT (Term Time), VT (Variable Time). For casual employees please put PT.
'NewBasicContRate' rate does not exist for current fiscal year	The contribution rate entered is not a valid rate for the scheme. It could be that the contribution rate is for the 50/50 scheme but the member has been put down as full scheme in the field 'CurrentSchemeStatus' or vice versa. It could also be that the rate does not exist for either scheme	Firstly, check the 'CurrentSchemeStatus' is the member in the correct scheme? Amend the scheme status if necessary. If the scheme is correct please check the contribution rate is a valid rate. Details of the current contribution rates can be found on the Guidance tab of the monthly Return Template.
'PartnershipStatus' must be one of M,D,W,C,P,S,U	The text in the 'PartnershipStatus' field is not a valid option. The status needs to be one of the options given on the Monthly Return Guidance.	Please review the 'PartnershipStatus' field. The entry must be one of the following M (Married), C (Civil Partnership), P (Cohabiting), S (Single), D (Divorced), W (Widow(er)), U (Unknown)
'PayrollPostNumber' is mandatory	The 'PayrollPostNumber' is a mandatory. This needs to be completed. This assists us with identifying posts for member who have multiple jobs. It also provides us with a reference in communication.	Please enter the Payroll post number for the member for this particular job. This must be a unique reference.
Title is longer than 5 characters	The text in the 'Title' field is not a valid option. The title needs to be one of the options given on the Monthly Return Guidance.	Please review the 'Title' field. The entry must be one of the following Mr, Mrs, Miss, Ms, Dr, Cllr, Sir or Prof.