

An employers guide on the

Monthly Data Contribution Process

Created August 2018: Dave Sloan
Reviewed July 2024: Helen Dyson
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1. Introduction

From 01/04/2018 the reconciliation will be done each month using the new monthly returns template and the remittance advice.

This makes the process of contributions management easier and ensures any problems with contributions are resolved as soon as possible. We will post data received and reconcile payments made by employers to member records each month.

The monthly return also gives us core information that allows us to improve member records on our systems. The monthly return also means that you no longer need to inform us separately of new starters, leavers, less than three months opt-out cases, anyone who elects to move to the 50/50 section or anyone who has a change in working conditions i.e. hours or pay. These processes will be created automatically using the information which you provide on the monthly return.

2. MDC Submission Dates and Direct Debit Schedule.

Please see the latest [Direct Debit schedule](#)

Please note the **Preferred Date** for submission of the data collection file and work to that date as much as possible.

We strongly encourage you to make submissions at least a week before the deadline date. This allows us to run our validation steps and ensures that any queries and errors can be resolved in time.

Final Submission Deadline date is the last date that **correct** submissions will be accepted as being on time.

If your organisation regularly pays contributions late we will report this to the Pensions Regulator. We will charge interest on late payments in line with our administration strategy and we may charge your organisation for the cost of chasing the late payment.

3. Payment Methods

With effect from 1 April 2020 the collection of monthly employee, employer and (any) deficit contributions will be made via Direct Debit. Please refer to the [Collection of Pension Contributions By Direct Debit Process Guide](#) for details of how the Direct Debit collection process will operate in practice.

Please note Direct Debits as calculated based on APP and Employees Contributions listed on the MDC file so it is important that these figures are correct.

As of 24/25 employers have a Primary and Secondary contribution rate rather than a deficit/surplus amount.

To enable us to set up the Direct Debits, employers will need to complete this [mandate form](#) and return it to SYPA. Please note that this requires a 'wet' signature so the form will require printing and signing before returning to SYPA.

Please return to:
South Yorkshire Pensions Authority
Oakwell House
2 Beevor Court
Pontefract Road
Barnsley
S71 1HG

There are some [notes](#) to explain how the mandate should be completed if required.

If you encounter any problems please contact us at: directdebits@sypa.org.uk

4. Contribution Bands

Every April employee contribution pay bands are reviewed in line with cost of living to take account of inflationary increases. The bands are adjusted in line with the Consumer Price Index (CPI) rate of inflation at September of the previous year.

For the latest [Contribution Pay Bands](#)

Since April 2014 the contribution banding is determined using the member's actual pay rather than the whole time equivalent.

5. Paying Over Additional Contributions

From time-to-time members may choose to pay extra contributions to improve their benefits. SYPA are responsible for setting up the arrangements for members to pay extra. You must not deduct additional contributions for a member unless we, or one of our Additional Voluntary Contributions (AVC) providers Scottish Widows or Prudential, ask you to. When you get instructions to set up a new deduction it will be clear where the additional contributions should be paid. You should include the following extra contributions that are due on the monthly return:

- Buying extra pension through Additional Regular Contributions
- Buying extra scheme membership

Extra contributions for Additional Voluntary Contributions must be paid to the appropriate AVC Plan provider. Our providers are Scottish Widows and Prudential.

For Scottish Widows

Please send your payment, accompanied by a payment schedule, which must show the employers unique reference number, along with the names, National Insurance numbers and amounts of each member's deduction to:

Scottish Widows PLC
15 Dalkeith Road
Edinburgh
EH16 5BU

Scottish Widows allocates a unique payment reference for each employer, please use this and not the scheme number when sending in payments and payment schedules. For more information about making payments to Scottish Widows please contact them on 0345 7556557 or email localgovt.avc@scottishwidows.co.uk

For Prudential

Prudential will give you details of the payment arrangements when setting up a deduction from a member with you.

Please send your payment, accompanied by a payment schedule, which must show the employers unique reference number, along with the names, National Insurance numbers and amounts of each member's deduction to:

Prudential
Lancing
BN15 8GB

For more information about making payments to Prudential please contact them on 0345 6000343.

For Equitable Life

Although no new AVC arrangements can be entered into with Equitable Life, there may still be some current members who have existing arrangements which they are still contributing to so please send your payment, accompanied by a payment schedule, which must show the employers unique reference number, along with the names, National Insurance numbers and amounts of each member's deduction to:

Equitable Life
Walton Street
Aylesbury
HP21 7QW

All enquiries regarding members with an Equitable Life arrangement should be forwarded to enquiries@equitable.co.uk

6. Completing Your Monthly Return

The monthly return spreadsheet can be downloaded from the employers section on our website:

[Monthly Data Submissions \(sympensions.org.uk\)](https://sympensions.org.uk)

Below is a list complete with description of what information is required on a monthly basis.

Column	Field Name (names in red are what columns are called on the monthly return template)	Description	Format	Max Length	Joiners	Changes	Leavers	Monthly Returns	Format/Data Example
A	EMPLOYERNO	Enter the Employer Number supplied by SYPA. Leading zeros must be included. DO NOT ENTER 00000 OR LEAVE BLANK. Contact SYPA for relevant codes.	Text	5	Mandatory	Mandatory	Mandatory	Mandatory	00521
B	FOLDERREF	UPM Folder Reference (Provided by SYPA) - Enter 0 if no member number available	Text	8	Mandatory	Mandatory	Mandatory	Mandatory	10234567 Enter 0 if no member number available
C	EMPLOYEEPAYROLLNO	Employee payroll number - as per employer payroll/HR system. Must be a unique reference to identify an individual pensionable employment	Text	16	Mandatory	Mandatory	Mandatory	Mandatory	123456B
D	NINO	National Insurance Number is the Main Match Key. Do not enter any spaces or	Text	9	Mandatory	Mandatory	Mandatory	Mandatory	NA123456A

		dashes. Temporary numbers are not acceptable. <i>(No 'temporary' numbers are accepted)</i>							
E	TITLE	Members Title – enter the full description for example Mr, Lady, Rev, Prof	Text	10	Mandatory	Mandatory	Mandatory	Mandatory	Mr Mrs Lady Rev
F	FORENAMES	Enter the Forename(s). It must be in a separate column to the Surname	Text	40	Mandatory	Mandatory	Mandatory	Mandatory	Alan Edward
G	SURNAME	Enter the Surname. It must be in a separate column to the Forenames.	Text	40	Mandatory	Mandatory	Mandatory	Mandatory	Smith
H	GENDER	Enter the relevant gender code which is shown in red. The code must be uppercase. M (Male) or F (Female). Do not enter the full description	Text	1	Mandatory	Mandatory	Mandatory	Mandatory	M = Male
I	DOB	Date of Birth. Must be in the format dd/mm/yyyy	Date	10	Mandatory	Mandatory	Mandatory	Mandatory	01/01/1960

J	MARITALSTAT US	Marital status. Enter the relevant marital status Married Divorced Partner Separated Single Widowed Same sex marriage Civil partner Nominated cohabiting partner. Choose Single if unknown	Text	20	Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	Married Divorced
K	DATEOFMARRIAGE	Enter the date of marriage or the date of divorce for changes in the format dd/mm/yyyy	Date	10	Non-Mandatory	Mandatory – If Applicable	Non-Mandatory	Non-Mandatory	01/01/2017
L	PHONENUMBER	Members Phone Number (no spaces). Enter a day time telephone number. It can be a landline number or a mobile number. Ensure leading zero is not removed if editing the CSV file.	Numb	11	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	01132441404
M	EMAILHOME	Members Personal Email Address	Text	70	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	Clare@yahoo.com
N	EMAILWORK	Members Work Email Address	Text	70	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	Clare@work.co.uk
O	ADDRESSLINE 1	Enter Address line 1. Do not use commas	Text	50	Mandatory	Mandatory-If Applicable	Non-Mandatory	Non-Mandatory	1 Test Street
P	ADDRESSLINE 2	Enter Address line 2. Do not use commas	Text	50	Mandatory-If Applicable	Mandatory-If Applicable	Non-Mandatory	Non-Mandatory	Test
Q	ADDRESSLINE 3	Enter Address line 3. Do not use commas	Text	50	Mandatory-If Applicable	Mandatory-If Applicable	Non-Mandatory	Non-Mandatory	Mapplewell

R	ADDRESSLINE 4	Enter Address line 4. Do not use commas	Text	50	Mandatory- If Applicable	Mandatory- If Applicable	Non- Mandatory	Non- Mandatory	Barnsley
S	ADDRESSLINE 5	Enter Address line 5. Do not use commas.	Text	50	Non- Mandatory	Non- Mandatory	Non- Mandatory	Non- Mandatory	South Yorkshire
T	POSTCODE	Members Postcode. Use uppercase and numbers	Text	8	Mandatory	Mandatory- If Applicable	Non- Mandatory	Non- Mandatory	S75 6EN
U	JOBTITLE	Members Job title. Do not use commas	Text	60	Non- Mandatory	Non- Mandatory	Non- Mandatory	Non- Mandatory	Cleaner
V	SCHOOL	If you have a school with an outsourced payroll provider, enter the School Name here. Do not use commas	Text	50	Non- Mandatory	Non- Mandatory	Non- Mandatory	Non- Mandatory	St Peters
W	EFFECTIVEDAT E	For MONTHLY RETURNS this should be set as the end of the month For LEAVERS this should be the Date left scheme For TUPE this should be the Date Left the specific Employer <i>Changes are dealt with by the HOURSCHANGESTART DATE and DATEOFMARRIAGE fields all other changes can use the monthly returns date if needed for the updates)</i>	Date	10	Mandatory	Mandatory	Mandatory	Mandatory	01/01/2017

X	SCHEMESECTION	Section of the scheme employee was member of at end of period or at the date of cessation of active membership in the employment. Enter 1 for main fund and 2 for 50/50	Text	1	Mandatory	Mandatory	Mandatory	Mandatory	Main section = 1 50/50 section = 2
Y	CONTRATE	Employee contribution rate payable at end of period. Standard contribution rate being deducted at the end of the period. The only permissible entries are : 5.50 5.80 6.50 6.80 8.50 9.90 10.50 11.40 or 12.50 for main fund and 2.75 2.9 3.25 3.4 4.25 4.95 5.25 5.7 6.25 for 50/50 section (see below)	Real	10	Mandatory	Mandatory	Mandatory	Mandatory	5.5 2.75

Z	BASICPENSIO NCONTS MAINScheme CONTS	Employee Contributions paid in main section . Contributions paid in the main section for the period excluding Part Time Buy Back (PTBB), APCs, ARCs, Reg 55 and AVCs. £0.00 if contributions not paid in the period. Enter in the format nnnn.nn	Real	10	Mandatory- If Applicable	Mandatory- If Applicable	Mandatory- If Applicable	Mandatory- If Applicable	127.02 Null if contributions not paid in the period
AA	MAINSECTION PENSIONABLE PAY	Pensionable Pay received in main section. Actual pay received on which LG contributions have been calculated in the main section of the scheme and any Assumed Pensionable Pay the member is treated as receiving during the period. £0.00 if no pay received relating to main section. Enter in the format nnnn.nn	Real	10	Mandatory- If Applicable	Mandatory- If Applicable	Mandatory- If Applicable	Mandatory- If Applicable	1954.21 Null if no pay received relating to main section

AB	PENSIONABLE PAY PRE2014FTEPAY	Enter members WTE grade of pay. This figure should not be less than £7000.00. Enter in the format nnnn.nn	Real	10	Mandatory	Mandatory	Mandatory	Mandatory	23450.52
AC	FIFTYFIFTYSECTIONPENSIONABLEPAY	Pensionable Pay received in 50/50 section. Actual pay received in the 50/50 section of the scheme and any Assumed Pensionable Pay the member is treated as receiving during the period. If no pay received, APP must be entered. Enter in the format nnnn.nn	Real	10	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	1954.21 Null if no pay received relating to 50/50 section
AD	FIFTYFIFTYPENSIONCONTS	Employee Contributions paid in 50/50 section. Contributions paid in the 50/50 section for the period excluding Part Time Buy Back (PTBB) , APCS , ARCS , Reg 55 and AVCs to Scottish Widows or Prudential . £0.00 if contributions not paid in the period. Enter in the format nnnn.nn	Real	10	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	63.51 Null if contributions not paid in the period

AE	APCS EMPLOY EEREGULAR	Employee Additional Pension Contributions (APC's) - regular contribution. Null if contributions not paid in the period. Enter in the format nnnn.nn	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-If Applicable	1000.37 Null if contributions not paid in the period
AF	APCS EMPLOY EELUMPSUM	Employee Additional Pension Contributions (APC's) - lump sum. Null if not paid in the period. Enter in the format nnnn.nn	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-If Applicable	500.48 Null if contributions not paid in the period
AG	AVCS	Employee AVC Contributions AVCs paid to Scottish Widows or Prudential . Null if contributions not paid in the period. Enter in the format nnnn.nn	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-if Applicable	750.14 Null if contributions not paid in the period
AH	ARCS	Employee ARC contributions paid (Reg 14 2008 regs). Null if contributions not paid in the period. Enter in the format nnn.nn	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-If Applicable	150.53 Null if contributions not paid in the period

AI	ADDYRSCONT SUM ADDED YEARS	Employee Additional contributions paid E.g. Reg 55 - Purchase of additional membership. Null if contributions not paid in the period. Enter in the format nnnn.nn	Real	10	Not Applicable	Non-Mandatory	Non-Mandatory	Mandatory-If Applicable	300.33 Null if contributions not paid in the period
AJ	EMPLOYERCO NTS	Contributions made by employer in respect of employee's pensionable pay. £0.00 if contributions not paid in the period. Enter in the format nnnn.nn	Real	10	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory-If Applicable	Mandatory	1001.24 Null if contributions not paid in the period
AK	APCS EMPLOY ERREGULAR	Employer Additional Pension Contributions (APC's) - regular contribution. Null if contributions not paid in the period. Enter in the format nnn.nn	Real	10	Not Applicable	Not Applicable	Not Applicable	Mandatory-If Applicable	835.48 Null if contributions not paid in the period
AL	APCS EMPLOY ERLUMPSUM	Employer Additional Pension Contributions (APC's) - lump sum. Null if not paid in the period. Enter in the format nnn.nn	Real	10	Not Applicable	Not Applicable	Not Applicable	Mandatory-If Applicable	5000.25 Null if contributions not paid in the period
AM	EMPLOYERAV CS	Employer AVC Contributions. Null if contributions not paid in the period. Enter in the format nnn.nn	Real	10	Not Applicable	Not Applicable	Not Applicable	Mandatory-If Applicable	205.29 Null if contributions not paid in the period

AN	PARTTIMEBUY BACKCONTS	Part time buy-back contributions. Null if contributions not paid in the period. Enter in the format nnn.nn	Real	10	Not Applicable	Not Applicable	Not Applicable	Mandatory-If Applicable	950.23 Null if contributions not paid in the period
AO	BREAKSTARTD ATEPM	Start Date of Break in Pensionable Membership. Only required where a break in membership is being notified. Enter in the format dd/mm/yyyy	Date	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	01/11/2017
AP	BREAKENDDA TEPM	End Date of Break in Pensionable Membership. Only required where a break in membership is being notified during the current period. Enter in the format dd/mm/yyyy	Date	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	15/11/2017
AQ	BREAKREASON	Reason for Break (Only required where a break in membership is being notified). Enter the relevant code for the break A (Absent) C (Career break) S (Strike) M (Maternity Leave) PL (paternity Leave)	Text	4	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	S = Strike break C = Career break PL = Paternity leave M = Maternity leave A = Authorised absence
AR	HOURSCHANG ESTARTDATE	Start Date of Hours Change Only required where a change of hours is being notified.	Date	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	10/11/2017

		Enter in the format dd/mm/yyyy							
AS	NEWCONTRACTEDHOURS	New Weekly Contracted Hours (Required for all joiners. Also required where a change of hours is being notified during the current period and the member is protected) Enter to two decimal places. For full Time 0.00 For Part Time enter the Actual Hours, ie 18.50 For Casual 0.01	Real	10	Mandatory	Mandatory-If Applicable	Not Applicable	Not Applicable	Casual = 0.01 Full Time = 0.00 Part Time = actual weekly contracted hours (e.g. 18.50)
AT	NEWSTANDARDHOURS	New Weekly Standard Hours (Full time equivalent). Only required where a change of hours is being notified for a member or if it's a new joiner. Enter in the format nn.nn	Real	10	Mandatory	Mandatory-If Applicable	Not Applicable	Not Applicable	37.00
AU	PREVCONTRACTEDHOURS	Previous Weekly Contracted Hours. Required where a change of hours is being notified. Enter in the format nn.nn	Real	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	20.25

AV	PREVSTANDARDHOURS	Previous Weekly Standard Hours (Full time equivalent). Only required where a change of hours is being notified. Enter in the format nn.nn	Real	10	Not Applicable	Mandatory-If Applicable	Not Applicable	Not Applicable	37.00
AW	DOA DATE JOINED SCHEME	Date of Scheme Admission during the current period. Enter in the format dd/mm/yyyy	Date	10	Mandatory	Not Applicable	Not Applicable	Mandatory-If Applicable	01/11/2017
AX	CASUAL CASUAL (Y OR N)	Flag to indicate the member is casual. Enter Y if casual	Text	1	Mandatory-If Applicable	Not Applicable	Not Applicable	Not Applicable	Y = Yes
AY	PENPAY ACTUALPENPAY	Annual Pensionable Pay for new joiners based on hours worked. If annual pay is 20000 and they work 18.50/37.00 hours the PENPAY would be 10000	Real	10	Mandatory	Not Applicable	Not Applicable	Non-Mandatory	20000
AZ	AE	Flag to indicate this member has been Auto Enrolled. Auto Enrolment. Enter Y if auto enrolled or N if not auto enrolled. The LGPS rules automatically brings new members into the scheme, therefore only use this under Auto Enrolment legislation	Text	4	Mandatory	Not Applicable	Not Applicable	Not Applicable	Y = Yes N = No

BA	EETYPE	Employee Type. Enter the relevant code EJ (Eligible Jobholder) NEJ (Non-Eligible Jobholder) EW (Entitled Worker) CO (Contractual Joiner)	Text	6	Mandatory-if AZ = Y	Non-Mandatory	Non-Mandatory	Non-Mandatory	EJ = Eligible Jobholder NEJ = Non-Eligible Jobholder EW = Entitled Worker CO = Contractual Joiner
BB	OORECDDATE	Date the 'Declaration of Opt Out' received by Employer. Enter the relevant date in the format dd/mm/yyyy . You must also supply the relevant form to SYPA.	Date	10	Non-Mandatory	Not Applicable	Not Applicable	Not Applicable	05/11/2017
BC	ERDEC	Declaration that the Employer has seen the Opt Out notice and provided enrolment information. Enter Y if OOFG is Y , otherwise enter N	Text	1	Mandatory-If Applicable	Not Applicable	Not Applicable	Not Applicable	Y = Yes N = No
*BD	OOFG OPTOUTFLAG (Y or N)	Opt out immediately flag (Only set to Y if member opted-out within 3 months of joining & contributions have been refunded via the payroll)	Text	1	Mandatory	Not Applicable	Not Applicable	Not Applicable	Y = Yes N = No

		You must also supply the relevant form to SYPA.							
BE	OODATE OPTOUTDATE	Opt out date Mandatory if OOFG = Y . Enter in the format dd/mm/yyyy	Date	10	Mandatory-If Applicable	Not Applicable	Not Applicable	Not Applicable	05/11/2017
BF	OOREASON OPTOUTREASON	Opt Out Reason Mandatory if OOFG = Y and OOREASON is populated. Enter AE for auto enrolment and C for Contractual	Text	2	Non-Mandatory	Not Applicable	Not Applicable	Not Applicable	AE = Auto Enrolment C = Contractual i.e. LGPS regulations
BG	DISCFG	Has the member opted out of Electronic Communication for disclosure purposes? Enter Y or N	Text	1	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	Y = Yes N = No
BH	JOINERFG	Joiner indicator. Y if Yes - if member joined the scheme during the period. N if Not	Text	1	Mandatory	Mandatory	Mandatory	Mandatory	Y = Yes if member joined the scheme during the period. N = No
BI	LEAVERFG	Leaver indicator. Y if Yes - if member left the scheme during the period. N if not. T if TUPE Transfer	Text	1	Mandatory	Mandatory	Mandatory	Mandatory	Y = Yes if member left the scheme during the period. N = No

									T = Member has TUPE to another employer
BJ	REASONFORLEAVING	Reason for leaving the pension scheme (see below) Please use one of options shown in additional information.	Text	100	Not Applicable	Not Applicable	Mandatory	Not Applicable	Voluntary Resignation Redundancy Normal
BK	REDUCTIONINPAY	Has the member had a reduction in pay? Are they entitled to use the best of last 3 years or do they have the BEN 10 option? Enter Y or N	Text	1	Not Applicable	Not Applicable	Mandatory	Not Applicable	Y N
BL	PIOVERRIDEDATE	If you are using previous years pay, you must confirm the effective date of the pay. Enter in the format dd/mm/yyyy	Date	10	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	12/04/2016

BM	PRE2008FTEPAY FINALSALARYPR	Actual Pensionable Pay (as per 2008 regs). from the previous 365 days. Whole Time Contractual Earnings – not uprated to 52 weeks if term time Please ensure this figure is correct to use for final salary calculations if inputting on Monthly return.	Real	10	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	21000
BN	REDUCTIONWAIVED	Are you as an employer choosing to waive members reduction in benefits? Please note a cost to you as an employer is likely so please contact SYPA to enquire about this. Enter Y or N	Text	1	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	Y N
BO	TYPEOFFILLHEALTHRET	If reason for leaving is ill health retirement, enter Tier 1 2 or 3	Text	1	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	1 2 3
BP	SERIOUSILLHEALTH	This should be Y if it is a Serious Ill Health	Text	1	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	Y N
BQ	ASSUMEDPENPAY ILLHEALTHAPP	Only to be used in Ill Health Retirement – usually SYPA would request separately. This is not to be used for members who are on reduced pay due to	Real	10	Not Applicable	Not Applicable	Non-Mandatory	Not Applicable	20000

		sickness or parental leave							
BR	NOTES	Free text field for any notes. These will only show on the BDI tables and will not be updated on the member record. Do not use commas (see below)	Text	250	Non-Mandatory	Non-Mandatory	Non-Mandatory	Non-Mandatory	*FREETEXT*

Additional Information

Whole Time Equivalent Pay (Column AB)

As per the above guidance, this field is mandatory in all cases and must be populated with a valid figure. For part-time members this would be the salary of the role if they worked full time. If the member is casual or on a 0 hours contract again this would be the salary of the role if they worked full time or the hourly rate x 37 hours x 52 weeks. Do not uprate these figures for term-time working.

This figure is used in our Annual Benefit Statement exercise and other calculations so needs to be as accurate as possible. See section 7 for further guidance

Contribution Rate (Column Y)

As per the above guidance, this field is mandatory in all cases and must be populated with a valid rate using the table in section 2.

For 50/50 scheme members, the system is able to accept a full contribution rate or a half contribution rate if that is how your payroll system is set up. If you are providing a half contribution rate for 50/50 scheme members we must be told in advance so we can put an indicator against your pay location which will allow our system to turn the half rate into a full rate which is what we actually require when recording monthly contributions.

Reasons for Leaving (Column BJ)

This field, although mandatory for leavers, is a free text field and should ideally be populated by one of the below reasons.

Deferment Types

Opted Out
Redundancy
Voluntary Resignation

Retirement Types

Early Retirement
Late Retirement
Normal Retirement
Ill Health Retirement
Serious Ill Health
Redundancy
Interest of Efficiency

Death

Death In Service

TUPE Transfer

If a member has had a TUPE Transfer during the relevant period then the Leaver Flag (Column BI) should be set to T, the Reason for Leaving (Column BJ) entered as TUPE and the Effective Date (Column W) the date the member left the employer by TUPE.

This is really important for members who TUPE as it will allow us to run a report of members who are TUPE to another employer so we can amend the members records to show the new employer and it will also total up the monthly return figures from the preceding 1st April to TUPE date and transfer them to the members earnings and contributions history view which is where figures are picked up for the CARE calculation.

Adding Notes (Column BR)

This is a free text field where you can add notes to your return to let us know any information that will help us to reconcile your return or other exceptional issues that will explain discrepancies.

We will not use the information you provide in the notes column to make any amendments to a member's record, it is purely used to help understand any discrepancies.

7. Glossary of Terms in Support of the File Layout

Annual Full-Time Equivalent (FTE) Final Pensionable Pay (as per 2008 regs) – Column AB

From 2023/2024 we will no longer average these figures but rather use the figure from the March MDC file. The figures under this column will never be used for any **actual** leaver or retirement calculations but it is more to give us a figure to use on the Annual Benefit statements and the Pension Input calculation once we reach April. It can be difficult to provide an actual figure every month, so if this is not possible please enter the members WTE grade of pay. Where a member works term-time only, the FTE pay for the term-time periods only should be provided (ie, if the member is a term-time employee and works 44/52 week then provide the FTE pay for 44 weeks).

As an example if a member is on £20,000 grade of pay for April to July and then receives an increase to £25,000 from August and stays on this figure until March. The calculation should do as follows:

$(4 * 20,000) + (8 * 25,000) / 12 = £23,333.33$ which gives a more realistic figure for the year and shouldn't over inflate the members benefits.

The 2008 definition of pensionable pay can be found in the [Old Timeline Regulations](#) and select 'Meaning of Pensionable Pay'.

Main Section and APP

The main section of the scheme is where contributions are paid at the normal rate (based on their pensionable pay) and this builds up pension at the rate of 1/49th.

Members are automatically placed in the main section when they join the LGPS; however, the member is then able to elect to join the 50/50 section. Please note that this election must be made in writing to their employer/payroll provider.

Should the member move on to reduced pay or no pay due to sickness or paternal leave then the **Assumed Pensionable pay (APP)** should be provided for the member with employer paying their contributions against this amount. If a member is no pay maternity or paternal leave then this is classed as a break so APP is not required.

It is imperative this is supplied on the monthly returns as the members figures from April to March are totalled up and used to calculate their CARE pension for that year. No year-end adjustment is available.

Further information on the calculation of APP is available at the [LGPS Regulations Website](#).

50/50 Section

The 50/50 section allows members to contribute at half of their normal contribution rate and build up an equivalent pension at half of the normal rate (ie, 1/98th). In the 50/50 section, the member retains the same life cover and ill- health cover as they would be entitled to in the main section.

Members are automatically placed in the main section when they join the LGPS; however, the member is then able to elect to join the 50/50 section. Please note that this election must be made in writing to their employer/payroll provider. The Fund has produced a factsheet on the 50/50 section which is available on the [Authority's Website](#).

Assumed Pensionable Pay (APP) – Ill health

APP will need to be calculated when an employer terminates an active member's employment on the grounds of permanent ill health with a tier 1 or tier 2 ill-health pension, where an active member dies in service or where a tier 3 ill-health pension is awarded and is subsequently uplifted to a tier 2 ill-health pension.

This APP figure is needed to calculate the amount of the enhancement applied to the member's benefits under the scheme. Where the independent registered medical practitioner certifies that the member was working reduced contractual hours during the last 12 (weekly) or three (monthly) pay periods as a consequence of ill health, the APP figure is to be calculated on the pay the member would have received during the relevant pay periods if they had not had to reduce their hours.

If a member is to retire on health grounds we would usually expect the employer to be in contact with SYPA so we could request this figure outside of the monthly returns

Further information on the calculation of APP is available at the [LGPS Regulations Website](#).

Additional Pension Contributions (APCs)

APCs replaced ARCs with effect from 1 April 2014. Members in the main section of the LGPS can pay additional contributions to buy up to £6,822 (as at 01/04/2018) of extra annual pension. This figure will increase each year in line with inflation. They can choose to pay for the extra pension by spreading the payment of the APCs over a number of complete years or by a lump-sum. If they wish to spread the payment, the additional regular contributions would be deducted from their pay, just like their normal pension contributions. Normal contributions plus the APCs are deducted before tax is worked out, so if the member pays tax they then receive tax relief automatically through the payroll. Tax relief is available on all pension contributions up to 100% of the member's taxable earnings.

The minimum period of time a member can spread the payment of APCs over is 12 months, and the maximum is the number of years from the start of the contract to their normal pension age.

Members who are a year or less from their normal pension age can only pay by lump-sum.

An APC can also be used to buy back a period of unpaid leave. A member can do this regardless of whether they are in the main or 50/50 section. If the member makes an election to purchase back a period of unpaid leave and do this within 30 days of returning to work then as an employer you will pay 2/3rds of the cost, unless the break is due to a trade dispute. You can extend this 30 day limit at your discretion.

The cost can be spread over a number of complete years or by making a lump sum payment.

However if the member is within a year or over their NPA they can only make payment by a lump sum.

There are online APC calculators for members to use, which are available at

<https://www.lgpsmember.org/more/apc/index.php> A flow chart is also available to help members decide which calculator they should use (ie, buying extra or lost pension):

<https://www.lgpsmember.org/more/apc/APCflowchart.pdf>

Additional Regular Contributions (ARCs)

ARCs were replaced by APCs (see section above) with effect from 1 April 2014. Therefore no new ARC contracts can be taken out after 31 March 2014 – members have the option to start an APC contract instead. It should be noted that a member may still be contributing to an existing ARC contract taken out prior to 1 April 2014.

Additional Voluntary Contributions (AVCs)

AVCs allow the member to build up a pot of money which can then be used to provide additional benefits on top of those accrued from their scheme membership. South Yorkshire Pensions Authority's in-house AVC providers are [Prudential](#) and [Scottish Widows](#), but some members do have existing AVC contracts with Equitable Life. AVCs are deducted directly from the member's pay before tax is worked out, so if they pay tax they receive tax relief automatically. Members have their own personal AVC account and they decide how the money from their pot is to be invested into the different funds offered by the AVC provider.

Members can elect to pay an AVC if they are in either the [main](#) or [50/50](#) section of the LGPS.

A member can pay up to 100% of their pensionable pay into an in-house AVC, unless they started their AVC before 1 April 2014, in which case they can pay up to 50% of their pensionable pay. Employers can also pay towards a member's AVC fund at their discretion. This is known as a shared-cost AVC (SCAVC).

Part-Time Buy Back (PTBB)

This is a contract to buy back a period of part-time service that the member was not previously entitled to use as pensionable service. The additional contributions for a PTBB are paid on a monthly basis and these contracts will apply to members who held part-time service prior to 1 April 1988.

8. Mandatory and Non-Mandatory Fields Explained

Mandatory fields in all scenarios

- A – Your employer number which will be 5 digits beginning with 00.
- B – The folder ref which relates to the members record, if you don't know it please enter 0.
- C – The member's payroll number with the employer. In any scenario they don't have one please enter 0.
- D – Member's National Insurance number
- E – The member's title.
- F – The member's forename(s).
- G - The member's surname.
- H – The member's gender.
- I – The member's date of birth.
- W – The effective date should always be the last day of the month unless they are flagged as a leaver where you must enter the members leaving date in this field.
- X – The section the member is in. 1 = main section and 2 = 50/50 section.
- Y – The contribution rate the member pays (even if they have zero payments this is required).
- Z or AD – The member's contributions paid that month (Z – if member is main section, AD – if member pays in to the 50/50 scheme).
- AA or AC – The member's pensionable pay for that month (AA – if member is main section, AC – if member is 50/50 scheme).
- AB – to be completed in all scenarios. See guide for what pay figure is required (further clarification also in updated FAQ's when supplied).
- AJ – The employer contributions paid for this member for that month.
- BH – Joiner Flag – If the member has started in the scheme this month then it should equal Y otherwise N.
- BI – Leaver Flag – If you are notifying us the member has left then it should equal Y otherwise N.

Mandatory if they are applicable (if not applicable left blank)

- AE – if member pays APC regularly
- AF – If member is making a one off payment for APC
- AG – AVCs (please note that payment is sent to AVC provider)

AH – member set up to buy additional pension between 1.4.2008 and 31.3.2014 and is still paying

AI – Added Years contract set up prior to 1.4.2008 and is still making monthly payments

AK – if employer is paying part of members APC contract monthly

AL – if employer is paying for part of or a full APC contract in a one off payment

AM – Employer AVCs – I am not aware of anyone paying these but if it applies that employer is contributing to AVCs use this column

AN – Part Time buy back contract – these will have been set up a long time ago but there are still some members with their contract ongoing so the monthly payments relating to Part time buy back are entered here.

Mandatory for Joiners (If column BH is Y)

J - Martial Status – use single as default

O – 1st line of address (if more than one line of address just enter under P, Q, R and S if required)

T – Post Code (Please use correct format)

AS – this is the new contracted hours (if member works full time hours enter 0)

AT – standard whole time hours for members contract (usually 37)

AW – Date member joined scheme (dd/mm/yyyy)

AX – if member is casual enter Y in this column (in this scenario column AS will be 0.01)

AY – this is the members actual annual pay figure

AZ- This will need to be populated with either a Y (this member has been automatically enrolled into the LGPS) or N (contractual joiner/rejoin).

BA – becomes mandatory if AZ = Y what type of auto enrolment is it? See employer guide for options

BD – Did member opt out on joining? Y or N

BC – if BD = Y this column is mandatory (Y needed in column)

BE – if BD = Y this column is mandatory (opt out date)

BC and BE can be left blank if BD = N.

BH must = Y if member is being recorded as a joiner.

This information will allow us to set up a new record.

Please note. If the member works for an employer who has simply changed payroll then they are not a new joiner and the old payroll provider shouldn't indicate they are a leaver.

Optional for joiners (non-mandatory)

BB – if member opted out, when was opt out received.

N – work email – we are trying to move online so if an email could be provided it would assist us with this.

Mandatory for Leavers (If Column BI is Y)

W - the leaving date (can be in previous months)

BJ – reason for leaving

BK – reduction in pay Y or N

Optional for leavers

BM – if you enter a figure here it should only be the actual final 365 days contractual pensionable pay figure uprated to full time for leavers with final salary membership.

I wouldn't complete any other fields as we should have contact with employers if reason for leaving involves Ill Health retirement or retirements where reduction is waived.

If the member is eligible to use best of last 3 years or has BEN10 protection I would expect a pensions officer to request this information.

9. Submitting Your Monthly Return

When you have your information loaded on to your monthly return template in excel a good check before converting to CSV is to click “Ctrl” and “End” buttons together and this will show you the last cell that will be transferred to the CSV file. On the example above you can see that the last column on the last row is highlighted so when it is converted to CSV there will be no lines of data created with all of the columns containing null values. Also make sure that column A is a text column and contains the leading 00 to the employer number otherwise when loading the file will error.

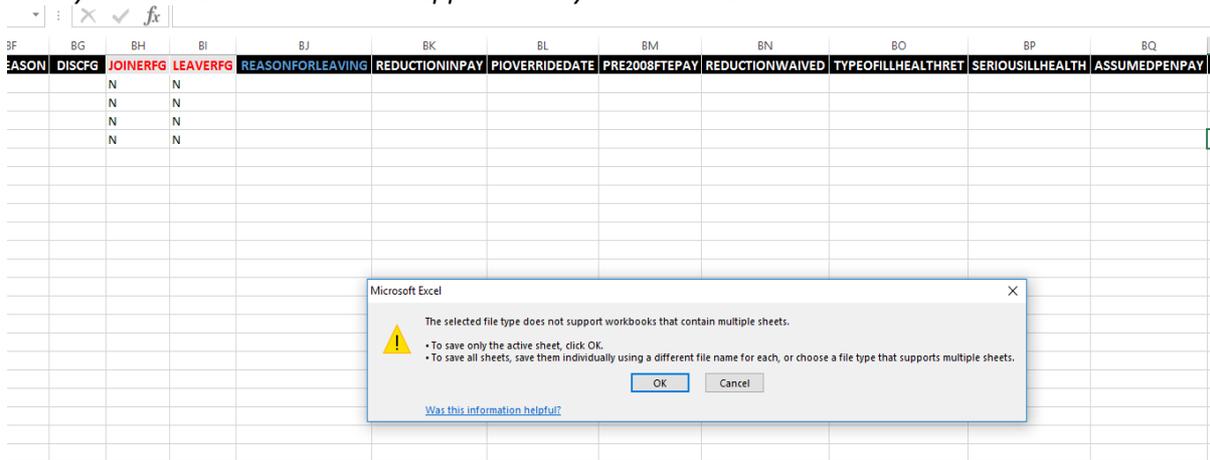
BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR
JOINERFG	LEAVERFG	REASONFORLEAVING	REDUCTIONINPAY	PIOVERRIDEDATE	FINALSALARYPR	REDUCTIONWAIVED	TYPEOFILLHEALTHRET	SERIOUSILLHEALTH	ILLHEALTHAPP	NOTES
N	N									
N	N									
N	N									
N	N									

To create a CSV file click File – Save As – the folder you wish to save it to. Then save as type CSV (Comma Delimited)

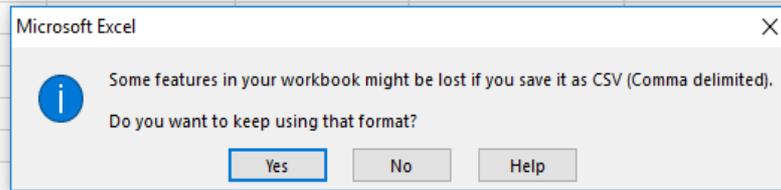


Always ensure you are not overwriting a previous CSV file as this can cause issues with formatting of the document which will then create issues when you start the monthly return process.

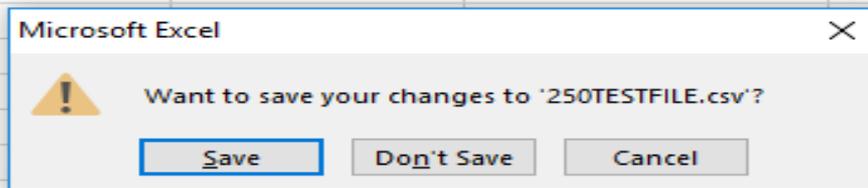
Once you click save the box below appears and you need to click “ok”



Following this you click “yes” – see next box which appears below



Your CSV file is now saved. Exit the Excel template you have by clicking the cross in the top right hand corner before clicking "don't save" when the box below appears.



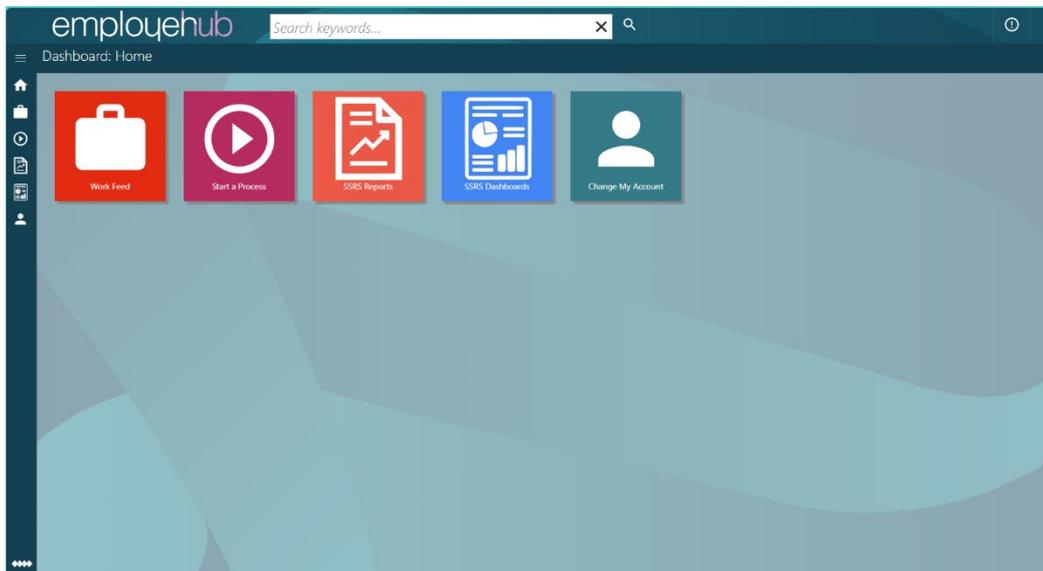
Now you should be ready to submit the monthly return.

To submit your monthly return you will need to login to the Employer Hub facility by visiting [Home Page \(sypensions.org.uk\)](https://www.sypensions.org.uk) then select login.

To login you need your username and password. You should have already been provided these by our I.T. department but if you have any problems logging in please contact our customer services department via email customerservices@sypa.org.uk with Employer Web login problem in subject or telephone 0300 3036160.

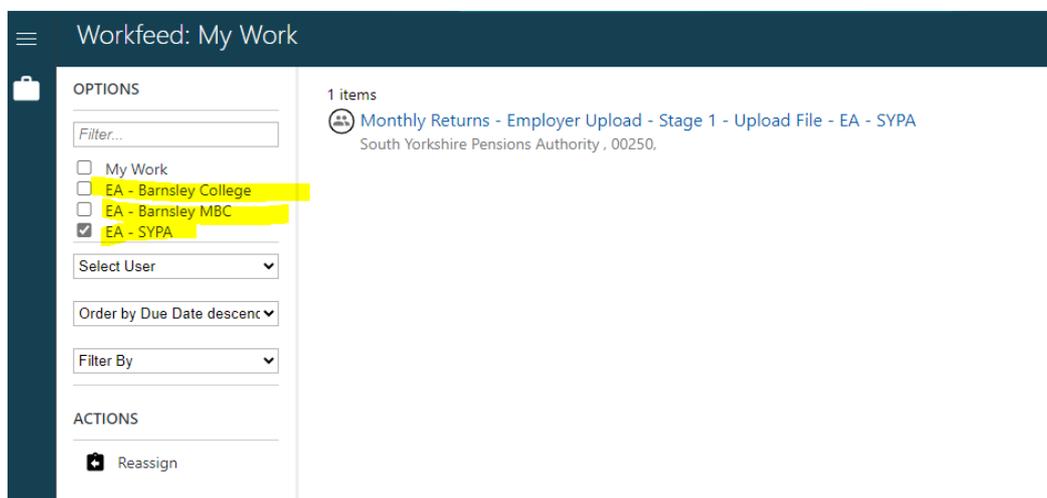
Sign in to Employer Hub

This is the Home screen Dashboard



All MDC processes will be in your Work Feed. We will create the next months MDC process as we do now, but instead of assigning it to an individual, it will remain in the Employer Work tray.

All the employers you have access to are visible in this menu on the left hand side. Select the employer you wish to upload for and you should see an MDC process available. Tick the process you need and use the reassign button to move the process into your workfeed.



1 items

 Monthly Returns
South Yorkshire Pen

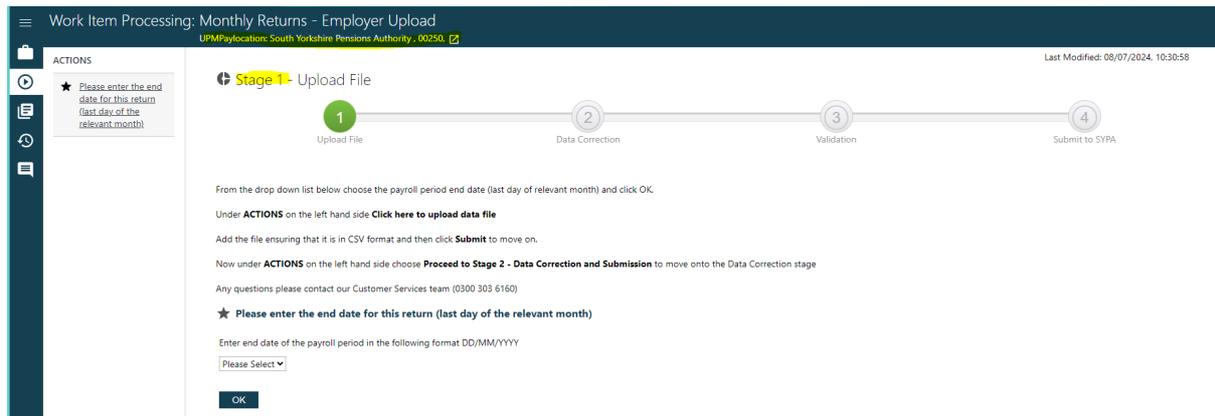
this symbol indicates a process at employer level

3 items
 Monthly Return
 Barnsley Mbc . 01

this symbol indicates a process in your worktray and the name of the employer is shown in the notes

Click onto the process to open it up. The banner at the top reminds you which employer you are working on. The ACTIONS tab on the left hand side tells you what is required at each stage.

Stage 1



At Stage 1 the first action is to enter the end date for the month you are uploading from the drop down list, then press OK

From the drop down list bel

Under **ACTIONS** on the left

Add the file ensuring that it

Now under **ACTIONS** on th

Any questions please conta

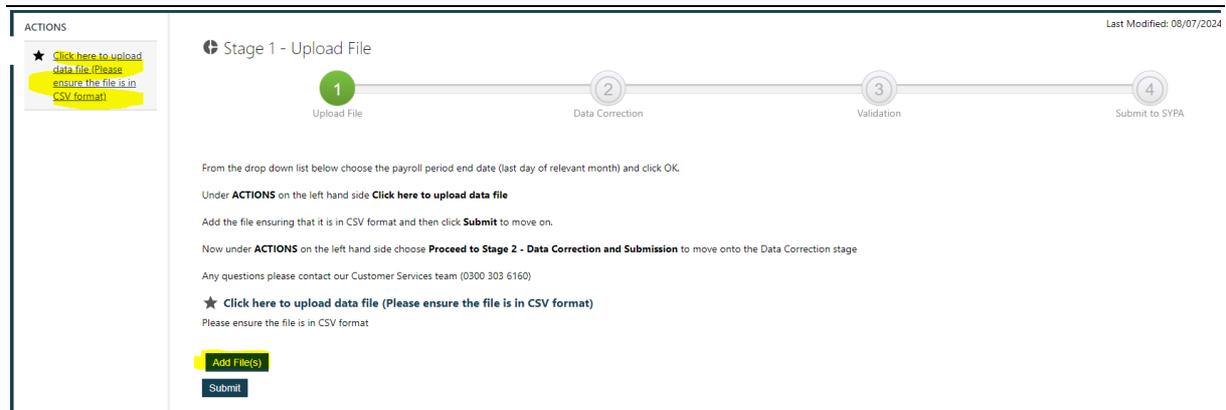
★ **Please enter the en**

Enter end date of the payrc

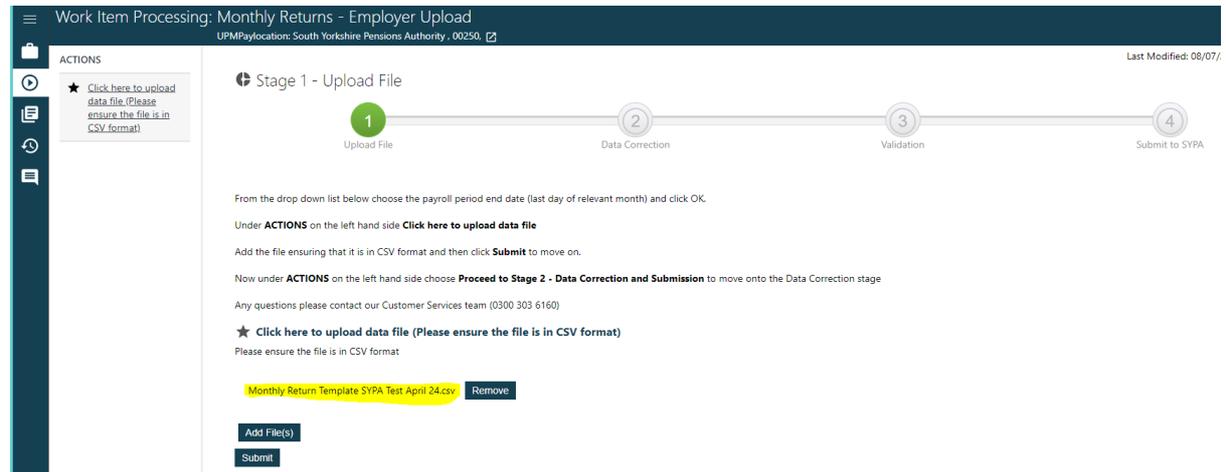
30/04/2024 ▼

OK

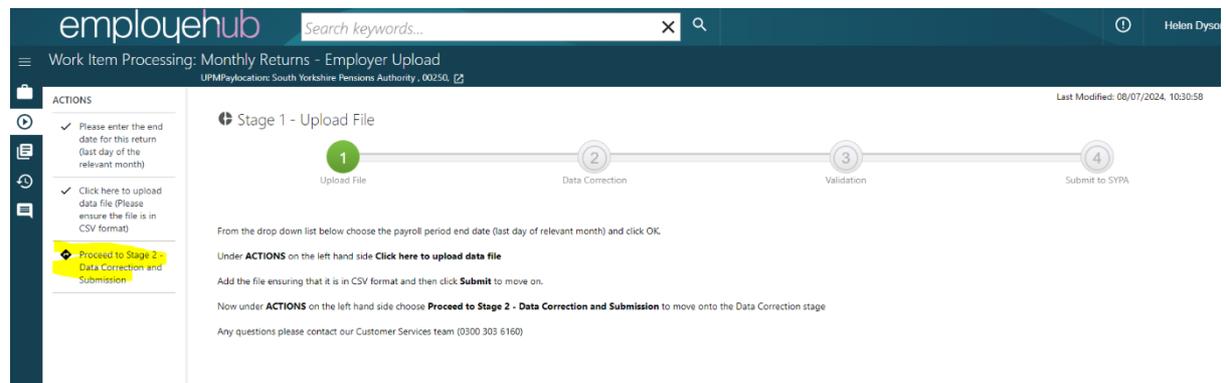
The screen then moves on to request you upload the Data file in CSV format, click the action on the left hand side to do this



Select your file and click 'add file' and then 'submit'. If you have chosen the wrong file use the 'remove' option

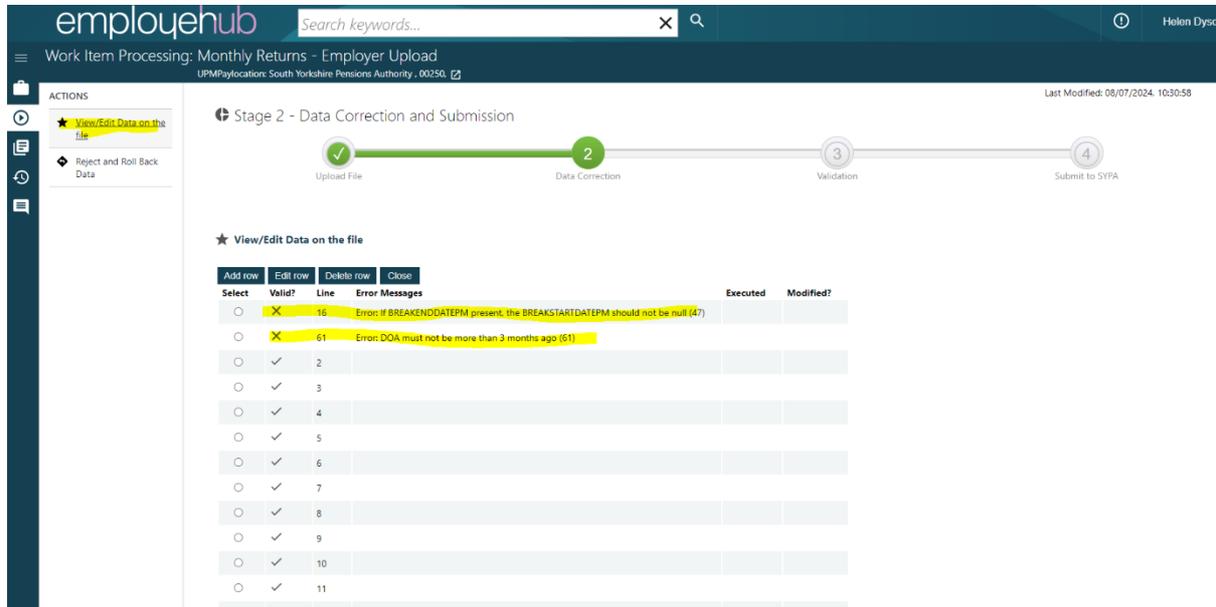


Then use the final action button on the left hand side to proceed to stage 2



Stage 2

On entering Stage 2 the system will perform validations against the data provided. Any lines that fail this validation will appear at the top of the list with a X. These must be corrected before moving onto the next stage



employehub Search keywords... X

Work Item Processing: Monthly Returns - Employer Upload
 IPMP/Location: South Yorkshire Pensions Authority - 00250

ACTIONS
 View/Edit Data on the file
 Reject and Roll Back Data

Stage 2 - Data Correction and Submission

Upload File Data Correction Validation Submit to SYPA

★ View/Edit Data on the file

Add row	Edit row	Delete row	Close	Select	Valid?	Line	Error Messages	Executed	Modified?
				<input type="radio"/>	X	16	Error: If BREAKENDDATEPM present, the BREAKSTARTDATEPM should not be null (47)		
				<input type="radio"/>	X	61	Error: DOA must not be more than 3 months ago (61)		
				<input type="radio"/>	✓	2			
				<input type="radio"/>	✓	3			
				<input type="radio"/>	✓	4			
				<input type="radio"/>	✓	5			
				<input type="radio"/>	✓	6			
				<input type="radio"/>	✓	7			
				<input type="radio"/>	✓	8			
				<input type="radio"/>	✓	9			
				<input type="radio"/>	✓	10			
				<input type="radio"/>	✓	11			

Use the 'select' radio button against a row to 'Edit Row' and amend the data

Once amended use the 'Save & Validate' at the bottom of the page to save your changes

ASSUMEDPENPAY

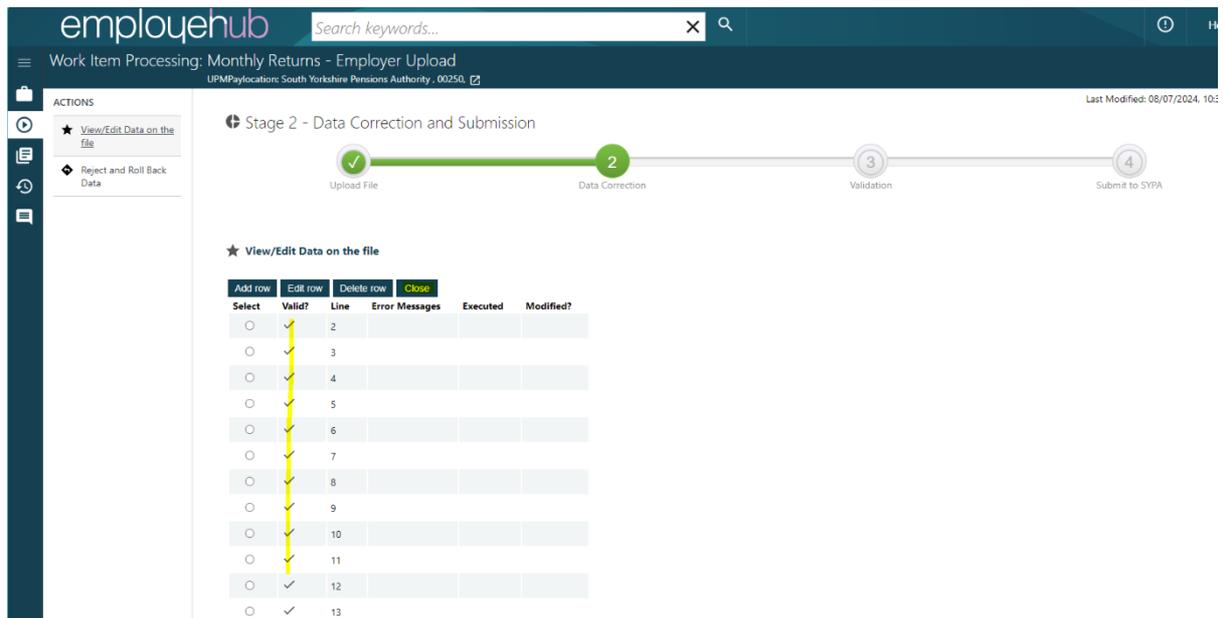
NOTES

Characters remaining: 250

Save & Validate Cancel

If the data passes the revalidation, it will disappear from the list

Once all the rows have ticks you can move on using the 'Close' button



employehub Search keywords... X

Work Item Processing: Monthly Returns - Employer Upload
UPMPaylocators: South Yorkshire Pensions Authority . 00250. [?] Last Modified: 08/07/2024. 10:5

ACTIONS

- View/Edit Data on the file
- Reject and Roll Back Data

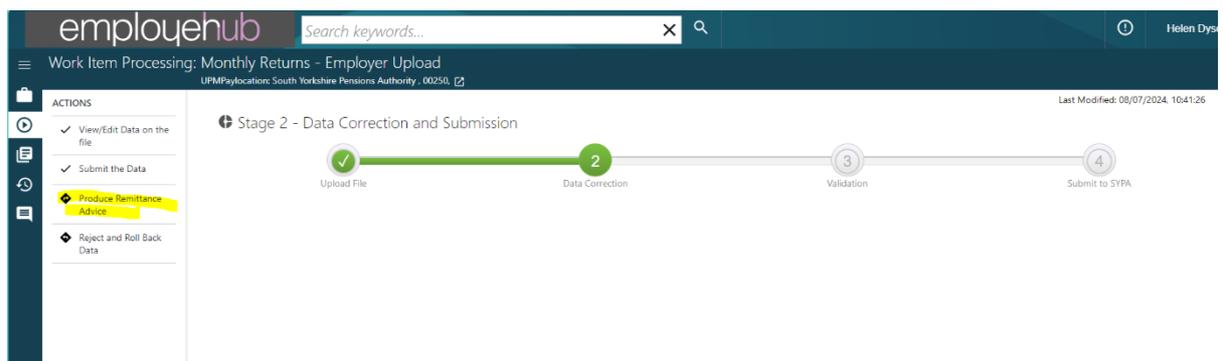
Stage 2 - Data Correction and Submission

Upload File (1) Data Correction (2) Validation (3) Submit to SYPA (4)

★ View/Edit Data on the file

Add row	Edit row	Delete row	Close	Select	Valid?	Line	Error Messages	Executed	Modified?
				<input type="radio"/>	✓	2			
				<input type="radio"/>	✓	3			
				<input type="radio"/>	✓	4			
				<input type="radio"/>	✓	5			
				<input type="radio"/>	✓	6			
				<input type="radio"/>	✓	7			
				<input type="radio"/>	✓	8			
				<input type="radio"/>	✓	9			
				<input type="radio"/>	✓	10			
				<input type="radio"/>	✓	11			
				<input type="radio"/>	✓	12			
				<input type="radio"/>	✓	13			

If at anytime you want to reupload your data file, use the 'Reject and Roll Back' button



employehub Search keywords... X

Work Item Processing: Monthly Returns - Employer Upload
UPMPaylocators: South Yorkshire Pensions Authority . 00250. [?] Last Modified: 08/07/2024. 10:41:26 Helen Dys

ACTIONS

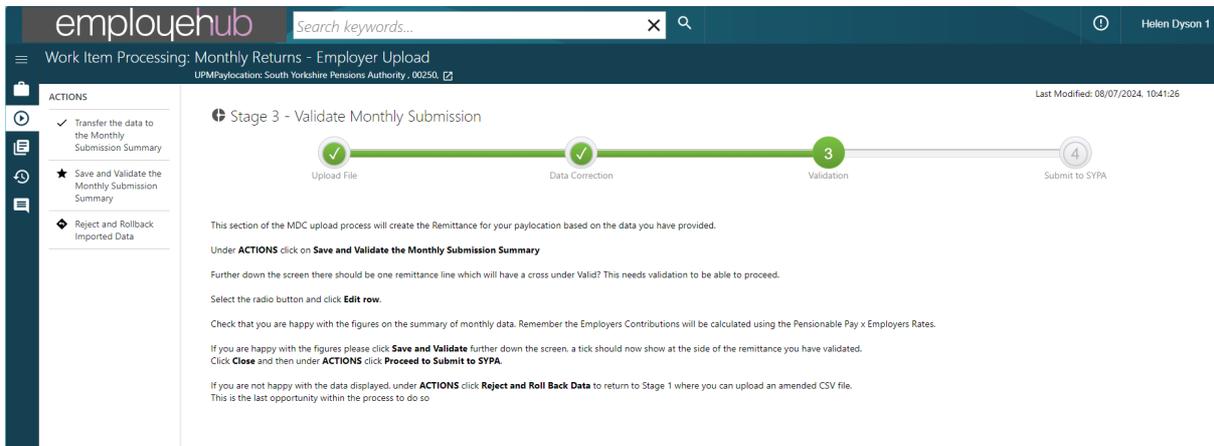
- View/Edit Data on the file
- Submit the Data
- Produce Remittance Advice
- Reject and Roll Back Data

Stage 2 - Data Correction and Submission

Upload File (1) Data Correction (2) Validation (3) Submit to SYPA (4)

Stage 3

At this stage you will validate the submission to produce the Remittance advice



employehub Search keywords... X

Work Item Processing: Monthly Returns - Employer Upload
UPMPaylocation: South Yorkshire Pensions Authority - 00250

Stage 3 - Validate Monthly Submission

Upload File | Data Correction | **3 Validation** | 4 Submit to SYPA

This section of the MDC upload process will create the Remittance for your paylocation based on the data you have provided.

Under **ACTIONS** click on **Save and Validate the Monthly Submission Summary**

Further down the screen there should be one remittance line which will have a cross under Valid? This needs validation to be able to proceed.

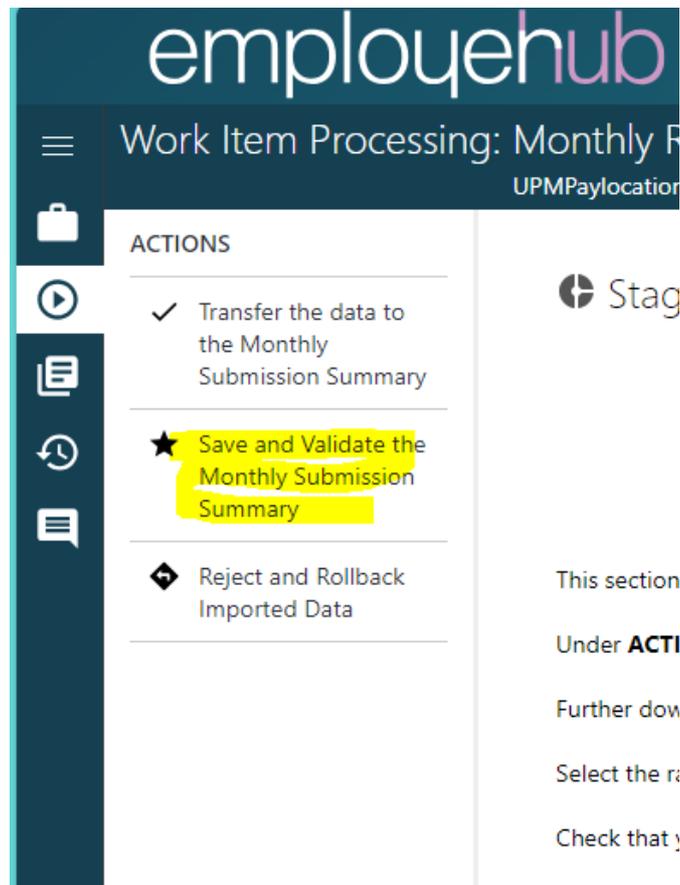
Select the radio button and click **Edit row**.

Check that you are happy with the figures on the summary of monthly data. Remember the Employers Contributions will be calculated using the Pensionable Pay x Employers Rates.

If you are happy with the figures please click **Save and Validate** further down the screen, a tick should now show at the side of the remittance you have validated. Click **Close** and then under **ACTIONS** click **Proceed to Submit to SYPA**.

If you are not happy with the data displayed, under **ACTIONS** click **Reject and Roll Back Data** to return to Stage 1 where you can upload an amended CSV file. This is the last opportunity within the process to do so

Use the action on the left hand side to move on



employehub

Work Item Processing: Monthly Returns - Employer Upload
UPMPaylocation

ACTIONS

- ✓ Transfer the data to the Monthly Submission Summary
- ★ **Save and Validate the Monthly Submission Summary**
- ✖ Reject and Rollback Imported Data

There should only be 1 row of figures for your employer, if there is more than one please use the 'Reject and Rollback' button to load a revised CSV file

employehub Search keywords... X

Work Item Processing: Monthly Returns - Employer Upload
 UPMPaylocation: South Yorkshire Pensions Authority_00250

Upload File | Data Correction | Validation | Submit to SYPA

ACTIONS

- Transfer the data to the Monthly Submission Summary
- Save and Validate the Monthly Submission Summary**
- Reject and Rollback Imported Data

This section of the MDC upload process will create the Remittance for your paylocation based on the data you have provided.

Under **ACTIONS** click on **Save and Validate the Monthly Submission Summary**

Further down the screen there should be one remittance line which will have a cross under Valid? This needs validation to be able to proceed.

Select the radio button and click **Edit row**.

Check that you are happy with the figures on the summary of monthly data. Remember the Employers Contributions will be calculated using the Pensionable Pay x Employers Rates.

If you are happy with the figures please click **Save and Validate** further down the screen, a tick should now show at the side of the remittance you have validated. Click **Close** and then under **ACTIONS** click **Proceed to Submit to SYPA**.

If you are not happy with the data displayed, under **ACTIONS** click **Reject and Roll Back Data** to return to Stage 1 where you can upload an amended CSV file. This is the last opportunity within the process to do so

★ Save and Validate the Monthly Submission Summary
 Please go into the line via edit row and ensure Save&Validate is clicked

Select	Valid?	Line	EMPLOYERNO	BASICPENSIONCONTS	FIFTYFIFTYPENSIONCONTS	MAINSECTIONPENSIONABLEPAY	FIFTYFIFTYSECTPENSIONABLEPAY	EMPLOYERCONTS	TOTALREMITTANCE
<input type="radio"/>	X		00250	16302.73	499.6	238883.84	15730.66	48308.77	65111.1

Go to page: 1

Filter by: Select a filter

Refresh

Use the radio button to 'Edit Row', then at the bottom of the page click 'save and Validate'

★ Save and Validate the Monthly Submission Summary
 Please go into the line via edit row and ensure Save&Validate is clicked

Select	Valid?	Line	EMPLOYERNO	BASICPENSIONCONTS	FIFTYFIFTYPENSIONCONTS	MAINSECTIONPENSIONABLEPAY	FIFTYFIFTYSECTPENSIONABLEPAY	EMPLOYERCONTS	TOTALREMITTANCE
<input checked="" type="radio"/>	X		00250	16302.73	499.6	238883.84	15730.66	48308.77	65111.1

Go to page:

TOTALEMPLOYEES: 16802.33

EMPLOYERCONTS: 48308.77

TOTALREMITTANCE: 65111.1

TOTALPENSIONABLEPAY: 254614.50

Save Save&Validate Cancel

REMEMBER to save and validate the remittance advice

If you are happy with the figures click "Save&Validate" and this will write the data to the process so we can create the Remittance Advice once we receive the process.

If you aren't happy with the figures you can "Cancel" and then choose Reject in the stage routes and roll back the data and start again from the beginning.

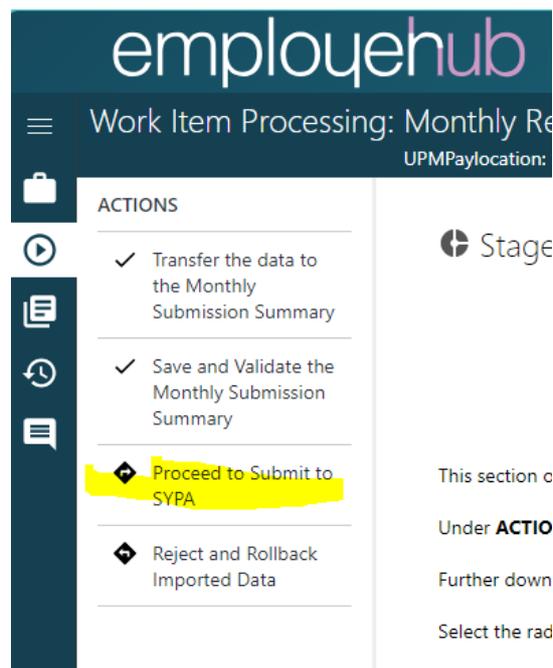
★ **Save and Validate the Monthly Submission Summary**
Please go into the line via edit row and ensure Save&Validate is clicked

Add row Edit row Delete row Close

Select	Valid?	Line	EMPLOYERNO	BASICPENSIONCONTS	FII
<input type="radio"/>	<input checked="" type="checkbox"/>		00250	16302.73	49

Go to page
1

Ensuring that you now have a tick against the line of figures, then press Close to move on and the next action becomes available



employehub

Work Item Processing: Monthly Re
UPMPaylocation:

ACTIONS

- ✓ Transfer the data to the Monthly Submission Summary
- ✓ Save and Validate the Monthly Submission Summary
- Proceed to Submit to SYPA
- Reject and Rollback Imported Data

Stage

This section o

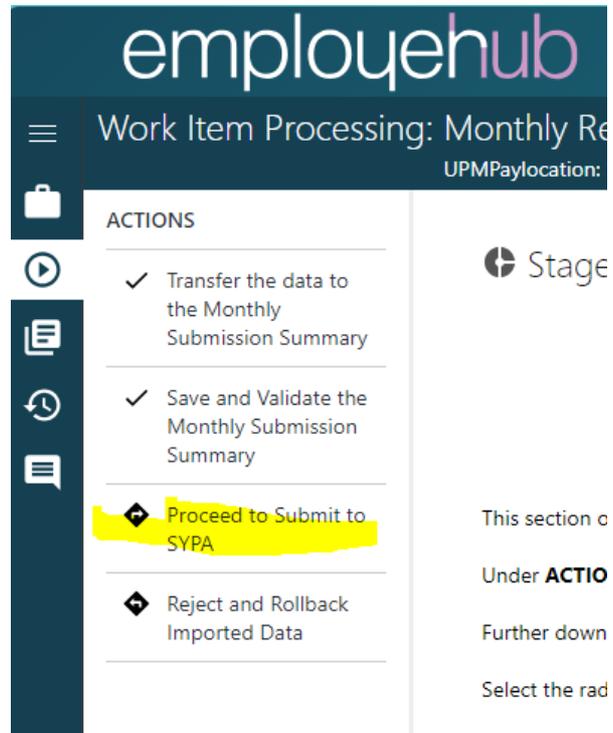
Under **ACTIO**

Further down

Select the rad

Stage 4

This is the final stage of the upload and submits the data file to SYPA



The process then disappears from your work tray and is with SYPA to action

10. Summary and Points of Contact

- The return **MUST** be completed and submitted to SYPA by the deadline dates in section 2
- Payments **MUST** be made by Direct Debit. The actual return and remittance being submitted online through Employer Web.
- The monthly return should be completed in accordance with the guidance provided in this guide and the template provided and can also be found [Monthly Databmissions \(sypensions.org.uk\)](https://www.sypensions.org.uk). Following this guidance will avoid any validation errors when uploading your returns.
- Monthly return files **MUST** be in CSV format to allow them to be submitted through Employer Web.
- Using the monthly return correctly should effectively negate the need for any manual forms to be submitted to the pension fund for New Starters, Changes and Leavers. The monthly return process will electronically produce all these forms once you have submitted return through Employer Web.
- Manual forms will be requested for urgent cases such as **Retirements or Death In Service**. Also in the scenario where a member has multiple changes within a month, only one can be supplied via the monthly return.

This guide is designed as a step by step walk through of the employer upload process as well as trying to explain all the validations which are in place and the errors which may occur. Video walk throughs are also [available HERE](#) and [we have staff on hand at our Head office who are always available to provide assistance.](#)

Initially, if you have any problems with anything in this guide or you are having any problems during the employer upload process please contact customerservices@sypa.org.uk or call on 0300 3036160. Please state your name, contact details, employer name and employer number, along with the help that you need from us.