

eBusiness Contribution Schedule

Guidance Notes

This document has been produced to help you understand the requirements when completing your eBusiness Contribution Schedule.

The document provides details of the information required in each column on the template (which you can access using the link below). It also highlights some common errors to avoid. Please note that this is the same information that you have previously submitted to TPT Retirement Solutions; there are no new data requirements.

Getting Help

There is plenty of help available on the eBusiness submission site. Once you are logged in you can click on **'Get help'** where you will find a detailed user guide, a contributions upload checklist, and a short video tutorial explaining the process.

You can call the Employer Support Team on **0113 394 2770** or **0845 123 6644** for immediate assistance with your submission. This is available from 8:30am to 5pm Monday to Friday.

Alternatively, you can send an email to employersupport@tpt.org.uk and we will aim to respond within one working day.

Contribution Schedule

You can download a copy of your most recent submission on the eBusiness site, under 'Manage Contributions', or download a **blank template** from TPT website if you prefer.

The template requires you to complete the details for all of your pension scheme members and contains the following **Column Headings**.

The following information should help you complete these fields correctly.

- **Member Number (Column A):**

This column stores the member number applicable to the employee's membership of the scheme.

All members should have a number, do not leave cells blank or enter 'new' in the cell.

You must not include any joiners on this schedule until you have received a member number for the employee.

Cell format: Numeric; no letters should prefix the number or be contained in the data in any way. Please refer to the 'numeric cells' section of this document.

Do not deduct contributions, and therefore include any joiners onto this schedule, until you have received a member number for an employee. If a member is auto enrolled you should deduct their contributions and hold on to these until the end of their opt out period and you have received a member number.

- **Surname and Forename(s)/Initials (Column B and C):**

These are text cells only that should contain the member's name or initials.

- **Payroll Number (Column D):**

Payroll number should be the corresponding payroll number for the member in that row.

Cell format: this can be a combination of text and numbers.

- **National Insurance Number (Column E):**

The member's National Insurance number should be input in the format:
XX123456(A/B/C/D)

Cell format: There must always be two letters preceding the 6 numbers and end with the letter A, B, C or D.

- **Annual Pensionable Salary (Column F):**

Enter each member's annual pensionable salary.

Hourly paid members – convert pay to salary and input this figure.

Variable or zero hour workers – enter an estimate of the annual salary based on previous earnings.

Cell format: Monetary – please refer to the 'monetary cells' section of this document.

- **Salary Effective Date (Column G):**

Enter the date at which the salary in column F was first effective.

Cell format: Date – please refer to the ‘dates’ section of this document.

- **Monthly Pensionable Earnings (Column H):**

Enter the amount that the member has earned in this period.

Cell format: Monetary – please refer to the ‘monetary cells’ section of this document.

- **Employee Contributions (Column I):**

Enter the amount of contributions paid by the member.

Cell format: Monetary – please refer to the ‘monetary cells’ section of this document.

- **Employer Contributions (Column J):**

Enter the amount of contributions paid by the employer on behalf of the member.

Cell format: Monetary – please refer to the ‘monetary cells’ section of this document.

- **Employee AVCs (Column K):**

Enter the amount of contributions paid by the member in respect of Additional Voluntary Contributions (AVCs).

Cell format: Monetary – please refer to the ‘monetary cells’ section of this document.

- **Employer AVCs (Column L):**

Enter the amount of contributions paid by the employer in respect of the member in the form of AVCs.

Cell format: Monetary – please refer to the ‘monetary cells’ section of this document.

- **Contractual Hours (Column M):**

This is the amount of hours that the member is contracted to work in a week.

This should be entered regardless of whether the member is part-time or full-time.

For variable hours workers an average should be entered.

Cell format: Numeric – please refer to the ‘numeric cells’ section of this document.

- **Full-Time Equivalent Hours (Column N):**

This is the amount of hours that the member would work (in that job role) if they were full-time.

Cell format: Numeric – please refer to the ‘numeric cells’ section of this document.

- **Hours Effective Date (Column O):**

This is the date in which the specific contractual hours stated for the member in question started.

Cell format: Date – please refer to the ‘dates’ section of this document.

- **Date of Leaving (Column P):**

This is only to be completed for members that have left the scheme. If the member has not left the cell should be left blank.

Cell format: Date – please refer to the ‘dates’ section of this document.

Data Format

The data must be set out on the correct format in order for it to be processed correctly and these are set out below.

The file must be saved as a **.CSV (Comma Delimited)** file only prior to uploading it to eBusiness.

- **Numeric cells:**

Do not insert commas, simply type in the number. If Excel inserts a comma format the cell type to ‘General’ to remove it.

Do not put any text at all in these cells; only the numbers 0-9 can be used. No symbols or letters of any kind should be in these cells.

Hours should be entered as an integer followed by a decimal, for example:

- 25.5

They should not be entered as:

- 25 ½

- **Date cells:**

All dates should be input as follows:

- dd/mm/yyyy

They **should not** be in any of the formats shown below:

- dd-mm-yyyy (Your most recent submission from the website, may show dates in this format. However do not format any manually entered dates in this way).
- dd.mm.yyyy
- dd Month yyyy

- **Monetary cells:**

Input the number in the same format as the numeric cells.

Do not input a £ sign or a comma. If Excel inserts a £ sign or comma automatically you should format the cell as 'General' to remove this.

Common errors to avoid

Often, columns of information are input under the wrong column heading. Please make sure that the information required is in the correct cell.

Do not annotate the spreadsheet with any further information.

Do not input a total for the contributions rows.

There should be no information outside of those required in the cells above.

No data should be entered in any of the cells below the row that relates to the last member or in any columns after the Date of Leaving column (Column P).

There should only be one tab in any file submitted.