



FPS Monthly Contributions 3 (MC3) Manual

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Introduction

The monthly return gives us core information that allows us to improve member records on our systems. The monthly return also means that you do not need to inform us separately of new starters.

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.

New starters will receive a welcome pack directly to their home address from the pension fund once their record has been created using your information supplied on your monthly return.

Payment dates

You can submit your monthly return at any time before the deadline of the 19th of the month immediately following the month in which you made the deductions.

If the 19th is a weekend or a bank holiday, the due date becomes the last working day before the 19th. In other words, we must receive June 2025 contributions by 18 July 2025 at the latest as the 19th is a Saturday. The schedule below sets out the payments dates for 2025/26.

Contributions deducted during ...	Due date	Comments
April 2025	Monday 19-May-25	
May 2025	Thursday 19-Jun-25	
June 2025	Friday 18-Jul-25	19 July is a Saturday
July 2025	Tuesday 19-Aug-25	
August 2025	Friday 19-Sep-25	
September 2025	Friday 17-Oct-25	19 October is a Sunday
October 2025	Wednesday 19-Nov-25	
November 2025	Friday 19-Dec-25	
December 2025	Monday 19-Jan-26	
January 2026	Thursday 19-Feb-26	
February 2026	Thursday 19-Mar-26	
March 2026	Friday 17-Apr-26	19 April is a Sunday

Submitting your monthly return

To submit your monthly return, you will need to login to the secure administration facility by clicking on Monthly return login on the employers' home page.

To login you will need a username and password. If you don't already have these, please complete the secure administration – user agreement form and make sure you are added to either the employers main contact registration form, authorised user list or authorised payroll user list. The named finance contact on the main registration form should be the person who regularly uploads and deals with the monthly return.

Please note our password system is updated regularly. If your password is not working, please contact your Finance Business Partner



Monthly Posting
By WYPF

If you have any problem or would like to get in touch with WYPF finance team, please contact your Finance Business Partner.

WYPF Monthly Posting Login

LOGIN

Forgot password?

Enter the login name and password that you have been issued with and click login.

MFA (Multi Factor Authentication)

You will be prompted to enter a one-time passcode after you log in each day. A six-digit code will be emailed to your email address.


We received a request to access your WYPF-Employers Portal account through your email address. Your WYPF verification code is:

If you did not request this code, it is possible that someone else is trying to access your WYPF Employers Portal Account. Do not forward or give this code to anyone.

You received this message because this email address is listed as the recovery email for the WYPF Account. If that is incorrect, do not worry- no access will be granted and your account will stay protected.

Sincerely yours,
The WYPF application team

Once you receive the code enter it into the Verification code box and press Verify now



Monthly Posting
By WYPF

Two Factor Authentication

A 6-digit verification code has been sent to your email: Please enter that code to verify your account and proceed to MP3 Portal.

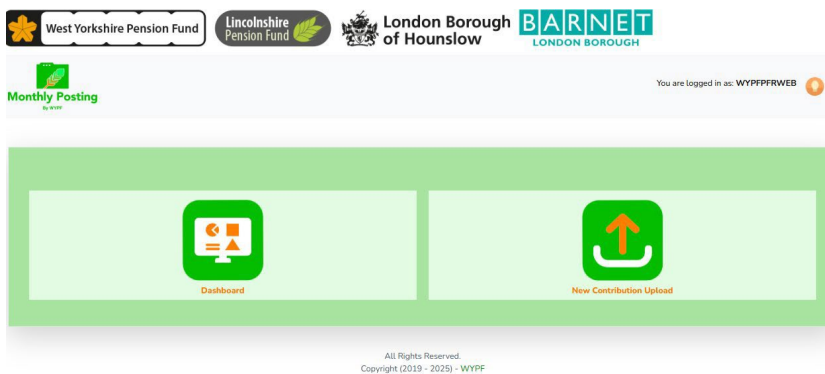
Verification code

Verify now

This code will expire in next 2 minutes. Expiry time: 14:13:41

[Request a new verification code.](#)

This will take you to the landing page as shown below



Back button



This button will allow you to get back to the home page of the monthly posting portal.

New Contribution Upload



This is where you upload your monthly return spreadsheet. The spreadsheet hasn't changed so you can still use your existing one.

Select the correct pay location (employer) from the drop-down list.

If you are submitting one return for multiple employers, it will default to the chosen pay location associated with your login. Please ensure the spreadsheet shows the different location codes and employer names for the separate employers you are submitting the data for.

Select the month and year of the data you are uploading.

Select from 1st posting, 2nd posting or previous month data, which can be used for adjustments to previous month's pay.

You can only upload one file per month using 1st posting so there will be times when you will need to select 2nd posting for any adjustments if a secondary return is required or use previous months' data for multiple months.

Choose the file you want to upload

List of Paylocations:

480 - WYPF Test Employer

Step 1 - select payroll information

Select Payroll year:

2024/252023/242022/232021/222020/212019/20

Select Payroll month:

JANUARYFEBRUARYMARCHAPRILMAYJUNEJULYAUGUSTSEPTEMBEROCTOBERNOVEMBERDECEMBER

Posting for:

1st posting2nd posting for same monthFile has previous month data

Step 2: upload monthly contribution spreadsheet

Choose FileNo file chosen

Tips: Maxium file size 5MB. File type Excel only.

Validate File

Click Validate File

If you have previously uploaded the file and have chosen 1st posting, you will receive the following message

File is already uploaded for the month: AUGUST and payrol period:
You can goto Dashboard and start process on file from there.

Otherwise, it should say file uploaded successfully once all validation checks are complete.

Success: File contents are validated successfully and ready to upload. Total 38 records found.

Next to check all totals are correct.

Select Next

The screen will then pre-populate the totals, you should check that these look reasonable.



Step 1 – Employee contributions – check totals against spreadsheet

Submission summary	
2015 Care Scheme total:	£93,681.21
Member Contribution:	£12,009.36
Records:	38
Employers:	1

If you have any additional information, you can enter this in step 2, before clicking Next to move on.

Step 2: Add any additional information

Please click following button to Move to the next stage.

Next

The validation checks remain the same as before. If you are having problems with the upload of your spreadsheet, please contact your finance business partner.

If you select next without expanding the lists, it will take you directly to Step 1 to initialise the database checks.

File UploadCheck TotalsData Processing

Employer: WYPF Test Employer

Status: File Loaded to WYPF Database successfully.

✓

Total records in uploaded file are: 27

✓

Total number of records inserted successfully into database are: 27

!

Members records processed: **PENDING**

Please run the following tasks to complete the file submission process.

Step 1: Initialise Database Checks

Start now

Notes: For a large file it can take up to 2 minutes to process.

Step 2: Initialise Matching Process

Start now

Notes: For a large file it can take up to 10 minutes to process.

A message will appear to confirm your file has been uploaded successfully.

File UploadCheck TotalsData Processing

Employer: WYPF Test Employer

Status: File Loaded to WYPF Database successfully.

✓

Total records in uploaded file are: 35

✓

Total number of records inserted successfully into database are: 35

!

Members records processed: **PENDING**

Please run the following tasks to complete the file submission process.

Step 1: Initialise Database Checks

Start now

Notes: For a large file it can take up to 2 minutes to process.

Step 2: Initialise Matching Process

Start now

Notes: For a large file it can take up to 10 minutes to process.

You need to select Start now for step 1 to initialise the database checks.

Once this check is completed you can move to step 2 and initialise the matching process by selecting Start now.

The data summary will list the total lines on your return and show how many have been matched at person level and at folder level. Folders are the members' individual pension records which relate to each separate job they hold.

Employer: WYPF Test Employer

Status: File Loaded to WYPF Database successfully.

- Total records in uploaded file are: 35
- Total number of records inserted successfully into database are: 35
- Members records processed: 35

Success: Auto_Match complete

- Persons Matched: 25
- Folders Matched: 24

View errors and warnings summary

Dashboard

You can view the errors and warnings summary from this screen, or you can exit and return to the dashboard later.

The new MC3 portal will allow you to have multiple users working on the error and warnings at the same time from separate logins and if you don't have the time to complete everything and submit your return, it will save any progress you have made for the next time you log back in.

Dashboard



Here you can view your Pending Files, With WYPF and Completed files. At the moment we don't need to concern ourselves with the Process Mover.

Employer's uploaded files

Pending Files

With WYPF

Completed Files

Process Mover

Show 10 entries

Employer

Period

Reference

Received

Payroll

Status

Records

Score %

1003118 - West Yorkshire Fire TEST

Oct 25

296443

21/11/2025

80 - Auto matching done

38

60

Select

Score

Check Return

Showing 1 to 1 of 1 entries

Previous

1

Next

To access the errors and warning please go to your pending files and then press select.

Employer's uploaded files

Pending Files

With WYPF

Completed Files

Process Mover

Show 10 entries

Employer

Period

Reference

Received

Payroll

Status

Records

Score %

1003118 - West Yorkshire Fire TEST

Oct 25

296443

21/11/2025

80 - Auto matching done

38

60

Select

Score

Check Return

Showing 1 to 1 of 1 entries

Previous


1

Next

A summary of all the errors and warnings for that return will then be displayed. Once you have already cleared some, it will just display those left that require action.

Errors and Warnings Summary.

Payroll provider: West Yorkshire FRA

 Download (17)

Search:

Status	Description	Total	
Error	Person with same NI number, but not full match found at same employer	4	View
Error	Person with different NI number, but with other matches found at same employer	1	View
Error	More than one folder matches to this contribution record.	1	View
Error	Multiple contribution records in this return matched to this folder.	2	View
Error	Both leaving date and opt out date are present - must be one or the other!	1	View
Error	Leaving date is before join date	1	View
Error	Opt out date missing	1	View
Error	Opt out flag missing	1	View
Error	New folder, there are existing folders at this employer.	1	View
Warning	New folder start date out of range.	1	View

Showing 1 to 10 of 11 entries

Previous 1 2 Next

Dashboard

A list of the possible errors and warnings are available.


Please work through the list in default order

If you have “actioned” an error or warning incorrectly you have the option to clear your choice and reset to its original position.

Error / Warnings List

Error	Person with same NI number, but not full match found at same employer	3
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Payroll provider : West Yorkshire FRA

 Download

Search:

Pay Location	Period	First Name	Surname	DOB	Ni Number	Date Start	Rank_Role	
1003118	Oct 25	JESSICA	BUNNY	11/03/1980	TM110380A	01/04/2015	Station Manager Competent B	Reset
1003118	Oct 25	DONALD	DUCK	25/07/1966	TM250755B	01/04/2015	Firefighter Competent	View
1003118	Oct 25	LROY	JETSON	27/08/1985	TM270885A	01/04/2015	Firefighter Competent	View
1003118	Oct 25	SQUIDWARD	TENTLACLES	17/09/1990	TM170909A	01/04/2015	Firefighter Competent	View

Showing 1 to 4 of 4 entries

Previous 1 Next

Back

If you have cleared your last error or warning in a category which you believe you may have done incorrectly and the category is no longer available, you can contact your Finance Business Partner, and they can help you get access to the error or warning.

Errors require you to select where to allocate the pay and contributions by choosing either an existing record or creating a new one.

Example of an error for a person with the same NI number, but not full matching data found at the same employer is below.

File Upload

Check Totals

Data Processing

Error and Warning Summary

Loose Matches

Error and Warnings

Switch view

Error: Person with same NI number, but not full match found at same employer

Contributions Data Received

Data taken from your monthly return

Forenames	Surname	NI Number	Date of Birth	PostCode	FolderRef	PayLocation	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
JESSICA	BUNNY	TM110380A	11/03/1980	WC1A 2HH	1086813		01/12/2015		TOON25		CS 0/37	Cartoon

Potential Matches

Select one option

Data taken from our pension database

Forenames	Surname	NI Number	Date of Birth	PostCode
JESSICA	RABBIT	TM110380A	11/03/1980	WC1A 2HH

Select Folder	PayLocation	Status	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
1086813	WYPF Test Employer	Active	01/12/2015		TOON25		CA 01/37	Cartoon
NEWREC	WYPF Test Employer							

Selection screen

The above error shows the data submitted from your monthly return under Contributions Data Received and the possible matches or the option to create a new record shown under Potential Matches.

The mismatch in this example is the member’s surname. The monthly submission has Bunny and our UPM database has Rabbit.

You need to decide if the information you have submitted on your monthly return relates to the existing record or choose to create a new record.

This example shows a change in surname that has not yet been updated on our UPM database. You should select the existing folder you want the information posting to and then submit a Record Maintenance form through the employer portal so our database can be updated. You can do the record maintenance form after you have cleared all your errors and warnings and submitted your return.

Function to Switch View from selection screen to edit screen allows you to access more information provided from the return. The edit screen is explained in detail later.

Error and Warnings

Switch view

Error: Person with same NI number, but not full match found at same employer

Amend data in the form below to clear error/warning requirements.

Error/ warning message displays where the problem is with the associated data box highlighted in red. Please amend if necessary and press Submit. If the original data entry is correct press Acknowledge next to the Warning

Payroll provider: WYPF Test Employer

Edit screen

Incoming Record Details

First Name

JESSICA

SurName

BUNNY

Job Title

Cartoon

Address1

The Cartoon Museum

Address2

35 Little Russell Street

Address3

London

Address4

Title

Mrs

DOB

11/03/1980

Gender

F

NI Number

TM110380A

Member No

1086813

Pay Ref

TOON25

Post Ref

If you forget to do the record maintenance form the same error will appear next month and any subsequent months until it is completed.

The matching criteria used is looking at forename, surname, hours, pay ref, date of birth, national insurance number.

Once all the same error type has been cleared you need to select back to get to the list of errors and warnings.

Another example of an error; this time the error is Opt-out flag is missing and Opt-out date is more than 12 months warning.

Amend data in the form below to clear error/warning requirements.

Error/ warning message displays where the problem is with the associated data box highlighted in red. Please amend if necessary and press Submit. If the original data entry is correct press Acknowledge next to the Warning

Payroll provider: WYPF Test Employer

Error	Opt out flag missing . Opt out type must be set if opt out date is present	1	
Warning	Opt out date is more than twelve months old. . Opt out date, 31/07/2022 is more than twelve months ago	1	Acknowledge

Incoming Record Details

First Name

HUCKLEBERRY

SurName

HOUND

Job Title

Cartoon

Address1

The Cartoon Museum

Address2

35 Little Russell Street

Address3

London

Address4

Address5

Postcode

WC1A 2HH

PT Flag

PT

Hours Worked

Std Hours

37

Contractual Hrs

30

Date Joined

01/12/2015

Standard Type

AUTO

Date Left

dd/mm/yyyy

Opt Out Flag

Opt Out Date

31/07/2022

Notes

[Back](#)

[Submit](#)

Title

Mr

DOB

09/03/1969

Gender

M

NI Number

TM090369A

Member No

1086807

Pay Ref

TOON19

Post Ref

Costcode

WC1A 2HH

Pay Main

1000

Ee Conts Main

123.45

Pay 50 50

EE Conts 50 50

50 50 Start date

dd/mm/yyyy

50 50 End Date

dd/mm/yyyy

Purch Service

ARC Conts

EE APC Conts

ER APC Conts

ER Conts

234.56

Ann Rate of Pay

20814.98

Total AVC Conts Paid

The Edit screen will allow you to edit the information you have provided on

your return. It lists the errors at the top.

This example shows an opt out flag is missing. The member will have either left employment or opted out of the scheme. The field that needs editing is highlighted in red.

If the member has opted out, you will need to input the opt out flag which will be either contractual or auto depending on how they were first enrolled (shown as enrolment type under date joined). This example shows AUTO so you would put Auto as the reason for the opt out flag.

Warnings will give you the option of either an edit screen where you can provide the missing information or for you to acknowledge the warning individually or in bulk. This warning needs to be checked if the date of opting out is correct as it's more than 12 months old.

Error / Warnings List

Warning	New person and folder will be created.	5
---------	--	---

Payroll provider : WYPF Test Employer

Select the rows below for which you wish to acknowledge this warning. All rows may be chosen by clicking "Acknowledge All". If you are happy for WYPF to process these records click on "Acknowledge All" button below the table. If other errors or warnings are present on a record, these will need to be cleared before the record may be posted. Individual records may be viewed by clicking view.

Show entries Search:

Pay Location	First Name	Surname	DOB	Ni Number	Date Start	Job Title	
480	FESTER	ADAMS	31/10/1969	TM311069A	01/08/2023	Criminal	View
480	GOMEZ	ADAMS	16/08/1971	TM160871B	01/08/2023	Fencer	View
480	MORTICIA	ADAMS	05/05/1973	TM050573A	01/08/2023	Mum	View
480	PUGSLEY	ADAMS	14/02/1999	TM140299D	01/08/2023	Innovation officer	View
480	WEDNESDAY	ADAMS	25/12/1997	TM251297C	01/08/2023	Jobless	View

Showing 1 to 5 of 5 entries Previous Next

[Back](#) [Acknowledge All](#)

These warnings show a new folder will be created as there are no existing folders at this employer to post the information too.

You can check the individuals' details to see what you have put on your return by selecting view and then acknowledge them individually, or If you are happy the list shows all genuine new starters, then you can acknowledge them all in bulk to clear all the warnings simultaneously.

More examples of the possible errors and warnings can be found in [Appendix. C](#)

Once you have cleared all the errors and warnings you should get the option to check your return. If you are happy the return is ok you can submit your data to WYPF. The file will then appear in the completed files and the status will say submitted to WYPF.

The file will then be picked up by your finance business partner to check and authorise the information to the UPM database.

Employer's uploaded files

Pending Files With WYPF Completed Files

Show 10 entries

Employer	Period	Reference	Received	Payroll	Status	Records	Score %			
480 - WYPF Test Employer	Aug 23	251043	20/12/2023		100 - Ready for submission to WYPF	44	100	Select	Score	Submit to WYPF

If you have any issues with clearing your error and warnings or are having trouble completing your submission on time. Please contact your finance business partner who can help.

Once the file has been processed by WYPF then exception reports are generated.

The MC3 portal will allow multiple users to access it simultaneously and it will save any progress people have made for when they log back in, so you can pick up from where you left off.

Trouble shooting errors and warnings

Errors

Person with same NI number but not full match found at same employer

Action required – check the mismatching data and either amend your data or inform WYPF of the correct data using the Record Maintenance form. Then choose to allocate contributions to existing folder or select new folder where appropriate and click submit

Person with different NI numbers but with other matches found at same employer

Action required – check the mismatching data and either amend your data or inform WYPF of the correct data using the Record Maintenance form. Then choose to allocate contributions to existing folder or select new folder where appropriate and click submit

More than one folder matches this contribution record

Action required - check the mismatching data and either amend your data or inform WYPF of the correct data using the Record Maintenance form. Then choose to allocate contributions to existing folder or select new folder where appropriate and click submit

You may find members have multiple records which will require you to select which folder the contributions belong to. Inform WYPF if any rogue records are displaying.

Multiple contribution records in this return matched to this folder

Action required - check the mismatching data and either amend your data or inform WYPF of the correct data using the Record Maintenance form. Then choose to allocate contributions to existing folder or select new folder where appropriate and click submit

Both leaving date and opt out date are present – must be one or the other!

Action required – View the full details and either delete the leaving date or opt out date (including enrolment type) and click submit

The member has either left the job or opted out of the pension scheme

Leaving date is before joining in date

Action required – View the full details and insert correct date left scheme/employment in date opt- out date or date left box

Opt out type must be set if opt out date is present & Opt out flag missing

Action required – View the full details and insert contractual or auto enrolment in enrolment type box and click submit

New folder, there are existing folders at this employer

Action required - check the mismatching data and either amend your data or inform WYPF of the correct data using the Record Maintenance form. Then choose to allocate contributions to existing folder or select new folder where appropriate and click submit

Date joined scheme is blank

Action required – View the full details and Insert date joined scheme in date joined box and click submit

Enrolment type blank

Action required – View the full details and insert contractual or auto enrolment in enrolment type box and click submit

Warnings

New person and folder will be created

Action required – View the full details and click submit if new record needs creating

You have the option to bulk authorise the creation of new folders by selecting [Acknowledge ALL](#)

New folder start date out of range

Action required – View the full details and correct the start date and click submit or acknowledge the start date is correct

Opt out date is more than twelve months old

Action required – View the full details and correct the opt out date and click submit or acknowledge the opt out date is correct

New folder, no existing folders at this employer

Action required – View the full details and click submit if new record needs creating

You have the option to bulk authorise the creation of new folders by selecting [Acknowledge ALL](#)

You can also amend any incorrect information at this stage by selecting view and changing the data here

Examples:

Person with same NI number but not full match found at same employer
(2 examples)

Contributions Data Received

Forenames	Surname	NI Number	Date of Birth	PostCode	FolderRef	PayLocation	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
DONALD	DUCK	TM250755B	25/07/1955	WC1A 2HH		WYPF Test Employer	01/05/2022		TOON52		CS 0/37	Cartoon

Potential Matches

Select one option

Forenames	Surname	NI Number	Date of Birth	PostCode
DONALD	DUCK	TM250755B	25/07/1965	WC1A 2HH

Select Folder	PayLocation	Status	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
1086794	WYPF Test Employer	Active	01/12/2015		TOON6		FT 42/42	Cartoon
1086795	WYPF Test Employer	Non Member	01/12/2015		TOON7		PT 10/37	Cartoon
NEWREC	WYPF Test Employer							

Choose a UPM record to match to from above list. If WYPF's personal data differs you need to send Record Maintenance form.

Back

Submit

This is showing a mismatch with the date of birth. If the information is incorrect on your return update your payroll system or if we are showing the wrong information submit a record maintenance form. Select the correct folder you wish to allocate the pay and contributions or choose to set up a new record.

Error and Warnings

Switch view

Error: Person with same NI number, but not full match found at same employer

Contributions Data Received

Forenames	Surname	NI Number	Date of Birth	PostCode	FolderRef	PayLocation	Date Joined	Date Left	PayRef	PostRef	Hours
SQUIDWARD	TENTACLES	TM170909A	17/09/1990	WC1A 2HH	1086825	WYPF Test Employer	01/12/2015		TOON37		PT 36/37

Potential Matches

Select one option

Forenames	Surname	NI Number	Date of Birth	PostCode
SQUIDWARD	TENTACLES	TM170909A	17/09/1990	WC1A 2HH

Select Folder	PayLocation	Status	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
1086825	WYPF Test Employer	Active	01/12/2015		TOON37		PT 36/37	Cartoon
NEWREC	WYPF Test Employer							

This shows a mismatch with the surname. If the information is incorrect on your return update your payroll system or if we are showing the wrong information submit a record maintenance form. Select the correct folder you wish to allocate the pay and contributions or choose to set up a new record.

Person with different NI number but with other matches found at same employer (1 example)

Contributions Data Received

Forenames	Surname	NI Number	Date of Birth	PostCode	FolderRef	PayLocation	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
ROAD	RUNNER	TM020588A	02/05/1958	WC1A 2HH		WYPF Test Employer	01/12/2015		TOON10		CS 0/37	Cartoon

Potential Matches

Select one option

Forenames	Surname	NI Number	Date of Birth	PostCode
ROAD	RUNNER	TM020588A	02/05/1958	WC1A 2HH

Select Folder	PayLocation	Status	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
1086798	WYPF Test Employer	Active	01/12/2015		TOON10		CA 01/37	Cartoon
NEWREC	WYPF Test Employer							

Choose a UPM record to match to from above list. If WYPF's personal data differs you need to send Record Maintenance form.

New Person Confirm that a new person should be created from the contributions data. Only available if NI number is not already on file at WYPF.

Back

Submit

This is showing a mismatch with the National Insurance number. If the information is incorrect on your return update your payroll system or if we are showing the wrong information submit a record maintenance form.

Select the correct folder you wish to allocate the pay and contributions or choose to set up a new

record.

New folder, there are existing folders at this employer
(1 example)

Contributions Data Received

Forenames	Surname	NI Number	Date of Birth	PostCode	FolderRef	PayLocation	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
DAPHNE	BLAKE	TM020790A	02/07/1990	WC1A 2HH	1086817	WYPF Test Employer	01/12/2015		TOON51		PT 15/42	Cartoon

Potential Matches

Select one option

Forenames	Surname	NI Number	Date of Birth	PostCode
DAPHNE	BLAKE	TM020790A	02/07/1990	WC1A 2HH

Select Folder	PayLocation	Status	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
1086817	WYPF Test Employer	Active	01/12/2015		TOON29		PT 17/42	Cartoon
NEWREC	WYPF Test Employer							

Choose a UPM record to match to from above list. If WYPF's personal data differs you need to send Record Maintenance form.

Back

Submit

This is showing a mismatch with the pay reference number and hours. This can be due to a job change or just an increase or decrease in the contracted hours.

If the information is incorrect on your return update your payroll system. If we are showing the wrong information submit a record maintenance form to tell us of the new payroll number/hours/job title.

Select the folder you wish to allocate the pay and contributions or choose to set up a new record. If this is treated as a continuation of the original record you will receive a part-time hour mismatch report, which you can use to notify us of the date of the hour change.

More than one folder matches this contribution record
(1 example)

Contributions Data Received

Forenames	Surname	NI Number	Date of Birth	PostCode	FolderRef	PayLocation	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
ELMER	FUDD	TM140866A	14/08/1966	WC1A 2HH	1086806	WYPF Test Employer	01/04/1993		TOON18		FT 37/37	Cartoon

Potential Matches

Select one option

Forenames	Surname	NI Number	Date of Birth	PostCode
ELMER	FUDD	TM140866A	14/08/1966	WC1A 2HH

Select Folder	PayLocation	Status	Date Joined	Date Left	PayRef	PostRef	Hours	Job Title
1086806	WYPF Test Employer	Active	01/04/1993		TOON18		FT 37/37	Cartoon
1238625	WYPF Test Employer	Active	01/07/2023		TOON18		FT 37/37	Cartoon
NEWREC	WYPF Test Employer							

Choose a UPM record to match to from above list. If WYPF's personal data differs you need to send Record Maintenance form.

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Submit

This example can happen when records have been set up in error from previous postings.

If you believe a record has been created in error please send an email to your pension fund representative, finance business partner or to wypf.pfr@wypf.org.uk and give us the folder numbers of the records and which postings you want moving to and from.

Multiple contribution records in this return matched to this folder (1 example)

Errors and Warnings Processing for payroll provider : WYPF Test Employer

Select the rows below for which you wish to acknowledge this warning. All rows may be chosen by clicking "Select All". If you are happy for WYPF process these records click "Acknowledge Warnings" below the table. If other errors or warnings are present on a record, these will need to be cleared before the record may be posted. Individual records may be viewed by clicking view.

First Name	SurName	DOB	Ni Number	Date Start	Job Title	Alert Desc	Error Count	View Full Details
GEORGE	JETSON	30/03/1960	TM300360A	01/05/2022	Cartoon	Multiple contribution records in this return matched to this folder.	1	view
GEORGE	JETSON	30/03/1960	TM300360A	01/12/2015	Cartoon	Multiple contribution records in this return matched to this folder.	1	view

Exit

This error is due to you having more than one line on the monthly return matching to a single folder.

View both errors and decide which line belongs to the existing record and which one is either a continuation of the existing record or is needing a new record creating.

Date joined scheme is blank & Enrolment type is blank (1 example)

View the error to get the full details. Mighty Mouse has 1 warning and 2 errors. As there is no person or folder for this member, a new person and folder will need creating.

To do this we need a date-joined scheme and the enrolment type.

Error and Warnings

Error: Date joined scheme is blank

Switch view

Amend data in the form below to clear error/warning requirements.

Error/ warning message displays where the problem is with the associated data box highlighted in red. Please amend if necessary and press Submit. If the original data entry is correct press Acknowledge next to the Warning

Payroll provider: WYPF Test Employer

Warning	New person and folder will be created. .	1	Acknowledge
Error	Enrolment type blank. .	1	
Error	Date joined scheme is blank .	1	

Incoming Record Details

First Name

MIGHTY

SurName

MOUSE

Job Title

Cartoon

Address1

The Cartoon Museum

Address2

35 Little Russell Street

Address3

London

Address4

Address5

Postcode

WC1A 2HH

PT Flag

PT

Hours Worked

Std Hours

37

Contractual Hrs

30

Date Joined

dd/mm/yyyy

Enrolment Type

Date Left

dd/mm/yyyy

Opt Out Flag

Opt Out Date

dd/mm/yyyy

Notes

New Person & Folder

Title

Mr

DOB

31/03/1975

Gender

M

NI Number

TM310371A

Member No

Pay Ref

TOON39

Doc Ref

Costcode

WC1A 2HH

Pay Main

1000

Ee Conts Main

123.45

Pay 50 50

EE Conts 50 50

50 50 Start date

dd/mm/yyyy

50 50 End Date

dd/mm/yyyy

Purch Service

ARC Conts

EE APC Conts

ER APC Conts

ER Conts

234.56

Ann Rate of Pay

21514.28

Total AVC Conts Paid

Back

Submit

Give the date the member joined the scheme and choose if it was through contractual employment or auto enrolment. Click submit.

You will then be able to acknowledge the creation of the new folder once you get to the New person and folder will be created warning.

Both leaving date and opt out date are present

Date Joined

01/12/2015

Enrolment Type

AUTO

Date Left

31/07/2023

Opt Out Flag

Opt Out Date

31/07/2023

Notes

Back

Submit

50 50 Start date

dd/mm/yyyy

50 50 End Date

dd/mm/yyyy

ER Conts

-234.56

Ann Rate of Pay

12345.67

Total AVC Conts Paid

Error / Warnings List

Error	Both leaving date and opt out date are present - must be one or the other!	1
-------	--	---

Payroll provider : WYPF Test Employer

Show 10 entries

Search:

Pay Location	First Name	Surname	DOB	Ni Number	Date Start	Job Title	
480	SCOOPY	DOO	19/06/1958	TM190658A	01/12/2015	Cartoon	<div>View</div>

Showing 1 to 1 of 1 entries

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must be one or the other! And opt out type must be set if opt out date is present (1 example)

View the error to get the full details. Scooby Doo has 2 errors. The return is showing dates in both the date left and opt out date fields.

The member has either left employment (date left) or opted out of the pension scheme (opt out). They will not have done both. The other error is because if the member has opted out, we also need an opt out type.

Error and Warnings

Switch view

Error: Both leaving date and opt out date are present - must be one or the other!

Amend data in the form below to clear error/warning requirements.

Error/ warning message displays where the problem is with the associated data box highlighted in red. Please amend if necessary and press Submit. If the original data entry is correct press Acknowledge next to the Warning

Payroll provider: WYPF Test Employer

Error	Opt out flag missing , Opt out type must be set if opt out date is present	1
Error	Both leaving date and opt out date are present - must be one or the other! , Opt out date, 31/07/2023 and leaver date 31/07/2023 are both present - must be one or the other!	1

Incoming Record Details

First Name

SCOOBY

SurName

DOO

Job Title

Cartoon

Title

Mr

DOB

19/06/1958

Gender

M

To clear these errors, you need to decide if this member has left employment or opted out of the pension scheme. If they have left, remove the opt out date. If they have opted out, remove the date left and input AUTO in the opt out flag.

- Opt out date is before join date.
- Opt out date is more than twelve months old.
- Opt out flag missing
- (1 example)

Error / Warnings List

Error	Leaving date is before join date	1
-------	----------------------------------	---

Payroll provider : WYPF Test Employer

Show 10 entries

Search:

Pay Location	First Name	Surname	DOB	Ni Number	Date Start	Job Title	
480	NEMO	CLOWNFISH	09/03/2000	TM090300A	01/12/2015	Cartoon	View

Showing 1 to 1 of 1 entries

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View the error to get the full details. Judy Jetson is showing 2 errors and 1 warning. This could be due to an old opt out date still showing on the monthly submission.

Payroll provider: WYPF Test Employer

Error	Leaving date is before join date , Joined on 01-DEC-15, opted out 01-JAN-14	1	
Warning	Leaving date is before latest status date , Last status change on 01/12/2015. Date of leaving 01/01/2014	1	<button>Acknowledge</button>

Incoming Record Details

First Name

NEMO

SurName

CLOWNFISH

Title

Capt

DOB

09/03/2000

Enrolment Type

AUTO

50 50 End Date

dd/mm/yyyy

Ann Rate of Pay

24078.38

Date Left

01/01/2014

Opt Out Flag

Opt Out Date

dd/mm/yyyy

Notes

Back

Submit

To fix the errors and warning you would remove the opt out date. This one action will then clear both error and warning.

New person and folder will be created (2 examples)

Error / Warnings List

Warning	New person and folder will be created.	2
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Payroll provider : WYPF Test Employer

Select the rows below for which you wish to acknowledge this warning. All rows may be chosen by clicking "Acknowledge All". If you are happy for WYPF to process these records click on "Acknowledge All" button below the table. If other errors or warnings are present on a record, these will need to be cleared before the record may be posted. Individual records may be viewed by clicking view.

Show 10 entries

Search:

Pay Location	First Name	Surname	DOB	Ni Number	Date Start	Job Title	
480	SPEEDY	GONZALES	25/07/1955	TM250751A	01/08/2023	Cartoon	<button>View</button>
480	MIGHTY	MOUSE	31/03/1975	TM310371A		Cartoon	<button>View</button>

Showing 1 to 2 of 2 entries

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Acknowledge All

This warning informs you we have no person or folders that match your data for Speedy Gonzales or Mighty Mouse. Your only option will be to create a new person and folder for each

of them. If you are happy, there are two new starters, then you can select the Acknowledge All button, and this will clear the warnings and set up two new records.

You can view the full details for each person to check you are happy with the information you have submitted which will also give you the option to amend information if necessary.

New folder start date out of range (1 example)

Error / Warnings List

Warning	New folder start date out of range.	1
---------	-------------------------------------	---

Payroll provider : WYPF Test Employer

Select the rows below for which you wish to acknowledge this warning. All rows may be chosen by clicking "Acknowledge All". If you are happy for WYPF to process these records click on "Acknowledge All" button below the table. If other errors or warnings are present on a record, these will need to be cleared before the record may be posted. Individual records may be viewed by clicking view.

Show entries Search:

Pay Location	First Name	Surname	DOB	Ni Number	Date Start	Job Title	
480	DAPHNE	BLAKE	02/07/1990	TM020790A	01/12/2015	Cartoon	View

Showing 1 to 1 of 1 entries Previous Next

[Back](#) [Acknowledge All](#)

This warning has appeared because the date joined is showing as 01/12/2015. This could be an error with the payroll information being pulled across and it is still picking up the original start date for a new post.

To clear the warning, you can either acknowledge the start date is correct, and a new record will be created or view the details and amend the date joined to show the correct date of joining the scheme in the new post.

Payroll provider: WYPF Test Employer

Warning	New folder start date out of range. , Date joined - 01/12/2015 - must be between 30/06/2023 and 30/09/2023	1	Acknowledge
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Incoming Record Details

First Name

DAAPHNE

SurName

BLAKE

Date Joined

01/12/2015

Enrolment Type

AUTO

Date Left

dd/mm/yyyy

Opt Out Flag

Opt Out Date

dd/mm/yyyy

Notes

Title

Ms

DOB

02/07/1990

50 50 Start date

01/07/2023

50 50 End Date

dd/mm/yyyy

ER Confs

469.12

Ann Rate of Pay

23145.98

Total AVC Confs Paid

Back

Submit

New folder, no existing folders at this employer
(5 examples)

Payroll provider : WYPF Test Employer

Select the rows below for which you wish to acknowledge this warning. All rows may be chosen by clicking "Acknowledge All". If you are happy for WYPF to process these records click on "Acknowledge All" button below the table. If other errors or warnings are present on a record, these will need to be cleared before the record may be posted. Individual records may be viewed by clicking view.

Show10entries

Search:

Pay Location	First Name	Surname	DOB	Ni Number	Date Start	Job Title	
480	FESTER	ADAMS	31/10/1969	TM311069A	01/08/2023	Criminal	View
480	GOMEZ	ADAMS	16/08/1971	TM160871B	01/08/2023	Fencer	View
480	MORTICIA	ADAMS	05/05/1973	TM050573A	01/08/2023	Mum	View
480	PUGSLEY	ADAMS	14/02/1999	TM140299D	01/08/2023	Innovation officer	View
480	WEDNESDAY	ADAMS	25/12/1997	TM251297C	01/08/2023	Jobless	View

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Acknowledge All

This warning is informing you we have no existing folders for you that match your data on your submission.

If you are happy that all five relate to new jobs and need a record creating, you can use the acknowledge all button to do this in bulk or alternatively select view to check the details you have supplied are correct, amend if necessary and submit on an individual basis.

Contact Information

To find out who is your Employer Pension Fund representative or Finance Business Partner, go to the Employer Portal and select the following:

- View Location Details
- Pay Location
- Membership Details Screen

Finance Business Partners

Direct contact with the FBP is preferred however if you can't get hold of them, please use this mailbox: WYPF.Contributions@wypf.org.uk

FBP	EMAIL	PHONE
Abid Yaqoob	abid.yaqoob@wypf.org.uk	07812 490730
Annette Appleyard	annette.appleyard@wypf.org.uk	07812 490017
Katarina Zuzova	Katarina.Zuzova@wypf.org.uk	07977 590618
Kayleigh Smith	Kayleigh.Smith@wypf.org.uk	07484 544209
Richard Clarke	richard.clarke@wypf.org.uk	07812 490720

Pension Fund Representatives

Employer help – wypf.pfr@wypf.org.uk 01274 434900

FUND	PFR	EMAIL	PHONE
Fire Authorities	David Parrington	David.Parrington@wypf.org.uk	01274 433840