

# Southwark Teacher Pension Newsletter

Welcome to the **October 2025** edition of the Southwark Teacher Pension Newsletter.

In this newsletter, you will find information relating to:

- End of Year Certificate (EOYC)
- MCR and contribution payments
- Pension Thematic Review
- Payroll Providers
- Training
- Using the 'WEBK' Indicator for Backdated Pay Awards
- Top Tip of the Edition
- Key Dates for your Diary
- Submission Detail Checklist

## **End of Year Certificate (EOYC)**

Following on from the last newsletter and SBM Briefing, please note the below key date reminder for the audited version of the EOYC:

28 November 2025 – Submit audited EOYC

This means that the end of Year certificate audit has commenced, and the Authority may require copies of the teachers' monthly payslips for audit purposes. We will be contacting you directly where such payslips are requested by the auditors.

Based on previous audit experiences, monthly payslips can be requested by the auditors at short notice, and your timely response is vital to be able to meet the tight deadline to meet the Teachers' Pensions submission date.

## **Pension Thematic Review**

The Council have engaged BDO to carry out a review of Pensions regarding schools and governing bodies responsibility for compliance with the statutory and regulatory framework relating to pensions administration.

If your school is selected as part of this review, you will be contacted.

## **Payroll Providers**

Have you recently changed Payroll Provider?

If so, please fill in the below form to let the TP team know how things are going.

<https://forms.office.com/e/zRiZLRdQnx>

## **Contact Us**

**By Email:** [teacherspensions@southwark.gov.uk](mailto:teacherspensions@southwark.gov.uk)

**By Post:** Teacher Pensions at Southwark Council, 160 Tooley Street, Children & Adults Services, Children & Families, PO BOX 64529, London, SE1P 5LX

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## **Training**

Do you have any teacher nearing retirement? Let them know to join the Southwark Teachers' Pension Team for our informative training sessions, all held virtually! Get expert guidance on pension options, understanding the benefits, and prepare confidently for the next chapter. Don't miss this opportunity to secure your financial future—sign up today!

Date	Time
05/02/2026	10am-11.30am
23/04/2026	10am-11.30am

<https://education.southwark.gov.uk/professional-development/human-resources/teacher-s-pensions-nearing-retirement-sessions-2025>

## **Important Update: Using the 'WEBK' Indicator for Backdated Pay Awards**

In the MCR Template, you might notice the 'WEBK' indicator under the 'Calc Method for Contribution Tier' column. This stands for 'When Earned Backdated Pay Awards.'

This method was created to help when corrections need to be made to pay periods that include backdated pay awards. If part of the pensionable pay in a pay period comes from a backdated award, it's important to use the 'WEBK' method.

Using this method ensures that contributions are reported correctly and that the member's pension benefits are not affected unfairly.

Please remember to use the 'WEBK' indicator whenever you are processing corrections for pay periods with backdated awards.

For further help with this, Teachers Pensions have created a factsheet, that can be accessed using the link below –

[When earned backdated pay awards \(WEBK\) factsheet](#)

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# Southwark Teacher Pension Newsletter

## **Top Tip for this edition...**

### **Training Opportunities from Teachers' Pensions to Help Administer the Scheme**

Teachers' Pensions offers a variety of training options to support successful administration of the Scheme. These include:

#### **Webinar Training**

TP provides webinars covering a range of topics, from Administering the Scheme to using the Employer Portal. These sessions are designed to increase your knowledge and give you the chance to ask questions to the expert training team. Check out the employer webinar schedule and register for as many webinars as needed to support your responsibilities.

#### **MCR Surgeries**

The next MCR surgery is on October 28 and is aimed at employers who have started using MCR and need extra help. Employers can submit questions in advance, allowing TP's expert trainers to prepare tailored responses and examples for discussion during the session. Register for the next MCR surgery today.

#### **Employer Drop-in Sessions**

These sessions are open to all employers and provide a chance to hear the latest news and updates directly from Teachers' Pensions, ask questions about the Scheme, and network with others. Learn more about employer roles and responsibilities at the next session on October 23.

#### **Member Presentations**

Member training resumes this month, offering members a great chance to learn more about the Scheme. Presentations cover topics from joining the Scheme to planning for retirement. Employers are encouraged to share this information with their members to help them register.

For more details, visit the training page on the Teachers' Pensions website using the link below –

[Training | Employer help | Resources | Teachers' Pensions](#)

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## **Key dates for you Diary –**

<u>Month</u>	<u>MCR Submission Date (by Payroll Provider)</u>
October '25	29th October 2025
November '25	28th November 2025
December '25	29th December 2025
January '26	29th January 2026
February '26	27th February 2026
March '26	27th March 2026

## **Have you checked these details before submission...**

- Names -
  - Inputted
  - Correct
- National Insurance (NI) Number
  - Inputted
  - Correct
- Date of Birth
  - Inputted
  - Correct
- Teacher Pension (TP) Reference Number
  - Inputted
  - Correct
- Salary Band
  - Inputted
  - Correct

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