

McCloud Data Collection File Submission Checklist

Please use this checklist to ensure that you have satisfied all criteria for successful file(s) submission

General	Tick
Have you used the correct format for each field as indicated in line 5 of the template (e.g. text, numerical, date)?	
Have you left all pink columns blank (and not deleted the columns)?	
Have you completed all the personal details fields (fields 1-8) for every line of data on each template (Hours File and Service Breaks File)?	
Have you removed the first five header rows from the template before uploading via the Hub process?	
Have you ensured you have included one line of data per employment, per hours change and/or per service break?	
Have you included all data for the period 1 st April 2014 – 31 st March 2021?	
Have you included all members who have ceased membership between 1 st April 2014 and 21 st March 2021 (either due to opting-out, leaving, employment, retirement or death)?	
If members were active at 31 st March 2021, have you included 'C' in the <i>Status</i> field (11)	
If members were not active at 31 st March 2021, have you included 'N' in the <i>Status</i> field (11)	
Have you ensured no other details have been added outside of the fields (i.e. no additional comments have been added the templates?)	
Have you disregarded any change to hours or service breaks that commenced from 1 st April 2021 onwards?	
If you have multiple scheme employer records with WMPF have you created one hours file and one service breaks file per employer record?	
Have you saved the data as two separate .CSV files - one for hours and one for service breaks (if there are any service breaks to report)?	
Have you used the file checker for both files prior to uploading through the Hub process?	
Have you contacted WMPFMcCloud@wolverhampton.gov.uk if you have access to Hub and will be loading the files but you outsource your payroll to a 3 rd party provider who usually submits your monthly return via Employer Hub on your behalf?	
Have you completed both stages in the process (i.e. hours then service breaks?)	

Hours data	
For any members that have been flagged as 'P' in the <i>Part-time indicator</i> field (14) have you also confirmed the actual <i>Part-time hours</i> in field 15a?	
For any member where part-time hours have been confirmed (field 15a) have you inserted the indicator 'P' in the <i>Part-time indicator</i> field (14)?	
Have you flagged casual members with a 'P' in the <i>Part-time indicator</i> field (14)?	
Have you included a line for each year of service during the period 1 st April 2014 to 31 st March 2021 for any casual members (regardless of whether hours have been worked or not)?	
Where a casual worker has worked no hours within a scheme year have you confirmed the entry in the <i>Part-time hours</i> field (15a) as 0.01?	
Have you completed the <i>Whole-time equivalent denominator</i> field (15b) for <u>all</u> entries for <u>all</u> members?	
Have you checked that all members, and all employments for each member, are included in the Hours File, irrespective of whether they have changed hours or not, for all active employments between 1st April 2014 and 31st March 2021?	
Is the <i>Date hours ended</i> field (13) blank for the last line of data for any member who left prior to 31 st March 2021?	
Have you included any changes to the <i>Whole-time equivalent denominator</i> as another line of data for each affected member?	
Where no part-time hours have been recorded for full-time employments, have you checked that the <i>Part-time indicator</i> (field 14) is blank?	
Is the earliest date in the <i>Date hours started</i> field (12) 1 st April 2014?	
Service data	
For any member that was part-time during the service break have you also confirmed the actual part-time hours in field 19a?	
Have you completed the <i>Whole-time equivalent denominator</i> field (15b) for all entries for all members?	
Have you included any changes to the <i>Whole-time equivalent denominator</i> as another line of data?	
Have you included a date in the <i>Service break end date</i> field (17) for all service breaks, regardless of whether or not the members were on a Service Break at 31 st March 2021?	
Are the dates in the <i>Service break end date</i> field (17) no later than 31 st March 2021?	
Does every line of data have an indicator in the reason for service break field (18)?	
If service break reason is 'A' or 'B', are APC fields (20 and 21) complete?	
If service break reason is 'C', are APC fields (20 and 21) blank?	