McCloud Final Pay Submission Instructions

Submitting Final pay data for a member

A task will appear on the Payroll Dashboard, and an email will be sent, to users know that there are members eligible for the McCloud remedy that need their final pay submitting.


To process those members, select the task, enter the members final pay, final pay date and tick the 'Ready to Submit' box. You can sort the data within the table by member name or task status by selecting the column header to make it easier to find the member you want to submit data for.

The three final pay date options that are provided by default are calculated from the dates the member reaches 63, 64 or 65 years of age. The final pay date should be the pay figure on the eve of the member's 65th birthday but pay from the previous 2 years can be used if the pay is higher.

When you are ready to submit the member's final pay information you can select 'Submit Selected'
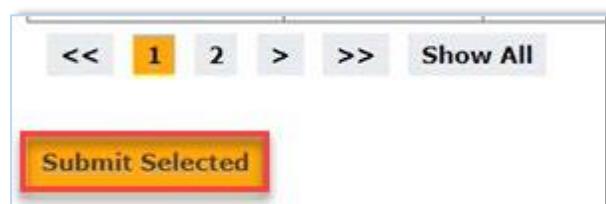
Users will then see a list of any submitted members below in a table marked as 'Submitted McCloud Final Pay'.

Submitted McCloud Final Pay

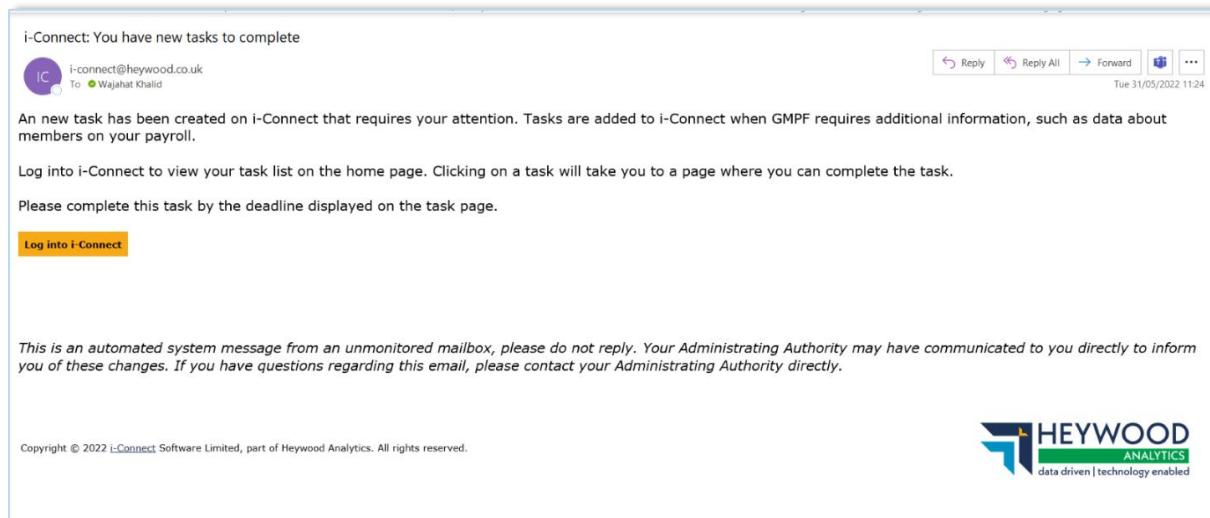| Member Name ◇	Date of Birth	Payroll Ref	Status ∧	Final Pay (£) ⓘ	Final Pay Date ⓘ
▬▬▬▬	01-01-1950	▬▬▬▬	Final pay submitted	38000.00	31-12-2014

Overdue tasks

A task becomes overdue if the member's final pay has been due for 28 days and has not been submitted.

If a task is overdue then it will show up in the task list as overdue and when the user clicks through to the McCloud Final Pay table, they will be able to view and sort by overdue tasks. An email will be sent to any employer user with the McCloud Final Pay role to notify them a task is now overdue.

Employer User Email Notifications

Any employer user that has the McCloud Final Pay role will be notified by email when a new member requires their final pay to be captured. If more than one member becomes eligible on the same day the user(s) will only receive a single email.

When a member's final pay becomes overdue another email notification will be sent to any employer user that has the McCloud Final Pay role. If more than one member's final pay becomes overdue at the same time the user(s) will only receive one email.

Final pay submission that fails

If a submission fails, then the member will show up in the Submitted McCloud Final Pay table with a status of 'Failed':

A tooltip is provided on the failed status to let the user know that the pension administrator has been notified of the failure.

An email will then be sent to the pension fund to let us know that a submission has failed. The pension fund will then enter the data and mark that the member has been completed.