



# MCLOUD RESOURCE PACK

- ✓ Have you downloaded a copy of the 'McCloud Data Collection File Layout (Employers)' excel document and reviewed it alongside the 'SAB McCloud Data Collection Template Notes' PDF document, both of which are available at: <https://www.wmpfonline.com/employers/mccloud>
- ✓ Have you referred to the 'McCloud FAQs' document available at: <https://www.wmpfonline.com/employers/mccloud>
- ✓ Have you utilised the 'McCloud Post 14 Service Members' extract' (SSRS report available on the WMPF Employer Hub) for extra guidance to match for potential missing members on your file(s)? Guidance on how to run this report is available at: <https://www.wmpfonline.com/employers/mccloud>
- ✓ Have you and a colleague(s) visually checked:
  - The 'Hours Data File' for missing or erroneous data.
  - The 'Service Breaks Data File' for missing or erroneous data.
- ✓ Have you utilised the 'McCloud- Worked example October 2021' Excel document? Available at: <https://www.wmpfonline.com/employers/mccloud>
- ✓ Have you utilised the 'McCloud Upload Checklist'? Available at: <https://www.wmpfonline.com/employers/mccloud>
- ✓ Have you utilised the 'McCloud File Checker'? This is available upon request from the McCloud Team: [wmpfmcloud@wolverhampton.gov.uk](mailto:wmpfmcloud@wolverhampton.gov.uk) For notes on how to use the 'McCloud File Checker' please see the 'McCloud File Checker Quick Guide' PDF document available at: <https://www.wmpfonline.com/employers/mccloud>
- ✓ Have you watched the video of the McCloud upload process webinar? If not, this available upon request from the McCloud Team: [wmpfmcloud@wolverhampton.gov.uk](mailto:wmpfmcloud@wolverhampton.gov.uk)
- ✓ Before and during uploading of your file(s) have you looked at the 'McCloud Bulk Data Import Process Guidance' (that includes a full error list)? Available at: <https://www.wmpfonline.com/employers/mccloud>

If you have a large number of errors that need addressing during the upload process, you can extract a report in the WMPF Employer Hub in order to more easily view these errors. If you would like to run the report, please use our 'McCloud - Error Report Quick Guide' document, available at: <https://www.wmpfonline.com/employers/mccloud>

**For further information and all available guidance visit:** <https://www.wmpfonline.com/employers/mccloud>

If you have any further queries after referring to the 'McCloud FAQs' document and other available guidance, please email your query to the McCloud Team at: [wmpfmcloud@wolverhampton.gov.uk](mailto:wmpfmcloud@wolverhampton.gov.uk)

## NB:

- The deadline for the submission of your file(s) is: **Friday 12th November 2021.**
- This request is only for the Hours and Breaks in membership files relating to the data for members between: **1st April 2014 to the 31st March 2021.**
- We will contact you again next year for the 2021/2022 file(s).