

Scottish Teachers' Superannuation Scheme

To nominated contacts in:

Scottish Local Authorities
Universities and Colleges
Further and Higher Education Institutions
Independent Schools
Official Correspondents of Other Participating Organisations

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Dear Sir/Madam

SCOTTISH TEACHERS SUPERANNUATION SCHEME (STSS) CIRCULAR 2006/4 ANNUAL RETURNS TO 31 MARCH 2006

This letter requests the annual return of data for input to the SPPA computer system and provides guidance on how this data should be presented. This data should be sent to us by **30 June 2006** at the latest.

Under the Teachers' Superannuation (Scotland) Regulations, employers are required to submit annual returns for teacher/lecturers (members) in pensionable employment on 31 March each year. **Annex A** to this letter, and the enclosed guidance notes, explain how this should be done. Please note the following points:

- Employers submitting data by magnetic tape should retain a copy of the current computer specifications and ensure that it meets SPPA specification. A hard copy of the data in **superannuation number order and including names of members** must always accompany tape submissions. It is extremely important that employers adhere to the specifications provided.
- We can now also accept files in CSV format, **Annex B**. This allows us to accept files from floppy disk, CD or sent as e-mail attachments. In the latter you will wish to consider the data security implications of transmitting personal data across a public network. A hard copy must also accompany submissions.
- If you would like a template that will enable you to submit your annual returns on Excel spreadsheet format rather than magnetic tape, please contact your nominated team on **Annex C** who will arrange a template to be issued to you.
- If however you prefer to submit the data on a formatted disk please contact a member of the team who will issue this to you.



- **if the data is presented incorrectly it will be returned to the employer for correction**
- large employers must provide a breakdown of the pay reference number **and inform SPPA** of any changes, i.e. detailing school location code which can only be a maximum of four figures or letters.
- Please pay particular attention to the data for part-time members.

If you have any queries regarding the content of this letter or its attachments, please email the appropriate team detailed in Annex C attached.

Yours faithfully



Ian Clapperton
Director of Operations