

TEACHERS' PENSION SCHEMES 2015/13

WHO SHOULD READ: Chief Executives, HR and Payroll managers, Teacher's Unions and representatives
ACTION: To read and circulate to interested parties and members of Teachers' Pension Schemes
SUBJECT: Pensionable Earnings from 1 April 2015

The purpose of this circular is to provide information about:

1. new data forms
2. splitting contracts and changing the pay references from 1 April 2015

1. New data forms

As previously notified in [Circular 2015/06](#), data submission forms have now been updated to take account of the information required under pension reform. These new forms will replace the current TSS forms:

STPS01 Starter form replaces the TSS1 form
STPS02 Leaver form replaces the TSS2 form
STPS03 Annual Return form replaces the TSS4 form
STPS04 Service Change form – new form
STPS05 Miscellaneous Update form – new form
STPS06 Amendments form – new form

Guidance for the completion of the new forms is available on our [Employer Forms page](#) on our website.

A new Employer portal will be available in the near future and will allow employers to upload data systematically. Further information regarding the Employer Portal will follow. The forms will eventually be removed from the website and will be available from the Employer portal.

Please note: we will not accept TSS forms after 30 November 2015.

2. Splitting contracts and changing the pay references from 1 April 2015

In March 2015 we informed you, in [Circular 2015/06](#), that we require additional information for members who have multiple contracts. In line with pension reform regulations, we must record individual contracts on our pension administration system.

For members who were active at 31 March 2015 and have multiple employments with the same employer, you will be required to submit a new starter from 1 April 2015 for each additional contract. This covers protected, tapered and unprotected members. If the member starts an additional contract after 1 April 2015 you must provide us with a new

STPS01 starter form.

Each contract must be identifiable by a unique pay reference number. The number must be a minimum of 10 characters and a maximum of 15, the first 10 characters must be unique. See example below:

Contract 1 = pay reference = 123456789ABCDEF

Contract 2 = pay reference = 123456781ABCDEF

The STPS01 starter form, available from the [Employer Forms Page](#), must be completed in full to allow us to create the new record and link it to the original contract.

If an existing employee begins an additional contract from 1 April 2015, we must receive a separate STPS01 for the new post.

These starters can be submitted with the normal monthly data but should be kept on a separate starter template so they are identifiable as the additional contracts, rather than new starters. All members with multiple contracts need to be provided i.e. Protected, Tapered or Unprotected. This will allow submission of 2015-16 annual returns without the need to amalgamate multiple contracts

We ask that the pay references for the contracts we currently hold on members' records are not changed so that the data can be matched. If there is a necessity for you to change the pay references can you please contact the Records Maintenance Team.

Michelle Hogg
Records Maintenance Manager
23 October 2015

Contact information

Please contact rmtspga@gov.scot if you have any enquiries about this circular.

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