TEACHERS' PENSION SCHEMES
05/2016

WHO SHOULD READ: **Chief Executives**
All HR and Payroll Managers
Pension Administration staff
Staff who submit data to SPPA
ACTION: **To read and circulate as appropriate**
SUBJECT: **Annual return data 2015 and tax charges**
Employer Data Management (EDM)

The purpose of this circular is to:
- **provide awareness of Employers Data Management (EDM) system**
- **request annual return data for 2015-16**
- **confirm deadlines and HMRC charges**
- **provide information on disclosure of salary and pension information**
- **Annex A – common data issues**
- **Annex B – STPS03 Annual Return guidance**

Please note that the format has changed for the 2015-16 annual returns. Please refer to Annex B for guidance. We now expect the forms to be submitted on-line, using EDM.

As per Circular 2016/01, the EDM portal is currently being configured and will be launched to all employers in three tranches from mid-April 2016. We will contact you directly about launch dates and the submission process. By now you should have a principle user registered on the system. If you haven't already done so please can you send an email to SPPAEDM-Principle@gov.scot confirming:

- full name
- email address
- telephone number
- employer name
- employer code

The EDM portal has been designed to allow employers to submit all data forms through a secure electronic portal. This includes, STPS01 new starters, STPS02 leavers, STPS04

service changes and STPS03 annual returns.

Once registered, employers will have the ability to submit individual forms for one member at a time, or as a bulk upload. To submit a bulk upload it is important that employers use the form templates provided on the EDM system.

<u>Once EDM has been launched we will no longer accept data via email on Excel spreadsheets. Please do not submit any annual returns data until you are active on the EDM portal as we require the annual returns to be submitted this way.</u>

EDM User support

In order to support employers using the system we have set up a dedicated EDM implementation team. The team consists of:

- Alice Goodwin
- Mike Riddell
- Kerry Innes
- Donna Allen
- Sharon Bell

For any queries relating to the system, please phone 01896 893000 (ask for EDM) Alternatively you can email : SPPAEDM-Enquiry@gov.scot

Please note, that any enquiries relating to data should continue to be sent to the Records Maintenance Team.

Request for Annual Return information

To allow the pension records of individual members of the scheme to be updated, employing authorities are required, under the scheme regulations, to supply information about all staff in active pensionable employment on 31 March each year.

The data should be sent to SPPA **no later than 31 May 2016**. This will allow us to fulfil our statutory obligation to update member statements to MyPension – Online Member Services by 31 August 2016 and to meet HMRC deadlines and other pension events.

Guidance for completion of the STPS03 Annual Return is available on Annex B. In addition, common data issues are explained in Annex A.

Tasks to complete before submitting Annual Returns (If you haven't already done so)

- All new starters who joined the scheme prior to 01/04/2016 must be reported on STPS01 starter form
- All STPS01 starter forms for employees with multiple contracts
- Any changes of service prior to 31/03/2016 should be reported on STPS04 service changes

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- If the member has left prior to 31/03/2016 a leaver STPS02 leaver form is required instead of an annual return.

As this year is a leap year please remember that a member can only receive a maximum of 365 days service credit in our scheme.

If any of the above actions are not complete, the annual return data will fail to load to the member record.

Data Accuracy

It is essential that particular emphasis is placed on the accuracy of data before it is sent. The Public Service Pension (Record Keeping Regulations), which came into force from 1 April 2015, set out the records which public service pension schemes are required to maintain. Underpinned by the Pension Regulator's Code of Practice for Public Service Pension Schemes, we have a clear duty to maintain accurate records for members.

The EDM system has been designed to help employers ensure that all relevant data fields are complete and in the correct format. EDM shall validate your file at the point of submission and will help identify if there are errors or incomplete files. Please note that you will not be able to send the file to the SPPA until the issues have been addressed.

Future Digital Services

SPPA are investing significantly to enhance and improve the online services we offer to all our pension scheme members and employers. We will be providing further details on our plans throughout 2016 so look out for these messages coming to you soon.

Schedule of Communications

Communication	Timescale
Circular from SPPA detailing requirements/timeline	March
Last date for annual returns	31 May
We will contact employers to check the progress of submissions and will also make employers aware of their liability to a fine if the deadline is not met (estimate of the weekly cost of late submission)	w/c 24 May
Letter from our Director of Operations to your Director of Finance (or appropriate person) to advise that annual return not yet received, where appropriate	15 June
Employers become liable for HMRC sanctions	6 July
HMRC employer report sent by SPPA	7 July

HMRC charges for submission of late or incorrect data

As notified in circular 08/2012 employing authorities who fail to meet HMRC's deadline of 6 July 2016 can be charged a penalty of £300 per member and an additional £60 per member for each day that the submission is late. Therefore, if you have 10 members and are 18 days late, HMRC could impose a fine of £13,800.

The following link www.hmrc.gov.uk/manuals/rpsmmanual/RPSM06107530.htm to HMRCs technical page details:

- what should be provided
- by when
- what happens if the information is not provided on time or is incorrect

Employing Authority Resource Accounts (Disclosure of Salary and Pension information at 31 March 2013)

To help employers meet their requirements in relation to salary and pension disclosure for senior staff in their accounts, we will provide an online calculator **for protected scheme members only**. For unprotected members, SPPA will provide, upon request, details of a member's service history as at 31 March 2015 (the latest we currently hold). When requesting such information, employers must provide written consent from each individual.

Should disclosure information be required for members of the 2015 CARE scheme, employers should complete the request template and email it to sppatransfers@gov.scot. SPPA will provide information to assist the completion of the accounts.

Pam Brown
Director of Operations
11 March 2016

Contact information
Email: SPPA_Records_Management@gov.scot for all data enquiries
Email: mailto:SPPA_Records_Management@gov.scot for EDM system enquiries

Tel: 01896 893000 and ask for RMT for data enquiries.
Tel: 01896 893000 and ask for 'EDM' for enquiries about the EDM submissions portal.

Scottish Public Pensions Agency	**www.sppa.gov.uk**
7 Tweedside Park	**Telephone: 01896 893000**
Tweedbank	**Fax: 01896 893214**
GALASHIELS	
TD1 3TE	