

**TEACHERS' PENSION SCHEMES
01/2016**

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: Electronic Data Management (EDM)
New Starter Requirements

The purpose of this circular is to:

- provide information about the Employers Data Management web portal
- provide information about New Starter Requirements

1. Employers Data Management (EDM)

In early 2016 the SPPA will introduce a new way for STPS employers to submit weekly, monthly and annual data returns (STPS).

When we introduced the Employer Contribution On-Line web portal, we received feedback from employers suggesting that a similar portal to allow the submission of data would be welcome. Working on this feedback we have developed the Employer Data Management (EDM) web portal.

EDM will allow employers to submit data through a secure electronic portal. Pre-submission validation checks are carried out to ensure the data is in a fit state to be loaded to the member's record. This will greatly reduce the need for SPPA to contact employers to obtain missing or erroneous data. The specification for this development is based on the existing STPS forms that are currently published on-line.

We intend to roll this out on a staggered basis over the next few months, with the intention that all employers be registered in time to submit their annual return data for 2015-16.

Another part of the development is to provide access to secure messaging functionality. This will allow SPPA to share member information, such as active member reports or new starter reports with employers, in a secure way. We may also use the website to share minutes of Technical Working Group Discussions.

What we need from you?

We need your help to identify who the principal user of the new EDM system will be. We suggest the principal user will normally be the payroll manager. In order for us to manage invitations to register, we need the following information about the principal user:



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

We would be obliged if employers could confirm the information by email to the following address – SPPAEDM-Principle@gov.scot

It would be appreciated if this information can be provided by **31 January 2016**.

Once the principal user has registered, they can then create basic users who will be able to access the system, submit data and have access to electronic messages.

2 New Starter Requirements

Within the STPS there are a number of options available to members that are subject to time constraints. When a member joins the scheme, they must be made aware of the options available to them. These include:

1. Standard Early Retirement Reduction Buy Out (ERRBO)
2. Transfers into the scheme. Time limits apply. In most cases a transfer must be fully completed within 12 months of joining the scheme. This is a lengthy process and any delay in initiating a transfer could result in a lower transfer credit, or may even affect the member's right to transfer.

We have published two starter factsheets on our website. A one page document which can be incorporated into the offer of employment letter. Alternatively, there is a factsheet that can be printed off and provided to the employee upon starting employment. These documents can be assessed using the following [link](#).

SPPA will continue to issue starter letters to new members. There is normally a delay between the date the member joins the scheme and the point we receive, and are able to load the starter information. In order to protect member's rights within the scheme we request that employers also inform members of their rights at the point of taking up employment, using the forms provided.

Garren Conway
Senior Operations Manager
20 January 2016

Contact information

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

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