

**SCOTTISH TEACHERS' SUPERANNUATION SCHEME
04/2012**

WHO SHOULD READ: All HR and Payroll Managers
ACTION: To read and circulate as appropriate
SUBJECT: Annual Return data 2012

The purpose of this circular is to:

- request Annual Return data for 2011/12.

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 2012. This will allow us to calculate Tax returns and other pension events, as well as update Benefit Statement details onto [My Pension – Online Member Services](#).

Please note that it is your responsibility to ensure the safe transmission of electronic sensitive personal data from you to SPPA. Guidance was issued in [Circular-2011/08](#) relating to secure email addresses which do not require encryption. If your email address is not included in this list you should encrypt the file before sending to us. The encryption tool we can accept is PKZIP which can be downloaded from www.pkware.com Alternatively, send password protected CSV/Excel/TXT files by email with a separate communication containing the password

It is essential that particular emphasis is placed on the accuracy of data before it is sent. Please ensure that the required data fields are completed and in the correct formats. Common issues such as missing details cause delays in the data being loaded to the system and may therefore be returned to you for correction. If this is returned, you should correct it and resend to us within 2 weeks. A list of common errors is shown in [Annex A, Part 4](#). Information on how to submit and format can be found in [Annex A Parts 1 and 2](#). Additional elements to consider this year are strike days and leap year. Please see guidance in [Annex A, Part 3](#) on how these should be reported.

For assistance in calculating pensionable service and remuneration due to the SNCT Pay and Conditions Agreement 2011 effective from 1 September 2011, please refer to [Circular 2011/13](#).

We will only accept data in electronic format, on the templates provided on the website, or other pre arranged formats. Please see guidance on [Annex A, Part 1](#).

Starters and leavers relating to the year ending 31 March 2012, should be submitted using the electronic templates which are available at [TSS1 and TSS2 Templates](#). This data is required prior to loading the annual returns and should be submitted by 30 April 2012.



Employers submitting data for members who are buying Additional Pension by periodic contributions, should submit this data on a separate spreadsheet available at [Additional Pension Template](#) and submit with annual returns.

All data should be submitted to RMTSPPA@scotland.gsi.gov.uk and will be automatically acknowledged on receipt. Please include your employer code, name and form type in the email subject e.g. **039- George Heriot's School – Annual Return.**

Ian Clapperton
Director of Operations
15 March 2012

Contact Information:

Should you have any enquiries about this circular, or require further information, please contact: SPPA's Records Maintenance Team at RMTSPPA@scotland.gsi.gov.uk or alternatively, the Data Manager can be contacted at Brian.Casson@scotland.gsi.gov.uk

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