

**SCOTTISH TEACHERS' SUPERANNUATION SCHEME
03/2011**

WHO SHOULD READ: All HR and Payroll Managers
ACTION: To read and circulate as appropriate
SUBJECT: Annual Return data 2011

The purpose of this circular is to:

- request Annual Return data for 2010/11.

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 pensionable employment on 31 March each year.

The data should be sent to SPPA no later than 31 May 2011 to allow SPPA to issue benefit statements to members and process the various types of calculations required.

Please note that it is your responsibility to ensure the safety of the transmission of sensitive personal data from you to SPPA. Data sent electronically should be encrypted and password protected and passwords should be notified under separate communication. The encryption tools we can accept is WINZIP 11 which can be downloaded from www.winzip.com or alternatively send password protected CSV/Excel files by email.

It is essential that particular emphasis is placed on the accuracy of data before it is sent to SPPA. Please ensure that the required data fields are present and the correct service and salary details are included. 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 SPPA within 2 weeks. A list of common errors is shown in Appendix A, Part 3.

There are various ways in which data will be accepted:

CSV format. This is the preferred format and allows SPPA to accept files from CD/DVD or sent as email attachments. See Annex A, Part 1.

Small Employers template. The template which can be downloaded from our website at www.sppa.gov.uk allows the submission of small amounts of data in an Excel format. See Annex A, Part 2.

All data should be submitted to RMTSPPA@scotland.gsi.gov.uk and will be automatically acknowledged on receipt. Please include the form type, Employer name and Employer code in the email subject e.g. TSS4, George Heriot's School (039).

TSS1's and 2's relating to the year 2010/11 should be submitted in an electronic format which is acceptable to SPPA by 30 April 2011. A template can be downloaded from our



website at www.sppa.gov.uk

Employers submitting data for members who are buying Additional Pension by periodic contributions should submit this data on a separate spreadsheet available at http://www.sppa.gov.uk/scot_teachers/forms.htm

IAN CLAPPERTON
Director of Operations
25 February 2011

Contact Information:

Should you have any enquiries about this circular or require assistance in completing the data requirements, please contact SPPA's Records Management 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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