

Scottish Teachers' Superannuation Scheme

To nominated contacts in:

Scottish Local Authorities
Universities and Colleges
Further and Higher Education Institutions
Independent Schools
Official Correspondents of Other Participating Organisations

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13 April 2007

Dear Sir/Madam

SUPERANNUATION (TEACHERS) CIRCULAR No 2007/4 ANNUAL RETURNS TO 31 MARCH 2007

This letter requests the annual return of data for input to the SPPA computer system and provides guidance on how this data should be presented. This data should be sent to us by **30 June 2007** at the latest.

It should be noted that we are planning to migrate all data held on our current pension administration system to a new supplier commencing during the third quarter of 2007. It is therefore critical that the annual return data is provided to SPPA by no later than the above noted date. Any failure on your part to do so would impact considerably and adversely upon the ability of SPPA to provide essential information to Scheme members.

Under the Teachers' Superannuation (Scotland) Regulations, employers are required to submit annual returns for teacher/lecturers (members) in pensionable employment on 31 March each year. **Annex A** to this letter, and the enclosed guidance notes, explain how this should be done. Please note the following points:

- employers submitting data by magnetic tape should retain a copy of the current computer specifications and ensure that it meets SPPA specification. A hard copy of the data in **superannuation number order and including names of members** must always accompany tape submissions. It is extremely important that employers adhere to the specifications provided.
- we can now also accept files in CSV format, **Annex B**. This allows us to accept files from floppy disk, CD or sent as e-mail attachments.
- there is also a template available for the submission of data in an Excel format. If a representative from your organisation attended the recent employer seminars held by the Agency in March they will have received a CDROM containing the necessary templates for the submission of data. If you do not have a copy of this CDROM and would like one to be issued to you, please contact the appropriate team at **Annex C** who will send this to you.



- **if the data is presented incorrectly it will be returned to the employer for correction**
- large employers must provide a breakdown of the pay reference number **and inform SPPA** of any changes, i.e. detailing school location code which can only be a maximum of four figures or letters.
- please pay particular attention to the data for part-time members.

If you have any queries regarding the content of this letter or its attachments, please email the appropriate team detailed in **Annex C** attached.

All electronic Annual Returns data should be submitted to Robert.Butler@scotland.gsi.gov.uk or by mail to Bob Butler at the above address.

Yours faithfully



Ian Clapperton
Director of Operations