

## Scottish Teachers' Superannuation Scheme Circular 2009/2

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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Your ref: Employer Circular 2009/2  
Our ref: Annual Returns 08-09

13 March 2009

Dear Sir/Madam

### **TEACHERS' SUPERANNUATION (SCOTLAND) REGULATIONS 2005 (as amended) ANNUAL RETURNS TO 31 MARCH 2009**

#### **Members of the Scottish Teachers' Superannuation Scheme (STSS)**

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 no later than 31 May 2009.

As you are aware, SPPA have introduced a new Pensions Administration System, AXISe, to administer pensions for members of the STSS. Although it is our intention to improve the way in which this information is received, there is no change to the way in which we will receive data for this year's Annual Return exercise. It is hoped that through our Employer Engagement activities, we will work with you to get the data in the revised format in time for the 2010 AR exercise. A further circular on this topic will be issued later.

It is of vital importance that we receive the information for this years exercise by 31 May 2009, as without this data we will be unable to provide benefit statements to your members as well as not being able to process August retirals for your members. This will also cause a detrimental effect on the service we can offer your members and our employers.

Under the Teachers' Superannuation (Scotland) Regulations 2005 (as amended) 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:

- **Annex A – Part 1, provides details of how to provide the data in CSV format.** This is the preferred format and allows the Agency to accept files from floppy disk, CD or sent as e-mail attachments.

- There is a template available for the submission of data in an Excel format. If you require this template to be sent to you, please contact the Agency, contact details can be found in **Annex A – Part 3**.
- Employers who wish to submit their data by magnetic tape should retain a copy of the current computer specifications and ensure that it meets SPPA specification. Further information is detailed in **Annex A Part 2** .
- **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 or members who have been approved by SPPA to enter the Winding Down Scheme.

If you have any queries regarding the content of this letter or its attachments, please do not hesitate to contact the Agency, contact details can be found in Annex A – Part 3.

Electronic Annual Returns data should be submitted to [PCT@scotland.gsi.gov.uk](mailto:PCT@scotland.gsi.gov.uk) and cc'd to [teachersemployers@scotland.gsi.gov.uk](mailto:teachersemployers@scotland.gsi.gov.uk) or by mail for the attention of Bob Butler at the above address, all electronically submitted returns will be automatically acknowledged on receipt.

Yours faithfully



Ian Clapperton  
Director of Operations