

**SCOTTISH TEACHERS' SUPERANNUATION SCHEME
CIRCULAR 2014/03**

WHO SHOULD READ	Directors of Education and Finance HR Managers and Payroll Managers Teachers' Unions and representatives
ACTION:	To read and circulate to all appropriate parties Inform scheme members
SUBJECT:	Submission of 2014 summer retirement application forms

The purpose of this circular is to:

- **highlight the timescales for submission of summer retiral applications**
- **confirm the information requires**
- **introduce the premature calculator for employers**

We are looking for your support and assistance to ensure that we process the majority of applications for the 2014 summer retiral exercise on time.

To allow the timely payment of our members' pension and lump sum, we must receive applications with a retiral date between June and September, no later than three months and ideally four months prior to the date of retiral. This will allow us the necessary time to interrogate the members record and history details, calculate and authorise the award application and put the pension into payment by the due date. This is, however, dependent on accurate information being submitted on the application form.

As you will appreciate, we need to plan to maximise our resources during this busy time. To assist us with this, it would be particularly useful for us to know if you intend to implement any premature or early release exercise. These types of awards require additional processing procedures and advance notice will allow us to plan accordingly. We understand that exercises like this involve additional work for employers, but any insight into your intentions will allow us to provide a better service to our members. It may also assist you to know that we have added a premature calculator to the employers section of our website, www.sppa.gov.uk. This will assist you in calculating estimates of employer's costs for these cases.

We fully appreciate that circumstances do not always enable you submit applications within the required timescales. In such cases you can be assured that we will try to minimise payment delays where possible. We would, however, ask that you keep us informed of any potentially late submission of applications and also encourage you to advise the member



that their payment may be delayed as a consequence.

May I also use this opportunity to remind you that member's retiring from STSS employment must terminate their employment for at least one full day if they intend to become re-employed as a teacher. We also require you to submit a TSS2 leaver form once a teacher has retired to allow us to take the necessary exit action on the member's record.

We must receive a revised Part 2 form if there is any change to the retirement date, hours or salary information that has previously been submitted.

I am sure you will understand that our resourcing over the next few months is targeted at prioritising our workloads to ensure that retirement applications are processed and paid on time. Therefore, can I ask you to direct member requests for estimates to our secure online service My Pension? This is available through www.sppa.gov.uk and members can access their latest annual statement information as a base for producing their own estimates. Your support and assistance is greatly appreciated.

Please ensure that anyone who is involved in the completion and submission of the STSS retirement application forms is made aware of this circular.

Gerry McGarry
Deputy Director of Operations
20 March 2014

Contact information:

Should you have any enquiries about this circular, or require further information, please contact: Teachersawards@scotland.gsi.gov.uk

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