

STPS01 STARTER FORM

The STPS01 starter form should be completed when a member starts a new or additional pensionable post.

Please note that multiple part-time contracts are now treated separately. Each contract must be identifiable by a unique Pay Reference Number. The number can be as little as one character up to a maximum of 15 but **must be unique in the first 10 characters**. See examples below:

EXAMPLE 1

Mr Jones has 3 part-time contracts:

Contract 1: Pay Reference = JONES**1**

Contract 2: Pay Reference = JONES**2**

Contract 3: Pay Reference = JONES**3**

Each pay reference number is unique, due to the number at the end changing with each post.

EXAMPLE 2

Mrs Smith has started two new posts:

Contract 1: Pay Reference = 189689**321**SMITH

Contract 2: Pay Reference = 189689**456**SMITH

As can be seen, the pay reference numbers have a maximum of 15 characters. Both have Smith at the end, but the first 10 digits are unique.

PLEASE NOTE: it is not good practice to use zeros at the start of the pay reference number as this number can be lost during re-formatting. For example:

0619ASMITH – risk that leading zero will be lost

SMITH0619A – Best Practice

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 1	STPS01 Starter Form	STPS01 is the title of the Scottish Teachers' Pension Scheme starter form which should be completed by the employer payroll department. Each cell in this column will be 2 digits. As this is a starter form, it will always be 01. 2 digits
Column 2	Employer's Code	Employer's unique 5-digit code, e.g. 00501 = Smith Hall School. 5 digits
Column 3	Superannuation Number	Scottish state schools have a legal requirement for all teachers teaching to be registered with GTC Scotland. Each number is unique to the member. For colleges and private schools, SPPA will supply a special inclusion number and we will write to both the member and the employer. Enter as 000000 if unknown. 6 digits
Column 4	Pay Reference Number	The member's pay reference number must be unique to each post and quoted on all correspondence. Where the member has 2 part-time posts, each post must have a different pay reference number. If pay reference numbers are not normally used by an employer, they must be constructed with anything up to a maximum of 15 digits and in all cases must be unique in the first 10 digits. PLEASE NOTE: it is not good practice to use zeros at the start of the pay reference number as this number can be lost during re-formatting. For example: 0619ASMITH – risk that leading zero will be lost SMITH0619A – Best Practice 15 digits maximum

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 5	Date of Birth	This is always written in DDMMYYYY format. For example, if someone was born on 5 June 1956, the entry would be 05061956. 8 digits
Column 6	Title	The member's title. Up to 4-character code detailing the member's title. <ul style="list-style-type: none"> ▪ DR ▪ MISS ▪ MR ▪ MRS ▪ MS ▪ PROF ▪ REV ▪ SIR ▪ SR ▪ MX Maximum of 4 digits
Column 7	Sex	Enter M for male or F for female. 1 digit
Column 8	Surname	Member's surname in upper case, e.g. BRYANT. Maximum of 25 characters
Column 9	Forename	Member's first name in upper case, e.g. FREDERICK. No initials. Full name is required. Maximum of 25 characters
Column 10	Middle Name Initials	Please enter a maximum of 3 characters separated with a space, e.g. A D G. Maximum of 3 characters
Column 11	National Insurance Number	This is the member's unique identifier to track their personal contributions to the UK social security system. Use a valid NI number format, e.g. AB123456C. 9 characters

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 12	Type of Service	<p>1 = Full-time.</p> <p>5 = 1200 hours per year.</p> <p>6 = 1400 hours per year.</p> <p>7 = Non-standard contracts. The total hours based on the members contract of employment.</p> <p>1 digit</p>
Column 13	Start Date	<p>Enter the date when the employee starts pensionable employment (the date from which you start deducting contributions). This is not necessarily the date they started in the school or college and should not be the date of any previous scheme membership.</p> <p>8 digits</p>
Column 14	Employee Contribution Rate	<p>Member's contribution rate at start date.</p> <p>Rate should be entered in format 0000, e.g. 0720 for 7.2% or 1040 for 10.4%.</p> <p>4 digits</p>
Column 15	Address 1	<p>Line 1 of the member's home address.</p> <p>Maximum of 30 characters</p>
Column 16	Address 2	<p>Line 2 of the member's home address.</p> <p>Maximum of 30 characters</p>
Column 17	Address 3	<p>Line 3 of the member's home address.</p> <p>Maximum of 30 characters</p>
Column 18	Address 4	<p>Line 4 of the member's home address.</p> <p>Maximum of 30 characters</p>
Column 19	Post Code	<p>Use a valid post code format, e.g. TD1 3TE. Always include a space.</p> <p>Maximum of 8 characters</p>
Column 20	Notes	<p>Any relevant comments the employer wishes to include regarding members' starter details.</p> <p>Maximum of 200 characters</p>