

STPS04 SERVICE CHANGE FORM

This new form has been created to simplify the way changes to service accrual are reported to SPPA.

Previously, when a member changed from part-time to full-time working, employers submitted a leaver form (to end the part-time contract) followed by a starter form (to initiate the new full-time contract).

From 1 April 2015, starter/leaver forms should **NOT** be used to report service changes. The STPS04 service change form should now be used for service changes the member may have throughout the year and will simplify this process.

If an employee changes from part-time (5, 6 or 7) to full-time (1) or from full-time (1) to part-time (5, 6 or 7), you should complete the STPS04 service change form. Ensure the type of service noted is correct for the effective date of change, e.g. A change from type of service 1 to type of service 5 would have type of service 5, **not** 1 in column 12 of the form as it is the type of service they are moving to, not the one they were on before the change.

All monetary fields on this form should be completed for the date/day prior to the service change date, e.g. The member changes from full-time to part-time service on 7 July 2017. Your financial values would be up to and including 6 July 2017.

For an illustration of a scenario that would require a service change please see the [Service Change Example](#) available on the SPPA website.

What you submit on an annual return has changed

If you submit the STPS04 service change form notifying changes for a member, we will still require the financial information for the **whole year**. Annual return forms must be completed for every active member.

Where a member has left and rejoined the scheme mid-year, we require form STPS02 up to the point of leaving and STPS01 for rejoining the scheme. In this circumstance, we only require a **part-year** annual return from the date of rejoining the scheme. The STPS02 will provide the financial information for the start of the year.

Please note that multiple part-time contracts are now treated separately. Each contract must be identifiable by a unique pay reference number so please ensure that you use the correct Pay Reference for each post at all times.

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 1	STPS04 Service Change Form	STPS04 is the title of the Scottish Teachers' Pension Scheme service change form which should be completed by the employer payroll department. Each cell in this column will be 2 digits. As this is a service change form, it will always be 04. 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 employed in 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 will notify 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 two 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
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 No.	Description	Guidance For Form Filling
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
Column 12	Type of Service	If a person changes from part-time (5, 6 or 7) to full-time, they must complete a code 1 in this field OR If a person changes from full-time (1) to part-time (5, 6 or 7), they must complete code 5, 6 or 7 in this field. For a service change form, this code represents the remainder of the service year from the change date onwards. If the service change from part-time to full-time occurs on 07/06/2017, then the member would have code 1 from then until 31/03/2018 or the next change, whichever is sooner. 1 = Full time. Full-time days should be completed, not part-time hours or full time hours 5 = 1200 hours maximum per year. Full-time hours column should not be completed, left as 0000 6 = 1400 hours maximum per year. Full-time hours column should not be completed, left as 0000 7 = Non-standard contracts. Full-time hours should be completed 1 digit

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 13	Employee Contribution Rate	Member's contribution rate on date of change. Rate should be entered in format 0000, e.g. 0720 for 7.2% or 1040 for 10.4%. 4 digits
Column 14	Full-time Days	The number of full-time days worked for those with service type 1 ONLY. This should be the days worked up to the last day of the previous working pattern. For service type 5, 6 or 7 leave blank 3 digits
Column 15	Part-time Hours	The number of part-time hours worked for those with service type 5, 6 or 7 ONLY. This should be the days worked up to the last day of the previous working pattern. For service type 1 leave blank 4 digits
Column 16	Full-time Hours	Full-time hours completed for service type 7 ONLY. Hours must be greater than zero. This should be the full-time hours contract up to the last day of the previous working pattern. For service type 1, 5 or 6, leave blank. 4 digits
Column 17	Employee's Pensionable Pay	Member's pensionable pay without overtime. Any pay earned by overtime should be included in Column 18 only (CARE Pensionable Pay). This is a mandatory field. This is the amount of pay upon which the member has paid contributions from 1 April (or the date they started in the scheme if later) to 31 March of the following year, inclusive. BOTH EMPLOYEE'S PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED. Please complete this in a £££££pp format, entering additional zeroes to make up to eight digits. For example, enter £58,859.60 as 05885960. Do not enter a decimal point. 8 digits

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 18	CARE Pensionable Pay	<p>Pensionable pay including overtime. This field will always be equal to or greater than pensionable pay and is used to calculate benefits accrued under CARE.</p> <p>BOTH EMPLOYEE'S PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED.</p> <p>Please complete this in a £££££pp format, entering additional zeroes to make up to eight digits. For example, enter £58,859.60 as 05885960. Do not enter a decimal point.</p> <p>8 digits</p>
Column 19	Employee's Pensionable Pay/Notional	<p>Complete only if member has received reduced earnings, e.g. Maternity or sick pay. Enter the pay that would have been earned had the member not had their earnings reduced.</p> <p>Please complete this in a £££££pp format, entering additional zeroes to make up to eight digits. For example, enter £58,859.60 as 05885960. Do not enter a decimal point.</p> <p>8 digits</p>
Column 20	Employee's Pension Contributions	<p>This is the amount of contributions paid from 1 April (or the date the employee started in the scheme if later) to 31 March or the date of leaving.</p> <p>The percentage must be in accordance with the corresponding contribution table and applied to the figure entered at position 17 and/or 18 for the year you are amending.</p> <p>Please enter it in a £££££pp format, entering additional zeroes to make up to seven digits. For example, enter £1459.00 as 0145900. Do not enter a decimal point.</p> <p>7 digits</p>
Column 21	Employer's Pension Contributions	<p>This is the actual amount of contributions or the amended contributions from 1 April (or the date the employee started in the scheme if later) and 31 March or the date of leaving.</p> <p>It is a percentage of the figure entered at position 17 and/or 18 (currently 17.2%). However, certain factors may influence the amount on which the rate is calculated.</p> <p>Please enter it in a £££££pp format, entering additional zeroes to make up to seven digits. For example, enter £1459.00 as 0145900. Do not enter a decimal point.</p> <p>7 digits.</p>

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 22	Additional Percentage Contributions	<p>This is the amount of contributions or amended contributions a member has paid for Added Years, Faster Accrual and Early Retirement Reduction Buy Out (ERRBO).</p> <p>Please enter it in a £££££pp format, entering additional zeroes to make up to seven digits. For example, enter £1459.00 as 0145900. Do not enter a decimal point.</p> <p>7 digits.</p>
Column 23	Additional Pension Contributions	<p>This is the amount of contributions or amended contributions a member is paying for an additional pension contract.</p> <p>Please enter it in a £££££pp format, entering additional zeroes to make up to seven digits. For example, enter £1459.00 as 0145900. Do not enter a decimal point.</p> <p>7 digits.</p>
Column 24	Salary Rate at Date Prior to Service Change	<p>Full-time annual salary rate at date of change, e.g. Part-time to full-time or vice-versa. Where member is part-time, the full-time equivalent salary rate must be used.</p> <p>Please complete this in a £££££pp format entering additional zeroes to make up to eight digits. For example, enter £59,000 as 05900000. Do not enter a decimal point.</p> <p>8 digits.</p>
Column 25	Effective Date of Change	<p>This is the date the member starts their new working pattern. This should not be the end date of the old working pattern.</p> <p>Always written in DDMMYYYY format., e.g. For someone changing on 1 January 2018, the entry would be 01012018.</p> <p>Do not enter a decimal point.</p> <p>8 digits.</p>
Column 26	Contributions on a Higher Salary	<p>Contributions earned on a higher salary rate up to and including date prior to service change (other than the basic). This column is rarely used.</p> <p>Please complete this in a £££££pp format, entering additional zeroes to make up to seven digits. For example, enter £6000.00 as 0600000. Do not enter a decimal point.</p> <p>7 digits.</p>
Column 27	Notes	<p>Any relevant comments the employer wishes to include regarding member's leaver details.</p> <p>Maximum of 200 characters.</p>