

Welcome to bulletin 1 of this series of pre-annual returns bulletins. We hope the information helps to ensure you have submitted the correct data to us, and are prepared for the 2018-2019 annual return exercise, which must be concluded by 31 May 2019. The Employer Area for annual return guidance is now live on our homepage.

This week we are focusing on new or additional contracts/posts and aim to provide you with all the information you need to ensure compliance with the Records Keeping Regulations.

Getting it right....

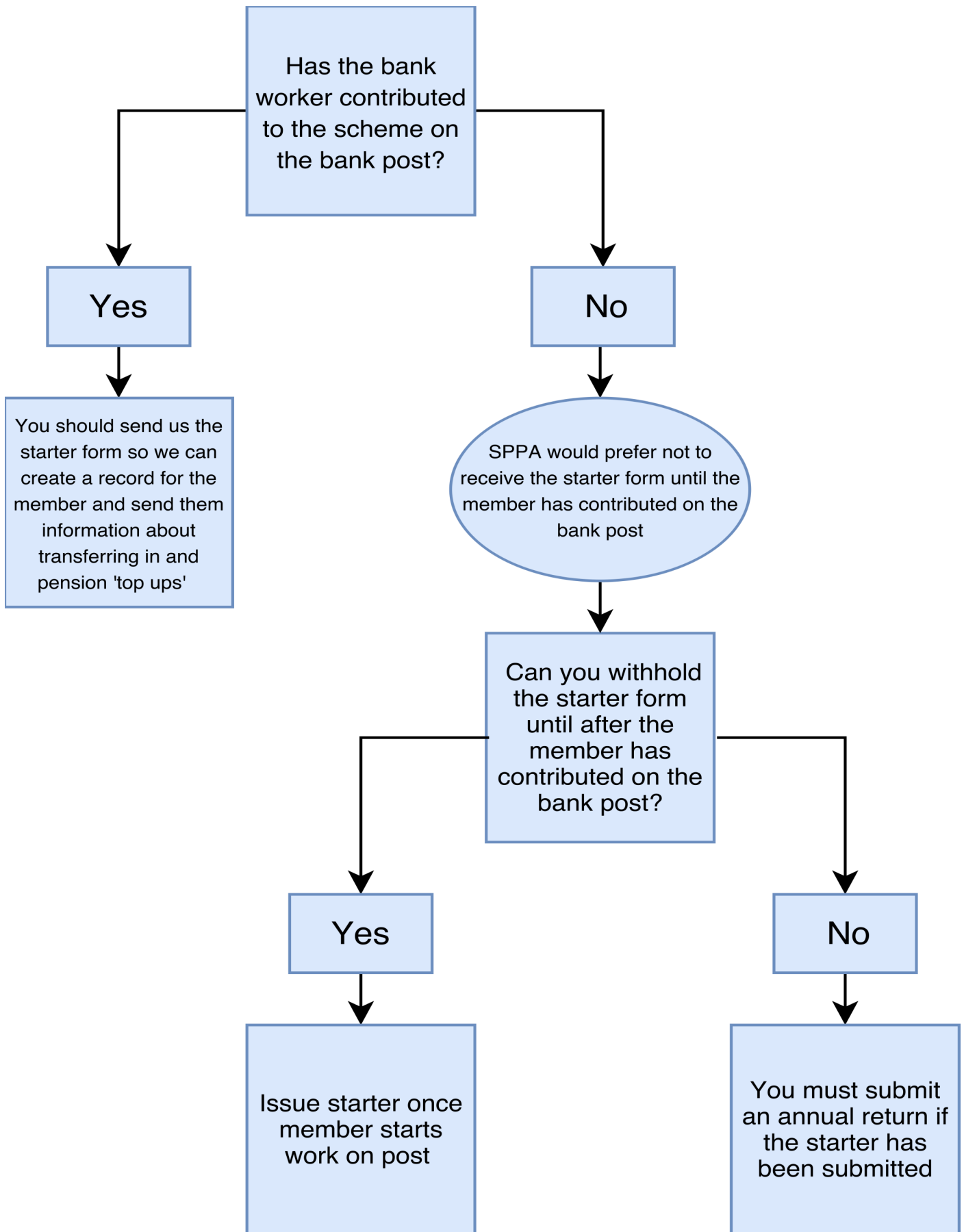
- Starter information must be submitted for all new pensionable posts, via EDM, within 6 weeks of commencement.
- Commencement means when the member has physically worked and contributed on the post for the first time.

Bank posts

Our recent reconciliation exercise has uncovered an issue with bank posts. It appears that contracts are set up automatically and starters submitted via EDM. Ideally, we would hope employers could withhold submitting starters until the member has actually worked and contributed on the supply post.

Bank posts – Please submit the starter form once the member has started contributing to the scheme. If you are unable to withhold the starter, please ensure that an annual return is issued, even when the member has not earned within the reporting year.

Supply posts – Please submit the starter form once the member has started contributing to the scheme. If you are unable to withhold the starter, please ensure that an annual return is issued, even when the member has not earned within the reporting year.



New Starts in months 10 to 12 (Late starters)

The 2017/18 annual return exercise highlighted that a large percentage of members joining late in the year did not get an annual return to 31 March 2018. An annual return must be sent for all open contracts. If the member does not earn any pensionable pay in the year we still require an annual return to be sent to allow subsequent annual returns to load to our system.

Missing Starter – Consequences

It's alarming for members if SPPA have no record of their membership in the scheme. This alarm causes distress, complaints and reputational damage to both the SPPA and the employing authority. Whilst requesting missing starters has resource implications for the SPPA, our main concerns lie with the member. We have prepared an impact [illustration](#) to highlight the consequences submitting late starters potentially has on scheme members.

Next Bulletin

We hope you have found this information useful. The next bulletin aims to cover scheme leavers and the importance of sending leaver forms. If you have any queries on the content of this bulletin, do not hesitate to contact us.

- use 'Contact Us' from the [EDM login page](#),
- email SPPAEDM-Enquiry@gov.scot
- telephone 01896 893 000 and ask for EDM.