STPS03 ANNUAL RETURN FORM

STPS03 should be completed for all members of the scheme who are **active** at 31 March. This includes Nil Returns for members who have not contributed within the year, but are still on the employment roster. The STPS03 annual return form should be completed at the end of each year and include the member's service, contributions paid, salary and pensionable salary for the period from 1 April to 31 March.

Where a member has left and re-joined the scheme mid-year, we require form STPS02 up to the point of leaving, and STPS01 for re-joining the scheme. In this circumstance we only require **a part year annual return** from the date of re-joining the scheme. The STPS02 that has already been submitted will provide the financial information for the previous service in the year.

Where a change of Service has been notified on an STPS04 form during the reporting year we require the full year to be reported in the annual return. **Do not report a part year in this case.**

Detailed instructions about how to complete each field are included in this document. Hotspots are available on EDM to guide you through manual entry. It is important to complete the date boxes accurately to allow us to upload the forms to the member's record.

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 up to maximum of 15 digits but must be unique in the first 10. See example below:

Contract 1: Pay Reference = SMITH0619A
Contract 2: Pay Reference = SMITH0619B

The member now has 2 different contracts on their pension record.

Column No.	Description	Guidance For Form Filling
Column 1	STPS03 Annual Return Form	STPS03 is the title of the STSS Pension Member's Annual Return form which should be completed by the employer's payroll department. Each cell in this column will be two digits, e.g. '03' **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, universities 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 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 should be constructed 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: 06198ASMITH – risk that leading zero will be lost **SMITH06198A – Best Practice** **15 digits maximum.**
Column 5	DOB	This is always written in DDMMYYYY format. For example, for someone 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. ▪ DR ▪ MISS ▪ MR ▪ MRS ▪ MS ▪ PROF ▪ REV ▪ SIR ▪ SR ▪ MX **Up to 4 digits.**
Column 7	Sex	Enter 1 or M for Male and 2 or F for Female. **1 digit / character**
Column 8	Surname	Member's surname in uppercase, e.g. BRYANT. **Maximum 25 characters**
Column 9	Forename	Member's first name in uppercase, e.g. FREDERICK. No initials. Full name is required **Maximum 25 characters**
Column 10	Middle Name Initials	Please enter a maximum of 3 characters separated with a space e.g. A D G **Maximum 3 characters**
Column 11	National Insurance Number	This is the members 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	**1** = Full time – Full time Days should be completed, not Part-time Hours or Full-time Hours **5** = 1200 hours max per year – Full time hours column should not be completed, left as 0000 **6** = 1400 hours max 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.**

Column No.	Description	Guidance For Form Filling
Column 13	Employee Contribution Rate	Member's contribution rate at/on date of change Rate should be entered in format 0000, e.g. 0720 for 7.2% or 1040 for 10.40%. **4 digits.**
Column 14	Full-time Days	The number of Full time Days worked **for those with Service Type 1 only**. Actual days worked, up to a maximum of 365. If the member is part-time and has a service type of 5, 6, or 7, then leave blank. **3 digits.**
Column 15	Part-time Hours	This column should be completed **for those with a service type of 5, 6 and 7** with actual hours worked. If a member is Full time leave blank. **4 digits.**
Column 16	Full-time Hours	Full time hours completed for Service type 7 ONLY. Hours must be greater than zero. 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. This salary figure will be used to calculate the contributions to be paid pre 2015. **BOTH EMPLOYEES PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED.** Please complete this in a £££££££pp format, entering zeros in any unused boxes. For example, enter £58859.60 as 05885960. Do not enter a decimal point. **8 digits.**

Column No.	Description	Guidance For Form Filling
Column 18	CARE Pensionable Pay	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. Please note that for part time members the actual earnings should match the CARE Pay, **unless** the overtime is in excess of full-time hours. **BOTH EMPLOYEES PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED.** Please complete this in a £££££pp format, entering zeros in any unused boxes. For example, enter £58859.60 as 05885960. Do not enter a decimal point. **8 digits.**
Column 19	Employee's Pensionable Pay/Notional	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. Please complete this in a £££££pp format. For example, enter £11459.30 as 01145930. Do not enter a decimal point. **8 digits**
Column 20	Employee's Pension Contributions	This is the actual amount of contributions paid or the amended contributions from 1 April (or the date the employee started in the scheme if later) to 31 March. 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. Please enter it in a £££££pp format, putting zeroes in any unused boxes. For example, enter £1459.00 as 0145900. Do not enter a decimal point. **7 digits**
Column 21	Employer's Pension Contributions	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) to 31 March. It is a % 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. Enter figures in a £££££pp format, putting zeroes in any unused boxes. For example, enter £1459.23 as 0145923. Do not enter a decimal point. **7 digits**
Column 22	Additional Percentage Contributions	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).
Complete it in a £££££pp format entering zeroes in any unused boxes. For example enter £325.75 as 0032575. Do not enter a decimal point.
7 digits.

Column No.	Description	Guidance For Form Filling
Column 23	Additional Pension Contributions	This is the amount of contributions or amended contributions a member is paying for an Additional Pension contract. Complete it in a £££££pp format entering zeroes in any unused boxes. For example enter £325.75 as 0032575. Do not enter a decimal point. **7 digits**
Column 24	Salary Rate at 31 March	This is the member's annual rate of salary at 31 March each year. For part-time employees use the full time equivalent salary. Round total to nearest whole pound. Complete it in a £££££pp format, entering zeroes in any unused boxes. For example, enter £59,700.00 as 05970000. Do not enter a decimal point. The salary rate for part-time employees should be shown as the full time equivalent **8 digits**
Column 25	State Scheme Earnings	PLEASE NOTE WE ONLY REQUIRE THIS BOX TO BE COMPLETED FOR DATA PRIOR TO 05/04/2016. This is the amount the member earned where national insurance contributions are deducted. Other names for this are contracted out earnings and NI earnings. Enter whole pounds only. Enter figures in a ££££££ format, putting zeroes in any unused boxes. For example, enter £34000 as 034000. Do not enter a decimal point or pence. **6 digits**
Column 26	Start of Year or Start Date	If a member starts their pensionable employment during the year, enter that date here. Otherwise, enter 1 April of reporting year. Always use a DDMMYYYY format. For example, enter 1 April 2015 as 01042015. **8 digits**
Column 27	Contributions on a Higher Salary	Contributions earned on a higher salary rate (other than the basic). This column is rarely used. Please complete this in a ££££££pp format, entering zeros in any unused boxes. For example, enter £3,500 as 0350000. Do not enter a decimal point. **7 digits.**

Column 28	Notes	Any relevant comments the employer wishes to include regarding members' leaver details.. **Max 200 characters**