Teachers Pre-Submission of Annual Returns Checklist

Before sending the annual returns for year end 31 March, please see below for a checklist to tick off. This will help ensure the members' records are kept up to date and a smooth transition of the annual return loading.

- Have you: Sent all new starters for members joining the scheme during the period 1 April last year to 31 March this year?

- Sent leaver details for members that left the scheme during the period 1 April last year to 31 March this year?

- Sent service change details for members during period 1 April last year to 31 March this year?

- Sent miscellaneous update details for members during the period 1 April last year to 31 March this year?

Starter

If a member has started employment after 1 April last year, have you:

Sent an STPS01 starter form?

For example, if Mr Smith started a contract on 18 April last year, we would need the starter form for this.

The STPS03 annual return form would be for the period 18 April last year to 31 March this year only.

Leaver

If a member has left employment before 31 March this year, have you:

Sent an STPS02 leaver form?

For example, if Mrs Jones left employment on 15 February this year, we would need the leaver form for this.

The STPS02 leaver form would be for the period 1 April last year to 15 February this year only.

PLEASE NOTE: Do not include this on the annual return. They have left and are not active as at 31 March this year.

Service change form (Full-Time to Part-Time)

If a member has changed from full-time to part-time working, have you:

Sent an STPS04 service change form?

For example, if Mr Eastwood changed from full-time to part-time on 15 August last year we would need the service change form for this.

The main thing to understand here is that the member has not left. They finished full-time on 14 August last year and started part-time on 15 August last year.

Most fields are self-explanatory on the service change form. However, we will use the example above for Mr Eastwood to clarify the others as follows:

Type of Service

This will be the member's new service. Mr Eastwood is now part-time as at 15 August last year, so use the part-time code of either basis 5, 6 or 7.

Full-Time Days

This will be the member's service up to the date of change. Mr Eastwood was full-time up until 14 August last year, so the full-time days would be for the period 1 April last year to 14 August last year (136 if there were no unpaid days).

Pay and Contributions

This will be the member's pay and contributions up to the date of change. Mr Eastwood was full-time up until 14 August last year, so all pay and contributions would be for the period 1 April last year to 14 August last year.

Salary Rate at Date of Service Change

This will be the member's salary rate at the date of change. Mr Eastwood was full-time up until 14 August last year, so the salary rate would be what it was at that date.

Effective Date of Change

This will be the member's new service change date. Mr Eastwood started part-time on 15 August last year, so this date will be included here.

PLEASE NOTE: When completing the STPS03 annual return form, all financial information should be for the whole year. Mr Eastwood has not actually left. Our system will automatically split the full details from the service change. Do not split any details yourself. Use the same pay reference number as the service change form. As Mr Eastwood is part-time as at 31 March, the whole year's service should be in hours. The salary rate should be their full-time equivalent.

Example

Mr Eastwood was full-time from 1 April last year to 14 August last year, with no unpaid days. His service for that period would be 136 days.

From 15 August last year to 31 March this year, he was part-time under Basis 7. This meant that his contract was whatever the relevant employer had agreed. For this example, it is 1690 (32.5 hours x 52 weeks). Mr Eastwood worked 450 hours in this period.

As he is part-time as at 31 March this year, the annual return for the whole year should be in hours. This means the 136 days must be converted and added to the 450 hours.

To do this, divide the days worked (136) by the maximum days in a year (365) times the part-time contract (1690):

136 ÷ 365 x 160 = 630 hours

Add this to the 450 hours already worked.

The annual return should show a total of 1080 hours worked.

Service Change Form (Part-Time to Full-Time)

If a member has changed from part-time to full-time working, have you:

sent an STPS04 service change form?

For example, if Mrs Riddell has changed from part-time to full-time on 14 February this year, we would need the service change form for this.

The main thing to understand here is that the member has not left. They finished part-time on 13 February this year and started full-time on 14 February this year.

Most fields are self-explanatory on the service change form. However, we will use the example above for Mrs Riddell to clarify the others as follows:

Type of Service

This will be the member's new service. Mrs Riddell is now full-time as at 14 February this year, so use the full-time code of basis 1.

Part-Time Hours

This will be the member's service up to the date of change. Mrs Riddell was part-time up until 13 February this year, so the part-time hours would be for the period 1 April last year to 13 February this year.

Full-Time Hours

If Mrs Riddell's part-time service up until 13 February this year was basis 5 or 6, leave blank. If it was basis 7, this field must be completed with their relevant contract (1365, 1820, etc).

Pay and Contributions

This will be the member's pay and contributions up to the date of change. Mrs Riddell was part time to 13 February this year, so all pay and contributions would be for the period 1 April last year to 13 February this year.

Salary Rate at Date of Service Change

This will be the member's salary rate at the date of change. Mrs Riddell was part-time up until 13 February this year, so the salary rate would be what it was at that date. This must be the full-time equivalent rate.

Effective Date of Change

This will be the member's new service change date. Mrs Riddell started full-time on 14 February this year, so this date will be included here.

PLEASE NOTE: When completing the STPS03 annual return form, all financial information should be for the whole year. Mrs Riddell has not actually left. Our system will automatically split the full details from the service change. Do not split any details yourself. Use the same pay reference number as the service change form. As Mrs Riddell is full-time as at 31 March, the whole year's service should be in days.

Example

Mrs Riddell was part-time from 1 April last year to 13 February this year, under Basis 6. This meant that her contract was 1400, as this is fixed (35 hours x 40 weeks). She worked 965 hours in this period.

From 14 February this year to 31 March this year, Mrs Riddell was full-time, with no unpaid days. Her service for that period would be 46 days.

As she is full-time as at 31 March this year, the annual return for the whole year should be in days. This means the 965 hours must be converted and added to the 46 days.

To do this, divide the hours worked (965) by the part-time contract (1400) times the maximum days in a year (365):

965 ÷ 1400 x 365 = 252 days

Add this to the 46 days already worked.

The annual return should show a total of 298 days worked.

Miscellaneous Update

If a member has changed any personal details, have you:

sent an STPS05 miscellaneous update form?

For example, if Miss Thomson has married Mr Hannah and set up home, we would need the following changes on this form:

• title Was Miss. Now Mrs
• surname Was Thomson. Now Hannah
• forename(s) If applicable
• address New address

PLEASE NOTE: When completing the STPS05 miscellaneous update form, the pay reference number must match the original one. This will ensure any updates will load on to the correct record