

STPS03 ANNUAL RETURN FORM

STPS03 should be completed for all members of the scheme who are **active** at 31 March. 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 (or start date if later) to 31 March.

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.

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 must be a minimum of 10 characters and a maximum of 15. The first 10 characters should be unique. See example below:

Contract 1: Pay Reference = **ABCDE12345**00000

Contract 2: Pay Reference = **SMITH061984**

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

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
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 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. <u>PLEASE NOTE:</u> Do not use zeros at the start of the pay reference number. For example: 00000SMITH12345 = WRONG SMITH1234500000 = CORRECT Anything up to a maximum of 15 digits.
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.

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 6	Title	<p>The member's title. Up to 4-character code detailing the member's title.</p> <ul style="list-style-type: none"> ▪ DR ▪ MISS ▪ MR ▪ MRS ▪ MS ▪ PROF ▪ REV ▪ SIR ▪ SR ▪ MX <p>Maximum of 4 digits.</p>
Column 7	Sex	<p>Enter M for male or F for female.</p> <p>1 digit.</p>
Column 8	Surname	<p>Member's surname in upper case, e.g. BRYANT.</p> <p>Maximum of 25 characters.</p>
Column 9	Forename	<p>Member's first name in upper case, e.g. FREDERICK. No initials. Full name is required.</p> <p>Maximum of 25 characters.</p>
Column 10	Middle Name Initials	<p>Please enter a maximum of 3 characters separated with a space, e.g. A D G.</p> <p>Maximum of 3 characters.</p>
Column 11	National Insurance Number	<p>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.</p> <p>9 characters.</p>
Column 12	Type of Service	<p>1 = Full-time. Full-time days should be completed, not part-time hours or full-time hours</p> <p>5 = 1200 hours maximum per year. Full-time hours column should not be completed, left as 0000</p> <p>6 = 1400 hours maximum per year. Full-time hours column should not be completed, left as 0000</p> <p>7 = Non-standard contracts. Full-time hours should be completed</p> <p>1 digit.</p>

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
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 10.4%. 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 or 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. BOTH EMPLOYEE'S 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 £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 zeros in any unused boxes. For example, enter £58,859.60 as 05885960. Do not enter a decimal point.</p> <p>8 digits.</p>
Column 19	Employer'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. For example, enter £11,459.30 as 01145930. Do not enter a decimal point.</p> <p>8 digits.</p>
Column 20	Employee's Pension Contributions	<p>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.</p> <p>The percentage must be in accordance with the corresponding contribution table and applied to the figure entered at column 17 and/or 18 for the year you are amending.</p> <p>Please enter it in a £££££pp format, putting zeros in any unused boxes. 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 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) to 31 March.</p> <p>It is a percentage of the figure entered at column 17 and/or 18 (currently 23.0%). However, certain factors may influence the amount on which the rate is calculated.</p> <p>Enter figures in a £££££pp format, putting zeros in any unused boxes. For example, enter £1459.23 as 0145923. Do not enter a decimal point.</p> <p>7 digits.</p>
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>Complete it in a £££££pp format, entering zeros in any unused boxes. For example, enter £325.75 as 0032575. 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>Complete it in a £££££pp format, entering zeros in any unused boxes. For example, enter £325.75 as 0032575. 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 24	Salary Rate at 31 March	<p>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.</p> <p>Complete it in a £££££pp format, entering zeros 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.</p> <p>8 digits.</p>
Column 25	State Scheme Earnings	<p>PLEASE NOTE: WE ONLY REQUIRE THIS BOX TO BE COMPLETED FOR DATA PRIOR TO 05/04/2016.</p> <p>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.</p> <p>Enter figures in a ££££££ format, putting zeros in any unused boxes. For example, enter £34,000 as 034000. Do not enter a decimal point or pence.</p> <p>6 digits.</p>
Column 26	Start of Year or Start Date	<p>If a member starts their STPS pensionable employment during the year, enter that date here. Otherwise, enter 1 April of reporting year.</p> <p>Always use a DDMMYYYY format. For example, enter 1 April 2023 as 01042023.</p> <p>8 digits.</p>
Column 27	Contributions on a Higher Salary	<p>Contributions earned on a higher salary rate (other than the basic). This column is rarely used.</p> <p>Please complete this in a ££££££pp format, entering zeros in any unused boxes. For example, enter £3500 as 0350000. Do not enter a decimal point.</p> <p>7 digits.</p>
Column 28	Notes	<p>Any relevant comments the employer wishes to include regarding members' leaver details.</p> <p>Maximum of 200 characters.</p>