STPS05 MISCELLANEOUS UPDATE

This form should be used to inform us of changes to the member's personal details:

- title
- surname
- forename(s)
- address

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 = ABCDE1234500000
Contract 2: Pay Reference = SMITH061984

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

Column No.	Description	Guidance For Form Filling
Column 1	STPS05 Miscellaneous Change Form	STPS05 is the title of the STSS Pension Member's Miscellaneous Update form which should be completed by the employer's payroll department. Each cell in this column will be two digits, e.g. '05' **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 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 a minimum of 10 digits and up to a maximum of 15 digits, PLEASE NOTE: Do not use zeros at the start of the pay reference number. For example: 00000SMITH12345 = WRONG **SMITH1234500000 = CORRECT** **15 digits.**
Column 5	DOB	Dates of Birth accepted in the following format, e.g. for someone born on 22 July 1986, the entry would be 22071986 Always written in DDMMYYYY format. **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.
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 **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	Start Date	Date work started on current contract (make sure you are reporting against the correct pay reference number). Accepted in the following format, e.g. for someone starting work on 6 September 2023 the entry would be 06092023. Always written in DDMMYYYY format. **8 digits.**

Column No.	Description	Guidance For Form Filling
Column 13	Employee Contribution Rate – VOID COLUMN **No Input necessary**	
Column 14	Address 1	Line 1 of the member's home address. **30 characters**
Column 15	Address 2	Line 2 of the member's home address. **30 characters.**
Column 16	Address 3	Line 3 of the member's home address. **30 characters.**
Column 17	Address 4	Line 4 of the member's home address. **30 characters.**
Column 18	Post Code	Use a valid postcode format e.g. TD1 3TE. Always include a space. **Maximum of 8 characters**
Column 19	Notes	Any relevant comments the employer wishes to include regarding members details. **Maximum 200 characters**