

STPS01 STARTER FORM

The STPS01 starter form should be completed when a member starts **each** new employment.

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.

Multiple part-time contracts should be treated separately. Each contract must be identifiable by a unique Pay Reference Number. The number must be a maximum of 15 characters and must be unique in the first 10 characters.
See examples below:

EXAMPLE 1

Mr Jones has 3 part-time contracts:

Contract 1: Pay Reference = JONES1

Contract 2: Pay Reference = JONES2

Contract 3: Pay Reference = JONES3

Each pay reference number is unique, due to the number at the end changing with each post.

EXAMPLE 2

Mrs Smith has started two new posts:

Contract 1: Pay Reference = 189689321SMITH

Contract 2: Pay Reference = 189689456SMITH

As can be seen, the pay reference numbers have a maximum of 15 characters. Both have Smith at the end, but the first 10 digits are unique.

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:

0619ASMITH – risk that leading zero will be lost.

SMITH0619A – Best Practice.

<u>Column</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column A	Form Type	For STPS01 Starter form, enter 01 2 digits
Column B	Employer's Code	Employer's unique 5-digit code. For example, 00501 = Smith Hall School. 5 digits
Column C	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 D	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 maximum of 15 characters and must be unique in the first 10 characters 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: 0619ASMITH - risk that leading zero will be lost. SMITH0619A – Best Practice. Maximum 15 characters
Column E	Date of Birth	The member's date of birth. This is always written in DDMMYYYY format. For example, for someone born on 5 June 1956, the entry would be 05061956. 8 digits

<u>Column</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column F	Title	<p>The member's title.</p> <p>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 4 characters</p>
Column G	Sex	<p>Enter 1 or M for Male and 2 or F for Female.</p> <p>1 character</p>
Column H	Surname	<p>Member's surname in uppercase. For example, BRYANT.</p> <p>Maximum 25 characters</p>
Column I	Forename	<p>Member's first name in uppercase. For example, FREDERICK. No initials. Full name is required.</p> <p>Maximum 25 characters</p>
Column J	Middle Name Initials	<p>Please enter a maximum of 3 characters separated with a space. For example, A D G.</p> <p>Maximum 5 characters</p>
Column K	National Insurance Number	<p>This is the members unique identifier to track their personal contributions to the UK social security system. Use a valid NI number format. For example, AB123456C.</p> <p>9 characters</p>
Column L	Type of Service	<p>1 = Full time 5 = 1200 hours max per year 6 = 1400 hours max per year 7 = Non-standard contracts</p> <p>1 digit</p>

Column	Description	Guidance For Form Filling
Column M	Start Date	<p>Enter the date when the employee starts pensionable employment (the date from which you start deducting contributions). This is not necessarily the date they started in the School or College, and should not be the date of any previous scheme membership. For example, for a person who became employed by the School or College on 1 December 2022 but who joined the Scheme on 1 June 2023, you would enter the later date as the start date. This is always written in DDMMYYYY format. For example, 1 June 2023 would be entered as 01062023.</p> <p>8 digits</p>
Column N	Employee Contribution Rate	<p>Member's contribution rate on start date.</p> <p>This must be in accordance with the corresponding contribution table and calculated on their actual pensionable pay.</p> <p>Rate should be entered in format 0000. For example, 0990 for 9.9% or 1061 for 10.61%. Do not enter a decimal point.</p> <p>4 digits</p>
Column O	Address 1	<p>Line 1 of the member's home address.</p> <p>Maximum 30 characters</p>
Column P	Address 2	<p>Line 2 of the member's home address.</p> <p>Maximum 30 characters</p>
Column Q	Address 3	<p>Line 3 of the member's home address.</p> <p>Maximum 30 characters</p>
Column R	Address 4	<p>Line 4 of the member's home address.</p> <p>Maximum 30 characters</p>
Column S	Post Code	<p>Use a valid UK postcode format e.g. TD1 3TE. Always include a space.</p> <p>For overseas addresses, please enter the post code in one of the Address fields.</p> <p>Maximum 8 characters</p>
Column T	Notes	<p>Any relevant comments the employer wishes to include regarding members' starter details. Please do not use commas.</p> <p>Maximum 200 characters</p>