

STPS04 SERVICE CHANGE FORM

STPS04 should be used to inform us when an employee changes from part-time (5, 6 or 7) to full-time (1) OR from full-time (1) to part-time (5, 6 or 7).

Ensure the Type of Service noted is correct for the effective date of change, e.g. a change from type of service 1 to type of service 5 would have type of service 5, not 1 in column 12 of the form as it's the type of service they are moving to, not the one they were on before the change.

All monetary fields on this form should be completed for the date/day prior to the service change date, e.g. the member changes from full time to part time service on 07 July 2023. Your financial values would be up to and including 06 July 2023.

Where a member has a Service Change during the year and you submitted STPS04 Service Change form notifying changes for a member, we still require the financial information for the **whole year** on the STPS03 Annual Return form.

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 and must be unique in the first 10 characters. See example below:

Contract 1: Pay Reference = ABCDE1234500000

Contract 2: Pay Reference = SMITH061984

The member will now have 2 different contracts noted on their pension record.

Column No.	Description	Guidance For Form Filling
Column A	Form Type	For STPS04 Service Change form, enter 04 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 employed in 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 will notify 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

Column No.	Description	Guidance For Form Filling
Column F	Title	<p>The members' 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>If a person changes from part-time (5, 6 or 7) to full-time, enter a code 1 in this field.</p> <p>If a person changes from full-time (1) to part-time, enter code 5, 6 or 7 in this field.</p> <p>As this is a "Service Change" form this code represents the remainder of the service year from the service change date onwards. If the service change from part-time to full-time occurs on 07/06/2023 then the member would have code 1 from then until 31/03/2024.</p> <p>1 digit</p>

Column No.	Description	Guidance For Form Filling
Column M	Employee Contribution Rate	<p>Member's contribution rate on the last day of the old contract.</p> <p>This must be in accordance with the corresponding contribution table.</p> <p>Rate should be entered in format 0000. For example, 0735 for 7.35% or 1061 for 10.61%. Do not enter a decimal point.</p> <p>4 digits</p>
Column N	Full-time Days	<p>The number of full time days worked for those who changing to service type 5, 6 or 7.</p> <p>This should be the actual days worked up to the last day of the old contract.</p> <p>3 digits</p>
Column O	Part-time Hours	<p>This column should be completed for those who are changing to service type 1.</p> <p>This should be the actual part time hours worked up to the last day of the old contract.</p> <p>4 digits</p>
Column P	Full-time Hours	<p>This column should be completed for those who are changing to service type 1. Hours must be greater than zero.</p> <p>Enter the total hours a member would work each full financial period based on the members old contract of employment. For example, 1365, 1820.</p> <p>4 digits</p>
Column Q	Employee's Pensionable Pay	<p>Member's Pensionable pay without overtime. Any pay earned by overtime should be included in column R only (CARE Pensionable Pay).</p> <p>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 the last day of the old contract inclusive.</p> <p>BOTH EMPLOYEE'S PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED.</p> <p>Please complete this in a ££££££pp format, entering additional zeroes to make up to eight digits. For example, enter £58859.60 as 05885960. Do not enter a decimal point.</p> <p>8 digits</p>

Column No.	Description	Guidance For Form Filling
Column R	CARE Pensionable Pay	<p>Member's Pensionable Pay including overtime. This field will always be equal to or greater than column Q (Employee's Pensionable Pay).</p> <p>BOTH EMPLOYEES PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED.</p> <p>Please complete this in a ££££££pp format, entering additional zeroes to make up to eight digits. For example, enter £58859.60 as 05885960. Do not enter a decimal point.</p> <p>8 digits</p>
Column S	Employee's Pensionable Pay/Notional	<p>ONLY COMPLETE IF MEMBER HAS RECEIVED REDUCED EARNINGS. For example, 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, entering additional zeroes to make up to eight digits. For example, enter £11459.30 as 01145930. Do not enter a decimal point.</p> <p>If populated, enter a reason in column AA (Notes).</p> <p>8 digits</p>
Column T	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 the last day of the old contract inclusive.</p> <p>It is a percentage of the figure entered at column Q and/or column R, using the rate entered at column M.</p> <p>Please enter it in a £££££pp format, entering additional zeroes to make up to seven digits. For example, enter £1459.00 as 0145900. Do not enter a decimal point.</p> <p>7 digits</p>
Column U	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 the last day of the old contract inclusive.</p> <p>It is a percentage of the figure entered at column Q and/or column R (currently 26.0%).</p> <p>Enter figures in a £££££pp format, entering additional zeroes to make up to seven digits. For example, enter £1459.23 as 0145923. Do not enter a decimal point.</p> <p>7 digits</p>

Column No.	Description	Guidance For Form Filling
Column V	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), where applicable.</p> <p>Complete it in a £££££pp format, entering additional zeroes to make up to seven digits. For example enter £325.75 as 0032575. Do not enter a decimal point.</p> <p>7 digits</p>
Column W	Additional Pension Contributions	<p>This is the amount of contributions or amended contributions a member is paying for an Additional Pension contract, where applicable.</p> <p>Complete it in a £££££pp format, entering additional zeroes to make up to seven digits. For example enter £325.75 as 0032575. Do not enter a decimal point.</p> <p>7 digits</p>
Column X	Salary Rate at Date prior to Service Change	<p>This is the member's annual rate of salary on the last day of the old contract. Round total to nearest whole pound.</p> <p>The salary rate for part-time employees should be shown as the full time equivalent.</p> <p>Complete it in a £££££pp format, entering additional zeroes to make up to eight digits. For example, enter £59,700.00 as 05970000. Do not enter a decimal point.</p> <p>8 digits</p>
Column Y	Effective Date of Change	<p>This is the date the member starts their new contract. This should not be the end date of the old contract.</p> <p>This is always written in DDMMYYYY format. For example, someone changing on 1 January 2024, the entry would be 01012024.</p> <p>8 digits</p>
Column Z	Contributions on a Higher Salary	<p>This column is rarely used. Contributions earned on a higher salary rate (other than the basic).</p> <p>Please complete this in a £££££pp format, entering additional zeroes to make up to seven digits. For example, enter £3,500 as 0350000. Do not enter a decimal point.</p> <p>7 digits</p>
Column AA	Notes	<p>Any relevant comments the employer wishes to include regarding members' service change details. Do not use commas.</p> <p>Maximum 200 characters</p>