

STPS05 MISCELLANEOUS UPDATE

The STPS05 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.

Multiple part-time contracts are 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 now has 2 different contracts on their pension record.

<u>Column</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column A	Form Type	For STPS05 Miscellaneous Update form, enter 05 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	DOB	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 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	Start Date	<p>Date work started on current contract (make sure you are reporting against the correct pay reference number).</p> <p>This is always written in DDMMYYYY format. For example, 1 June 2023 would be entered as 01062023.</p> <p>8 digits</p>
Column M	Employee Contribution Rate	<p>No Input necessary, please leave blank.</p>

<u>Column</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column N	Address 1	Line 1 of the member's home address. Maximum 30 characters
Column O	Address 2	Line 2 of the member's home address. Maximum 30 characters
Column P	Address 3	Line 3 of the member's home address. Maximum 30 characters
Column Q	Address 4	Line 4 of the member's home address. Maximum 30 characters
Column R	Post Code	Use a valid UK postcode format e.g. TD1 3TE. Always include a space. For overseas addresses, please enter the post code in one of the Address fields. Maximum 8 characters
Column S	Notes	Any relevant comments the employer wishes to include regarding members' miscellaneous update details. Please do not use commas. Maximum 200 characters