

STPS02 LEAVER FORM

The STPS02 leaver form should be completed when:

- a member has left employment and is no longer paying pension contributions.
- a member has retired.
- a member has opted out of the scheme.
- a member has taken phased retirement.
- a member stops receiving maternity pay. i.e. goes onto nil pay. (Pension contributions are due on full pay and half pay).
- a member stops receiving sick pay i.e. goes onto nil pay. (Pension contributions are due on full pay and half pay).
- a member is on a career break.

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 now has 2 different contracts on their pension record.

Column	Description	Guidance For Form Filling
Column A	Form Type	For STPS02 Leaver form, enter 02 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 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>1 = Full time.</p> <p>5 = 1200 hours max per year.</p> <p>6 = 1400 hours max per year.</p> <p>7 = Non-standard contracts.</p> <p>1 digit</p>

Column	Description	Guidance For Form Filling
Column M	Employee Contribution Rate	<p>Member's contribution rate on date of leaving.</p> <p>This must be in accordance with the corresponding contribution table.</p> <p>Rate should be entered in format 0000. For example, 0990 for 9.9% or 1214 for 12.14%. 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 with Service Type 1 ONLY. Actual days worked, up to the date of leaving.</p> <p>If the member is part-time and has a service type of 5, 6, or 7, then leave this column blank.</p> <p>3 digits</p>
Column O	Part-time Hours	<p>This column should be completed for those with a service type of 5, 6 and 7 with actual hours worked up to the date of leaving.</p> <p>If a member is Full-time, then leave this column blank.</p> <p>4 digits</p>
Column P	Full-time Hours	<p>Full-time hours completed for Service type 7 ONLY. Hours must be greater than zero.</p> <p>Enter the total hours a member would work each full financial period based on the members contract of employment.</p> <p>For service type 1, 5 or 6, leave blank.</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 their leaving date, inclusive.</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	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 Employee's Pensionable Pay (column Q).</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 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, 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 AC (Notes).</p> <p>8 digits</p>
Column T	Employee's Pension Contributions	<p>This is the actual amount of contributions paid from 1 April (or the date the employee started in the scheme if later) to the date of leaving .</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 paid from 1 April (or the date the employee started in the scheme if later) to the date of leaving.</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	Description	Guidance For Form Filling
Column V	Reasons For Leaving	01 Opt Out - Personal Financial Reasons 02 Opt Out - Contribution Increases 03 Opt Out - Joined Another Scheme 04 Opt Out - Changes to the Scheme (other than contributions increases) 05 Opt Out - Other 06 Non-Occupational Injury 07 Non-Occupational Illness 08 Occupational Injury 09 Occupational Illness 15 Dismissal 16 Redundancy Voluntary 17 Death in Service 19 Retirement - Age 20 Ill-Health - Termination of Paid Sick Leave 21 Ineligibility Due to Age or Maximum Service 22 New Employment with Teaching Scotland 23 New Employment Teaching outwith Scotland 26 Ill Health 27 Other 28 Tapered Protection End Date 29 Maternity Pay (EPA) Change to Non-Superannuable Employment 30 Authorised Unpaid Leave 31 Arrears of Pay Prior to Current Financial Year 32 Retainer Scheme Arrangement 34 Voluntary Early Retirement and Actuarial Reduction 40 Voluntary Resignation - Lateral Move 41 Voluntary Resignation - Lack of Opportunities 42 Voluntary Resignation - Other 43 Voluntary Resignation - Promotion 44 End of Fixed Term Contract 45 Pregnancy 46 Dismissal Capability 47 Redundancy Compulsory 48 Retirement Other 2 digits
Column W	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> 7 digits

Column	Description	Guidance For Form Filling
Column X	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 Y	Salary Rate at Leaving Date	<p>This is the member's annual rate of salary at their leaving date. 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 Z	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, entering additional zeroes to make up to six digits. For example, enter £34000 as 034000. Do not enter a decimal point or pence.</p> <p>6 digits</p>
Column AA	Leaving Date	<p>Enter the date they left the scheme.</p> <p>This is always written in DDMMYYYY format. For example, 1 October 2023 would show as 01102023.</p> <p>8 digits</p>
Column AB	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 AC	Notes	<p>Any relevant comments the employer wishes to include regarding members' leaver details. Do not use commas.</p> <p>Maximum 200 characters</p>

Please see list below of Deviation s reasons and keywords

Deviation Reason	Keyword
Maternity Pay	adoption
Maternity Pay	kit
Maternity Pay	mat
Maternity Pay	maternity
Maternity Pay	pat
Maternity Pay	paternity
Maternity Pay	<u>smp</u>
Pre Care Scheme	care
Probationer, Salary Assessment or Salary Placement	probationer
Probationer, Salary Assessment or Salary Placement	salary assessment
Probationer, Salary Assessment or Salary Placement	salary placement
Promotion – (Inc Temporary)	acting up
Promotion – (Inc Temporary)	deputising
Promotion – (Inc Temporary)	promotion
Promotion – (Inc Temporary)	responsibility
Promotion – (Inc Temporary)	secondment
Sick Pay	sick
Sick Pay	<u>ssp</u>
Unapproved Salary Sacrifice	Unapproved Salary Sacrifice
<u>SNCT Rules</u>	<u>snct</u>
<u>SNCT Rules</u>	<u>snct rules</u>