

STPS01 STARTER FORM

We have created a new starter form STPS01.

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

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

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 1	STPS01 Starter Form	STPS01 is the title of the STSS Pension Member's Starter form which should be completed by the employer's payroll department. Each cell in this column will be two digits, e.g. '01' 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.

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 5	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 6	Title	The member's title. Up to 4 character code detailing the member's title. <ul style="list-style-type: none"> ▪ 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. 1 digit
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 Maximum 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

<u>Column No.</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 12	Type of Service	<p>1 = Full time – Full time Days should be completed, not Part-time Hours or Full-time Hours</p> <p>5 = 1200 hours max per year – Full time hours column should not be completed, left as 0000</p> <p>6 = 1400 hours max per year – Full time hours column should not be completed, left as 0000</p> <p>7 = Non-standard contracts – Full time hours should be completed</p> <p>1 digit.</p>
Column 13	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 2014 but who joined the Scheme on 1 June 2015, you would enter the later date as the start date. Enter the date in a DDMMYYYY format. For example, 1 June 2015 would be entered as 01062015.</p> <p>8 digits</p>
Column 14	Employee Contribution Rate	<p>Member's contribution rate at/on date of change</p> <p>Rate should be entered in format 0000, e.g. 0520 for 5.2% or 0580 for 5.8%.</p> <p>4 digits.</p>
Column 15	Address 1	<p>Line 1 of the member's home address.</p> <p>30 characters</p>
Column 16	Address 2	<p>Line 2 of the member's home address.</p> <p>30 characters.</p>
Column 17	Address 3	<p>Line 3 of the member's home address.</p> <p>30 characters.</p>
Column 18	Address 4	<p>Line 4 of the member's home address.</p> <p>30 characters.</p>
Column 19	Post Code	<p>Use a valid postcode format e.g. TD1 3TE. Always include a space.</p> <p>Maximum of 8 characters</p>
Column 20	Notes	<p>Any relevant comments the employer wishes to include regarding members' starter details.</p> <p>Maximum 200 characters</p>

