STPS02 LEAVER FORM

STPS02 should be completed for all scheme leavers. Where a member has more than one pensionable post you should complete an STPS02 form for each post. This includes Nil Returns for members who have not contributed within the year, but are still on the employment roster.

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 taken phased retirement (for Winding Down please send a Service Change)

- a member has opted out of the scheme

- a member stops receiving maternity pay (pension contributions are due on full pay and half pay)

- a member stops receiving sick pay (pension contributions are due on full pay and half pay)

- a member is on a career break

Please note that multiple part-time contracts are now treated separately. Each contract must be identifiable by a unique pay reference number so please ensure that you use the correct Pay Reference for each post at all times.

Column No.	Description	Guidance For Form Filling
Column 1	STPS02 Leaver Form	STPS02 is the title of the Scottish Teachers' Pension Scheme leaver form which should be completed by the employer's payroll department. As this is a leaver form please enter '02' in all cases. **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 anything up to a maximum of 15 digits and in all cases must be unique in the first 10 digits. 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** **15 digits maximum**
Column 5	Date of Birth	This is always written in DDMMYYYY format. For example, if someone was born on 5 June 1956, the entry would be 05061956. **8 digits**

Column No.	Description	Guidance For Form Filling

Column 6	Title	The members' title. Up to 4-character code detailing the member's title.
		
		  ▪ DR
		  ▪ MISS
		  ▪ MR
		  ▪ MRS
		  ▪ MS
		  ▪ PROF
		  ▪ REV
		  ▪ SIR
		  ▪ SR
		  ▪ MX
		
		Maximum of 4 digits

Column 7	Sex	Enter M for male or F for female. **1 digit**
Column 8	Surname	Member's surname in upper case, e.g. BRYANT. **Maximum of 25 characters**
Column 9	Forename	Member's first name in upper case, e.g. FREDERICK. No initials. Full name is required. **Maximum of 25 characters**
Column 10	Middle Name Initials	Please enter a maximum of 3 characters separated with a space, e.g. A D G. **Maximum of 3 characters**
Column 11	National Insurance Number	This is the member's unique identifier to track their personal contributions to the UK social security system. Use a valid NI number format, e.g. AB123456C. **9 characters**
Column 12	Type of Service	**1** = Full-time. Full-time days should be completed, not part-time hours or full-time hours **5** = 1200 hours maximum per year. Full-time hours column should not be completed, left as 0000 **6** = 1400 hours maximum per year. Full-time hours column should not be completed, left as 0000 **7** = Non-standard contracts. Full-time hours should be completed **1 digit**
Column 13	Employee Contribution Rate	Member's contribution rate at date of leaving. Rate should be entered in format 0000, e.g. 0720 for 7.2% or 1040 for 10.4%. **4 digits**

Column No.	Description	Guidance For Form Filling
Column 14	Full-time Days	The number of full-time days worked for those with service type 1 ONLY. Actual days worked, up to a maximum of 365. If the member is part-time and has a service type of 5, 6 or 7, then return the form with this column left blank or completed with 000. **3 digits**
Column 15	Part-time Hours	This column should be completed for those with a service type of 5, 6 or 7 with actual hours worked. If a member is full-time, then leave blank or complete with 0000. **4 digits**
Column 16	Full-time Hours	Full-time hours should be completed for Service Type 7 ONLY. Enter the total hours a member would work each full financial period based on the members contract of employment. For service type 1, 5 or 6, leave blank or complete with 0000. **4 digits**
Column 17	Employee's Pensionable Pay	Member's pensionable pay without overtime. Any pay earned by overtime should be included in Column 18 only (CARE Pensionable Pay). This is a mandatory field. 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 31 March of the following year, inclusive. **BOTH EMPLOYEE'S PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED.** Please complete this in a £££££pp format, additional zeroes to make up to eight digits. For example, enter £58,859.60 as 05885960. Do not enter a decimal point. **8 digits**

Column No.	Description	Guidance For Form Filling
Column 18	CARE Pensionable Pay	Pensionable pay including overtime. This field will always be equal to or greater than pensionable pay and is used to calculate benefits accrued under CARE. **BOTH EMPLOYEE'S PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED.** Please complete this in a £££££pp format, entering additional zeroes to make up to eight digits. For example, enter £58,859.60 as 05885960. Do not enter a decimal point. **8 digits**
Column 19	Employer's Pensionable Pay/Notional	Complete only 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. Please complete this in a £££££pp format, entering additional zeroes to make up to eight digits. For example, enter £58,859.60 as 05885960. Do not enter a decimal point. **8 digits**
Column 20	Employee's Pension Contributions	This is the amount of contributions paid from 1 April (or the date the employee started in the scheme if later) to the date of leaving. The percentage must be in accordance with the corresponding contribution table and applied to the figure entered at position 17 and/or 18 for the year you are amending. 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. **7 digits**
Column 21	Employer's Pension Contributions	This is the amount of contributions paid from 1 April (or the date the employee started in the scheme if later) and the date of leaving. It is a percentage of the figure entered at position 17 and/or 18 (currently 17.2%). However, certain factors may influence the amount on which the rate is calculated. 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. **7 digits**

Column No.	Description	Guidance For Form Filling
Column 22	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
Column 23	Additional Percentage Contributions	This is the amount of contributions a member has paid for Added Years, Faster Accrual and Early Retirement Reduction Buy Out (ERRBO). Please enter 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. **7 digits**
Column 24	Additional Pension Contributions	This is the amount of contributions or amended contributions a member is paying for an additional pension contract. Please enter 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. **7 digits**

Column No.	Description	Guidance For Form Filling
Column 25	Salary Rate at Leaving Date	This is the member's annual rate of salary at date of leaving. For part-time employees, use the full-time equivalent salary. Round total to nearest whole pound. Please complete this 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. The salary rate for part-time employees should be shown as the full time equivalent. **8 digits**
Column 26	State Scheme Earnings	**PLEASE NOTE: WE ONLY REQUIRE THIS BOX TO BE COMPLETED FOR DATA PRIOR TO 05/04/2016.** 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. Enter figures in a £££££ format, entering additional zeroes to make up to six digits. For example, enter £34,000.00 as 034000. Do not enter a decimal point or pence. **6 digits**
Column 27	Leaving Date	Enter the date they left the scheme, e.g. 01/10/2017 would show as 01102017. Always use a DDMMYYYY format. **8 digits**
Column 28	Contributions on a Higher Salary	Contributions earned on a higher salary rate (other than the basic). This column is rarely used. 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. **7 digits**
Column 29	Notes	Any relevant comments the employer wishes to include regarding member's leaver details. **Maximum of 200 characters**