STPS02 LEAVER FORM

We have created a new leaver form STPS2.

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 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 is Winding Down

- 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. 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 their pension record.

Column No.	Description	Guidance For Form Filling
Column 1	STPS02 Leaver Form	STPS02 is the title of the STSS Pension Member's Leaver form which should be completed by the employer's payroll department. Each cell in this column will be two digits, e.g. '02' **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.**

Column No.	Description	Guidance For Form Filling
Column 5	DOB	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 members' title. Up to 4 character code detailing the member's title. ▪ 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/character**
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**
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 max per year – Full time hours column should not be completed, left as 0000 **6** = 1400 hours max 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 No.	Description	Guidance For Form Filling
Column 13	Employee Contribution Rate	Member's contribution rate at/on date of change Rate should be entered in format 0000, e.g. 0520 for 5.2% or 0580 for 5.8%. **4 digits.**
Column 14	Full-time Days	The number of Full time Days worked for those with Service Type 01 ONLY. Actual days worked, up to a maximum of 365. If the member is part-time and has a service type of 05, 06, or 07, then return the form completed with 000. **3 digits.**
Column 15	Part-time Hours	This column should be completed (for those with a service type of 05, 06 and 07) with actual hours worked. If a member is Full-time, then leave blank. **4 digits.**
Column 16	Full-time Hours	Full-time hours completed for Service type 7 ONLY. Hours must be greater than zero. For service type 1,5 or 6 leave blank. **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. This salary figure will be used to calculate the contributions to be paid pre 2015. **BOTH EMPLOYEES PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED.** Please complete this in a £££££pp format, entering zeros in any unused boxes. For example, enter £58859.60 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 EMPLOYEES PENSIONABLE PAY AND CARE PENSIONABLE PAY SHOULD BE COMPLETED.** Please complete this in a £££££pp format, entering zeros in any unused boxes. For example, enter £58859.60 as 05885960. Do not enter a decimal point. **8 digits.**
Column 19	Employee'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. For example, enter £11459.30 as 01145930. Do not enter a decimal point. **8 digits**
Column 20	Employee's Pension Contributions	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 31 March or 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, putting zeroes in any unused boxes. For example, enter £1459.00 as 0145900. Do not enter a decimal point. **7 digits**
Column 21	Employer's Pension Contributions	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) and 31 March or the date of leaving. It is a % 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. Enter figures in a £££££pp format, putting zeroes in any unused boxes. For example, enter £1459.23 as 0145923. 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 **2 digits**
Column 23	Additional Percentage Contributions	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). Complete it in a £££££pp format entering zeroes in any unused boxes. For example enter £325.75 as 0032575. Do not enter a decimal point. **7 digits.**

Column No.	Description	Guidance For Form Filling
Column 24	Additional Pension Contributions	This is the amount of contributions or amended contributions a member is paying for an Additional Pension contract. Complete it in a £££££pp format entering zeroes in any unused boxes. For example enter £325.75 as 0032575. Do not enter a decimal point. **7 digits**
Column 25	Salary Rate at Leaving Date	This is the member's annual rate of salary at 31 March each year. For part-time employees use the full time equivalent salary. Round total to nearest whole pound. Complete it in a £££££pp format, entering zeroes in any unused boxes. 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, putting zeroes in any unused boxes. For example, enter £34000 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 01/10/2015 would show as 01102015 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 zeros in any unused boxes. 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 members' leaver details. **200 characters.**