

Teachers' Pensions Guidance Notes to the **Annual Return of Service**

Annual Return of service

At the end of each financial year (31 March) schools have a statutory requirement to submit an Annual Return showing details of teachers' service and salary to the LEA.

The timing of the Annual Return will be controlled by us by means of a call-up programme announced by letter. The exercise will begin each spring.

Introduction

The purpose of this section is to provide advice and guidance to schools for the completion of the Annual Return.

The LEA is required to send one combined Annual Return to Teachers' Pensions.

Teachers' Pensions requires the Annual Return information to:

- administer the Teachers' Pension Scheme;
- provide information about teaching staff to DfES Policy Branches; and
- provide information for the annual review of teachers' salaries.

Delays in the completion of the Annual Return can devalue the data and lead to high administrative costs to Teachers' Pensions, the LEA and yourselves due to increased ad hoc enquiries and higher error rates.

Teachers included on the Annual Return

All teachers should be included in the Annual Return.

Method for Submitting Annual Return

Details of service including salary must be submitted to: TPU@kent.gov.uk .

Please note: Any queries concerning the Annual Return should be addressed to:
Pensions Team, Worrall House, 30 Kings Hill Avenue, Kings Hill, Wezt Mallng,
KENT ME19 4AE

Telephone : 03000 411106

IMPORTANT NOTES:

- **DO NOT AMEND ANY FORMULAS ON THE SPREADSHEET**
- **DO NOT USE ANY OTHER SPREADSHEET OTHER THAN THE ONE SENT TO YOU**
- **INSERT DETAILS AS PER GUIDANCE ON SPREADSHEET**
- **DO NOT COPY THE SPREADSHEET INTO ANOTHER WORKBOOK**
- **DO NOT ADD IN ANY FORMULAS**
- **DO NOT MOVE THE COLUMNS**

ANY SPREADSHEETS THAT ARE TAMPERED WITH WILL BE REJECTED AND YOUR TEACHERS' SERVICE WILL NOT BE INCLUDED IN THE RETURN

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Annual Return checks

The following basic checks and validations should be applied:

Basic checks

The LEA must receive at least one record for each teacher, whose service is recordable under the teachers' pension regulations, including those who are in multiple employment.

Allowances must be consistent with Salary Scale and Annual Salary Rate.

If an allowance is included on a line of service, a check should be made to establish whether the correct amount of the allowance has been included in the Annual Salary Rate.

Be careful not to insert lines that span pension election dates.

Ensure lines are split to incorporate any annual increase in allowances payable to the teacher, if applicable.

Check the School Teachers' Pay and Conditions Document for the correct use of safeguard. (It is not to be used for teachers acting up to a higher grade.)

Ensure the salary scale and the school number is compatible.

Ensure the part-time salary paid is correct for the period shown rather than the annual pro-rata amount.

Validation checks

The following checks should be made to the Annual Return before submitting it to Teachers' Pensions.

Teacher's reference number

This is a primary identifier for each teacher and must be completed otherwise the information following it cannot be processed.

The reference number must consist of seven numeric digits.

Sex digit

Enter '1' for a male and '2' for a female.

National Insurance number

This field is a secondary identifier and must consist of two alpha characters, followed by six numeric digits followed by an alpha character in the range A to D.

Temporary National Insurance numbers **must not** be used.

Surname

This field is a secondary identifier and should show the current surname.

First name

The first name of the teacher should be shown in full, with hyphens as hyphens (e.g. Mary-Beth as Mary-Beth). This field must be left justified (i.e. spaces after the name).

Previous surname

This field should be completed in the same way as the surname field.

Date of birth

This field must consist of six numeric digits presented as DDMMYYYY (i.e. day, month, year) and must be a valid date.

Establishment number

This field should consist of a four-digit number, the number of your school.

Salary scale

This column should show the code for scale upon which the teacher has been paid.

Full or Part-time Indicator

This must be completed. Enter 'F' to show full-time employment and 'P' to show part-time employment on each line of service for all teachers.

Start Date

The start date should be in the format DDMMYY and should record the date of a teacher's appointment if they have been appointed during the Annual Return year or the 1 April if a new line of Annual Return service is being shown.

A new line of service should be shown if any of the following have occurred:

- a change in the salary scale;
- a change the annual salary rate;
- a change from full to part-time service (and vice versa);
- the commencement or cessation of a pensionable allowance;
- a break in service;
- the commencement or cessation of a safeguarded salary;
- a change in the teacher's pensionable employment position (see below);
- a part-time election;
- an election to **opt out** of the TPS; and
- an election to **join** the TPS.

Changes in pensionable employment position occur when:

The teacher opts out of the TPS during the year. A new line of service should commence on the day that the teacher opts out as this 'excluded' service is still recorded by Teachers' Pensions

End date

The end date should be in the format DDMMYY and should record the date that the teacher left employment during the Annual Return year or the 31 March if they are still in your employment. If the teacher has left, an entry should be made in the withdrawal column / field.

Note: An end date cannot be before the start date given in the previous column / field and cannot overlap the date 31 March of any year.

Annual salary rate

A full annual salary rate must be shown, in whole pounds and be consistent with the salary scale, even where the actual salary paid has been reduced to sickness or maternity leave or industrial action.

For full-time teachers, the rate shown should be the substantive rate of salary finally applied from the start date.

For part-time teachers, the entry must show the equivalent annual salary rate that would have been payable if the teacher worked full time.

The annual salary rate must include any pensionable allowances paid to the teacher but exclude any non-pensionable additions such as overtime.

For teachers not in pensionable employment the annual salary rate must include any allowance or addition paid under the terms of the School Teachers Pay and Conditions Document.

Where a teacher is only in receipt of a pensionable allowance for part of his or her teaching time, the part-time annual rate of the allowance should be included in the salary rate.

The service of a teacher employed in concurrent part-time employment amounting to either full or part-time will only be treated as pensionable if they have made a valid part time election. If different salary rates have been paid, an average full-time equivalent salary rate must be calculated. In these cases, the average full-time equivalent may not correspond with a salary scale point. An example follows:

A teacher works for two days a week at £22,000 per annum and two days at £23,000 per annum.

2/5ths of £22,000 =	£8,800
Plus 2/5ths of £23,000 =	£9,200

Total	£18,000
	----- (i.e. 4/5ths of full-time equivalent)

Therefore, the average full-time equivalent salary rate is
 $£18,000 \times 5/4 = £22,500$

Part-time salary paid

Except in the circumstances described below, the actual part-time salary paid to teachers who are in part-time service for the period should be shown here before deductions in whole pounds. Teachers' Pensions will use the figure supplied to calculate the number of days excluded.

If a teacher has been on reduced pay due to sick leave the figure shown should reflect the salary that would have been paid during the period of paid sick leave.

If the teacher has been paid for non-pensionable employment, the salary for this service should not be included.

If service is non-pensionable, the part-time salary paid column / field can be left blank and the days excluded field completed instead.

Where a teacher is in concurrent service amounting to full or part-time for which different salary rates have been paid an entry of £1 should be made. Where service has amounted to part-time, the number of days excluded should be calculated as shown in the following section.

The following check can be applied to validate the part-time salary paid figure for any period of service. The result will show the number of days excluded proportionate to the time worked. This can result in 'plus' days for some teachers which should be shown on the return by a '+' followed by the number of plus days.

Checking the part-time salary

Part-time salary paid x 365
----- = days worked
Annual salary rate

Days in full period - day worked = days excluded

N.B. A teacher cannot be credited with more than 365 days' service in any financial year.

Step one - Calculate the reckonable service credit (RSC)

$$\text{RSC} = \frac{\text{P1}}{\text{R1}} \times 365 \quad \text{or} \quad \text{RSC} = \frac{\text{P2}}{\text{R2}} \times 365$$

where:

P1 = Salary paid for first appointment
R1 = Salary rate for first appointment
P2 = Salary paid for second appointment
R2 = Salary rate for second appointment

Step two - calculate days excluded

Days in period - reckonable service credit = days excluded

where:

Days in period = Number of days from start date to end date (inclusive)

Safeguarded salary

Where a teacher's salary or social priority allowance is safeguarded, an 'S' should be entered and the salary scale should correspond to the annual salary rate.

If this column / field are not applicable leave blank.

London allowance

If the teacher is paid on a London pay scale (formerly paid as London allowance) then enter one of the following alpha characters:

I	Inner London Allowance
A	Inner London Allowance plus inner London Supplement
O	Outer London Allowance
F	Fringe London Allowance

Any teacher receiving Special Needs allowance, this should always be included in the Annual Salary and the value shown in the other allowances column.

Special Class Allowance

Where a part-time, teacher is employed on a contract of regular employment enter '7'.

Other Allowances

Only pensionable allowances which are not shown below should be shown in this field.

- Safeguarded element of a salary or social priority allowance;
- London Allowance
- Social Priority Allowance
- Temporary or Acting Allowances; or

- Incremental Enhancements / Local Scale Additions.
- Performance related pay.

Where part of the allowance shown in this field is payable when a teacher is part-time, the full-time rate should be shown. If a teacher only receives the allowance for part of their teaching time the part-time rate should be shown.

Withdrawal Flag

Enter a “W” if a teacher leaves your employment during the return year on the corresponding line of service.

Supplement

Any incremental enhancement or local scale addition including recruitment and retention payments paid to the teacher should be shown here and included in the annual salary rate. If no payment has been made, leave the field blank.

Salary Codes for Recording Teacher Data

Salary Code

Classroom Teacher

Mainscale Range	W00
Threshold Range	P00

Fast Track Teacher

If a Fast Track Teacher is employed, this should be indicated by an ‘F’ in the safeguarded field.

Unqualified Teacher	U04
Advanced Skills Teacher	A + scale point
Head Teacher	H01 to H08
Deputy Head Teacher	V00
Assistant Head Teacher	L00