

NHS ELECTRONIC STAFF RECORD

ESR-NHS0197 ESR – NHS PENSIONS INTERFACE GUIDE

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3. INTRODUCTION

This guide is provided to assist Employing Authorities in ensuring that correct ESR system action is taken to ensure that the pension record held by NHS Pensions is correctly updated.

3.1. PURPOSE OF THIS DOCUMENT

The purpose of this guide is to assist with the NHS Pension Interface however; users should be aware of the statutory requirements around auto-enrolment.

3.2. OVERVIEW

Under the Pensions Act 2008, every employer in the UK must put staff that qualify into a workplace pension scheme and contribute towards it. This is called 'Automatic Enrolment' or 'Auto Enrolment'.

Auto enrolment came into effect from 2012 and was rolled out to ESR user organisations in 2013. It was based on the "Staging Date" which was determined by the number of people in the largest PAYE scheme that they use. Employers were required to assess their employees entitlement to join an Employer Pension Scheme. Depending on the scheme eligibility they would enrol them into either the default Pension Scheme, which for the NHS is the NHS Pension Scheme, or into an alternative scheme such as NEST.

Further employer duties were introduced relating to Re-Enrolment in 2015. This requires all employees to be re-assessed every 3 years and where eligible, if not already contributing to an Employer Pension Scheme be enrolled or re-enrolled as above.

Employers also have an ongoing duty to ensure that where employees who have not previously been eligible to join a pension scheme, must be assessed each pay period and when they become eligible be enrolled.

Further guidance on Pension Auto Enrolment can be found in the Pensions section of the ESR User Manual by clicking on the following link: [Pension Auto Enrolment](#).

4. NEW JOINER INTERFACE

4.1. OVERVIEW

The purpose of the ESR New Joiners Pension Interface is to provide NHS Pensions with details of every new joiner **who is entitled to join** the NHS Pension Scheme in order that a pension's employment record can be created by NHS Pensions. When the joiner has been processed by NHS Pensions, employers can view and access this (or any errors) through Pensions Online (POL). Non ESR Employing Authorities are required to manually create such records.

Within ESR there are numerous ways in which a New Joiners record can be created. This section outlines these scenarios with the required action to be taken on ESR. It also explains how the New Joiner Interface will treat the record and what will happen on NHS Pension systems.

It is hoped that by highlighting the impact everyday activity on ESR has on the NHS Pensions Interface and how with care it is possible to reduce the number of record rejections, Employing Authorities will be able to understand how they can fully achieve the benefits of the New Joiner Interface.

ESR will send the New Joiner Record through to NHS Pensions via the New Joiner Interface at the **end** of the first paid **pay period** processed.


4.2. FINDING NEW JOINERS

New Joiners to the Pension Scheme take different forms. In this section we will look at someone who takes up a new assignment either for a first time, or as a secondary assignment.

New Joiners can be found on the Payroll Checking Report - New Joiners. This report can only be run overnight. This should be run on a regular basis and works based on dates input onto ESR rather than the date of commencement.

4.3. EMPLOYEES ENTITLED TO JOIN THE NHS PENSION SCHEME

ESR automatically creates the Pension NHS element for all new joiners and will default values for most of the fields contained within that element. It is each Employing Authority's responsibility to ensure the Pension element is set correctly depending upon the employee's own criteria.

-  Do not forget to date track to the commencement date so any changes are effective from the employee's start date or save as a correction not an update. In addition, before saving any change to the element make sure you have checked all of the fields and you are happy with the settings as there is some cross validation of fields.

Click on the Entry Values button to access the settings held against the Pension NHS element. The default element values will look as follows:

The screenshot shows a web form titled 'Entry Values: 01-APR-2024(Baker05, Mrs. Yva)'. The form contains the following fields and values:

- Scheme: NHS
- Capacity Code: 1G - Nurse, Health Visit
- Override Pen Start Date: (empty)
- Opt Out: No
- Reason for Opt Out: (empty)
- Opt Out Date: (empty)
- Pension Capping: No
- Capping Date: (empty)
- Employment ID: (empty)
- MHO Status: None
- Override Pen End Date: (empty)
- Employment Type: Officer
- Employee Rate: 9.8
- Employer Rate: 14.38
- Further Entry Information: (empty)
- Date Earned: (empty)
- Original Date Earned: (empty)
- Payee Details: (empty)
- Processing Priority: 4500

An explanation of each field is given below:

Scheme – The Scheme should always be NHS on this element. It is possible to create local VPD versions with local GRR values, but this only complicates the interfaces and leads to potential errors with NHS Pensions. NHS Pensions will only accept the nationally agreed contribution rates.

Capacity Code – The Capacity Code has a dual function in ESR. Firstly, the capacity code helps NHS Pensions identify the type of member which for historical reasons could affect benefit entitlement. It is also used by NHS Pensions as part of their validation of records, so it is important that it is completed correctly. The suffix attached to the capacity relates to the Contribution Banding (which determines the contribution deduction).

The range of Capacity Codes allowable on ESR is a shortened version of those approved by NHS Pensions and are those applicable to ESR Organisations. The allowable entries are as shown in the table below:

Capacity Code	Description
1	Nurse, Health Visitor, Physiotherapist
2	Tutor
3	Medical Staff
4	Others (Non-Manual Workers)
5	Others (Manual Workers)
8	Dental
10	Ophthalmic Practitioner

It should be noted that validation is applied between the Capacity Code and the Employment Type in order that correct information is passed across to NHS Pensions.

New Scheme arrangements were introduced in April 2008 and April 2015, although special categories do not apply to those arrangements, it is still necessary to complete the Capacity Code, Employment Type and Pension Status fields.

Percentage Bandings

The Capacity Codes listed above have six suffix associated with them in ESR. The suffix relates to the Percentage Deduction banding determining the employee and employer percentage contribution to be applied against the assignment. The Rates and ESR band are as shown below:

Tier	Thresholds	Employee Contribution	Employer Contribution	Effective Date From
A	£0 - £13,259.99	5.2%	14.38%	01-Apr-24
B	£13,260.00 to £26,831.99	6.5%	14.38%	01-Apr-24
E	£26,832.00 to £32,691.99	8.3%	14.38%	01-Apr-24
G	£32,692.00 to £49,078.99	9.8%	14.38%	01-Apr-24
H	£49,079.00 to £62,924.99	10.7%	14.38%	01-Apr-24
J	£62,925.00 to £9999999.99	12.5%	14.38%	01-Apr-24

It should be noted that from 1 April 2024 the underlying employer contribution rate changed to 23.78%. Currently the employers contribution rate will remain at 14.38%, with the outstanding 9.4% being centrally funded by NHS England. Further information can be found on the NHS Pensions website by clicking on the following link: [Employer information page](#)

Capacity Code 1G is the default value for this field and this signals that the employee is a nurse and due to pay 9.8% contributions.

At the time this element is created, ESR is unaware of the Grade Step or any elements due to be paid or even the Job Role, so it is unable to allocate the correct Capacity Code. ESR defaults the most common attributes. Therefore, it is necessary for the Employing Authority to check this information for accuracy and amend where necessary.

Employing Authorities should set up local procedures for determining the anticipated Actual Pensionable Pay for all New Joiners in order to arrive at the correct percentage deduction. The Pension Band Reassessment process can assist with this, it will assess new starters and amend the banding if required. It is important to check any automatic assessment that is done, to ensure the employee is paying the correct contributions.

When amending the banding manually users should date track back to the date commenced in order to apply any changes and use retro pay to determine any arrears of contributions. Care needs to be taken at year-end so that cross year adjustments are applied to the correct financial year-end on the NHS Pensions member record.

Override Pen Start Date – Where it is known that the employee has been paid Annual Leave in Lieu with a Previous NHS Employer and has overlapping full time employment, then this field needs to be completed with the day the employee can start paying contributions with the current organisation. It will also report this as the commencement date on the Pensions Interface. Use of the IAT process can assist with this as it will bring across the information from the previous employer.

If the Override Pension End Date field of an employee's Primary assignment has been populated, then this value will be transferred into the Override Pension Start Date field of the Primary assignment at the Target VPD + 1 day via the IAT Portable Dataset Copy. For example:

Source Trust:

Override Pension End Date = 05-Dec-2022

Target Trust (after IAT)

Override Pension Start Date = 06-Dec-2022

If IAT is not used, you will need to date track to the first date of employment and enter the correct Start Date.

Failure to do so will mean the New Joiner could be rejected by NHS Pensions and you will have to input this date later and create the new joiner manually to ensure that future updates are implemented on POL.

Opt Out – This is not relevant for someone who is staying in the scheme.

Reason for Opt Out – This is a mandatory field when an employee has opted out. When 'No' has been set in the Opt Out field, this field is inactive. If an individual is opting back in, the opt out reason is automatically removed when the Opt Out Value is changed from 'Yes' to 'No'. **Opt Out Date** – Input not required so please leave blank. If the person is rejoining the scheme, then any entry in this field should be removed. Failure to do so will cause issues with the interface and could lead to the record being reported as a Leaver Adjustment each pay period.

Pension Capping – The pension earnings cap applied to scheme member between the period 1 June 1989 and 31 March 2008. Members during that period were limited on the amount of pensionable pay upon which contributions could be paid.

Added Years Contributions are still subject to capping and if the employee was subject to capping and is paying added years then this field needs to be changed to Yes.

Capping Date – This date is for information purposes and is not used by ESR. This will only apply to people paying added years subject to capping prior to April 08 and so can be ignored in most cases.

Employment ID – The Employment ID is used by NHS Pensions to identify the distinct period of employment with each Employer for each assignment or period of pensionable service. This is allocated by NHS Pensions and is only updated via the inbound interface. An employee's first pensioned employment will be number 1 the second number 2 and so on.

This field will also hold details of the NHS Pension Scheme and Section (for the 1995/2008 Scheme) that the employee is subject to A = 1995; B = 2008; C = 2015.

When NHS Pensions accepts a new joiner record, they will send this detail back on the inbound interface within a few days of the record being accepted.

If this field is blank a month or so after the new joiner record was sent to NHS Pensions there is potentially an issue and you should check POL for any query. In April and May of each year NHS Pensions suspend normal processing of new joiners pending running the year end so at that time of the year expect delays in this data being fed back.

MHO Status – This field relates to employees entitlement to Mental Health Officer Status and it **must** be completed on all New Joiners.

Where the employee meets the requirement in respect of Mental Health Officer status (e.g. is a Psychiatric Nurse working wholly with Mental Health Patients), you should enter what you deem to be the correct value. NHS Pensions will hold this on the member record and advise you of any required change via an error notification on POL.

There are three settings allowed, Current & Previous MHO, Current MHO Only, and None.

If the employee is not working in the Mental Health environment, then this must be completed with "None". It is not acceptable to leave it blank otherwise NHS Pensions will reject the New Joiner Record.

For professions other than Nursing, NHS Pensions will ask for confirmation of the type of work job description, duties involved, etc. before they grant MHO status.

Override Pen End Date – This field should not normally be completed on a New Joiner Record.

Employment Type – The system automatically defaults to Officer which is the most common.

It is the responsibility of each Employing Authority to review this information and apply the correct value within this field during the first pay period. Employing Authorities need to agree locally who is responsible for maintaining this field. In the example above you can see this person is a Nurse and therefore classed as an Officer for this purpose, so no change is required.

The allowable values in this field are:

Employment Type	
Code	Description
1	Officer
2	Non-Specialist
3	Specialist
4	Bed Fund
5	Assistant Practitioner
6	Principal Practitioner
7	Locum Practitioner

(Note the code does not appear on the ESR Form only the description).

To change the value simply click on the required value and save the change as a correction.

ESR has built in validation around allowable values within Employment Type. These are generated from the Capacity Code.

Allowable combinations are displayed in the following table:

		Employment Type						
		1 Officer	2 Non-Specialist	3 Specialist	4 Bed Fund	5 Assistant Practitioner	6 Principal Practitioner	7 Locum Practitioner
Capacity Code	1 Nurse, Health Visitor, Physio	✓						
	2 Tutor	✓						
	3 Medical Staff		✓	✓	✓	✓	✓	✓
	4 Other non-manual	✓						
	5 Other Manual	✓						
	8 Dental Staff		✓	✓	✓	✓	✓	✓
	10 Ophthalmic Practitioner					✓	✓	✓

When a Capacity Code of 1 Nurse, Health Visitor, and Physiotherapist is entered the user will only see the allowable combination of Officer within the list of value for the Employment Type field.

At the end of the first paid period, ESR will send the New Joiner (NJ) Record to NHS Pensions and within a few days of receipt, provided all of the details are completed correctly and there is no issue with overlap of service, the New Joiner will be visible on the Notifications area of Pensions Online and the inbound interface will populate the SD Number, Employment ID, and Scheme Arrangement Details on ESR.

If an assignment was subject to hours change in the first pay period the system will only report the position at the end of the month. If this is a change from part time to whole time or vice versa POL will need to be amended to reflect the correct service.


If an Assignment has a type of "Locum" the capacity code can only be Medical Staff and the employment type is restricted to codes 2 or 3. Where this is not the case the payroll run will fail for these employees and it will be necessary to correct in order that payment can be made. Such cases are highlighted on the Pre-Payroll Exception report.

4.4. EMPLOYEES NOT ENTITLED TO JOIN THE NHS PENSION SCHEME

The NHS Pension Scheme is open to most employees however, there are a few exceptions to the rule and the Employing Authority must take action to stop NHS Pensions incorrectly creating a New Joiner Record.

The following are not entitled to join the NHS Pension Scheme:

- Employee already a full time member of the NHS Pension Scheme
- Non-Executive Board member (other than GP, GPCC)
- Direction Body member of other pension scheme (e.g. LGPS) under TUPE arrangements.
- Social Enterprise staff who are not Direction body members of the NHS Pension Scheme

 The Pension NHS element should not be deleted in any circumstances on the first day. By doing so, the system will potentially reinstate that element should there be a future backdated correction to the date of commencement and create a new joiner record and deduct pension contributions.

To signal that an employee is not entitled to join the Scheme it is therefore necessary to opt the assignment out of the scheme as follows:

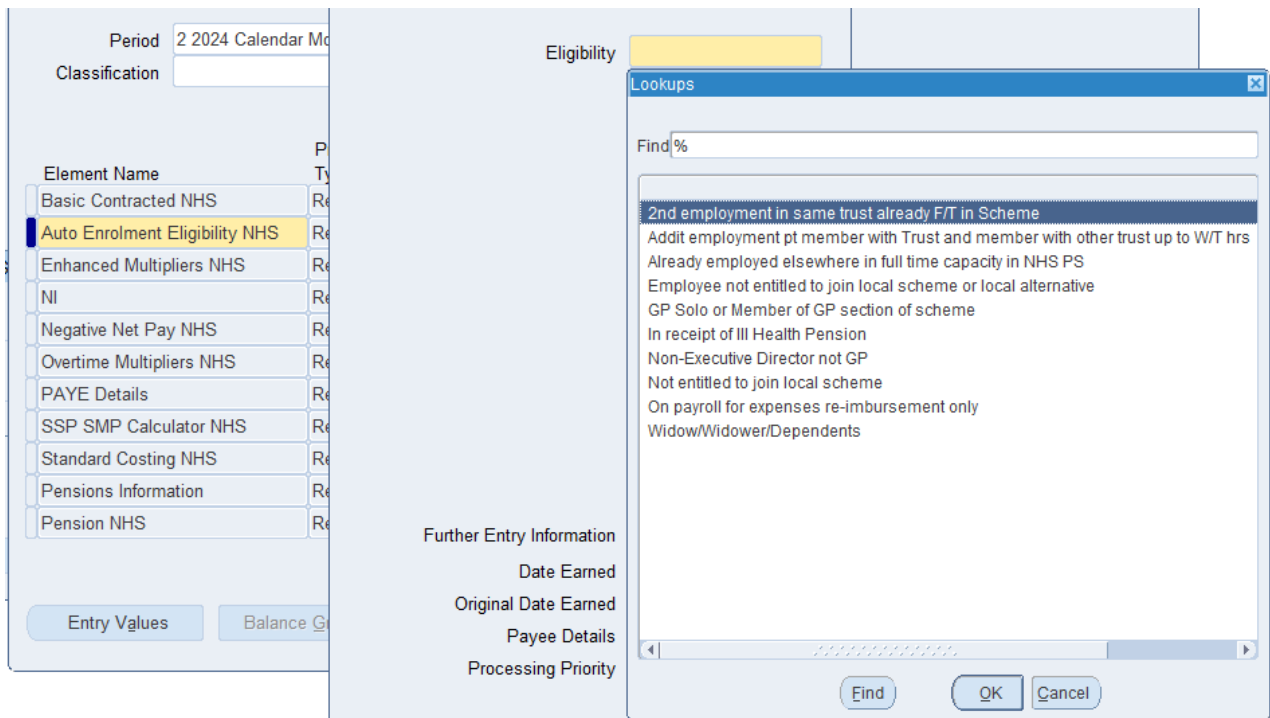
- Date track to the Employment Start Date on the affected assignment
- Click on the Entries button
- Click on Pension NHS element and open the entry values
- Change the setting on Opt Out to **Yes**.
- If the opt out is from day 1, do **not** enter an Opt Out date
- The Reason for Opt Out field will also need to be completed

ESR will still send the joiner record but it will also send a leaver record (reporting the opt out). NHS Pensions specifically request that they are supplied with details of all opt outs.

However, you should also use the **Pension Interface Assignment Override NHS** element:

This should be date tracked and entered from the date of commencement. This will put a marker on the pension new joiner record to tell NHS Pensions to ignore this record.

With the introduction of Pensions auto-enrolment an element entitled **Auto Enrolment Eligibility NHS** is available to identify employee's eligibility to join the NHS Pension Scheme. This element can signal those not entitled to join the NHS Pension Scheme and should be used in conjunction with the above action for such cases to avoid unnecessary auto-enrolment into the NHS Pension Scheme.



4.5. NEW EMPLOYEE OPTED OUT OF SCHEME FROM START OF EMPLOYMENT

Where someone wishes to opt out of the scheme, they must have completed a Form SD502. To opt them out of the scheme you need to take the following system action:

- Date track to the Employment Start Date on the affected assignment
- Click on the Entries button
- Click on Pension NHS element and open the entry values
- Change the setting on Opt Out to **Yes**
- The opt out date should **not** be entered
- Enter the Reason for Opt Out as provided by the employee

You should also check that the other settings on the element, particularly those relating to Capacity Code, Employment Type and MHO Status are correctly completed. This is important because it assists NHS Pensions in monitoring staff not joining the scheme. Also, it will assist should the employee later wish to join the scheme.

ESR will still send the joiner record but it will also send a leaver record (reporting the opt out). NHS Pensions specifically request that they are supplied with details of all opt outs. Due to processing timelines the opt out record can fail to be processed by NHS Pensions. This happens if both the New Joiner record and Leaver are processed on the same day, because the New Joiner record is not yet saved on NHS Pensions database, so when the opt out record is processed it cannot find a saved new joiner and is therefore rejected by the process. NHS Pensions will retry the Leaver Record the day after to overcome this issue.

The Pension Information element will also need to be updated as part of the Opt out event. A date must be entered in the 'Opt-Out Date' field, the 'Qualifying scheme exists' must be changed to 'No' and the entry in the 'Qualifying Scheme Name' field must be removed to prevent the process from automatically enrolling the employee in subsequent periods.

4.6. OPT OUT AN EMPLOYEE ENTERED INTO SCHEME AFTER FIRST PAY PERIOD.

Where an employee has had Pension contributions deducted in the first pay period and the opt out form has been subsequently received it is permissible to opt them out of the pension scheme and refund any contributions incorrectly deducted.

By using the correct action, you can get ESR to refund contributions for both the employee and employer.

To opt them out of the scheme you need to take the following system action:

- Date track to the Employment Start Date on the affected assignment
- Click on the Entries button
- Click on Pension NHS element and open the entry values
- Change the setting on Opt Out to **Yes**
- The opt out date should **not** be entered
- Enter the Reason for Opt Out as provided by the employee

This action will create a Retro Pay trigger that will result in the employee and employer getting the due pension refund when retro is run. It will also correct any other pension balances reducing the potential for any queries when the leaver record is processed.

Refunding pension contributions can only be done by retro where the refund is in the current tax year. For refunds crossing tax years see section 4.8 below.

4.7. DEDUCTED PENSION BUT LATER ADVISED NOT ENTITLED TO JOIN SCHEME.

If this is in the current tax year then you need to treat them as above.

- Date track to the Employment Start Date on the affected assignment
- Click on the Entries button
- Click on Pension NHS element and open the entry values
- Change the setting on Opt Out to **Yes**.
- The opt out date should **not** be entered
- Enter the Reason for Opt Out as provided by the employee

Retro Pay will refund any employee and employer pension contributions and adjust pension balances. The next section covers refunding contributions relating to a different tax year.

You must also enter the **Pension Interface Assignment Override NHS** element to signal to pensions the leaver record generated by this action record is to be ignored.

For auto enrolment purposes you will also need to use the element Auto Enrolment Eligibility NHS and consider the entitlement to join the alternative pension scheme.

4.8. PENSION REFUND DUE FROM DIFFERENT TAX YEARS

You cannot simply refund all of the contributions because this would be against HMRC rules and Regulations. HMRC have validation on the RTI returns that do not allow negative YTD Pension Balances. This has an impact upon any refund of Pension contributions that cross financial years. The balances that are used for this purpose are specifically for RTI purposes and will either be pre-tax or post-tax. These balances are separate from those used for normal pension reporting such as those amended under the Pensions Balance Initialisation. Amending balances under that facility will have no impact upon the RTI Balances.

Where these balances go negative, the RTI Returns will report these assignments as in error and not report them to HMRC.

Refunds over previous years should be made using the RTI EYU or RTI Amendments process with any pay adjustments being actioned on local elements. A balance adjustment should be done using the Balance Element Setup Pre and Post Tax Pension and entering the value to be adjusted. The balance should be entered in either the Pre-Tax (for schemes such as NHS Pension and LGPS) or Post Tax field (for schemes such as NEST).

When using a local element to refund the employee, consideration should be given to the element costing to ensure the refunds are included in the correct ledger balance and the totals for the scheme's pay overs.


A manual adjustment will need to be made to Pensions Online to reflect the correct year figures for those in the NHS Pension scheme.

Further guidance on Balance Adjustments can be found by clicking on the following link: [Previous Year Balance Adjustments](#).

4.9. PENSION DEDUCTED AT INCORRECT RATE FROM COMMENCEMENT

Date track back to the date of commencement and adjust the contribution rate by amending the Capacity code Suffix so that the correct rate is deducted. This change will be reported to NHS Pensions as a change on the appropriate date

Retro pay will pick up the change and adjust the employee contributions.


-  For previous tax-years see section 4.8. Do not input the change in rate as an update from the current month as this will create a dated change on the change interface and NHS Pensions will query why the contributions are incorrect at year-end. This generates unnecessary work for you and NHS Pensions.

4.10. RETROSPECTIVELY ADJUSTING A PENSION RECORD SET UP INCORRECTLY

Date track to the commencement date, amend the incorrect entry, and save the change. This will create a change record. Changes applied before the end of the first pay period will be reported on the NJ record and not as a change. Once the NJ record has gone all changes are reported as a change.

4.11. EXISTING EMPLOYEE OPTS INTO THE NHS PENSION SCHEME

Where an existing employee who previously opted out of the scheme requests to join the scheme you need to date track to the date the employee wishes to join the scheme. Under element entries, you need to reset the Opt Out Flag to “No” and save the change as an update. The Opt Out Reason will then be automatically removed. You must also complete the pensions information element for auto enrolment purposes.

-  If you have previously entered an override pension start date or opt out date you must make sure you remove these prior to saving the change otherwise the system will not know the correct date to apply to the change or know whether the employee is opted in or out. You should also remove any Pensions Interface Assignment Override element so that NHS Pension Scheme is instructed to process the new joiner record

You should make sure that all other fields on the Pension NHS element such as Capacity Code, Employment Type and MHO Status hold correct details.

This will create a New Joiner record on the interface and will commence deductions from the due date.

A new record will be created on POL and the inbound interface will populate the Employment ID and Scheme arrangement.

4.12. PRACTITIONERS / BED FUND PAYMENTS / GP SOLO SCHEME

The rules in relation to GPs are complex and employers must ensure they are applied correctly. The NHS Pensions website provides further information on this area.

The rules are as follows:

4.12.1. Salaried GP's paid a salary by an ESR Organisation

All Salaried GPs directly employed by an ESR Organisation are regarded as 'Type 2 Practitioner/GP Performer' members of the NHS Pension Scheme; **not** Officers. This includes salaried GPs who are employed to perform Out of Hours services.

From 2009 all Salaried GPs will be legally required to complete an 'end of year' annual Certificate of pensionable income by virtue that their tiered contribution rate is based on their total GP income (i.e.OOHs, PEC, etc.) in England & Wales and is not ring fenced to a particular post.

4.12.2. GP Educators

Educating medical students or GPs in a Practice is pensionable income for a GP Provider (i.e. GP Partner) or a Salaried GP however the fees **must** come directly from the employing authority and not a medical school or university.

A Practice based Salaried GP who is asked by their employer to perform this type of work should ensure it is reflected in their salary. If it is outside of their contract the form SOLO must be used to record the work.

Fees paid by a medical school or university directly to a GP are not pensionable.

Freelance GP Locums **cannot** 'pension' this type of work.

4.12.3. GP Appraisers

A GP who is a GP Provider, Salaried GP, GP Retainer, or an OOHs GP (working for an OOHP that is a NHS Pension Scheme Employing Authority) **must** 'pension' their appraisal income subject to their fee being paid directly to them by the employing authority.

A GP Provider can either 'pool' their appraisal income into the Practice account (ensuring that the 14.38% employer contributions are included in the fee) or complete form SOLO.

A Salaried GP, GP Retainer, or an OOHs GP **must** use form SOLO to 'pension' their appraisal income. GPs who are solely freelance GP Locums cannot 'pension' NHS income in respect of appraisal work. This is because the NHS Pension Scheme Regulations do not regard appraisal work as locum work.

4.12.4. Bed Fund payment

Only GP Providers can 'pension' Bed Fund income. The hospital must set up a pensionable Bed Fund post by submitting a SS10 joiner form that is coded '03 - 04'. The form should clearly state 'Bed Fund'.

Salaried GPs and GP Locums cannot 'pension' Bed Fund income.

4.12.5. Non-Executive Directors who are also GPs

Non-executive directorships in the NHS are non-pensionable posts. If however a GP holds a concurrent honorary post that honorary post is pensionable.

4.12.6. Non-Executive Committee Posts (PECs)

All GP Scheme members (except GP Locums) must 'pension' their PEC income. GP Providers (type 1 Practitioners) may record their PEC work on form GP SOLO or pool their PEC income into the Practice account.

If they elect to use form GP SOLO the relevant PEC employer (i.e. ICB/LHB) must deduct Scheme contributions at source and forward them to the host ICB/LHB. If the PEC employer has also deducted tax and national insurance at source the GP Provider should ensure that they are not liable to pay these again. If the GP Provider has elected to pool their PEC income into the Practice account, they must ensure that the PEC fee takes account of employer contributions as ultimately they will be responsible for forwarding these to the host ICB/LHB.

To deduct at source the employer must treat the NHS Pension element in the same way as that for someone not eligible to join the scheme and use the Local Pension element to deduct the contributions.

Salaried GPs (i.e. type 2 Practitioners) must also pension their PEC work. By virtue that they are not Providers they are advised to 'SOLO' their PEC income.

ICBs and LHBs **must not** set up specific pensionable posts for GPs who are PEC members or chairs even if the GP is on the 'payroll' to facilitate collection of tax and national insurance contributions. This is in accordance with the Scheme's Regulations.

ICBs/LHBs and GPs may complete just the one annual form GP SOLO if they wish, summarising the PEC income from the 'pensions year' at the end of the year. However, this arrangement is subject to the agreement of the 'host' ICB/LHB and the employee and employer contributions continuing to be sent to them within seven days of the month end.

GPs who are solely freelance GP Locums **cannot** 'pension' this type of work.

4.12.7. Locum covering hospital posts

A hospital based **salaried** locum doctor must be put into the NHS Pension Scheme by their employer regardless of the duration of the post. They are afforded Officer Status in the scheme.

4.12.8. Freelance GP Locums

Practice based freelance GP Locums are afforded 'Locum Practitioner' NHS Pension Scheme status and their Scheme membership is triggered by them completing GP Locum forms A and B.

4.13. LEAVER CANCELLATIONS (LC RECORD)

There are two situations that generate a leaver cancellation record:

a. Reverse Terminations

Where a Termination record is reversed on ESR after the payroll has been processed, the system will generate a leaver cancellation record which will go across on the New Joiner Interface.

b. Opt Out Cancellation

Where an assignment was sent as an opt out and that action is subsequently cancelled by changing the opt out flag to "**No**" as a correction back to the date of the opt out, the system will send a leaver cancellation record.

4.14. NEW JOINERS INTERFACE – DATA TRANSFERRED

The New Joiners Interface, as well as providing the SS10 detail will also include other data items. Not all of the items will be applied to the member record. Some of the data will be stored by NHS Pensions in order that it may be used at a later date for statistical or for TRS purposes. The new joiners interface creates two record types NJ (New Joiner) and LC (Leaver Cancellation) which are detailed above.

The data fields contained on the following table will be transferred by the new joiners interface onto Pensions Online.

Description	Advice on completion to ensure update on POL
National Insurance number	Valid numbers only. Do not enter dummy numbers, leave blank if not known
Date of Birth	Age 16 to 75 allowed, others rejected
Date of Birth verification marker	Must be completed for all
SD Number	Leave blank, NHS Pensions advise on the Inbound interface
Surname	Legal Name letters (a –z) first upper case rest lower case. Must be more than one alpha

First name	Letters (a-z) first upper case rest lower case. One name only in this field
Pension Start Date	Date commenced this pensioned service
Changed Pension start date (for LC records only)	Derived from input on pension element
Sex	M for Male/ F for Female
As and When Indicator	Y/ N Indicator. Set to Y if Employment Category equals Bank and Capacity Code equals 3 or 8, else N
Locum Indicator	Y/ N Indicator. Set to Y if Employment Category equals Locum, else N
MHO Indicator (Pension status)	Value to indicate whether the Employee is currently in a Mental Health Officer role. This value will be provided as follows: 1 Current and previous MHO 2 Current MHO only Not currently MHO
Whole Time/ Part Time Indicator	Indicator derived from Employee's Actual Hours and Standard Hours as follows: '1'=Whole Time: Actual Hours greater than or equal to Standard Hours '2'=Part Time: Actual Hours are less than Standard Hours OR Actual Hours NOT set '3'=Max Time: Employee has Max Part Time Flag on Assignment Descriptive Flex Field set to Yes Where the Actual Hours value against an Employee Assignment has NOT been set, then set the WT/PT Indicator to '2' (Part Time). Where the Actual Hours value against an Employee Assignment is greater than the Standard Hours, default then set the WT/PT Indicator to '1' (Whole Time).
Actual hours	Employee's Actual Hours retrieved from Working Hours field on the Assignment. This field will be populated if the Frequency field on the Assignment form is not set to Sessions/Week
Standard Hours for the Grade	Employee's Standard Hours retrieved from Contract Type, or from the Override Hours if present, attached to the Assignment. This field will be populated if the Frequency field on the Assignment form is not set to Sessions/Week
Actual Sessions	Employee's Actual Sessions retrieved from Working Hours field on the Assignment. This field will be populated if the Frequency field on the Assignment form is set to Sessions/Week
Standard sessions for the Grade	Employee's Standard Sessions retrieved from Contract Type attached to the Assignment. This field will be populated if the Frequency field on the Assignment form is set to Sessions/Week
Title	Employee's Title – do not leave blank. Title is truncated to 4 characters. NHS Pensions convert this as they do not use the same value set as ESR
Address line 1	Line 1 of Employee's primary Address
Address line 2	Line 2 of Employee's primary Address
Address line 3	Line 3 or town from Employee's primary Address
Address Line 4	Line 4 or County from Employee's primary Address
Address Line 5	Line 5 or post code from Employee's primary Address
Former name	Employee's Previous Last Name – Should be one surname not all previous ones. Do not use brackets or comma
Job code	Job / Capacity Code, extracted from Pensions NHS Element Entry, Input Value Capacity Code Trailing alpha-character held in ESR will be removed before sending. E.g. '9A', '9E', '9F', '9G' will all be sent as '9'.
Employment type	Extracted from Pensions NHS Element Entry, Input Value Employment Type.
NI class	Employee's NI Category extracted from NI Element Entry
Bank Indicator	This indicator is set to 'Bank'. If the person is a member of the bank staff, otherwise it is null
Employee's contribution %	The scheme contribution percentage rate, extracted from Pensions NHS Element Entry, Input Value Employee Rate. For example, 9.8% returned as 9.80

Annual Basic Salary	Employee's Annual Salary extracted from Grade Step (prorated for Part Timers) or Basic Salary NHS Element Entry
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The following table lists items also sent on the NJ record but not currently used by NHS Pensions. These data items are stored in a temporary database until the Pensions system is extended to accommodate them. These are derived from the relevant ESR data fields:

Description	Description
Correspondence Address Line 1	Payslip Address Line 1
Correspondence Address Line 2	Payslip Address Line 2
Correspondence Address Line 3	Payslip Address Line 3
Correspondence Address Line 4	Payslip Address Line 4
Correspondence Address Line 5	Payslip Address Line 5
Marital Status	Occupation Code
Place of Employment	Annual Basic Salary
Job Title	WTE

4.15. NEW JOINER VALIDATION RULES

Users should bear in mind that ESR has different validation rules than the NHS Pensions systems as do feeder systems such as NHS Jobs. It is necessary to carry out additional checks on the person data to ensure it complies with NHS Pensions validation rules. For each new assignment you are potentially, creating a Pension record therefore the following areas require specific attention:

Surname – Make sure characters are allowable within the NHS Pension range and that forenames are not inadvertently held on this field. If so, please ask HR to amend before the first payment is made.

Forename – This must be complete and should be more than one character in length – If not correct ask HR to amend before the first payment is made. Make sure only one forename appears.

Title – not required in ESR but mandatory on Pensions systems. If missing ask HR to populate before first payment is made.

Date of Birth – Please check to see date of birth is reasonable it has been known for this to be corrupted on input. Employees should be within the permitted age parameters for scheme membership. Where a date is obviously wrong, please ask HR to correct.

Date of Birth Verification – Part of the employment check list now includes checking Passports etc. Therefore, there is no excuse for an Employing Authority not completing this detail for a New Joiner. If the DOB cannot be verified, then under Employment Law there must be a question mark over the legal employment of the person and you could be subject to possible penalties. The verification should be entered on the Person DFF for all New Joiners

It is the Trusts responsibility to ensure all employees are verified and although NHS Pensions will write to the Pensions Officer and potentially escalate to the Director of Finance to advise of those records not verified, it should be noted that this field is a Recruitment and HR URP entry only. Therefore, Pension officers should be checking this field is completed on all new joiners and if not asking the appropriate person to complete the verification. The main issue appears to be historical records, again there needs to be consultation between Payroll, HR and the line managers to ensure this is completed.

Date Commenced (Employment Start Date) – It has been known for this to be corrupted on input. Check for reasonableness and where obviously wrong please arrange for HR to correct.

Pension NHS Element- Refer to the New Joiner Section above with particular reference to Capacity Code; Deduction Banding; Employment Type; Status; and the Override Pen Start Date

SD Number – The SD Number is held on the Person form in ESR and is updated by the inbound interface. NHS Pensions have advised that there are quite a high number of errors caused by incorrect SD Numbers being entered on New Joiner Records. For example, someone who previously had a refund from the

Scheme may not have retained that SD Number. Although SD Numbers now stay with the person, NHS Pensions have requested that these are not entered on ESR for New Joiners. The inbound interface will populate the information on ESR. Where IAT is used this number will be populated so care needs to be taken.

- ⚠ **Added Years – IAT Process** – The IAT process will provide details of employees who paid Added Years with their previous employer. Please ensure your Trust use this facility. However, if there is overlapping service you may need to amend the start date of the deduction. Also, make sure it is not inadvertently added by payroll staff after the IAT process has completed thus leading to double deduction.

Standard Hours – NHS Pensions will reject any record with standard hours/ sessions of zero.

4.16. NEW JOINER INTERFACE FREQUENCY

A central process is run to produce the New Joiners Interface. The New Joiner interface is forwarded at the end of each pay period and pensionable assignments paid for the first time in that period will be included. Normally the New joiners Interface files are processed within a few days of the end of the pay period and the inbound interface will populate ESR with the SD Number, Employment ID and Scheme Identifier.

4.17. HOW DOES THE INFORMATION GET FROM ESR TO NHS PENSIONS?

The Central Process runs the interface overnight and generates a file which is passed onto the NHS Hub. An automatic process run by the ESR NHS Interface Team then checks to make sure the files are sequentially numbered, etc., reformats the file into the appropriate format and makes the file available for transfer to NHS Pensions.

NHS Pensions then use a secure FTP facility to download the files onto a relevant server at NHS Pensions. A Scheduled process will undertake various validation checks to ensure the records within the file are of a suitable format to pass over for the ESR next steps process. The next steps process will validate the records and reject items with unusual dates e.g. someone born prior to 1930, or with a commencement date that is obviously incorrect e.g. year 1009 or 4899. Such rejections are fatal errors and as they are stripped out by this process, they are not visible to NHS Pensions. Fatal errors and Warnings are now visible via the NHS Pensions Interface Hub Reports.

Once the file is verified the records are submitted onto the Pensions system via the ESR SS10 process (overnight) to create the record provided all validation rules are met. The SS10 process will again validate the records applying the same validation as to SS10s submitted via POL. This process identifies various potential errors that will generate further questions of Employing Authorities. These will relate to issues such as zero contract hours, data validation errors, missing titles, re-employed pensioners, overlapping service, etc. as detailed above and these will go into error handling awaiting an update before the member record is updated (or created for a new member).

Some of the errors are correctable on POL whereas others may require NHS Pensions to contact previous employers etc.

4.18. ASSIGNMENT CATEGORY OF “LOCUM”

NHS Pensions require that any assignment of category “Locum” should have values set on their pension element as follows:

- Capacity Code of 3
- Employment Type of either 2 or 3

Any other entry is regarded as an error by NHS Pensions. Please note that such entries will instead be highlighted on the payroll run as an error and will cause the NHS Payroll Run to fail for any record that does not meet the above validation requirement.

Such cases are highlighted on the Pre-Payroll Exception report.

4.19. PAYMENT OF AD HOC SALARY

Employing Authorities may agree a payment in advance and treat this as an ad hoc payment. Where this is a pensionable payment account should be taken of the Standard hours/ Sessions for the Grade and the number of hours/ sessions required as part of that contract. This detail is essential for information to be passed onto NHS Pensions.

4.20. NEW JOINER QUESTIONNAIRE

It is recommended best practice for HR Departments that Employing Authorities as part of the recruitment process advise successful applicants of the NHS Pension Scheme by supplying the scheme guide available from the NHS Pensions website. On commencement, a hard copy or PDF should be provided to all new starters. It is also recommended best practice that a series of questions are asked in order to ensure the employee's pension record is correctly set up from day 1. These are essential for auto-enrolment. A sample questionnaire is available on NHS Pensions website.

5. NHS PENSIONS INBOUND INTERFACE

5.1. OVERVIEW

The NHS Pensions to ESR Inbound Interface executes automatically and processes data received from NHS Pensions and normally runs on a daily basis.

Once NHS Pensions have processed and accepted a New Joiner Record from ESR, they will provide a notification to the Employing Authority on Pensions Online. NHS Pensions will also create a return file which is forwarded to the NHS Hub. This file is subsequently loaded into ESR. This file is normally created within a few days of Pensions receiving the new joiner file (except in April/May when year-end interface processing takes precedence and NHS Pension suspend processing the new Joiners file).

5.2. DATA RECEIVED

The NHS Inbound Interface will contain the following data:

- EA Code
- Assignment Number
- NI Number
- Assignment Start Date
- SD Number
- Scheme Section Identifier; and
- Employment ID

5.3. DATA MATCHING AND ESR UPDATING

Each file is automatically loaded into ESR and the system will check the data to ensure it can match the employee and the assignment.

Where a match is present, ESR will check the person record and if no SD Number exists the SD Number will be inserted onto the Person Record. The SD Number is unique to the employee and is retained for all future NHS Employments. The SD Number is held against the person as no matter how many employments an employee has this number remains consistent.

ESR will then check the Pension NHS element on the appropriate assignment and provided the Employment ID field is null (blank) it will insert a correction record to apply the Employment ID onto the Pension NHS element. If the Employment ID is not null and the value on the inbound interface differs from that already held on the Pension NHS element, ESR will create a date tracked change on the same date as the interface run to create and update to hold that new value.

The Scheme Section Identifier is attached to each pensionable assignment as a prefix to the employment ID on the Pension NHS element. This is an alphabetical character of either A, B or C. Where A = the member is part of the 1995 Scheme Section, B = the member is part of the 2008 Scheme and C = the member is part of the 2015 Scheme arrangements Section. Items that are blank have yet to have the scheme confirmed in ESR.

If the Pension Start Date and/or the NINO for an assignment in ESR are different to the Pension Start Date and/or NINO supplied by the NHS New Joiners Record then the discrepancy will be reported on the **NHS Pensions Agency NINO and Start Date Discrepancy Report**. None of these details are ever updated in ESR via this interface.

5.4. NHS PENSIONS AGENCY NINO AND START DATE DISCREPANCY REPORT

This report is available to highlight items that have been updated by the NHS Pensions Inbound Interface. This will report on items updated and items rejected. The following items are identified on the report:

- Employee ID
- Assignment Number
- Organisation

- Name/Person ID
- Date of the Update
- ESR Pension Start Date
- NHSP Pension Start Date
- ESR NINO
- NHSP NINO
- NINO Update Status (Reflects if the NINO was Updated or if Discrepancy Reported)

5.5. NHS PENSIONS AGENCY INBOUND INTERFACE: REPORT

A further report is available on ESR to identify discrepancies. The 'NHS Pensions Agency Inbound Interface: Report' is produced per Organisation and may be executed at any time by the Employing Authority via the Payroll Super Admin URP.

5.6. ERROR NOTIFICATIONS

Where errors cause data records to remain unprocessed, a Notification (Workflow and/or Email) will be generated automatically for the associated Employing Authority. Each Notification will be sent to the relevant payroll users. Only one Notification will be sent per Employing Authority per file per Notification type (Workflow and/or Email).

In order to enable Notifications, each Employing Authority must enter the appropriate EA Code against all payrolls. If this is not done all Notifications will be sent to a Default Email Address. The Workflow Notification will be sent to the members of the 'Payroll Super Admin' role and will expire after 30 days. The Email Notification will be sent to an External Email Address (or distribution group) associated to the user defined by the *NHS_WORKFLOW_EMAILS* lookup (see setup instructions below).

5.7. E-MAIL NOTIFICATION SETUP

In order to receive E-mail Notifications the Trust must make an entry in the *NHS_WORKFLOW_EMAILS* lookup.

NHS ESR
N > Other Definitions > Application Utilities Lookups

The screenshot shows the 'Application Utilities Lookups' window. The 'Type' field is set to 'NHS_WORKFLOW_EMAILS'. The 'Meaning' field is also set to 'NHS_WORKFLOW_EMAILS'. The 'Application' is 'Human Resources' and the 'Description' is 'Maps workflow names to user names'. The 'Access Level' is set to 'User'. Below the form is a table with columns: Code, Meaning, Description, Tag, From, To, and Enabled. The first row has the following values: Code: NHSPA_INBO, Meaning: NHSPA_INBOUND_DE, Description: NHSEXTUSER_NHSPA, Tag: (empty), From: 11-JAN-1951, To: (empty), and Enabled: checked.

Code	Meaning	Description	Tag	From	To	Enabled
NHSPA_INBO	NHSPA_INBOUND_DE	NHSEXTUSER_NHSPA		11-JAN-1951		<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

The following describes details relating to this lookup and its usage:

1. Click into the **Code** field
This must be set to *TTT*NHSPA_INBOUND, where *TTT* represents the Trust ID, and NHSPA_INBOUND indicates the NHS Pensions Inbound Interface
2. Click into the **Meaning** field.
This must be set exactly the same value as entered above for Code, i.e. *TTT*NHSPA_INBOUND.
3. Click into the **Description** field.
This must be set to the Username of an active User Login, for example 999MSMITH. The e-mail will be sent to the e-mail address defined for this user (see below for further instructions).
4. Click into the **Effective Start Date** field.

This should be set to earliest date on which the Email Notifications should be sent to this Username.

5. Click into the **Effective End Date** field.
This should be set to latest date on which the Email Notifications should be sent to this Username.
This field may be left blank.
6. The **Enabled Checkbox** should remain checked.

The Usernames indicated in the *NHS_WORKFLOW_EMAILS* Description field above should have a valid e-mail address (or distribution group) entered against them.

My ESR Dashboard > ESR Navigator
XXX Local HRMS Systems and User Administration / XXX Local HRMS User Administration
N > Setup Users

Click into the **E-Mail** field and enter a valid *External E-mail Address*.

5.8. NOTIFICATION RULES

If there are no persons registered in the Workflow role 'Payroll Super Admin' and there is no External E-mail Address defined by the *NHS_WORKFLOW_EMAILS* lookup, then the Notification will be sent to a predefined system wide Default E-mail Address.

Notifications will be sent according to the rules detailed in the table below.

Notification Rules

Person(s) in Workflow Group*	External E-mail Address Set**	Send Notification To
No	No	Default E-mail Address
No	Yes	External E-mail Address
Yes	No	Workflow
Yes	Yes	Workflow & External E-mail Address

*Yes if one or more persons are registered in the workflow role 'Payroll Super Admin'

**Yes if *External E-mail Address* is not null

5.9. CORRECTION OF ERRORS

Where errors are reported corrective action must be taken immediately to ensure that the Pension Record is maintained on both ESR and NHS Pensions. The action required will depend upon the error. Some will be reported as in suspense, these can be corrected via POL and may also require an ESR update.

Others will be fatal errors on NHS Pension systems and will need detailed corrective action between the Employing Authority and NHS Pensions.

5.10. ERROR MESSAGES

Each error has to be considered on its own merit and will need to be investigated and rectified. The inbound interface uses the Assignment Number and then looks to match the Pension Start Date. The following details errors and their causes:

1. **Unable to update record in Pensions Interface custom table** – In this case the record was a Bank Record and the Pension Start Date on the inbound interface was before the ESR record commenced.
2. **Pension Start Date is NULL** – In this instance the assignment had been terminated on ESR and there was no pension record on ESR. This record needs to be closed down on POL.
3. **API Error: The HR object is invalid** – In this case the Pension Start Date is before the creation of the ESR Record. Again, the data matching process will identify these errors and they should be fixed using that process.
4. **API Error: The primary key specified is invalid** – In this case the Pension Start date does not match the POL date. Again, this needs investigating as part of data matching.
5. **API Error: Date Track update not allowed for a record which started today** – In this case an incorrect Pen Override Date in the future is held on the Pension NHS element. The system is saying it cannot update a record that has not commenced. Amend the Pen Start Date on ESR collect arrears and correct record on POL.

5.11. GOOD PRACTICE

When Pensions process a New Joiner record they create the inbound interface but they also generate a SD55 Notification on POL. It is recommended good practice that trusts should monitor the SD55 notifications on POL against the NHS New Joiners Spreadsheet available from the NHS Hub. Regular monitoring of this data will resolve problems at an early stage and will help reduce long term problems.

6. CHANGES INTERFACE

6.1. OVERVIEW

Changes to the Person Record and the Pension NHS element held on ESR will result in the detail being notified for pensioned assignments on the Pension Changes Interface. This interface is automatically run daily. This section explains what changes are notified and how and when they are applied to the NHS Pensions records.

6.2. CHANGES INTERFACE ITEMS UPDATED ON NHS PENSIONS MEMBER RECORD IMMEDIATELY

The items that are notified to NHS Pensions on a daily basis via the changes Interface and which NHS Pensions action immediately on receipt of the data provided a matching record can be found are as follows:

Changed National Insurance Number	Address Line 1
Changed Date of Birth	Address Line 2
Changed Date of Birth Verification Marker	Address Line 3
Changed Surname	Address Line 4
Changed First Name	Address Line 5
Sex	Former Name
Title	Job Code

Users should bear in mind that ESR has different validation rules than the NHS Pensions systems' therefore, it will be necessary to carry out additional checks on the person data. The following areas require particular attention:

Surname – Make sure characters are allowable within the NHS Pension range and that forenames are not inadvertently held in this field. Valid characters for NHS Pensions are restricted to Alpha, Apostrophe and Hyphen. Any other character will cause the record to fail on the interface requiring corrective action.

Forename – This must be complete and should be more than one character in length.

Title – This is not mandatory in ESR but is mandatory on Pensions systems.

Date of Birth – Please check that the date of birth is reasonable. Employees should be within the permitted age parameters for scheme membership i.e. 16 -75. Also ensure that the Date of birth verification field on the Person DFF is completed.

6.3. CYCLIC CHANGES

The data items that, although notified on a daily basis to NHS Pensions are not updated immediately on Pensions Member Records are shown in the table below. This is due to the nature of the way Pension records are held. These items are updated on a cyclic basis, either at year-end or, when a leaver record is processed for that assignment, whichever comes first.

Changed Pension Start Date
Employment Type and date of change
MHO Indicator(Status)
Whole time / Part time Indicator and date of change
Actual Hours and date of change
Standard Hours for the Grade and date of change
Actual Sessions and date of change
Bank Indicator

Changed Pension Start Date – It has been known for this date to be corrupted on input so please check for reasonableness. There have also been cases where the commencement date is incorrect, and this is reflected in the Pension Start Date

Employment Type - Care should be taken with the Employment Type to ensure that it is accurate and reflects the employee's area of work.

MHO Indicator (Status) – This is mandatory for Pensions please ensure this is correctly completed in all cases. This field is not updated until a cyclic event (Year End or Leaving record is processed).

Changes to Whole time /Part time – These changes are not implemented immediately on POL, this could cause problems when Pensions process other records for example, person was Whole time and they change to part time and have a secondary part time assignment created. Take care to date track these changes.

Changes to the Standard working week for the Grade – Where someone is changing their standard working week for the grade then there will be a need to manually control POL at year-end to update part time hours up to the change and from the change. If an employee changes from Hours to Sessions, then this will also need manual intervention.

6.4. ITEMS SENT BUT NOT USED BY NHS PENSIONS

The following data items are sent on the Changes Interface but are not utilised on POL:

Marital Status	WTE
Correspondence address Lines 1 to 5	Standard Sessions
Pay Address Lines 1 to 5	NI Class
Place of Employment	Contribution rate
Job title	
Occupation Code	
Annual Basic salary	
As and When Indicator	
Locum Indicator	

Although the above items are not updated by NHS Pensions they could be used at a future date. Therefore, care should be taken when populating these fields. For example, the Job Title and Occupation code will be used for statistical purposes by NHS Pensions. The contribution rate can also be used to help validate contributions at cyclic update time.

6.5. CHANGES TO PENSION NHS ELEMENT SETTINGS

Change to Banding – The pension element should be altered from the first date of the month following the date the change to the pension banding applied. The Pension Band Reassessment (Mid-Year) process can be used to assist with this.

7. PAYROLL UPDATE (LEAVERS) INTERFACE

7.1. OVERVIEW

Pension Leaver Records can be created in various ways on ESR, and this normally results in the electronic equivalent of the form SD55 being forwarded at the end of the Pay Period via the ESR NHS Pensions Interface.

The following will generate a leaver record:

1. Employee Terminated via the End Employment Form on ESR in the current payroll period
2. Secondary Pensioned Assignment Terminated
3. Bank employee that has not been paid for a full financial year
4. Employee is made a leaver retrospectively in previous financial year
5. Employee who opts out of the NHS Pension Scheme.
6. Employee approaching retirement within 3 months.
7. Pension NHS element end dated
8. Joiner Cancellation

7.2. LEAVER WHO IS TERMINATED VIA THE END EMPLOYMENT SCREEN

The End Employment screen in ESR allows HR URP holders to terminate an employee from ESR. When the Actual Dates of Termination are confirmed, and the termination record is saved this will generate a Leaver Record (LV) at the end of the pay period.

7.3. LV – LEAVER RECORD:

The leaver record will contain year to date balances for an assignment that is leaving the NHS Pension Scheme.

7.4. INFORMATION TRANSFERRED TO NHS PENSIONS IN LV RECORDS

The LV record contains the items below and provided the record is acceptable to NHS Pensions these items will be uploaded onto the NHS Pensions member record. This action will normally take place within a few days of the end of the pay period. Should there be a problem with the record then it will be reported through Error Handling within Pensions Online.

Employee Contributions	NHS_PENSION_CONT_EES, dimension _ASG_TD_YTD.
Employee Pensionable Pay	NHS_PENSIONED_PAY_EES, dimension _ASG_TD_YTD
Employer Contributions	NHS_PENSION_CONT_ERS, dimension _ASG_TD_YTD.
Employer Pensionable Pay	NHS_PENSIONED_PAY_NOTIONAL_ERS, dimension _ASG_TD_YTD.
Employee Gross Rate of Pay	NHS_PENSIONED_GROSS_PAY, dimension _ASG_TD_YTD.
Contribution Rate	Derived from the Capacity code Suffix
AVC Contributions	NHS_ADDYRS_CONT, dimension _ASG_TD_YTD.
Non-Pensionable Days	Defined as Unpaid Sickness Absences or any Unauthorised Absence NHS_PENSIONED_DISALLOWED_DAYS dimension _ASG_TD_YTD
Number of Part Time Hours /Sessions Worked	NHS_PENSIONED_PT_HRS, dimension _ASG_TD_YTD.
Number of Part Time Deemed Hours/Sessions	NHS_PENSIONED_DEEMED_PT_HRS, dimension _ASG_TD_YTD.

Additional Pension1: Contribution	Year to date Annual Pension Contributions for this contract (first Contract) NHS_APP1_EE_CONT dimension _ ASG_TD_YTD
Additional Pension1: Instalments	Number of instalments made in this year for this contract. (first Contract) NHS_APP1_EE_PDS dimension _ ASG_TD_YTD
Additional Pension2: Contribution	Year to date Annual Pension Contributions for this contract (second Contract) NHS_APP2_EE_CONT dimension _ ASG_TD_YTD
Additional Pension2: Instalments	Number of instalments made in this year for this contract. (second Contract) NHS_APP2_EE_PDS dimension _ ASG_TD_YTD
Additional Pension3: Contribution	Year to date Annual Pension Contributions for this contract (third Contract) NHS_APP3_EE_CONT dimension _ ASG_TD_YTD
Additional Pension3: Instalments	Number of instalments made in this year for this contract. (third Contract) NHS_APP3_EE_PDS dimension _ ASG_TD_YTD
Arrears of Pension	NHS_PENSION_ARREARS_BAL, dimension _ASG_TD_ITD.
Arrears of AVC Pension Contribution	NHS_PENSION_ARREARS_ADDYEARS_CONT dimension _ASG_TD_YTD
NI Earnings penultimate Tax Year	NI Contracted Out Earnings for Tax Year prior to Tax Year of leaving. Where the current tax year is 2010/11 or later this is the sum of the balances NI D Able ET + NI E Able ET + NI D Able UAP + NI E Able UAP. Where the current tax year is prior to 2010/11 then this is the sum of the balances NI D Able ET + NI E Able ET + NI D Able UEL + NI E Able UEL The numeric value will be prefixed with the letter 'E' if the YTD balance for 'NI E Able ET' is non-zero.
NI Earnings this Tax Year	NI Contracted Out Earnings for Tax Year of leaving. Where the tax year is 2009/10 or later this is the sum of the balances NI D Able ET + NI E Able ET + NI D Able UAP + NI E Able UAP. Where the tax year is prior to 2009/10 then this is the sum of the balances NI D Able ET + NI E Able ET + NI D Able UEL The numeric value will be prefixed with the letter 'E' if the YTD balance for 'NI E Able ET' is non-zero.
Arrears Pension Contribution	NHS_PENSION_ARREARS_CONT dimension _ ASG_TD_YTD
Date Of Leaving Pension Scheme	This is actual Leaving Date entered on the End Employment form
Reason for Leaving Pension scheme	This is the Reason for leaving as input on the End Employment Form. This is converted by NHS Pensions on receipt of the information to reflect the NHS Pension reason for leaving.
Excluded assignment	Where the element "Pension Interface Assignment Override NHS" is held on the assignment this flag will be set to advise NHS Pensions to ignore the record.

Certain items are included on the LV record sent to NHS Pensions but are not transferred onto the member record. It will be necessary for users to update Pensions Online with this data in order for the record to be correctly maintained. These items are listed in the following table:

Arrears of Pension Periods	NHS_PENSION_ARREARS_PDS dimension _ASG_ITD
Arrears of AVC Pension Periods	The number of periods remaining after the current period for the EE's Added Pension Years Arrears. NHS_PENSION_ARREARS_PDS dimension _ASG_ITD
Arrears of AVC	NHS_PENSION_ARREARS_ADDYRS_BAL, dimension _ASG_ITD.
Number of Hours/Sessions Worked	NHS_PENSIONED_BASIC_HRS, dimension _ASG_TD_YTD
Number of Deemed Hours/Sessions	NHS_PENSIONED_DEEMED_BASIC_HRS, dimension _ASG_TD_YTD.
NI Earnings antepenultimate Tax Year	NI Contracted Out Earnings for Tax Year 2 years prior to Tax Year of leaving. Where the current tax year is 2011/12 or later this is the sum of the balances NI D Able ET + NI E Able ET + NI D Able UAP + NI E Able UAP.

	<p>Where the current tax year is prior to 2011/12 then this is the sum of the balances NI D Able ET + NI E Able ET + NI D Able UEL + NI E Able UEL</p> <p>The numeric value will be prefixed with the letter 'E' if the YTD balance for 'NI E Able ET' is non-zero.</p>
--	---

Where multiple assignments are held and the End Employment Screen has terminated the Employee then a record will be sent for each assignment that holds a current open Pension NHS element.

7.5. SECONDARY ASSIGNMENT TERMINATED

A Secondary Pensioned Assignment can be terminated by amending and saving the Assignment status to one of the following settings:

End
 Terminate Process Assignment or
 Terminate Assignment

This will create a LV record to be sent on the Payroll Update.

7.6. BANK ASSIGNMENT NOT BEEN PAID FOR A FULL FINANCIAL YEAR

Where an assignment with the assignment category of Bank has not been paid for a full financial year ESR will create a Bank leaver Record and close down the pensioned employment with effect from the end of the previous financial year. The system will send an LP record to NHS Pensions who will close the assignment as a leaver at 31st March in the previous financial year. ESR will amend the assignment status to Inactive Not Worked and will opt the assignment out of the pension scheme.

It is expected that users will terminate these assignments with a leaving date of the date last worked, or the day after the hire date if never worked.

If the assignment is not terminated and the employee is due to be paid in a future pay period, then it will be necessary to date track and opt the assignment back into the pension scheme and update the pension contribution from the date on which the employee worked. The assignment status will also need to be amended. When the assignment is paid ESR will send a New Joiner Record.

7.7. EMPLOYEE MADE A LEAVER IN PREVIOUS FINANCIAL YEAR

Where a Leaving date is entered retrospectively, and the leaving date refers to the previous financial year ESR will generate a Leaver Previous record (LP). The reason for the LP record is that the year-end return does not contain the same information as a LV record. ESR will send the LP record to show the equivalent of the LV information but relating to the end of the previous year Balances. The LP record is made up of the items contained in the leaver file plus additional leaving information such as date of leaving and reason.


In such cases a Leaver Adjustment (LA) record will also be sent to display the current year balances where a payment has been made in the current financial year e.g. payment of unsocial hours worked in March paid in April for a non- bank employment.

Where this happens and retro pay adjusts the pension contributions in the current year there is a possibility of an RTI error due to negative pension balances see section 4.8 of this document for guidance on cross year adjustments.

7.8. EMPLOYEE WHO OPTS OUT OF THE NHS PENSION SCHEME

An employee who decides to opt out of the NHS Pension Scheme will generate a LV record. For example, an employee is in the scheme for a year and decides they wish to opt out and completes a form SD502. In such cases you should date track to the opt out date and amend the Opt Out field on the Pension NHS element to "Yes" and save the change as an update. You should also enter the reason for opt out.

This will cause an LV record to be sent with the Pension termination date being the day before the updated change.

 You should not enter an opt out date on the Pension NHS element.

7.9. EMPLOYEE APPROACHING RETIREMENT WITHIN 3 MONTHS

It is a requirement for Employees approaching retirement to give advance notice of their intention to retire to ensure payment of pension is made on time. This is normally achieved by submitting the form AW8 online.


ESR tries to assist in the process by generating a Leaver Retirement record (LR) in cases where a Reason for Leaving contains the word "Retirement" and as a result the assignment will terminate within 13 weeks/ 3 months of the current period end date. The Leaving Date is set to either the actual termination date if entered or otherwise the projected leaving date.

The LR record contains the same information as detailed for the LV record.

The balances will relate to the end of the pay period in which the record is created. Once a LR record is created ESR will then report a Leaver Adjustment record (LA) for each subsequent pay period the employee is paid thereafter.

A LR record will in effect close down the NHS Pension member record at the projected Retirement Date and you will need to make sure you update the POL record with the projected end of employment values.

As retirement benefits are now subject to an electronic version of form AW8, it is likely that the pension record will be terminated by the Pension Officer online and therefore, you may wish to enter the element Pension Interface Assignment Override NHS to advise NHS Pensions to ignore the system produced leaver and leaver adjustment records. However, if you do so you must remember to make sure the final pay details are checked back to ESR when the employee receives their final pay. If the annual Pay Award has yet to be paid then you would need to remove this element after the final payment and before the arrears payments are calculated so an adjustment for the award is sent automatically.

 Under RTI rules Users will not be able to enter a leaving date 3 months in advance on ESR, they will need to enter this as projected leaving date to generate the leaver record.

7.10. LEAVER ADJUSTMENTS

Where an employee has previously been notified as a Leaver Record (LV) and a subsequent change has been carried out on the payroll e.g. retrospective payment of pay award arrears; Payment of enhanced hours worked in the last month of employment the system will generate a Leaver Adjustment record (LA) to notify NHS Pensions of the revised balances. These are sent on the payroll update interface. The fields contained on the LA record are the same as detailed for the LV record.

7.11. GENERAL GUIDANCE ON LEAVERS

7.11.1. Pay in lieu of annual leave

Payments in Lieu of annual leave are pensionable and should be reflected in the Override Pension End Date on the Pension NHS element. Further guidance on how annual leave at termination should be managed can be found on NHS Pensions website.

The Override Pension End date will only work provided it goes through at the same time as the leaver notification. If you need to alter this after the leaver notification has been sent you need to do this manually on Pensions Online.

7.11.2. Termination of records on no pay but paid injury allowance

Periods of no pay sickness will be reported as disallowed days. Where Injury Allowance only is being paid please make sure that the system is not treating this as service.

7.11.3. Rejection of termination record

Leaver records with Employer's Contributions (including deemed) and Employer's Pensioned Pay (including deemed) are less than the Employee's Contribution and/ or Employee's Pensioned pay will be rejected by NHS Pensions.

7.11.4. Not returning from maternity leave

An employee who has been paid Occupational Maternity Leave on the understanding that they were returning to work and who subsequently advises they are not returning to the NHS within the permitted time will have been overpaid. This will in all probability create a Leaver Previous record with negative values. You can avoid this being reported as an error by using the element **Pension Interface Assignment Override NHS**. In such cases you will still have to manually amend POL.

It is also a case that those who return to work for a period of less than 3 months need to be treated similarly.

How these are treated are at the discretion of the employer and cases of hardship can often result in no recovery.

7.11.5. Negative Values

NHS Pensions will reject any leaver record with negative values including Leaver Adjustments. Where late notification of a leaver record is received and an overpayment has occurred you will need to amend POL to reflect the correct balances. It is advisable to add the element **Pension Interface Assignment Override NHS** at the same time as carrying out the appropriate retrospective adjustment

- ⚠ There should never be a case for negative contributions, as you should not cross tax years with adjustments this is against HMRC policy. Refunds over previous years are covered in section 4.8 of this guide.

7.11.6. Reason for leaving - dismissal

All LV records relating to dismissal are queried with the Employing Authority in case the dismissal could be linked to a fraud. The leaving records are terminated by NHS Pensions with an 02 exit code (dismissal, benefits withheld), and you will receive a notification via POL. You will need to confirm the reason for leaving with NHS Pensions.

7.11.7. Mismatch of pension records - effect on leaver records

Where an assignment has not been matched with its NHS Pensions record, the Leaver record will not be input onto the member record. You will need to check POL Error Handling and either clear the error or terminate the record via POL, where the error is allocated to NHS Pensions, they will contact you if further information is required. Do not forget that if the employee is moving elsewhere in the NHS this could stop their New Joiner record with the new EA being accepted.

8. YEAR END INTERFACE

8.1. OVERVIEW

The NHS Pensions Year End Payroll Update Interface is executed at the end of the Pensions Scheme Year (normally towards the end of April to allow for year-end adjustments to be made) and will send YTD balances for all assignments still enrolled in the NHS Pension Scheme as at the Financial Year End. Assignments deemed as Leavers as at the Financial Year End are excluded (assignments classified as a Leaver Retirement (LR) Records are not considered as leavers in this context).

ESR will execute this interface on behalf of the Employing Authority.

An assignment will only appear once in the output file. Only assignments that meet the following criteria are processed:

- i) The Assignment must be open as at the Financial Year End
- ii) The Assignment has an open 'Pension NHS' element as at the Financial Year End.
- iii) The Assignment has a non-zero YTD balance on at least one of the following balances
 - NHS_PENSION_CONT_EES
 - NHS_PENSION_CONT_ERS
 - NHS_ADDYRS_CONT

8.2. ITEMS UPDATED ON PENSIONS ONLINE IMMEDIATELY

The items that are included on the Year End Interface for each open assignment will be updated on NHS Pensions member records, provided a match can be achieved and the record has been updated to at least the previous financial year end: The following items will be updated on the NHS Pensions member record as part of the year-end Interface:

Employee Contributions	NHS_PENSION_CONT_EES, dimension _STAT_YTD.
Employee Pensionable Pay	NHS_PENSIONED_PAY_EES, dimension _STAT_YTD
Employer Contributions	NHS_PENSION_CONT_ERS, dimension _STAT_YTD.
Employer Pensionable Pay	NHS_PENSIONED_PAY_NOTIONAL_ERS, dimension _STAT_YTD.
Employee Gross Rate of Pay	NHS_PENSIONED_GROSS_PAY, dimension _TD_YTD.
AVC Contributions	NHS_ADDYRS_CONT, dimension _STAT_YTD.
Non-Pensionable Days	Defined as Unpaid Sickness Absences or any Unauthorised Absence NHS_PENSIONED_DISALLOWED_DAYS dimension _STAT_YTD
Hours/Sessions Flag	
Number of Part Time Hours/Sessions Worked	NHS_PENSIONED_PT_HRS, dimension _STAT_YTD.
Number of Part Time Deemed Hours/Sessions	NHS_PENSIONED_DEEMED_PT_HRS, dimension _STAT_YTD.
Adjustment Period Start Date	
Adjustment Period End Date	
Excluded Assignment	

8.3. ITEMS FORWARDED FOR INFORMATION

The following items although included on the Year End interface are sent to NHS Pensions for use on other systems or for possible future use:

Number of Hours/Sessions Worked	NHS_PENSIONED_BASIC_HRS, dimension _STAT_YTD
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Number of Deemed Hours/Sessions	NHS_PENSIONED_DEEMED_BASIC_HRS, dimension _STAT_YTD.
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The balances supplied will be those that were paid during the financial year even if they include retrospective arrears payments going back into previous financial years. It is the Employing Authorities responsibility to amend the year end details so that postings are reflected in the correct year, please refer to section 4.8 for further details.

Where a match cannot be made between ESR and the Pensions record it will be necessary for the Employing Authority to manually update the year end data via POL or by some other agreed method.

Once the Year End is processed NHS Pensions will also update the NHS Pensions member record with all of the cyclic items that have been stored from the Pensions changes interface.

Due to the size of the files generated, it is necessary for the Year End files to be processed onto POL over a number of weeks.

A copy of the Year End information supplied to NHS Pensions is available as a report via the NHS Hub.

9. BANK STAFF

9.1. OVERVIEW

ESR treats Bank Staff the same as any other staff member unless they are not paid in a financial year.

The NHS Pensions Bank Leaver Interface will be executed at the end of the Pensions Scheme Year, after the last Pensions Year To Date process has completed for the financial year and before the actual Pension Year End process runs. The Bank Leaver Interface will identify Bank Leavers, mark them as opted out of the NHS Pension scheme and create LP – Leaver Previous records for those assignments. Having been opted out of the scheme the Bank Leaver assignments will then not be processed by the Year End Interface itself.

The Bank Leaver Interface will identify Bank Leavers as bank assignments which have not been paid during the previous year, as specified by the Run Date parameter, and which have an assignment start date on or prior to the start of the previous year, i.e. a bank assignment can only become a leaver if it has existed as a bank assignment for the whole of the year.

An exception to the above is that an assignment which has never been paid and so have never been sent to NHS Pensions as a New Joiner will not be identified as a Bank leaver.

Having identified an assignment as a Bank Leaver the interface will create an LP record for that assignment and include it in the NHS Pensions Bank Leaver Interface File. The date of leaving for these records will be 31st March of the previous financial year being processed.

After all Bank Leavers have been identified and LP records created for them then a second process will be initiated to update the ESR Assignment records and their associated Pension NHS elements. The process will update the Pension NHS element accordingly, setting the Opt Out Flag to 'Yes' with an effective date of 1st April. The process will also change the Assignment Status to 'Inactive Not Worked' as of 1st April.

9.2. BANK STAFF WHO BECOME PART TIME OR FULL TIME EMPLOYEE AND VICE VERSA

Because of the way bank staff are treated by NHS Pension systems and HMRC, problems will arise if someone is changed from a normal assignment to a Bank assignment. In such cases a new assignment should be created and the existing assignment terminated.

9.3. BANK PAYMENT ELEMENTS AND PART TIME PENSIONED HOURS

Organisation may not use the Basic Hours NR NHS element to pay Bank Staff but instead use other elements such as Local Group 0. You should ensure that the element you are using is feeding part time pensioned hours. Failure to do so will result in under reporting of part time pensioned hours.

9.4. BANK STAFF AND PENSION CONTRIBUTIONS

Provided they are not excluded from the Pension Scheme because they already have a full-time pensioned contract in the NHS or are a re-employed pensioner then Bank Staff have a right to join the pension scheme.

9.5. TERMINATING BANK STAFF

When terminating an assignment with a status of 'Bank', the termination date should be the date the assignment last worked. In cases where the Bank record has never been paid, the termination date should be the day after the start date. This will prevent errors when the record is reported to NHS Pensions and HMRC.

10. PENSION ELEMENTS

10.1. OVERVIEW

Within ESR there are a number of Pension elements to enable Employing Authorities to deduct correct contributions from the employee and to report them on the interfaces and also on the various reports within ESR. The following elements are for use with the NHS Pension scheme:

- Pension NHS
- Add Pension Purchase 1 NHS
- Add Pension Purchase 1 NR NHS
- Add Pension Purchase 2 NHS
- Add Pension Purchase 2 NR NHS
- Add Pension Purchase 3 NHS
- Add Pension Purchase 3 NR NHS
- Pension Add Yrs Full 1 NHS
- Pension Add Yrs Half 1 NHS
- Pension Add Yrs Full 2 NHS
- Pension Add Yrs Half 2 NHS
- Pension Add Yrs Full 3 NHS
- Pension Add Yrs Lump Sum Adjust NHS
- Pension Adjust NR NHS
- Pension Arrears Override NHS
- Pension Interface Assignment Override NHS
- Pension Lump Sum 1 NHS
- Pension Lump sum 2 NHS
- Pension Reband Override NHS
- Prev Pen Arrears NHS
- Prev AddYrs Arrears NHS
- Prev AddYrs Arrears NTR NHS

The following Pension Elements will not be used to report for the purposes of the NHS Pension Scheme. These should therefore not be used for NHS Pension Scheme deductions.

- Pension Added Cover
- LGPS elements

Detailed below is guidance on the usage of the NHS Pension elements.

10.2. PENSION NHS

ESR will automatically create the Pension NHS element for all new joiners and the system will set default values for most of the fields contained on that element. It is up to each Employing Authority to ensure the Pension NHS element is set correctly depending upon the employee's own particular situation. Details of the use of this element are provided in new joiner section and changes section.

10.3. ADD PENSION PURCHASE X NHS

This element enables the deduction of the Additional Pension Purchase facility. This element will enable the deduction of contributions over a period allowing tax relief at source. Each Additional Pension Purchase is subject to a separate contract. Active members of the NHS Pension Scheme can elect to purchase additional pension through additional contributions. Such contributions may be a single lump sum amount, or a fixed amount per month set at the start of the employee's election to purchase.

There are three elements available, the first for the first contract, the second for the second contract and the third for a third contract.

The three fields for entry are:

Period Cash Amount – enter the value you are required to deduct each pay period

Contract End date – the date by which the employee will have finished making payments

Reference – this is the unique reference number for each contract as supplied on the confirmation letter from NHS Pensions.

10.4. ADD PENSION PURCHASE X NR NHS

This element also allows you to deduct the Additional Pension Purchase facility as part of the arrangements from 1 April 2008 as detailed above. This element is non-recurring but allows you to enter the number of periods so that where you are recovering arrears of a payment due you can increase the balance of the number of installments.

For example, an employee should have paid £50.00 per month but has missed paying for three months. You enter a deduction value of £150.00 and a number of periods of 3 and the relevant reference number advised by NHS Pensions. The system will deduct £150.00 over 3 installments in the relevant balance.

There are three elements available, the first for the first contract, the second for the second contract and the third for a third contract.

Deductions via this element will feed the Additional Pension Balance and Additional Pension Installment Balance

Where an employee has multiple assignments you may need to spread the payments over these.

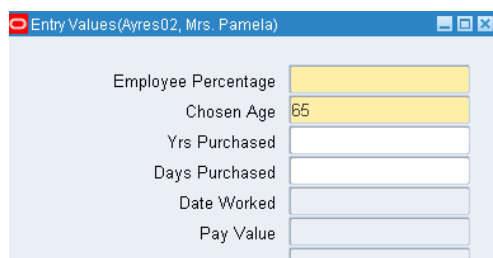
10.5. PENSION ADD YRS FULL X NHS

This element is provided to deduct the old style Added Years contributions that were phased out during the 12 months up to 31 March 2009. The element allows you to enter all of the appropriate information to control the payment of added years. Where the employee was subject to pension capping prior to April 2008 you should mark the Pension NHS element as subject to capping and this element will be duly subject to capping.

There are three elements available, the first for the first contract, the second for the second contract and the third for a third contract.

For Multiple Assignments you will need to apply the percentage deduction across all pensionable assignments.

The input fields permissible are as follows:



Employee Percentage	<input type="text"/>
Chosen Age	<input type="text" value="65"/>
Yrs Purchased	<input type="text"/>
Days Purchased	<input type="text"/>
Date Worked	<input type="text"/>
Pay Value	<input type="text"/>

Employee Percentage – Enter the percentage as notified by NHS Pensions. This is a mandatory field for this element. ESR will derive the payment due from this element based on the entry.

Chosen Age – This is the chosen retirement age to which the employee has agreed to make payments. ESR will stop the payments when that age is reached.

Yrs Purchased – Although not mandatory this may be a helpful entry. Enter the total years being purchased.

Days Purchased - Although not mandatory this may be a helpful entry. Enter the part year number of days being purchased. Deductions via this element will feed the AVC contributions balance.

10.6. PENSION ADD YRS HALF X NHS

This element is similar to Pension Add Yrs Full as above but is provided where the employee is purchasing Added Years at half cost. This is reported the same as Pension Add Yrs Full 1 NHS above. The input details are the same as Pension Add Yrs Full.

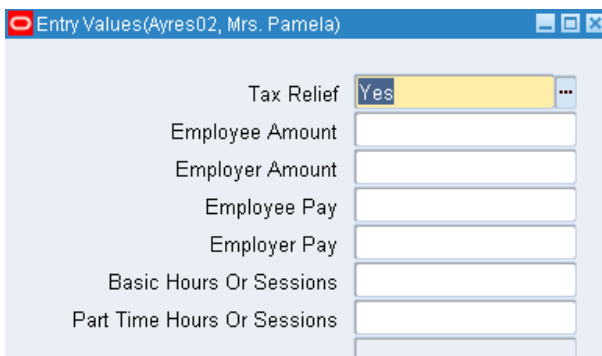
The Employees percentage is the percentage you wish to deduct. ESR will not halve this amount. There are two elements available, the first for the first contract, and the second for the second contract.

10.7. PENSION ADD YRS LUMP SUM ADJUST NHS

This element was provided to allow the deduction of Additional contributions for old style Lump Sum or Added Years payments. It was intended for use where the employee was paying by lump sum and you wish to record the detail on the payroll to attract tax relief. You may wish to create a local deduction to refund the deduction on the payroll as the employee has paid the trust the lump sum and you are simply accounting for the payment.

Deductions via this element will feed the AVC balances.

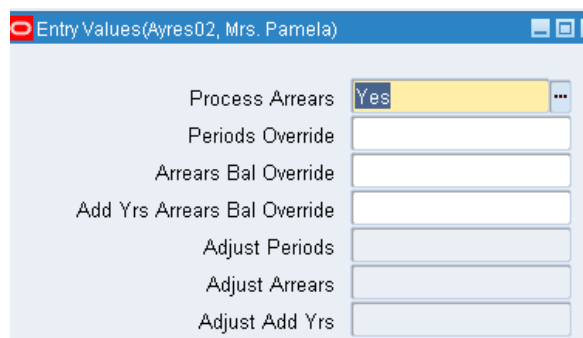
10.8. PENSION ADJUST NR NHS



Tax Relief	Yes
Employee Amount	
Employer Amount	
Employee Pay	
Employer Pay	
Basic Hours Or Sessions	
Part Time Hours Or Sessions	

The Pension Adjust NR NHS element is provided to allow users to manually amend the pension payment in a pay period. Although not mandatory you should not forget to complete all of the relevant fields including Employee's and Employer's pay as well as Employers and Employees contributions. For part time staff do not forget to adjust the Part Time Pensioned Hours, as appropriate.

10.9. PENSION ARREARS OVERRIDE NHS



Process Arrears	Yes
Periods Override	
Arrears Bal Override	
Add Yrs Arrears Bal Override	
Adjust Periods	
Adjust Arrears	
Adjust Add Yrs	

This element is provided to allow users to amend any system automatic calculations in respect of no pay absences where arrears of pension contributions have been generated to be deducted over a period after the employee returns to work. Examples of this are Maternity Pay and Adoption Pay.

This is a reducing balance element but will be held in Balances and not in the Element Entries screen.

The input fields are as follows:


Process Arrears – mandatory field, if "Yes" is selected the system will deduct arrears, whereas if "No" is selected the system will not deduct arrears.

Periods Override – Enter the number of periods you wish to deduct the arrears payment this will override the systems calculation of arrears payments.

Arrears Bal Override – Enter the total amount of arrears you wish to recover. This will override any balance currently held

Add Yrs Arrears Bal Override - Enter the Employee's added years pension scheme contributions to be recovered. This will replace any previous system generated value

Deductions via this element feed the Pensions Arrears; Pension Arrears Periods: Pension AVC Arrears; and Pension AVC Arrears Periods balances

-  Bear in mind that where you are using this element you probably should also be amending the Employer's pay and contributions that have already been deducted each pay period that the employee was on no pay. Do this by means of the Pension Adjust NR NHS element.

You may also need to use both this element and Pension Adjust NR NHS element for cases where Maternity Leave has been paid across multiple assignments in order to ensure correct allocation of contributions and pay across each assignment.

10.10. PENSION INTERFACE ASSIGNMENT OVERRIDE NHS

This element should be used in cases where you do not wish the interface to report the record. You simply save this element on an assignment to signal to NHS Pensions that they should ignore this record. The interfaces will still report on the assignment but will flag to NHS Pensions that you wish them to ignore the detail forwarded.

When you subsequently want the record to be subject to the interface, the element will need to be end dated. Any data sent via the interface from the first input of the element up to and including the end of the element will not subsequently be sent to NHS Pensions.

There are no entry values on this element.

If an employee has this element present and you attempt to end the employment a warning message will appear on the End Employment screen.

Please note you should not have multiple open-ended entries of this element present on a record as it causes problems with the Changes Interface.

Recommended usage of this element is as follows:

1. When an employee is not entitled to join the NHS Pension Scheme.
2. When you close a record down manually on POL and do not wish the interface Leaver record to be applied by NHS Pensions, for example where you forward an AW8 for a forthcoming retirement and have updated POL with appropriate leaver details.
3. When you have overpaid a leaver (or for someone not returning from Maternity leave) and are adjusting ESR to reflect the overpayment recovery do not forget to amend POL with correct leaving values.
4. When someone has been on a Career Break and decided not to return – again update POL manually.
5. When someone is terminating after being on unpaid sick leave again update POL manually.
6. Any other case where you have negative cumulative Pension values on a leaver record.
7. Where you know the record is in suspense with NHS Pension Scheme.
8. Where NHS Pensions have advised you in arrears that someone has reached maximum Pension Service – close the record on POL manually.
9. Where you are adjusting a Pension Start date on ESR to match the record with that already created on POL.
10. Where you are creating a manual New Joiner on POL although this should be avoided as it is best to let ESR notify these.

10.11. PENSION LUMP SUM X NHS

This element was provided to enable the deduction of Unreduced Lump Sum for widower's benefits.

Input fields are as follows:

Employee Percentage – Enter the percentage as notified by NHS Pensions. This is a mandatory field for this element.

Chosen Age – This is the chosen retirement age to which the employee has agreed to make payments. ESR will stop the payments when that age is reached.

Yrs Purchased – Although not mandatory this may be a helpful entry. Enter the total years being purchased.

Days Purchased - Although not mandatory this may be a helpful entry. Enter the part year number of days being purchased. This element feeds the Pension AVC balance. There are two elements available.

10.12. PENSION REBAND OVERRIDE NHS

Where an employee has been subject to a contract change part way through a year it may be incorrect to allow the record to be subject to the rebanding at year end.

This element stops the automatic rebanding. You will need to check at year end to ensure the rate is still applicable.

This element will only apply to one year end. If the person is subject to a Band change in the following year you need to save another instance of the element for the system not to reband.

If you input this in error, purge the element from the original entry date by date tracking and then clicking on the delete entry marker at the top of the screen and save as an update.

Note: This element should only be used in certain cases where you change the Band part year. It will close itself down on the following 1 April after the re-banding exercise is carried out.

The rebanding exercise only applies to Assignment statuses that are active at year-end. Items such as Inactive not Worked and Suspend or out on External Secondment must be picked up manually on the employees return to work.

10.13. PREV PEN ARREARS NHS

This element is provided to allow you to recover Arrears of Pension from a Previous Pensionable Employment. These are normally notified to the EA by NHS Pensions via a POL SD55 notification and need to be covered by separate reporting.

This is a reducing balance element.

There are two Input Fields which are self-explanatory:

Arrears Amount – Enter amount of previous service arrears to be recovered.

Repayment Periods – Enter Number of Pay Periods over which arrears are to be recovered. This element feeds the Previous Service Arrears of Pension Contributions and Previous service Arrears of Pension Periods Balances.

10.14. PREV ADDYRS ARREARS NHS

This element is provided to allow you to recover Arrears of AVC Contributions from a Previous Pensionable Employment. These are normally notified to the EA by NHS Pensions via a POL SD55 notification and need to be covered by separate reporting. This is a reducing balance element.

Arrears Amount	<input type="text"/>
Repayment Periods	<input type="text"/>
Amount Repaid	<input type="text"/>
Amount Outstanding	<input type="text"/>
Pay Value	<input type="text"/>

There are two Input Fields which are self-explanatory:

Arrears Amount – Enter amount of previous service arrears to be recovered.

Repayment Periods – Enter Number of Pay Periods over which arrears are to be recovered.

This element feeds the Previous Service Arrears of AVC Pension Contributions and Previous Service Arrears of AVC Pension Periods.

10.15. PREV ADDYRS ARREARS NTR NHS

This element is provided to allow you to recover Arrears of AVC Contributions from a Previous Pensionable Employment. These are normally notified to the EA by NHS Pensions and need to be covered by separate reporting. This element does not attract Tax Relief at Source.

This is a reducing balance element.

Arrears Amount	<input type="text"/>
Repayment Periods	<input type="text"/>
Amount Repaid	<input type="text"/>
Amount Outstanding	<input type="text"/>
Pay Value	<input type="text"/>

There are two Input Fields which are self-explanatory:

Arrears Amount – Enter amount of previous service arrears to be recovered.

Repayment Periods – Enter Number of Pay Periods over which arrears are to be recovered.

This element feeds the Previous Service Arrears of AVC Pension Contributions and Previous Service Arrears of AVC Pension Periods

11. ABSENCES

11.1. OVERVIEW

Understanding how absences work and their effect on pension calculations is critical in ensuring that correct deductions from pay are made and that deemed pensioned pay and deemed employer's contributions as well as disallowed days etc. are correctly reported.

Although there is no specific NHS Pensions Absence interface, the pay calculations arising from Absences affect the Payroll Update (Leaver Records, Leaver Adjustments etc.) and Year End Interface and could lead to items being rejected by NHS Pensions where corrections are not made in the proper manner.

11.2. OCCUPATIONAL SICK PAY – REDUCED PAY

When a Pensioned employment is subject to Half Sick Pay, the following applies :

- i) Employees Normal Pension Contribution is based on actual pay received
- ii) Employees Added Years are payable on normal unreduced pay immediately before commencement of sick leave
- iii) Employer's Pension contributions are payable on normal unreduced pay immediately before commencement of sick leave

To calculate Employer's Pensioned Pay ESR calculates a deemed Pensioned Pay balance and calculates employer's contributions on the pay received and the deemed pay. ESR also calculates Deemed Pensioned Hours and Deemed Part-Time Pensioned Hours for reporting purposes.

The following balances are on the payroll update (Leavers) or Year End interface to account for these cases:

Number of Deemed Hours/Sessions	NHS_PENSIONED_DEEMED_BASIC_HRS, dimension _STAT_YTD.
Number of Part Time Deemed Hours/Sessions	NHS_PENSIONED_DEEMED_PT_HRS, dimension _STAT_YTD.

Injury Allowance paid when on Half Sick Pay is not subject to pension deductions.

11.3. OCCUPATIONAL SICK PAY – NO PAY

When a Pensioned employment is subject to Occupational Sick Pay - No Pay, no contributions should be deducted from the employee for either normal scheme or Added Years. For Employer's Pension Contributions no deduction is to be made. The Employee should be reported as on disallowed days.

ESR stops all Pension contributions and the balance NHS_PENSIONED_DISALLOWED_DAYS dimension _STAT_YTD is created to notify disallowed days on the Payroll Update (for leavers) or the Year End interface.

Injury Allowance paid at same time as the employee is on Sick No Pay is not subject to pension deductions and ESR will report disallowed days for the duration of such payments.

11.4. OCCUPATIONAL SICK PAY – NO PAY WITH SSP ONLY

When a Pensioned employment is subject to Occupational Sick Pay - No Pay the following contributions are payable:

- i) Employees Normal Pension Contributions are based on SSP only.

ii) Employees Added Years are payable on normal unreduced pay immediately before commencement of sick leave

iii) Employer's Pension contributions are payable on normal unreduced pay immediately before commencement of sick leave

For a Bank Worker who is not entitled to OSP but has earned sufficient pay to qualify for SSP, NHS Pensions have advised you should base these on the pay received in the three months prior to the absence and this becomes the deemed pay. For deemed hours you base this on an average of the hours worked in the 3-month period and scale this to the period absent.

For non-bank Staff the normal pay is before they were on reduced pay so this can be calculated and paid. This would need to be calculated by the Employing Authority and the difference between normal pay and SSP should be input manually. To do this use the element **Pension Adjust NR NHS** each pay period.

11.5. OCCUPATIONAL PARENTAL PAY

The Pension contributions should be based as follows:

i) During Paid Parental Leave the Employee's normal contribution is based on actual pay received.

ii) During Unpaid Parental Leave the employee contributions are to be based on the rate of pay immediately before any unpaid Parental leave begins. If an employee only receives Statutory payments, then contributions should be based on the Statutory payments received.

iii) Employer's Contributions and Employee's Added Years Contributions during both Paid and Unpaid Parental Leave should be based on the member's normal salary. This is the rate in payment immediately before parental pay started. This should be updated for Pay Awards and increments. ESR will apply the Pensionable Pay received in the pay period immediately before the commencement of Parental Pay. Users can update both employees and employers pay via the relevant absence screen.

The Pension rules state this should be for the earnings in the pay period immediately before commencement of parental leave. Items such as enhancements will normally be paid a month in arrears and as ESR has commenced the parental leave payments it is unable to amend the values. Items such as pensioned arrears of pay etc. paid in the period immediately before the commencement of parental leave will also be included.

Because the employee's pay is based on the Statutory parental pay averaging period and can be updated because of items such as pay awards/ increments then it is possible that the employer's pay can be less than the employee's pay. In such cases ESR will display negative Deemed Employer's pay.

For leaver records and for Year End where the Employer's pay is less than the Employee's pay NHS Pensions will treat the record as an error.

When the employee goes onto No Pay ESR will accrue any pension contributions due based on the payment made in the last paid period. ESR will also calculate the Added Years contributions. This will feed the following balances:

Arrears Pension Contribution	NHS_PENSION_ARREARS_CONT dimension _ASG_STAT_YTD
Arrears of Pension Periods	NHS_PENSION_ARREARS_PDS dimension _ASG_ITD
Arrears of Pension	NHS_PENSION_ARREARS_BAL, dimension _ASG_ITD.
Arrears of AVC Pension Contribution	NHS_PENSION_ARREARS_ADDYEARS_CONT dimension _ASG_STAT_YTD
Arrears of AVC Pension Periods	The number of periods remaining after the current period for the EE's Added Pension Years Arrears. NHS_PENSION_ARREARS_PDS dimension _ASG_ITD

Arrears of AVC	NHS_PENSION_ARREARS_ADDYRS_BAL, dimension _ASG_ITD.
----------------	--

When the employee returns to work the system will deduct the arrears of Employee and Added Years contributions over the same number of periods as they were accrued. This causes some confusion for part-time staff as deductions are made but there are no part time hours as these were deemed previously. The contributions should in effect be apportioned back to the relevant pension year.

Employer's contributions are deducted each period during the parental absence and Part Time Pensioned hours are deemed each pay period.

The position of Keeping in Touch/Shared Parental Leave in Touch Days is that they are pensioned.

- ⚠ Where maternity payments are spread over the duration of the Maternity Absence (say over 12 months) you need to bear in mind contributions are due as if the maternity pay had been paid in the normal manner. You will therefore have to carry out the necessary pension adjustment entries.

11.5.1. Employees not returning from parental leave

Employees not returning from Parental leave need to be monitored to ensure that the pension record is treated correctly.

Problems arise when an employee originally indicates they will return and then do not and have to pay back parental leave overpaid. In such cases use the Pension Interface Assignment Override NHS element and update the NHS Pensions member record via POL manually.

11.5.2. Adoption and Paternity leave

Although covered by Statutory and National Terms and Conditions of service the payment of Adoption and Paternity Leave is controlled by the use of relevant elements. It will be necessary to ensure any deemed part time hours or notional employer's pay is calculated and input onto the system as appropriate.

11.6. UNAUTHORISED UNPAID ABSENCE

These absences are non-pensioned and ESR will report these as disallowed days and not deduct pension contributions from the employee or employer. The following absence types are available for unauthorised Unpaid Absence:

- Unpaid Unauth Special Hrs
- Unpaid Unauthorised Special

By changing the assignment status to 'Suspend Assignment / Suspend No Pay' ESR will not pass the disallowed days to POL. The absence must be entered to correctly account for the disallowed days. ESR will only deal with the Primary assignment for absence entries.

11.7. AUTHORISED UNPAID ABSENCE

ESR has the following two Absence Types

- Unpaid Authorised Special
- Unpaid Authorised Special Hrs

There are various absence reasons available for entry under these Absence Types. You should not use Unpaid Authorised Unpaid Absences for long term absences.

An entry will signal to ESR that the employee is not to be paid and for ESR to deduct Employer's Pension Contributions. This will also cause ESR to calculate Employee's contributions that are due (as arrears payments) under the following balances:

Arrears Pension Contribution	NHS_PENSION_ARREARS_CONT dimension _ ASG_STAT_YTD
Arrears of Pension Periods	NHS_PENSION_ARREARS_PDS dimension _ASG_ITD
Arrears of Pension	NHS_PENSION_ARREARS_BAL, dimension _ASG_ITD.
Arrears of AVC Pension Contribution	NHS_PENSION_ARREARS_ADDYEARS_CONT dimension _ASG_STAT_YTD
Arrears of AVC Pension Periods	The number of periods remaining after the current period for the EE's Added Pension Years Arrears. NHS_PENSION_ARREARS_PDS dimension _ASG_ITD
Arrears of AVC	NHS_PENSION_ARREARS_ADDYRS_BAL, dimension _ASG_ITD.

Multiple assignments will need to be controlled locally as absences only work by employee and only apply to the primary assignment.

11.8. CAREER BREAKS

Where pensionable pay is reduced or suspended, employee and employer pension contributions are based on the member's pensionable pay immediately prior to the break starting.

NHS Pension Scheme members who take authorised unpaid leave currently have the opportunity to pay their contributions for up to six months. The relevant employer is also required to make their contribution payments accordingly. This facility can be extended for a further period of 18 months. However, after the initial six-month period, a member is required to pay both their own contributions and those due from their employer.

The member has to pay all the contributions by the normal pay over day for each month (17th of the following month). Therefore, you should not create arrears of pay for such absences.

It is recommended that career breaks should be dealt with outside of ESR.

11.9. USING ESR TO RECORD PAYMENTS RECEIVED AND TO UPDATE POL

Where arrangements have been made for the employee to pay their pension contributions to the Trust in advance of payroll processing it is possible to use ESR to record the payment and for this to report back to NHS Pensions.

Firstly, using quick pay you should work out the payment due for each period of the break; keeping a record of both the employee and employer contributions. You will need to take account of any tax refund due each month and offset this against the amount due from the employee.

It will also be necessary to set up two local deductions, to record both employer and employee contribution. These should be coded to the relevant expenditure codes so that a control of payments and deductions can be carried out.

For the first six months, you will use the Pension Adjust NR NHS element to deduct the employee and employer's contribution and pay details. You will also enter the employee's payment elements. Each month taking account of any tax refund due and enter both elements, which should bring the payment back to zero. This will maintain the ESR record.

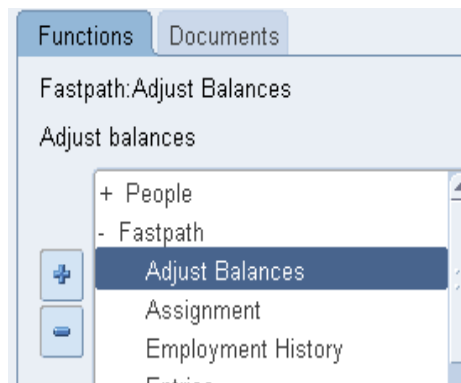
After six months, you would continue to use the Pension Adjust NR NHS element and also use the employer's pension local deduction to deduct the appropriate amount from the employee.

You need to take care where the Taxable pay goes negative and use an NTR code for such cases, but it should be possible to maintain the record. Obviously, this requires careful record keeping and careful control to ensure payments are received on time.

11.10. MULTIPLE ASSIGNMENTS

11.10.1. Occupational Sick Pay

For sickness absences ESR can deal with the secondary assignments but this needs switching on at payroll level and there is also an assignment level override to stop OSP processing if required. If this is not set to pay against secondary assignments payments in respect of half pay and no pay sick entitlement on additional assignments have to be controlled locally. There is no easy way to achieve this other than by controlling the payment and entering the pension adjust element whilst on half pay to increase the employer's pay.



For disallowed days in respect of non- primary assignments you will need to either update via POL at year end manually with the number of days; or alternatively, adjust the balance in ESR.

To do this select the balance element Pensioned Bal Initialisation.

Then tab along to the Disallowed Days Field and type in the number of disallowed days. Do not forget you are creating the new balance here so this should be the cumulative to date.

A screenshot of the 'Adjust Balance' form in ESR. The window title is 'Adjust Balance(Ayres02, Mrs. Pamela)'. The 'Period' is set to '1 2011 Calendar Month' and the 'Effective Date' is '28-APR-2011'. Under the 'Entries' section, the 'Element Name' is 'Pensioned Bal Initialisat', 'Costing' is empty, and 'Original Entry' is empty. There is a 'Costed' checkbox which is unchecked. At the bottom, there are four input fields: 'Gross Pay', 'Pen Pay Notional ERS', 'Disallowed Days', and 'Pen Basic Hours'. The 'Disallowed Days' field is currently empty.

11.10.2. Occupational Parental Pay

ESR does not automatically deal with multiple assignments during absences, and payments during parental pay for non-primary assignments have to be controlled manually. For parental pay there are various options, but all methods have their complications.

1. One option is to combine all pay and only pay on the primary assignment; Multiple cost codes can be used to correctly allocate expenditure. However, doing this can complicate the pension record and you would have to amend via POL to correctly reflect part time hours and earnings in each post once the year end is posted. You would also have to make sure you do not pay against the secondary assignment.
2. Another option is to manually calculate the pay due on the secondary assignment and cancel Basic Pay and other elements for the duration of the parental leave. Then enter a non-recurring local cash element to make the actual payment each pay period. It is necessary to input part time pensioned hours via the **Pension Adjust NR NHS** element to ensure pension records are maintained.

When the employee goes on no pay you need to keep a record of the appropriate accruals for Employees normal contributions and for Added Years and manually enter values against the element **Pension Arrears Override NHS** against the non-primary assignment(s) in order to deduct accrued pension. The Employer's Contribution will also have to be calculated and deducted using the **Pension Adjust NR NHS** element.

Whichever, method you adopt as an Employing Authority, you need to ensure the NHS Pensions member record on POL is correctly maintained for each financial year that the Parental Leave spans.

12. PENSION REPORTS

12.1. OVERVIEW

Within ESR reports can be run via the Requests facility, or via ESRBI.

12.2. NHS ANNUAL PENSION LIST REPORT

This report has been designed to allow the user to audit the year-to-date pension record for an assignment.

There are two parameters

Assignment – enter assignment number for required record

Date – This will default to today's date; amend to relevant date e.g. 31-MAR-2021 to display year-end data.

A sample report is displayed below:

```
Annual Pension list
=====

Surname:                Consultant                EE's Contributions (YTD):6,194.28
Forename(s) :           Medical                EE's Pensionable Pay (YTD):82,590.00
                                ER's Contributions (YTD): 11,562.60
NI Number:              AANNNNNNA                ER's Pensionable Pay (YTD):82,590.00
SD Number:              57 123456
Assignment Number:      99999999                EE's Gross Rate of Pay (YTD):88,784.25
                                Annual Basic Salary: 82,590.00
Employment ID:          00                Additional Conts (YTD):7,433.16
                                Total Add Pension Purchase Cont (YTD):0.00

Capacity Code:          3C                Arrears Pension Contribution (YTD):0.00
                                Arrears of Pension Balance (ITD):0.00
Max Part Time Flag:     N                Arrears of Pension periods (ITD):0.00
Employment Category:    Permanent        Arrears of AVC Pension Contribution (YTD):0.00
Employee Category:      Full Time        Arrears of AVC Pension Balance (ITD):0.00
                                Arrears of AVC Pension periods (ITD):0.00

Employment Type:        3
Pension Start Date:                    Non Pensionable Days: 0

Date of Leaving                    Number of Part Time
Pension Scheme:                    Hours/Sessions Worked (YTD):0
Reason for Leaving                    Contracted Out NI Earnings
Pension Scheme:                    this Tax Year: 35,364.00

Address Line 1:            nn, Aaaaaaa Aaaa        Actual Hours/Sessions: 10.00
Address Line 2:            Aaaaaaa                Standard Hours/Sessions: 10.00
Address Line 3:                    Frequency: Week
County:
Postcode:                  AAnn Naa                Effective Date: 31-MAR-2021

Job Title:                  Consultant                Date of Birth: 31-JUL-1957    Verified
Place of Employment:      NNN NN AHospital        Gender: F
MHO Indicator:                    Title: DR.
                                Former Surname:

                                Changes in Period
                                =====
Field Changed              Old Value              New Value              Date of Change          Effective Start Date
-----
Capacity Code              3                      3C                    01-APR-2020

** End of Report **
```

The following fields are reported in the Changes in Period Section:

- Actual Hours/sessions
- Standard Hours / Sessions
- Maximum Part Timer flag
- Capacity Code
- Pension Status
- Pension Start Date
- National Insurance number
- Surname

Date of Birth
Date of Birth Verified

If the assignment has been opted out during the year the values displayed could be incorrect. This report uses Pensionable Pay rather than Pensioned Pay.

12.3. NHS MONTHLY SUMMARY FOR PENSION SCHEMES

This report should be used to assist you in paying over the total Pension contributions due to NHS Pensions at the end of each month.

The NHS Monthly Summary for Pension Schemes gives the amounts for each Payroll that has been run during the specified period.

12.4. NHS PENSION BAND ALLOCATION REPORT

This report allows users to check the band allocation applied by the Pension Reassessment process.

There are 3 modes of operation as follows

- E – Year End
- M – Mid-Year
- S – Annual Summary

These work as follows:

Year End – If selecting this mode, the Pension Year End to be reported on should also be entered and the report will list only those assignments rebanded as part of the year end process for that year.

Mid-Year – If selecting this mode, the report will only list the assignments that were reassessed Mid-Year in a particular payroll period. The payroll and the pay period to be reported on must also be entered. It is important that this report is generated whenever the Pension Reassessment process has been run. It should be used to check the changes that have happened and for reviewing any messages to see if any manual action is required.

This report will also list assignments that have been skipped or have raised an error and will give the associated reasons in the messages column. Users can choose to leave these assignments to be picked up again at the next year end rebanding or by their next triggering event, whichever happens first. Alternatively, users can choose to reassess them manually using the Ad-Hoc process in a subsequent period, provided the reason for them not getting assessed in the current period has been addressed or does not still apply.

The Mid-Year version of the report will only include assignments that are still active at the end of the period selected. Assignments who left mid-period would not have their pension band re-assessed and would not be included in the Mid-Year version of the report for the period in which they leave.

Annual Summary – If selecting this mode, the report will be a combination of all Mid-Year reassessments and the year-end reassessment for a given Pension Year. Only the Tax Year End parameter needs to be entered and all the Mid-Year reassessments for the year will be included. Only assignments successfully reassessed Mid-Year will be listed in the Mid-Year section of the report, as those not successfully reassessed Mid-Year will be included in the Year-End section. It is possible for an assignment to be in the Mid-Year section more than once where they have been triggered for reassessment multiple times throughout the year. It is advisable that this report is run and checked at year end.

The Annual Summary version of the report will only include assignments that are still active at year end. Assignments who left Mid-Year and who were assessed Mid-Year before they left would not be included in the Annual Summary version of the report.

Further details on how the Pension Band Reassessment process works can be found by clicking on the following link: [Pension Band Reassessment](#).

12.5. NHS PENSIONABLE PAY REPORT


This report was designed to assist in determining TPP figures for Pension Award or Estimate purposes.

It can be used when employees are approaching retirement so a figure of the Total Pensionable Pay can be forwarded to NHS Pensions. The report will provide a listing of the elements that have been used to calculate the Total Pensionable Pay. This report will be applicable to non-practitioner members only.

The TPP period usually covers a period of 365 paid days of pensionable employment but in certain circumstances it may be less than 365 days. For example, an employee may not be in employment for as long as 365 days.

Where there is a period of unauthorised unpaid absence or unpaid sick leave the period over which pay for benefit purposes would normally be calculated would need to be extended backwards into the previous period, for a period equal to the unpaid leave. This will have the effect of making up the TPP period to 365 paid days. This is commonly referred to as 'stepping back'.

The report can also be used to estimate the TPP for a period in the future. When forecasting, the TPP will be calculated/projected using the basic salary and any other recurring pensionable elements that form part of contractual pay, e.g. shift allowance.

-  This report uses pensionable balances rather than pensioned pay so if for some reason the assignment was not in the scheme for any period in the selected dates the value would be wrong. Also, check starting and end dates of assignment as the report estimates pensionable values based on other payments.

12.6. NHS PENSIONS AGENCY INBOUND INTERFACE: REPORT

This report helps identify where ESR and NHS Pensions systems are not matching and where the inbound interface items have not been able to be applied on ESR as a result. It is important that this is run regularly, and the appropriate action taken on any discrepancies that are reported.

The input parameters associated with this report are simply date from and date to.

12.7. NHS PERIODIC PENSION LIST REPORT

This report is similar to the Annual Pension List Report but is limited to a particular pay period and will show the same details for that individual period.

12.8. NHS PENSION CHANGES AND HIGHLIGHTS ANALYSIS

This ESRBI report lists date tracked changes and highlights on selected conditions that relate to pension data.

12.9. NHS PENSIONS DATA EXCEPTIONS REPORT

This report lists all instances of an employee assignment having one of a series of pre-defined conditions. The exceptions in this report will relate to the state of data on a particular date. This is as opposed to exceptions relating to pensionable payments over the financial year.

These exceptions are items that cause issues with the interfaces so should be checked and items corrected on a regular basis.

12.10. NHS PENSIONS PAYMENT EXCEPTIONS REPORT

This report lists all instances of an employee assignment having one of a series of pre-defined conditions. The exceptions in this report will relate to year-to-date pension payment data during the current financial year.

These exceptions are items that will fail NHS Pensions validation rules so should be checked on a regular basis and corrective action taken to ensure that data is reported correctly.

The report will only take into account assignments that have been processed in the selected payroll period.

13. RECONCILIATION

NHS Pensions actively reconcile pension payments against each Employing Authorities pension records. This will include making sure that all payments received match up to the updated records at year-end (including in year leavers) it is therefore important that accurate reconciliation of pension scheme contributions is maintained.

NHS Pensions will also check that the employee and employer contributions are within a given tolerance level based on the contribution percentage.

The use of the Pensions Payments Exception report will help identify such cases prior to the submission of returns. Where Retro pay has been applied across financial years there will be a need to apportion contributions relating to previous years to the relevant year and adjust the current year-end values accordingly. See section 4.8 of this document for further guidance.

14. TRUST MERGER FILES AND TUPE TRANSFERS

14.1. AUTOMATED MERGE TRANSFERS

This interface is only executed by the ESR Support Team when all or part of an existing employing authority is merged into another. This process will transfer assignments for the merged Trust that have previously been sent to the NHS Pensions (including Leavers), along with the previous *Old* Trust ID and the *New* Trust ID.

This methodology in effect changes NHS Pensions records as if the employee has been present on that organisation since they commenced pensioned employment with the source organisation.

The ESR action will simply move the records across to the target (under transition called the receiver) organisation and will retain the original start date. Where this has been agreed with NHS Pensions in advance then the NHS Pensions member record will be updated as if it had always been employed by the target organisation.

Where the target organisation is not subject to full scheme membership e.g. a closed direction body NHS Pensions insist that such records are not transferred from the original start date but should be treated as a Leaver from the source organisation and a new joiner with the target organisation.

14.2. NON-AUTOMATED TRANSFERS

There are two methods of dealing with non-automated TUPE transfers.

Where the sender is an ESR organisation then the new organisation can supplement the HR record by using the IAT process. In this case the new records would be set up using the new joiners interface. If the target organisation is brand new it will need to obtain an EA code and set up the payroll to facilitate Interface transfers.

If the source organisation is currently on ESR they would simply terminate the existing record with a TUPE reason for leaving. The new trust should set up the new joiner record from the date of transfer they should not use the source Trusts pension start date information.

Where the sender organisation is not on ESR then they simply end the record as a TUPE transfer and the target sets them up as new joiners from the date of transfer. The Target organisation if it is a new organisation will have to obtain an EA code from NHS Pensions.

14.3. MOCP

MOCP will create leaver records from the source organisation and New Joiner Records with the target organisation. The Pension NHS element will need to be amended to take account of the contribution rate due and also to correctly identify the capacity code, employment type and MHO status as per the normal new joiner process.