

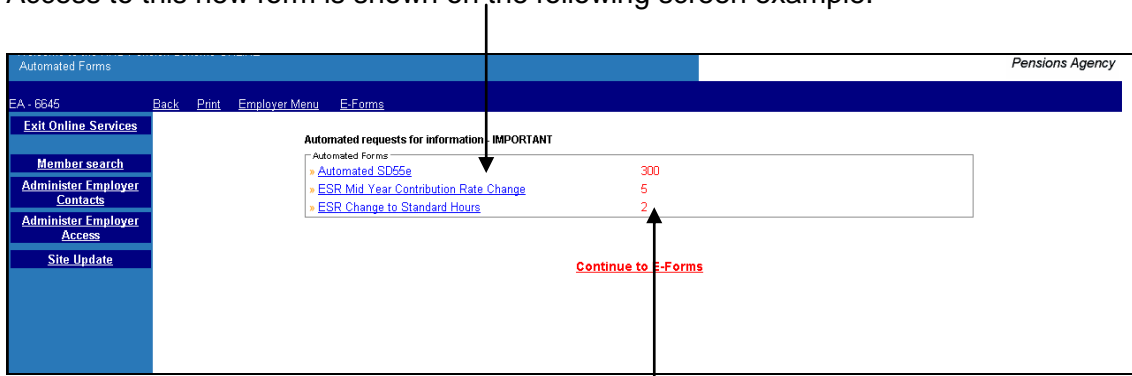
# **NHS Pensions Online Guide**

## **11. ESR Mid-Year Contribution Rate Changes**

This form is auto-generated by NHS Pensions when a mid-year contributions rate change is received via the ESR system.

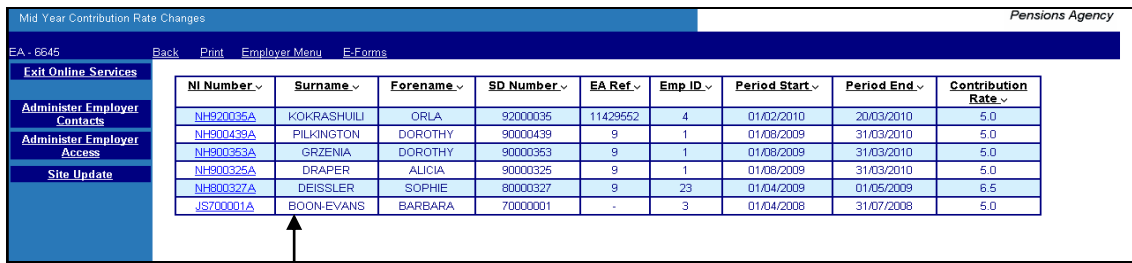
To enable correct validation checks to be made against the employees' contributions paid, NHS Pensions need to know the amount of contributions that relate to each contribution rate period within the financial year.

Access to this new form is shown on the following screen example:

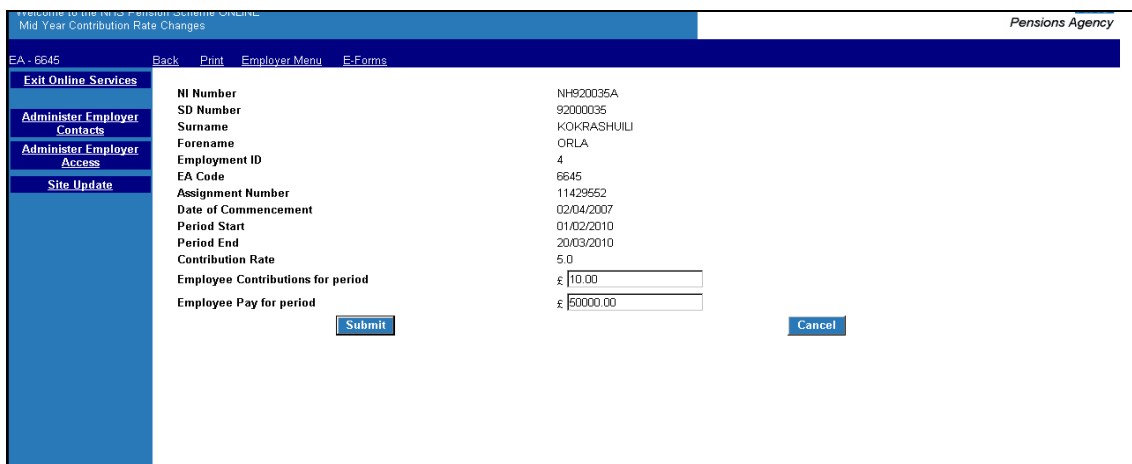


This page also shows the number of outstanding requests you have for which NHS Pensions are awaiting information.

Once this link is selected you will be presented with a list of your members for whom ESR has submitted a mid-year contribution rate change.



Select a member by clicking on the relevant line.



You should insert the requested information onto the e-form and submit it for processing.

If mismatching contributions and pay details are inserted you will receive an on-screen messages as follows:

Welcome to the NHS Pension Scheme ONLINE Mid-Year Contribution Rate Changes		NHS Pensions Agency	
EA - 6645	Back	Print	Employer Menu E-Forms
Exit Online Services	NI Number		NH920035A
Administer Employer Contacts	SD Number		92000035
Administer Employer Access	Surname		KOKRASHUIJI
Site Update	Forename		ORLA
	Employment ID		4
	EA Code		6645
	Assignment Number		11429552
	Date of Commencement		02/04/2007
	Period Start		01/02/2010
	Period End		20/03/2010
	Contribution Rate		5.0
	Employee Contributions for period	£	<input type="text"/>
	** Employee Contributions is Mandatory		
	Employee Pay for period	£	<input type="text" value="50.00"/>
	Submit		Cancel

Once successfully submitted this additional information is then held by NHS Pensions ready for processing when the cyclic update or termination details are received.