

# **NHS Pensions Online Guide**

## 12. ESR Changes to Standard Hours

This is a new Pensions Online form that is generated by NHS Pensions when a change to standard hours is received via the ESR system. NHS Pensions need to know the amount of hours/sessions worked from the beginning of the period to the day before the date of change in standard hours. This is to enable p/t membership to be corrected scaled to its wholetime equivalent for benefit purposes.

Once you have selected the link, by clicking on the relevant NINO, you will see a list of all your members for whom ESR has submitted a change in standard hours:

NI Number	Surname	Forename	Emp Ref	Emp ID	SD Number	Change Date
<a href="#">NH800098A</a>	ALOIA	CAROLINE	12345678-2	3	90000098	07/07/2007
<a href="#">NH800367A</a>	LOCKE	JOHN	12345678-1	1	80000367	07/07/2007

You need to insert the number of actual part time hours worked between the dates shown on the form and submit it for processing.

NI Number	NH800098A	
SD Number	90000098	
Surname	ALOIA	
Forename	CAROLINE	
Employment ID	3	
Assignment Number	12345678-2	
Date of Commencement	01/02/2007	
Previous P/T details held		
	From	04/05/2007
	To	06/07/2007
	Hours Fraction	20.00 pt / 20.25 wt
Changed To		
	Change Date	07/07/2007
	Hours Fraction	22.00 pt / 31.00 wt
Please insert total part time hours worked between 01/04/2007 and 06/07/2007		
		<input type="text"/>
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>

Some validation is incorporated into the form and if you insert part time hours that are in excess of wholetime for the period you will received an onscreen error message and will have to revise your entry:

EA - 8645		Back	Print	Employer Menu	E-Forms
<a href="#">Exit Online Services</a>	NI Number				NH900098A
<a href="#">Administer Employer Contacts</a>	SI Number				90000098
<a href="#">Administer Employer Access</a>	Surname				ALOIA
<a href="#">Site Update</a>	Forename				CAROLINE
	Employment ID				3
	Assignment Number				12345678-2
	Date of Commencement				01/02/2007
	Previous P/T details held				
		From			04/05/2007
		To			06/07/2007
		Hours Fraction			20.00 pt / 20.25 wr
	Changed To				
		Change Date			07/07/2007
		Hours Fraction			22.00 pt / 31.00 wr
	Please insert total part time hours worked between 01/04/2007 and 06/07/2007				<input type="text" value="9999"/>
	<b>** Part Time Hours exceed maximum hours allowed</b>				
	<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>		

Once successfully submitted the information is held by NHS Pensions for processing when the cyclic update or leaver details are received.