

NHS Pensions Online Guide

13. SM8

When a member works part time in either an hourly or sessional contract and the annual update or termination details show actual part time hours or sessions worked that are in excess of wholetime for the period, NHS Pensions reduces the annual hours/sessions figure to the maximum hours/sessions that can be worked for the period and an automated form SM8 is sent to you advising of this figure and requesting that you either:

- Agree the figure and amend your records
Or
- Advise of the correct figure to be shown, which must be below the figure notified to you by NHS Pensions.

Once the SM8 link is selected you will see a list of your members for whom NHS Pensions have issued an SM8:

Back Print Employer Menu E-Forms										
SM8 REQUESTS										
You are currently logged in as an Employer for EA 5812. ?										
NI Number	SD Number	Surname	Forename	Date Of Birth	Emp Ref	Emp ID	Period Start	Period End	Hours / Sessions	Amended Hours / Sessions
NH175642C	62100776	AGELI	MARIE	12-Oct-1962	10061298	2	01-Dec-2008	31-Mar-2009	1399	648
JG080228A	76008330	ALLEN	YVONNE	10-Nov-1976	20390648-2	2	01-Apr-2008	30-Apr-2008	225	154
YZ491044D	57120599	AMOS	DIANE	10-May-1957	44490030075	1	30-Jun-2003	23-Nov-2003	811	787
JJ970274C	86024232	Ashton	Kathryn	14-Aug-1986	20757912	3	12-May-2008	08-Jun-2008	2001	150
WE972418A	58100923	ASHWORTH	FIONA	22-Feb-1958	10061902	1	01-Apr-2007	30-Nov-2007	1929	1289
JS427343D	86022881	ASPIN	LAURA	24-Dec-1986	21232174	1	09-Feb-2009	31-Mar-2009	321	273
WE371142B	59045267	ATHERTON	MARTIN	06-Jan-1959	10062702	12	01-Apr-1999	29-Aug-1999	429	237
YX762373D	53093554	BAMPTON	DIANE	24-Apr-1953	10060527	1	01-Apr-2007	30-Nov-2007	1929	1289
JW316316A	78058267	Barton	Catherine	09-Oct-1978	21158829	1	09-Mar-2009	31-Mar-2009	249	123
YY461937D	57064967	BELLIS	JANET	12-May-1957	10059402	1	01-Nov-2006	31-Mar-2007	1955	808
JN704635D	85004814	BENNETT	DAVID	06-May-1985	20042810	2	01-Oct-2006	31-Mar-2007	1819	975
NP984320A	68092036	BENTON	MANDY	18-Jun-1968	10057764-2	8	04-Jun-2007	10-Jun-2007	435	37
NX086834C	62110812	BEST	KIMBERLEY	06-May-1962	10062152	1	01-Apr-2008	26-Oct-2008	1374	1119
NH453157A	65098222	BILLINGTON	MIRIAM	13-Oct-1965	10059873	1	01-Apr-2008	31-Mar-2009	1974	1955

This page can be sorted into different orders by clicking on the column header etc.

To select a specific SM8 click on the NINO for that member.

Exit Online Services	
Site Update	
NI Number:	NH175642C
SD Number:	62100776
Surname:	AGELI
Forename(s):	MARIE
EA Reference:	10061298
Employment ID:	2
Employment Start Date:	14/09/2004
Period Start:	01/12/2008
Period End:	31/03/2009
Original Hours/Sessions:	1399
Updated Hours/Sessions:	648
Date Actioned:	28/09/2009
<input type="button" value="Accept"/> <input type="button" value="Amend"/>	

The above SM8 is advising that the annual update for year ending 2009 advised that the member worked a total of 1399 hours for the period 01/12/2008 to 31/03/2009 (121 days). The member's standard hours for this employment are 37.5; therefore the maximum number of hours that can be worked during this period is 648 hours, calculated as follows:

$$121/7 \times 37.5 = 648 \text{ hours}$$

If the member has worked any hours that were paid at overtime rate then these are not pensionable and you should amend the hours, if relevant, and reduce both the employees and employers contributions to exclude contributions taken on these hours.

If you are happy with the amended figure notified on the SM8 by NHS Pensions then your action is complete and you should select the "Accept" link.

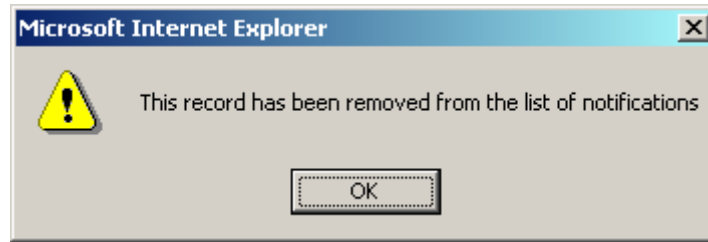
If you disagree with the hours calculated by NHS Pensions select the "Amend" link on the SM8 and this will take you to form SD55E where you can amend the hours/sessions, contributions and pay details as relevant.

Because NHS Pensions have already amended their records to show the maximum hours/sessions that can be worked during the period this is the existing p/t hours figure that will be displayed on the SD55E:

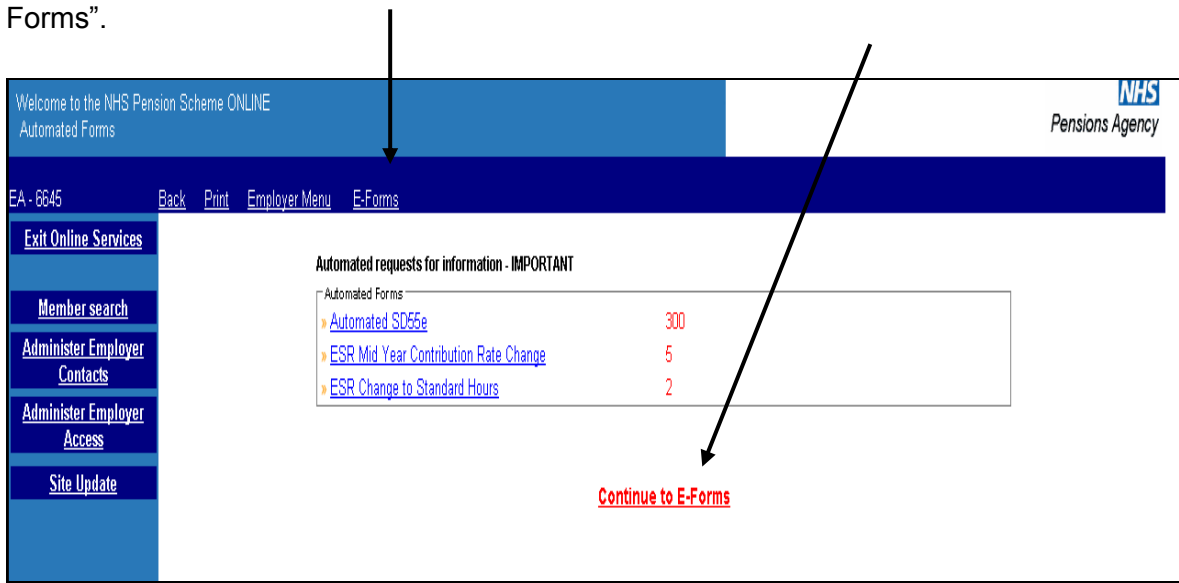
Box Number as shown on SD55	Current Data	Year	Revised Amount	
1. Employee Conts (no AVC's) - Enter Revised Amount of basic employee conts	1907.82	31/03/2009		
2. Employee Pensionable Pay - Enter Revised Amount	29851.07	31/03/2009		
3. Contribution Rate -	6.4	31/03/2009		
4. Employer Conts - Enter Revised Amount of employer conts	4109.15	31/03/2009		
5. Employer Pensionable Pay - Enter Revised Amount	29851.07	31/03/2009		
6. Employees Gross Pay - Enter Revised Amount	29558.24	31/03/2009		
7. Employees Annual Rate of Pensionable Pay - Enter Revised Amount	0.03	31/03/2009		
8. AVC's Paid (no money purchase) - Enter Revised Amount	0.00	31/03/2009		
9. Non-Pensionable days - Enter Revised number		31/03/2009		
10. Part Time Staff - Enter Revised Amount of pensionable hours or paid sessions	648	31/03/2009		

If the original figure that was notified on the annual update was an error and showed for example 1246 hours when it should have been 246 hours; and the automated action taken by NHS Pensions has reduced the yearly hours to the maximum for the period i.e. 648 then you can change this by inserting the correct hours in the right hand column and then submit by selecting the "Amend" link.

You will then receive a confirmation message that the SM8 has been removed from the list:



When you have actioned all your automated E-Forms or you want to go straight to the main E-Forms menu select either E-Forms on the blue banner or "Continue to E-Forms".



You will then see the full E-Forms menu:

