

NHS Pensions Online Guide

15. SS10 Joiner Form

This joiner form should be used for all eligible staff at Trusts, PCT's, GP Practice Doctors and Direction Employers.

It should not be used for Practitioners, Assistant Practitioners, Locum Practitioners or non-medical GP Practice employees.

Once you have accessed the E-Forms menu select the link for the SS10 and you will be presented with a page asking for the members' personal details, as follows:

Welcome to the NHS Pension Scheme ONLINE
Joiner version

EA - 5812 Back Print Employer Menu E-Forms

[Exit Online Services](#)

[Site Update](#)

You are currently logged-in as an Employer for EA 5812 ?

NI Number

Surname

Forename

Former Surname

Date of Birth Day Month Year

Date of Commencement Day Month Year

SD Membership Number (e.g. 12345678)

It is essential that correct information be entered on this screen to enable the joiner form to be processed to the correct member record.

Important Note:

If you do not know, or are unsure of, the members' NI number then this field should be left blank. If the member has been issued with a temporary NI number by HMRC (NI number prefixed with TN) or a temporary NI number used by NHS Pensions (NI number prefixed with ZZ) you should not use these numbers and the field should be left blank.

The following fields **MUST** be completed for you to be able to proceed and submit full joiner details:

Surname

Forename(s)

Former surname (maiden name), if applicable

Date of Birth

Date of Commencement (start date of this employment not date member originally joined the Scheme)

Existing Scheme Members will already have an SD reference number but if you do not know this information the field should be left blank.

If you know the members NI number you can do a search for the SD number via the **“Member Search”** link on the main Employer menu.

If the search identifies an existing member record for the NI number entered it is important to check that the traced record matches your employee by checking their full name and date of birth against that of the traced record.

Where the details do not match, then the NI number you hold must be checked with HMRC. In these cases you can submit the joiner form without an NI number.

When this page has been completed and you select “submit” you will be taken to the SS10 joiner form.

Where an existing member record is found the SD number will be pre-populated on the joiner form, as follows:

The screenshot shows the 'Joining or rejoining the scheme' form. The fields are as follows:

Field Number	Field Name	Value
1.	National Insurance number	WA990006D
2.	SD number (e.g. 12345678)	99000006
3.	Date of birth	19-August-1958
4.	Has date of birth been verified?	Yes
5.	Surname	TEST
6.	Other names	PANKAJ
7.	Previous surname (if any)	
8.	Title	Please Select
9.	Sex	Male
10.	Your Payroll Reference Number	
11.	Name of hospital, community or other place of employment	

An arrow points from the text above to the SD number field (field 2).

When you click “submit” a range of validation checks are performed on the information input and error messages will be produced where invalid or mismatching information has been entered.

The following pages show examples of some of these checks and error messages.

If the Date of Commencement overlaps with the dates of a previous employment you will receive a message as follows:

Welcome to the NHS Pension Scheme ONLINE
Joiner version

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services

Site Update

You are currently logged-in as an Employer for EA 5812 ?

****This member is employed wholetime elsewhere up to 31/10/1987. Please amend the date of commencement to 01/11/1987. Please refund any overpaid contributions.**

NI Number: WA990006D

Surname: TEST

Forename: PANKAJ

Former Surname:

Date of Birth: 19 August 1958

Date of Commencement: 01 January 1987

SD Membership Number (e.g. 12345678): 99000006

Submit

If you submit a joiner that matches identically to an existing employment with your Authority/GP Practice, you will receive the following message:

Welcome to the NHS Pension Scheme ONLINE
Joiner version

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services

Site Update

You are currently logged-in as an Employer for EA 5812 ?

****We already hold a Part Time employment with you starting on 24/12/2007. Should you wish to open another employment, please tick the checkbox.**

NI Number: JL990050B

Surname: CASE

Forename: TEST

Former Surname:

Date of Birth: 24 April 1991

Date of Commencement: 24 December 2007

SD Membership Number (e.g. 12345678):

Submit

Before continuing you should ensure that the joiner details you are submitting are not a duplicate and that this is a genuine concurrent part time employment.

If you do not wish to continue with the submission select either "Employer Menu" or "E-Forms" on the dark blue bar at the top of the screen.

If you are submitting a joiner for an existing member and enter a Date of Birth that does not match the details held by NHS Pensions then you will still be taken to the joiner form but the DOB displayed will be that held by NHS Pensions, and a message will be displayed on the page advising of this fact, as follows:

Back Print Employer Menu E-Forms

National Health Service Pension Scheme
Joining or rejoining the scheme

Please leave the shaded boxes blank

1. National Insurance number JL990050B

2. SD number (e.g. 12345678) 99000050

3. *The Date of Birth you have entered does not match that held on our records. Your SS10 will therefore process using the DOB we hold. Please verify the DOB and if our records are incorrect submit revised details via e-form SD55G as soon as possible.* 24-April-1991

4. Has date of birth been verified? No

You should then verify the members correct Date of Birth by sight of their birth certificate and submit a form **SD55G** if the date held by NHS Pensions is incorrect.

The joiner form holds various other validations and if mismatching details are entered you will receive an on screen error message.

For example:

- If you state the member is male then the title you select should not be Mrs, Miss or Ms
- If you state the employment is whole time then you should not enter any details for the contracted and standard part time hours/sessions
- If you select a capacity code of "01" (nurse, health visitor or midwife) then the employment type must be "officer" and the "As & When" and "Locum" fields must = "no".
- If you select a capacity code of "03" (doctor) then the employment type must be "specialist or non-specialist"
- An employment can only be shown as "Maximum P/T Specialist" if the capacity code is "03", the employment type is "Specialist" and the actual and standard sessions are completed as 10/11ths.

Examples of some error messages are as follows:

13. Date member became pensionable in present employment 01 January 2010

14. Capacity in which employed

***15. Capacity code - as you have selected an employment as a Max Part time specialist, you can only enter a capacity code of 03, 08.

***16. Type of employment: Please select Specialist, as you have chosen to select a Max Part Time Specialist.

17. Is employment Whole time, Part time or Max part time specialist?

***18. Is this a locum employment? You must select No from the drop down as you have selected a capacity code other than 03, 08 or 10.

***19. Is employment "as and when" sessions or hours? This is a mandatory field, please select yes or no from the drop down.

Only answer this question if the employment is part-time sessional

20. What proportion of whole time does the member work?

**Actual sessions must be equal to 10, as you have selected Max Part Time Specialist.

**Standard sessions must be equal to 11, as you have selected Max Part Time Specialist.

Only answer this question if the employment is part-time hourly

21. Please give the number of hours worked as a proportion of whole-time. Actual . Whole time

Give your answer to 2 decimal places.

***22. Is the member classed as MHO in this employment. This is a mandatory field, please select yes or no from the drop down.

Only answer this question if you have answered "yes" to question 22

23. Has the member had any previous psychiatric hospital employment?

24. Members home address

Postcode

***25. Disability - This is a mandatory field please make your selection from the drop down menu.

***26. Religion/Belief - This is a mandatory field please make your selection from the drop down menu.

***27. Sexual Orientation - This is a mandatory field please make your selection from the drop down menu.

***28. Ethnicity Code - This is a mandatory field please insert a valid code. A full list of codes can be viewed by selecting ?

***29. Area of Work - This is a mandatory field please make your selection from the drop down menu.

***30. Job Role - This is a mandatory field please make your selection from the drop down menu.

Submit Cancel

Fields 25 - 30 on the joiner form relate to Census information and once submitted to NHS Pensions the details are not visible on the member record.

On some fields details of the options for completion are held in the drop down menu by selecting the arrow at the side of the completion area:

Postcode

25. Disability

26. Religion/Belief

27. Sexual Orientation

28. Ethnicity Code

29. Area of Work

30. Job Role

Submit

Select

Select

Learning Disability / Difficulty

Long-Standing Illness

Mental Health condition

Not Declared

No

Other

Physical Impairment

Sensory Impairment

Yes - unspecified

Unknown

As there is a number of options for the Ethnicity Code a list is available by selecting “?” at the side of the field, as follows:

Pensions On-Line - Forms on the Web (E-Forms)Joiners User Guide - Microsoft Internet Explorer provided by Envision

Box 21. Ethnicity Code - Use a proper Ethnic Code From the table below.

query - Top 69 of 69 Rows				
	CODE	DESCRIPTION	ESRCODE	TYPE
1	A	White - British	[empty string]	Ethnicity
2	B	White - Irish	[empty string]	Ethnicity
3	C	White - Any other white background	[empty string]	Ethnicity
4	C2	White - Northern Irish	[empty string]	Ethnicity
5	C3	White - Unspecified	[empty string]	Ethnicity
6	CA	White - English	[empty string]	Ethnicity
7	CB	White - Scottish	[empty string]	Ethnicity
8	CC	White - Welsh	[empty string]	Ethnicity
9	CD	White - Cornish	[empty string]	Ethnicity
10	CE	White - Cypriot (non specific)	[empty string]	Ethnicity
11	CF	White - Greek	[empty string]	Ethnicity
12	CG	White - Greek Cypriot	[empty string]	Ethnicity
13	CH	White - Turkish	[empty string]	Ethnicity
14	CJ	White - Turkish Cypriot	[empty string]	Ethnicity
15	CK	White - Italian	[empty string]	Ethnicity

Once the joiner form has processed you will receive an **SD55 Notification** via Pensions Online, generally the next day.

If no **SD55 Notification** is received and the member does not appear on your list of employees on the **ADP4** form then this is an indication that the joiner form has not processed successfully and you should check your **Error Handling**.

If there no error has been produced in Error Handling then the error may be for NHS Pensions to resolve and you should contact us for further information.