

NHS Pensions Online Guide

16. SS10GP Joiner Form

The link to this form is only available for GP Practices and should only be used for non-medical staff only.

Personal details must first be completed in the same way as explained for the **SS10**, and once you access the actual SS10GP itself there is slightly different information to complete as this form does not include options to select details that relate to medical grades, as follows:

The screenshot shows a web form with the following fields and values:

- 9. Sex: Female
- 10. Your Payroll Reference Number: [Empty]
- 11. Name of Practice, or other place of employment: [Empty]
- 12. GP Code: G300
- 13. Date member became pensionable in present employment: 01 January 2010
- 14. Employed as (Capacity): [Empty]
- 15. Capacity Code: Select
- 16. Is employment Whole Time or Part Time: Select
- 17. Please give the number of hours worked as a proportion of whole-time. (Give your answer to 2 decimal places.)
 - Actual: [Empty]
 - Whole time: [Empty]
- 18. Members home address: 210 BROADWAY, FLEETWOOD, LANCASHIRE, UK, F17 8LG
- 19. Disability: Select
- 20. Religion/Belief: Select
- 21. Sexual Orientation: Select
- 22. Ethnicity Code: [Empty]
- 23. Area of Work: Select

The only capacity codes available for selection are 01 (Nurse, midwife, physiotherapist etc), 02 (Nurse Tutor), 04 (Admin, Clerical or Supervisory) or 05 (manual staff).

As with all other forms further information for completion of a specific field can be found in the Help Text by selecting “?” at the side of the field.

Box 8. Title - This is pre-populated for existing members but can be amended. For new entrants completion of this field is validated with the members' gender. Selection is via a drop down menu.

Example: Where the member is male you cannot select Mrs, Miss or Ms.

[Back to Contents](#)
[Exit Help](#)

If mandatory fields are omitted or mismatching data is input you will receive an onscreen error message.

i.e If you select part time at box 16 you must also input the weekly actual contracted hours and the whole time hours for the job. A nurse contracted to work 16hours a week out of a whole time 37.5 hour week would be entered in Box17 as Actual = 16.00 and Whole time = 37.50.

An example of some of the error messages is as follows:

The screenshot shows a web browser window titled "Joiner - SS10GP - Microsoft Internet Explorer provided by Envision". The form contains the following fields and messages:

- 1. National Insurance number: WA000001A
- 2. SD number (e.g. 12345678): [Empty]
- 3. Date of birth: 01-January-1995
- 4. Has date of birth been verified?: No
- 5. Surname: GUIDE
- 6. Other names: JOINER
- 7. Previous surname (if any): [Empty]
- 8. As this member is female you cannot select the titles "Mr" or "Sir", please re-select the correct title: MR
- 9. Sex: Female
- 10. Your Payroll Reference Number is a mandatory field! [Empty]
- 11. Name of Practice, or other place of employment: [Empty]
- 12. GP Code: G013
- 13. Date member became pensionable in present employment: 10 January 2011
- 14. Employed as (Capacity): [Empty]
- 15. Capacity Code: 04
- 16. Is employment Whole Time or Part Time: Part Time
- 17. Please give the number of hours worked as a proportion of whole-time.
 - Actual Hours: 16.00
 - Standard Hours: [Empty]
- 18. Members home address is a mandatory field. [Empty]

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

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:

The screenshot shows a close-up of the form fields 19 through 24. Field 19, "Disability", has a dropdown menu open with the following options:

- 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 to select from for the Ethnicity Code field, 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

When successfully submitted you will receive a confirmation screen of the details input which you can print if necessary.

Remember though that an accepted submission does not mean that the details successfully process to the member record.

If this form processes successfully through NHS Pensions processing system you will receive an **SD55 Notification** confirming the joiner has processed and advising the members SD Number; which Section of the Scheme they are in and any other relevant details, i.e. if they have an ongoing AVC contract for which you need to deduct contributions or whether there is any arrears of contributions from a previous employment that require collecting.

If you do not receive the **SD55 Notification** then this is an indication that the joiner form has not processed successfully and an error has been created. Errors are either allocated to yourselves or NHS Pensions for resolution, depending on the reason for the error.

In this circumstance check your **Error Handling** cases and resolve the error if it is present. If no error is present then it has been allocated to NHS Pensions for resolution and will be dealt with in due course.