

NHS Pensions Online Guide

18. SD55 – Annual Update

This form is used to submit annual pay, contributions and part time hours or sessions worked, to NHS Pensions, to update the members record.

It can only be submitted once you have submitted a joiner form that has processed successfully. However the joiner form does not have to have been submitted via Pensions Online. If the joiner details have been submitted via ESR you can still update and/or close the members record via the **E-Forms** facility.

Once you select the link you will be asked to input either the members National Insurance number or SD reference number.

If no joiner details have been processed and there is not already a record for this member at NHS Pensions you will receive the following message:

Welcome to the NHS Pension Scheme ONLINE
Cyclic Update

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services

Site Update

****Sorry we cannot find this members National Insurance number on our system.**

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

Please enter NI number **OR** SD Membership Number and press submit.

NI Number

SD Membership Number (e.g. 12345678)

Click to update one year only.

Submit

Please remember if you have any problems in completing the information to contact pensions.online@pensionsagency.nhs.uk

Where there is an existing record for the member at NHS Pensions but there is no trace of joiner details for their employment with you the error message will be as follows:

Welcome to the NHS Pension Scheme ONLINE
Cyclic Update

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services

Site Update

****The Members details you have entered do not have an open employment with your Employing Authority.**

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

Please enter NI number **OR** SD Membership Number and press submit.

NI Number

SD Membership Number (e.g. 12345678)

Click to update one year only.

Submit

Please remember if you have any problems in completing the information to contact pensions.online@pensionsagency.nhs.uk

If you know that there is more than one cyclic year to update but you only want to update a single year then select the box to update one year only.

If you do not select this box and more than one year requires updating you will be requested to complete 2 years information.

As Pensions Online is a secure system, if you are “inactive” for 20mins you will be timed-out of the system therefore it is essential to have all necessary information to hand before you start to complete the form. If you are timed-out you will have to login again and any information already entered into the form will be lost.

Once you have submitted a valid NI or SD number you will be taken to a list of open employments with your Authority/GP Practice and you should select the employment you wish to update by clicking the blue text:

ID	EA Code	Employer	Start Date	Status	Years to Update
3	5812	Blackpool, Fylde & Wyre Hospitals NHS Foundation Trust	01/12/2008	Part Time	2

If, after selecting an open employment for update, you are requested to enter information for year(s) for which you have previously submitted information, this would indicate that the information has not processed successfully and needs to be corrected before you can submit any further updates. In this circumstance you should contact the Agency's Pensions Contact giving full details and requesting that this missing year(s) update(s) be investigated.

You are then taken to the SD55 annual update form and you should complete details for each year.

Help Text:

Alongside each field is a link to Help Text giving information on whether the information is mandatory and how to complete it.

Selecting the question marks will access this Help Text:

Employment Type	8					
Date of commencement	01-December-2008					
Contributions year	2009		2010			
Employee's contributions (no AVCs)	£		p	£		p
Employee's pensionable pay (no deemed)	£		p	£		p
Contribution rate (at year end)						
Employer's contributions	£		p	£		p

The Help Text available for “Employee’s Pensionable Pay” is as follows:

Employee contributions (no AVCs) - mandatory field

Enter the total of the Member's gross contributions in respect of actual pensionable pay for the financial year up to and including 31 March (or date of leaving if member is terminating Scheme membership). If actual pay is reduced by sick/maternity leave the contributions will also be reduced. Exclude any AVCs. The figure entered is validated against the employees pay and should be 5%, 6.5%, 7.5% or 8.5%. If the contributions are either too low or too high you will receive an on-screen message (once you try to submit the form) prompting you to check the figure and advising what the figure should be. If the figure you are entering is correct, either because the member has disallowed days due to unpaid sickness or arrears are owed or have been collected, then click in the check box and the figure will be accepted. If the employee has been paid but no contributions have been collected for the reasons shown above, please enter £00.03

Further details about contributions rates are held in the Help Text for the Contribution Rate field.

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[Exit Help](#)

If you select “Back to Contents” you will be taken to the list of contents for the complete Help Text document:

1. [Completion of SD55Cyclic/Term](#)
 - [SD55 Cyclic](#)
 - [SD55 Term](#)
2. [EA/GP Personal Reference Number \(if blank please insert\)](#)
3. [Employee contributions \(no AVCs\)](#)
4. [Employee pensionable pay \(no deemed\)](#)
5. [Employer contributions](#)
6. [Employer pensionable pay \(including any deemed\)](#)
7. [Employee gross pay \(including any non-pensionable\)](#)
8. [Employee's total annual rate of pensionable pay](#)
9. [Employee AVCs \(no money purchase\)](#)
10. [Number of non-pensionable days](#)
11. [Total number of pensionable hours or paid sessions worked \(not staff only\)](#)

If you select “Exit Help” you will be taken back to the form you were completing.

Completion of Pay & Contribution Fields:

The fields that need completing depend upon the members employment type however on all cases the employees and employers pay and contributions must be completed, together with the contribution rate for years from 01.04.2008 onwards.

Where mandatory fields are not completed or fields are completed that are not required for that members employment type, you will receive on screen error messages advising you of the action to take.

Name	SHAHEER COWPE-PENDLETON		
NI Number	SE410308A		
SD Number	77057150		
Your Payroll Reference Number		<input type="text" value="610836"/>	
EA Code	2523		
Employment ID	2		
Capacity Code	08		
Employment Type	5		
Date of commencement	14-April-2009		
Contributions year	2010		
Employee's contributions (no AVCs)		£ <input type="text" value="5100"/>	<input type="text" value="00"/> p
**Employee's pensionable pay (no deemed) is a mandatory field for the year 2010.		£ <input type="text"/>	<input type="text"/> p
**Rate must be a value of (5.0)(6.5)(7.5) or (8.5) for the year 2010.		<input type="text" value="6.0"/>	
Employer's contributions		£ <input type="text" value="11900"/>	<input type="text" value="00"/> p
**Employer's pensionable pay (include any deemed) is a mandatory field for the year 2010.		£ <input type="text"/>	<input type="text"/> p
Employee's gross pay (include any non pensionable)		£ <input type="text"/>	<input type="text"/> p
Employee's total annual rate of pensionable pay		£ <input type="text" value="100000"/>	<input type="text" value="00"/> p
**Employee's AVCs (no money purchase). Our records do not show an ongoing AVC contract for the year 2010. If there is a contract please submit this form without an entry in this field and contact your Client Centre.		£ <input type="text" value="500"/>	<input type="text" value="00"/> p
Number of non-pensionable days		<input type="text"/>	
**Total number of pensionable hours or paid sessions worked (part time staff only) Not Whole Time workers or Practitioners for the year 2010. Please delete your entry.		<input type="text" value="52"/>	
Additional Pension 1			

Contribution Rate:

Prior to 01.04.2008 the employee paid contributions at the rate of either 5% (manual workers) or 6% (all others). With effect from 01.04.2008 this changed and the members' contribution rate is based on their salary rate.

Completion of this field is therefore mandatory for financial years 2009 and later. The rate shown in this field should be the rate in force at the end of the financial year (or leaving date for year in which membership is terminated).

The correct rate of contributions to be applied is the responsibility of Employers and not NHS Pensions.

For details of the relevant contribution rates with effect from 01/04/2008 please see the following documents:

- **Tiered Contribution Rate Factsheet** – Available from the website at: www.nhsbsa.nhs.uk/pensions
- Employer Newsletter's: **TN24/2008, TN26/2008, TN4/2009, TN 05/2009, TN02/2010 & TN03/2010.**

On-Screen Error Messages:

Each field for completion has specific validation and if you complete the form incorrectly or omit to complete mandatory information you will receive on screen error messages advising you of the areas that need looking at, as follows:

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

Entries missing or possible problems with data entered - please scroll down the page to check comments in red and amend where necessary.

Name	Marie Majella PENMETCHA			
NI Number	NH561742C			
SD Number	62100776			
Your Payroll Reference Number		<input type="text" value="10061298-4"/>		
EA Code	5812			
Employment ID	3			
Capacity Code	01			
WT / PT Status	Part Time			
Employment Type	8			
Date of commencement	01-December-2008			
Contributions year	2009		2010	
** Employee's contributions (no AVCs) should be between £189.99 and £210.01 (5.0%) for the year 2009. If you are happy with this value, please tick the checkbox.		<input type="checkbox"/>	£ <input type="text" value="90"/> <input type="text" value="00"/> p	£ <input type="text" value="650"/> <input type="text" value="00"/> p
Employee's pensionable pay (no deemed)		£ <input type="text" value="4000"/> <input type="text" value="00"/> p	£ <input type="text" value="13000"/> <input type="text" value="00"/> p	
Contribution rate (at year end)		<input type="text" value="5.0"/>	<input type="text" value="5.0"/>	
**Employer's contributions must be 14% of Employer Pensionable Pay. A value is expected between £549.99 and £570.01 for the year 2009. Please tick the checkbox if you are happy with this value.		<input type="checkbox"/>	£ <input type="text" value="140"/> <input type="text" value="00"/> p	£ <input type="text" value="1820"/> <input type="text" value="00"/> p
Employer's pensionable pay (include any deemed)		£ <input type="text" value="4000"/> <input type="text" value="00"/> p	£ <input type="text" value="13000"/> <input type="text" value="00"/> p	
Employee's gross pay (include any non pensionable)		£ <input type="text" value="4000"/> <input type="text" value="00"/> p	£ <input type="text" value="13000"/> <input type="text" value="00"/> p	
Employee's total annual rate of pensionable pay		£ <input type="text" value=""/> <input type="text" value=""/> p	£ <input type="text" value="13000"/> <input type="text" value="00"/> p	
Employee's AVCs (no money purchase)		£ <input type="text" value=""/> <input type="text" value=""/> p	£ <input type="text" value=""/> <input type="text" value=""/> p	
Number of non-pensionable days		<input type="text" value=""/>	<input type="text" value=""/>	

On some fields where an error message is received you have the option to override the error. For instance on the above screen an employee's pay figure of £4000.00 has been entered with employees contributions paid of only £90.00 and employers contributions of only £140.00.

The validation on this form calculates what the expected amounts are by using the respective pay figures together with the contribution rate and will allow £10.00 either side of this expected amount. The range will then be displayed within the error message.

Before selecting the override checkbox you should always check your entries in case you have made an error.

The employees pay figure should generally be within the range shown but could be a lower or higher figure if for some reason contributions were underpaid (due to maternity leave when they are generally collected on return to work) or, an existing amount of outstanding contributions has been collected, either from a previous year or a previous employment.

Only if there is a valid reason for the actual amounts collected being outside the range should the override checkbox be selected.

It is also important to read the error messages completely on a 2-year update, as some may relate to the first year and others to the second year.

Annual P/T Hours Check:

If the employment is part time a check is also done to determine if the annual hours or sessions entered exceed wholetime for the period.

When they do an error message will be received showing the maximum amount of hours or sessions that can be pensionable for the period:

Number of non-pensionable days		<input type="text"/>	<input type="text"/>
**Total number of pensionable hours or paid sessions worked (part time staff only) must not exceed 1955 for the year 2009.		<input type="text" value="5000"/>	<input type="text" value="1200"/>

The figure calculated is based on the standard hours or sessions notified to us on the joiner form (or any later change) and the number of weeks in the period of the update year.

For instance, if the update is for a full year and the standard hours are 37.5 then the maximum hours that can be pensionable is 1955 (37.5 x 52.143weeks).

If the actual hours worked are in excess of this figure then the member cannot be pensionable on any hours in excess of 1955 and any over deducted contributions should be refunded locally and the pay and contribution details should be amended before you submit the SD55.

AVC/Additional Pension Contracts:

Also recorded on this form are details of AVC contributions and Additional Pension Contributions.

These fields should only be completed if the member has an ongoing contract at any time within the update year.

If there is no such contract, the fields should be left blank, otherwise validation error messages will be produced.

Likewise if there is an ongoing contract and you do not complete the relevant fields an error message will be produced, as follows:

Additional Pension 1				
**Additional Pension Contract not recognised for the year 2009, if you believe this is incorrect then please contact NHS Pensions		<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
**No contributions allowed for the year 2009.		£ <input type="text" value="500"/>	<input type="text" value="00"/> p	£ <input type="text"/>
**No instalments allowed for the year 2009.		<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

If you have details of an ongoing contract, either for AVC's or Additional Pension Contributions and you complete the relevant fields but you get an error message advising there is not contract; then you should leave the fields blank in order to submit the annual information and then contact NHS Pensions for further advice.

Generally in these circumstances there has been a delay before NHS Pensions have been able to update details of the contract to the member record. Or the member may have contacted us requesting the contract ceases due to financial problems etc.

Mid-Year Changes to Contribution Rates:

All Users

The contribution rate you enter in the year-end details on form SD55 should be the contribution rate in force at the end of the financial year on 31st March.

The earliest annual update that could show a mid-year contribution rate change would be the annual update for year-ending 31.03.2010.

Remember - If a members pay rate changes into the next band between 01.04.2008 and 31.03.2009 their contribution rate does not change and they continue paying the same rate of contributions until 31.03.2009

If you need to make more than 3 mid-year changes to the contribution rate you can add rows as required.

Mid Year Contribution Rate Changes ?									
Period From			Period To			Contribution Rate	Employee Contributions	Employee Pay	Delete
Day	Month	Year	Day	Month	Year	Select...	£		<input type="checkbox"/>
Day	Month	Year	Day	Month	Year	Select...	£		<input type="checkbox"/>
Day	Month	Year	Day	Month	Year	Select...	£		<input type="checkbox"/>
									Add Row

There is validation within this area to ensure that the information you enter matches the contributions, pay and contribution rate that you show for the year-end details.

For example, if you show the year-end contribution rate for 2010 as 6.5%, and you show a change to the mid-year contribution rate to 7.5% wef 10.06.2009 to 31.03.2010 you will receive an on-screen error message because the year-end contribution rate is 6.5% and the latest contribution rate change shows 7.5%.

If the contributions and pay details entered do not match the rate of contributions shown you will again receive an on-screen error message.

ESR Users

If you use the ESR payroll system NHS Pensions may have already been notified of changes to the contribution rate and if so these will be displayed on the SD55, as follows:

Mid Year Contribution Rate Changes ?													
Period From			Period To			Contribution Rate	Employee Contributions		Employee Pay		Delete		
01	April	2009	05	September	2009	5.0	£			£			<input type="checkbox"/>
06	September	2009	31	March	2010	7.5	£			£			<input type="checkbox"/>
Day	Month	Year	Day	Month	Year	Select...	£			£			<input type="checkbox"/>

[Add Row](#)

When the ESR Interface submits these details an automated E-Form is created by NHS Pensions called “**ESR Mid-Year Contributions Rate Change**” which is sent to the list of **Automated Requests** in Pensions Online.

If you have not yet responded to this automated request then the change dates and contribution rates only will be displayed, and you are required to enter details of the employees contributions and pay for each period within the year.

Overall the total of the figures entered in these fields should match the employees’ contributions and pay details shown in the annual update part of the form, above.

You can access help text for this area by clicking on ? above the change box area.

Mid Year Contribution Rate Changes ?									
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Error Messages:

The following screens show an example of some of the error messages you may see:

Error example 1:

Mid Year Contribution Rate Changes ?														
Period From			Period To			Contribution Rate	Employee Contributions		Employee Pay		Delete			
1	01	April	2009	09	June	2009	5.0	£	177	40	£	3547	95	<input type="checkbox"/>
2	10	June	2009	26	June	2009	7.5	£	68	12	£	1047	95	<input type="checkbox"/>
3	Day	Month	Year	Day	Month	Year	Select...	£			£			<input type="checkbox"/>

[Add Row](#)

** The employee contributions do not equate to the contribution rate and employees pay entered
 ** Contribution rate must match year 2 end contribution rate

The above error messages were produced for the following reasons:

1. Because the employees’ contributions for change 2 do not equate to 7.5% of the employees pay figure

or

- Because the contribution rate for change 2 does not match the contribution rate that was shown for the year ending 2010 details, which shows 6.5%

To rectify this error the contribution rate for change 2 needs to be corrected to 6.5%. No error message is then received, as details are correct.

Error example 2:

Mid Year Contribution Rate Changes ?										
Period From			Period To			Contribution Rate	Employee Contributions	Employee Pay		Delete
1	01	April	2009	03	June	2009	5.0	£ 500 .00	£ 10000 .00	<input type="checkbox"/>
2	06	August	2009	31	March	2010	6.5	£ 650 .00	£ 10000 .00	<input type="checkbox"/>
3	Day	Month	Year	Day	Month	Year	Select...	£ .	£ .	<input type="checkbox"/>

Add Row

** Mid-year contribution rate change dates must be continuous without overlaps

The above error message has been produced because the “period from” date for change 2 is not immediately after the “period to” date for change 1, suggesting that there has been another change between the 2 dates.

There are 3 possible ways to resolve this error depending on the correct details:

- Amend the “period to” date for change 1 to 5 August 2009
Or
- Amend the “period from” date for change 2 to 4 June 2009
Or
- Insert the missing contribution rate change from 4 June 2009 to 5 August 2009

Using the details from resolution 2 above, the mid-year contribution rate changes would be entered as follows:

Mid Year Contribution Rate Changes ?										
Period From			Period To			Contribution Rate	Employee Contributions	Employee Pay		Delete
1	01	April	2009	05	August	2009	5.0	£ 500 .00	£ 10000 .00	<input type="checkbox"/>
2	06	August	2009	31	March	2010	6.5	£ 650 .00	£ 10000 .00	<input type="checkbox"/>
3	Day	Month	Year	Day	Month	Year	Select...	£ .	£ .	<input type="checkbox"/>

Add Row

Change 1 is from 01.04.2009 to 05.08.2009 the day before the change to 6.5%. The employees’ contributions and pay for this period only must also be entered.

Change 2 is from 06.08.2009 to the end of the cyclic update year. Again the contributions and pay for this period only must be entered.

The total of the contributions and pay shown in the change area should then be the same as the total of the contributions and pay shown for the y/e 2010 details.

Changes to Employment/Personal Details:

The final part of the SD55 annual update is where you can advise of changes to the members' employment details and/or personal details, as follows:

	From (if applicable) dd/mm/yyyy	Nature of change (dob = dd/mm/yyyy)
1		No Change
2		No Change
3		No Change
4		No Change
5		No Change

Please enter your changes in date order

Submit Cancel

Enter date of change (if required)

Select Change Type

Enter change details

Again, there is full Help Text available and this is particularly useful if you are completing changes to part time and/or changes to standard hours.

The areas available for change are:

- *Surname* – no date of change is required
- *Forename(s)* – no date of change is required
- *NI Number* – no date of change is required
- *Capacity Code* – date of change required
- *EA Code* – no date of change required
- *Date of Birth* – see example below
- *Change to w/t* – date of change required (only available if employment is p/t) see example below
- *Change to p/t* – date of change required (only available if employment is w/t) see example below
- *Actual p/t Hours* – date of change required (only available if employment has not been p/t before) see example below
- *Standard Hours* – date of change required (to be used when employment changes to p/t for the 1st time)
- *Change to Standard Hours* – date of change required (relevant only where standard hours for an existing p/t employment change)
- *Change of MHO Status* – date of change required
- *Disallowed MHO Days Post 05/04/1988* – no date of change required (to be completed where disallowed days apply and employment is MHO)

A maximum of 5 changes can be completed and you should always start with the 1st change line. If you need to advise more than 5 changes there is a link to email NHS Pensions of the additional change data.

Some changes, i.e. from wholetime to part time, need to be in a specific order, to enable them to process successfully.

Changes from W/T to P/T

If a member (other than capacity 3, 8 or 10) is changing to part time and has previously been part time within the employment then select "To P/T" from the drop down selections and enter the date of change to part time.

Actual Hours do not need entering. Standard hours ONLY need entering if they are changing from those already held on our records:

Example 1

Change for members (other than capacity code 3, 8 or 10) changing from whole time to part-time (for the 1st time) with standard hours of 37½ then later change back to whole-time, should be recorded as follows:

From (if applicable) dd/mm/yyyy			Nature of change (dob = dd/mm/yyyy)		
1	01	07	2001	To Part Time	
2	01	07	2001	Actual Part Time Hours	2000
3	01	07	2001	Standard Hours	3750
4	01	10	2001	To Whole Time	
5				No Change	

Please enter your changes in date order

Example 2

Change for members (other than capacity code 3, 8 or 10) who have already been part time within the employment who change to whole time and then back to part time. Only the dates of change to part time and wholetime are needed, unless the standard hours change from those already held:

From (if applicable) dd/mm/yyyy			Nature of change (dob = dd/mm/yyyy)		
1	01	07	2001	To Whole Time	
2	01	10	2001	To Part Time	
3				No Change	
4				No Change	
5				No Change	

Please enter your changes in date order

Example 3

Change for members (other than capacity code 3, 8 or 10), whose part-time standard hours of 40.00 are changing to 37.50.

New actual hours per week are not to be shown but hours worked to date of change* must be entered as in the following example:

From (if applicable) dd/mm/yyyy			Nature of change (dob = dd/mm/yyyy)	
1	01	07	2001	Change to Standard Hours 3750/0960
2				No Change
3				No Change
4				No Change
5				No Change

Please enter your changes in date order

* Hours worked to date of change = 960 hours

Important note for ESR users – if you have already notified us of a change to standard hours via ESR and then choose to update and/or close the employment down via Pensions Online this SD55 will not automatically pick up the change notified via ESR and you will need to repeat the change details.

Converting Sessional Contracts to Hours for Non- Medical Staff:

For members (other than capacity code 3, 8 or 10) who are employed part-time on a sessional basis, record the change to part time as hours and not sessions. Convert the sessions to hours by multiplying the paid sessions per week by the sessional length to give actual hours. The standard hours are obtained by multiplying the standard sessions by the standard length.

Capacity Codes 3, 8 or 10

These members cannot change to or from wholetime/part time using the changes box. Their employments must be closed down and re-opened at the date of change in contract.

Disallowed MHO Days Post 05/04/1988

If the member changes to MHO within the period of update and has any disallowed MHO days post 05/04/1988 please select this option from the drop down menu and enter the relevant amount of disallowed days in the text box provided, in 4-digit format.

No date is required for this change.

The full amount of disallowed days must also be shown in the disallowed days field on the main part of the form.

General Information re Change Area

You should always start with the 1st change line and changes from wholetime to part time need to be in chronological order.

If any mismatching information is entered you will receive on-screen error messages as shown in the following examples:

No date of change entered, where date is required.

	From (if applicable) dd/mm/yyyy			Nature of change (dob = dd/mm/yyyy)
1				To Part Time
2				No Change
3				No Change
4				No Change
5				No Change

Please enter your changes in date order

** Please enter a valid date - change box 1

Submit Cancel

Incomplete change details where there is a change to p/t for the 1st time:

	From (if applicable) dd/mm/yyyy			Nature of change (dob = dd/mm/yyyy)
1	01	05	2008	To Part Time
2				No Change
3				No Change
4				No Change
5				No Change

Please enter your changes in date order

** Please enter Actual Part-time hours in Change box 2 and Standard hours in Change box 3

Submit Cancel

Incomplete change to Date of Birth:

	From (if applicable) dd/mm/yyyy			Nature of change (dob = dd/mm/yyyy)
1				Date of Birth
2				No Change
3				No Change
4				No Change
5				No Change

Please enter your changes in date order

** Please enter a valid DOB in the format dd/mm/yyyy - Change box 1

Submit Cancel

Correct DOB change:

	From (if applicable) <small>dd/mm/yyyy</small>			Nature of change <small>(dob = dd/mm/yyyy)</small>	
1				Date of Birth	15/01/1972
2				No Change	
3				No Change	
4				No Change	
5				No Change	

Please enter your changes in date order

Once you have successfully completed the form you will receive a confirmation screen reflecting the details submitted to NHS Pensions.

When this form processes via NHS Pensions system it will update the member record and you will receive an SD55 Notification advising the date to which the employment has been updated.

If you do not receive this notification this is an indication that although successfully submitted, the form has not successfully processed to the member record either due to incorrect information on the form or interaction with other employment details on the member record.

The form will be in a “suspense file” and will be allocated to either NHS Pensions or yourselves for investigation.

If allocated to you it will be held in “**Error Handling**” in the main Employer Menu of Pensions Online.