

NHS Pensions Online Guide

20. SD55 - Protected Leaver

The protected leaver form is used where an employment has been cyclic updated in error when in fact it has actually ended.

Access the **SD55 Termination** form as normal and once you have entered the SD number, Date of Termination & reason for leaving code and selected the employment you wish to close, you will receive the following on screen message:

This record has already been cyclic updated to 31/03/2009. The date of termination you have entered is equal to or before this date. If this is correct please click "proceed" below and this will take you to the Protected Leaver form where you can enter leaving details only. The contribution, pay and any part time details already submitted will be shown but they cannot be amended via this form. These details should be checked and if they are incorrect they must be amended via e-form SD55E in the normal way, once the Protected Leaver form has processed.

If the date of termination you have entered is incorrect please click "Back" and re-enter the correct date

Proceed
Back

This message is advising that the members record has already been updated to 31/03/2009 and the date of termination you have entered is either equal to or before this date. You are being asked to confirm that the Date of Leaving you have entered is correct, before being allowed to proceed.

Generally the Date of Termination you enter should be in the same financial year-end i.e. if record is updated to 31/03/2009 then the DOT should be between 01.04.2008 and 31.03.2009. However, if NHS Pensions holds nil pay and conts details for this year then a leaving date in a previous financial year-end will be accepted.

i.e. member record updated to 31.03.2007 but nil entries are held for y/e 2007 and 2006. A leaving form with a DOT within y/e 2005 will process successfully.

If the members record holds positive pay and contribution details for any financial year after the leaving date entered you will receive the following on screen message:

Protected Leaver
Pensions Agency

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You cannot terminate this employment via Pensions Online with the Date of Termination you have entered. This is because we already hold actual figures for year(s) after the date of termination you have entered. If the date of termination is correct then you should contact Pension Centre 3 Data Maintenance Team (DataManagement@nhspa.gov.uk) who will make the necessary amendments for you. PLEASE EXIT THIS FORM.

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Where the members record holds nil values for one or more years the Date of Leaving can be the year before the 1st year nil entries are held providing all years after this date hold nil entries, otherwise the above message will still be received.


If you enter an incorrect leaving date, by mistake, which results in this message being produced, then select "back" and this will allow you to amend the date of leaving to the correct date.


Once a correct date is entered, select “proceed” and you will be taken to the Protected Leaver version of form SD55.


The contributions, pay and all other annual details will be displayed but cannot be amended if they are incorrect.


You can only enter NI earnings and any arrears of Scheme contributions or AVC contributions:


Reason for completion code	U1
Contributions year	2009
Contribution Rate	6.5 %
Employee's contributions (no AVCs)	£ 1353.12
Employee's pensionable pay (no deemed)	£ 20817.96
Employer's contributions	£ 2914.56
Employer's pensionable pay (include any deemed)	£ 20817.96
Employee's gross pay (include any non pensionable)	£ 20817.96
Employee's total annual rate of pensionable pay	£ 0.03
Employee's AVCs (no money purchase)	£
Number of non-pensionable days	0
Total number of pensionable hours or paid sessions worked (part time staff only)	0


NI earnings - Enter revised amount of employees contracted out NI earnings between lower and upper limit in Tax year of **termination - whole pounds only**  £ .00

NI earnings - Enter revised amount of employees contracted out NI Earnings between lower and upper earnings limit in tax year **before termination - whole pounds only**  £ .00

Arrears of AVC's (not money purchase) on leaving Scheme. If no arrears, enter "0.00". If no AVC contract leave blank.  £

Arrears of pension contributions on leaving Scheme. Enter any arrears, or "0.00", if arrears notified by the Agency have been collected. Otherwise leave blank.  £

Member's private address 

Post Code 

If you wish to amend the pay, contributions or p/t hours etc you will need to submit a form **SD55E** once the protected leaver form has processed to the members record.

Generally you will only be allowed to submit a protected leaver where the leaving date is in the same financial year, to which the record is updated.

Example 1:

Members' employment updated to 31.03.2009

If you wish to terminate this employment with a Date of Termination between 01.04.2008 (or DOC if later) and 31.03.2009 you should select the normal **SD55Termination** and you will automatically be taken to the Protected leaver and when the leaver details have been completed the form should process successfully.

Example 2:

Members employment started on 01.01.2000 and has been updated to 31.03.2009 but y/e 07, 08 & 09 have nil entries.

A protected leaver form can be submitted with a leaving date between 01.04.2005 and 31.03.2006, as this is the last year that NHS Pensions holds actual contribution details.

If NHS Pensions held actual contribution details for any year after the year in which the Date of Leaving falls, then you would not be allowed to submit a protected leaver and would receive the following onscreen message:

You cannot terminate this employment via Pensions Online with the Date of Termination you have entered. This is because we already hold actual figures for year(s) after the date of termination you have entered. If the date of termination is correct then you should contact Pension Centre 3 Data Maintenance Team (DataManagement@nhspa.gov.uk) who will make the necessary amendments for you. PLEASE EXIT THIS FORM.

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Exit form

If, in this scenario, the contribution details had been sent in error, you would need to contact NHS Pensions requesting that the employment be amended and provide details of the Date of Termination, NI earnings etc and any amended pay, contributions and p/t hours for the year of termination, as well as confirming that the details submitted for years after the DOT were submitted in error.

NHS Pensions will then make the required amendments.