

NHS Pensions Online Guide

22. SD55E – Amending Contributions & Pay

This form allows you to change contributions and pay details for both open and closed employments.

After you have selected the link you will be asked to input the members SD or NI number.

SD55E Changes

EA - 5812 Back Print Employer Menu E-Forms

[Exit Online Services](#)

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)

You are then asked to select the employment you wish to amend.

Once you have entered the NI or SD number of the record you wish to amend you will be given a list of all employments the member had/has with your Authority/GP Practice. Select the employment you wish to amend by clicking on the blue link:

EA - 5812 Back Print Employer Menu E-Forms

[Exit Online Services](#)

[Site Update](#)

Please click on the Employer name of the employment you wish to update. ?

ID	EA Code	Employer	Start Date	Status
1	5812	Blackpool, Fylde & Wyre Hospitals NHS Foundation Trust	22/08/2005	Closed
2	5812	Blackpool, Fylde & Wyre Hospitals NHS Foundation Trust	18/02/2008	Open

Please note: If, upon selecting an employment, you are requested to enter information for year(s) previously submitted, you should contact the NHS Pensions Agency by e-mail, as this would indicate there are legacy data problems with this member and these will need correcting before subsequent year's updates can be submitted.

Open Employments

You will then be asked to input the year that you wish to amend:

[Exit Online Services](#)

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

[Site Update](#)

Employment start date: 01/09/1990

Employment updated to: 31/03/2009

Employment Identifier: 1

Years available for amendment: 1991 - 2009

Please enter the year that you wish to amend for: WE200267B ?

If you make an error and select a year that is not available for amendment you will receive an onscreen error message, as follows:

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services

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

Site Update

Employment start date: 01/09/1990
 Employment updated to: 31/03/2009
 Employment Identifier: 1
 Years available for amendment: 1991 - 2009

Please enter the year that you wish to amend for: WE200267B ?

**Our records are not currently updated to year you have selected for amendment, our records show employment 1 updated to 2009. If you have submitted an annual return or leaver recently it may be awaiting action. Please contact us via e-mail in order that we may investigate.

If it is actually y/e 2010 that you wish to amend and this is not included as being an “available year” then the reasons for this could be that either the y/e 2010 update is in error or it has not yet been submitted.

If you *have* submitted the annual update form then check if it has been sent to “**Error Handling**” for further action.

The link to **Error Handling** is on the main “Employer Menu” page. Details about how to action forms in error is later in this guide under the heading “**Error Handling**”.

If the update *is* in error then as well as resolving the reason for the error you would also be able to amend the contributions and/or pay details before resubmitting the form for processing. You will then no longer need to submit a form SD55E.

Where you select a valid year for amendment you will then be taken to an electronic SD55E that will show the details NHS Pensions hold on their records for the year selected:

Important Note: If you amend any figure(s) in boxes 23 - 28 this may affect other figures within these boxes and these will require amendment also.

Box Number as shown on SD55	Current Data	Year	Revised Amount	
23. Employee Conts (no AVC's) - Enter Revised Amount of basic employee conts	<input type="text" value="1353.12"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
24. Employee Pensionable Pay - Enter Revised Amount	<input type="text" value="20817.96"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
25. Contribution Rate -	<input type="text" value="6.5"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
26. Employer Conts - Enter Revised Amount of employer conts	<input type="text" value="2914.56"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
27. Employer Pensionable Pay - Enter Revised Amount	<input type="text" value="20817.96"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
28. Employees Gross Pay - Enter Revised Amount	<input type="text" value="20817.96"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
29. Employees Annual Rate of Pensionable Pay - Enter Revised Amount	<input type="text" value="0.03"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
30. AVC's Paid (no money purchase) - Enter Revised Amount	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
31. Non-Pensionable days - Enter Revised number	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
32. Part Time Staff - Enter Revised Amount of pensionable hours or paid sessions	<input type="text" value="0"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
33. Identifier	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
34. Contributions	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>

The validation for all these fields mirrors the validation on the original annual update and any revised data is validated against any unchanged data.

Example:

The employers pensionable pay is shown as £20817.96 with employees contributions of £1353.12. If the contributions were amended to £2353.12 an on screen error message would be produced, as this revised figure does not equate to 6.5% of the employees pensionable pay figure of £20817.96.

In some cases if you amend one pay or contributions figure you will be prompted to check and amend other figures.

Additionally if hours or sessions worked were entered and the employment is not p/t during this year then an onscreen error message will be produced.

Examples of some of the error messages are as follows:

Employment Identifier:	1		
Important Note: If you amend any figure(s) in boxes 23 - 28 this may affect other figures within these boxes and these will require amendment also.			
Box Number as shown on SD55	Current Data	Year	Revised Amount
23. Employee Conts (no AVC's) - Enter Revised Amount of basic employee conts **The figure you have entered should be between £ -10.00 and £ 10.00, if you are happy that this figure is correct, please check the box and click submit again	1353.12	31/03/2009	<input type="checkbox"/> 2353 <input type="text" value="00"/>
24. Employee Pensionable Pay - Enter Revised Amount **Not allowed to revise a positive figure to zero, please either leave blank or insert a positive figure	20817.96	31/03/2009	0 <input type="text" value="00"/>
25. Contribution Rate -	6.5	31/03/2009	<input type="text" value=""/> <input type="text" value=""/>
26. Employer Conts - Enter Revised Amount of employer conts	2914.56	31/03/2009	<input type="text" value=""/> <input type="text" value=""/>
27. Employer Pensionable Pay - Enter Revised Amount	20817.96	31/03/2009	<input type="text" value=""/> <input type="text" value=""/>
28. Employees Gross Pay - Enter Revised Amount	20817.96	31/03/2009	<input type="text" value=""/> <input type="text" value=""/>
29. Employees Annual Rate of Pensionable Pay - Enter Revised Amount **The figure you have entered should not be greater than £ 24981.55, if you are happy that this figure is correct, please check the box and click submit again	0.03	31/03/2009	<input type="checkbox"/> 100000 <input type="text" value="00"/>
30. AVC's Paid (no money purchase) - Enter Revised Amount	<input type="text" value=""/>	31/03/2009	<input type="text" value=""/> <input type="text" value=""/>
31. Non-Pensionable days - Enter Revised number	<input type="text" value=""/>	31/03/2009	<input type="text" value=""/>
32. Part Time Staff - Enter Revised Amount of pensionable hours or paid sessions	<input type="text" value=""/>	31/03/2009	<input type="text" value=""/>

Closed Employments

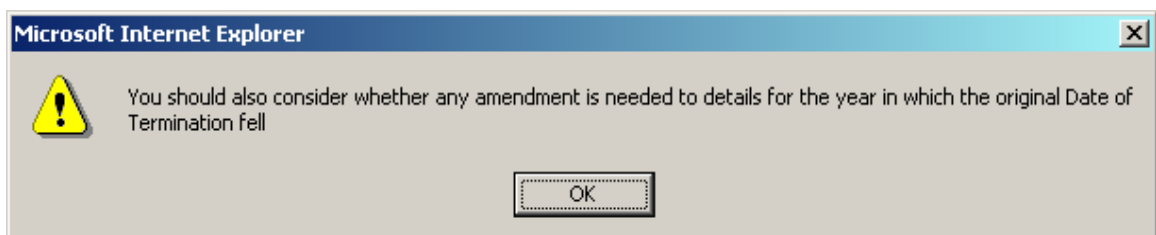
For a closed employment you can select either a year for amendment (from the available years displayed) or, if you wish to amend the Leaving Date that was notified on the original termination you would enter the revised DOT:

Revised DOT _____
 or
 Year for Amendment _____


You should only access the SD55E using the Date of Termination if you are submitting a revised the Date of Termination.

If the revised Date of termination is in a later financial year, i.e. changing from 08/04/2007 to 08/04/2008 the SD55E will not display year ending 2008 details but will display year ending 2009 for completion.

You will also receive a message reminding you to consider whether any amendments to y/e 2007 details are also required, as follows:



After selecting “OK” you will be taken to the SD55E:

For Help text on completing the SD55E, please click 

Forename:

Surname:

Date of Birth:

SD Ref:

NI Number:

Last date of membership, or last year end shown on SD55/SD55J, or magnetic tape:

EA/GP Code:

Your Payroll Reference:

Employment Identifier:

Important Note: If you amend any figure(s) in boxes 23 - 28 this may affect other figures with use boxes and these will require amendment also.

Box Number as shown on SD55	Current Data	Year	Revised Amount	
23. Employee Conts (no AVC's) - Enter Revised Amount of basic employee conts	<input type="text" value="797.52"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
24. Employee Pensionable Pay - Enter Revised Amount	<input type="text" value="15950.04"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
25. Contribution Rate -	<input type="text" value="5.0"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	
26. Employer Conts - Enter Revised Amount of employer conts	<input type="text" value="2232.96"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
27. Employer Pensionable Pay - Enter Revised Amount	<input type="text" value="15950.04"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
28. Employees Gross Pay - Enter Revised Amount	<input type="text" value="15950.04"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
29. Employees Annual Rate of Pensionable Pay - Enter Revised Amount	<input type="text" value="0.03"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
30. AVC's Paid (no money purchase) - Enter Revised Amount	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
31. Non-Pensionable days - Enter Revised number	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	
32. Part Time Staff - Enter Revised Amount of pensionable hours or paid sessions	<input type="text" value="0"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	
33. Identifier	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	
34. Contributions	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
35. Instalments	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
36. Identifier	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	
37. Contributions	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
38. Instalments	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
39. Identifier	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	
40. Contributions	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
41. Instalments	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>

If you wish to amend the Date of Termination, i.e. amending from 08/04/2007 to 08/04/2006 to a date in an earlier financial year you will not be allowed to continue and will be asked to contact NHS Pensions to make the necessary changes.