

# **NHS Pensions Online Guide**

## 24. Changes to Whole Time (WT) or Part Time (PT)

This function enables you to advise NHS Pensions of retrospective changes either to or from Whole Time or Part Time for your current scheme members. After selecting the link on the main E-Forms menu you are asked to input either the members National Insurance or SD reference number:

Welcome to the NHS Pension Scheme ONLINE  
Retrospective Change to Part / Whole Time.

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**Exit Online Services**    You are currently logged-in as an Employer for EA 5812

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

NI Number   

SD Membership Number  
(e.g. 12345678)   

**Submit**

Please remember if you have any problems in completing the information to contact [pensions.online@pensionsagency.nhs.uk](mailto:pensions.online@pensionsagency.nhs.uk)

If you enter an incorrect reference number or a number for a member who has left your employment you will receive the following on-screen error message:

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**Exit Online Services**    **\*\*We cannot find an employment with that Scheme Membership Number, Please check your entry.**

**Site Update**    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)   

**Submit**

Please remember if you have any problems in completing the information to contact [pensions.online@pensionsagency.nhs.uk](mailto:pensions.online@pensionsagency.nhs.uk)

Once a correct/valid number is entered you are taken to a list of employments the member has with you where you should select the employment you wish to change:

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[Exit Online Services](#)

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

ID	EA Code	Employer	Start Date	Status
1	5812	<a href="#">Blackpool, Fylde &amp; Wyre Hospitals NHS Foundation Trust</a>	16/03/1987	Whole Time

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.

Select the employment you wish to amend by clicking on the blue link and you will then be taken to the full changes form:

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Name: [Redacted]  
National Insurance Number: [Redacted]  
Scheme Membership Number: [Redacted]  
EA Code: [Redacted]  
Employment ID: 1  
Employment Start Date: 16 - Mar - 1987  
Last Updated: 31 - Mar - 2009  
Current Employment Status: Whole Time

Please enter the details of the change to Part or Whole time below. Please note, that you cannot make a change earlier than the Employment Start Date, or later than the last update of that employment (if there is no update for that employment you will be unable to enter a date in advance of the Employment Start Date).

Change Date: [01] [January] [ ]  
Whole Time / Part Time: [Whole Time]

Please note, that you should only enter details below if they are applicable.

Standard Hours: [ ]  
Actual Hours: [ ]  
Part Time Hours: [ ]

Please note that if more than 1 years part time hours are required we will contact you for further details on processing the above information.

**Submit**

The form will display the members' current employment pattern, i.e. either wholetime or part time.

To complete the form you must enter a valid change date; amend from whole time to part time or vice versa; if changing to p/t enter the standard hours and actual hours, and enter the number of actual hours worked for the year in which the change relates.

If the change date being entered is not in the latest year the employment has been updated you may be contacted by NHS Pensions to provide details of the additional yearly hours actually worked, as there is currently only provision to enter these details for one year.

There is certain validation on the screen as follows:

- The change date must be between the employment start date and the latest cyclic update – these dates are displayed on the form.
- If the employment is already shown as whole time it will not accept a retrospective change to wholetime.
- If the employment is already shown as part time it will not accept a retrospective change to part time.
- If the employment has employment type 3, 8 or 10 it will not accept a change to either part time or wholetime

For all the above examples an on screen error message is received and you must either correct your entries or cancel out of the form by selecting E-Forms again on the blue bar across the top of the page.

Examples of some of the on screen error messages are as follows:

Retrospective Change to Part / Whole Time. - Microsoft Internet Explorer provided by Envision

Welcome to the NHS Pension Scheme ONLINE  
Retrospective Change to Part / Whole Time.

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Name	CARMEN ABBOTT
National Insurance Number	WB872219C
Scheme Membership Number	57077493
EA Code	5812
Employment ID	1
Employment Start Date	16 - Mar - 1987
Last Updated	31 - Mar - 2011
Current Employment Status	Whole Time

Please enter the details of the change to Part or Whole time below. Please note, that you cannot make a change earlier than the Employment Start Date, or later than the last update of that employment (if there is no update for that employment you will be unable to enter a date in advance of the Employment Start Date).

\*\*The date of change must be between 16/03/1987 and 31/03/2011

01 January 1987

Whole Time / Part Time

Whole Time

Retrospective Change to Part / Whole Time. - Microsoft Internet Explorer provided by Envision

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Retrospective Change to Part / Whole Time.

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**Name** CARMEN ABBOTT  
**National Insurance Number** WB872219C  
**Scheme Membership Number** 57077493  
**EA Code** 5812  
**Employment ID** 1  
**Employment Start Date** 16 - Mar - 1987  
**Last Updated** 31 - Mar - 2011  
**Current Employment Status** Whole Time

Please enter the details of the change to Part or Whole time below. Please note, that you cannot make a change earlier than the Employment Start Date, or later than the last update of that employment (if there is no update for that employment you will be unable to enter a date in advance of the Employment Start Date).

Change Date     
 \*\*You cannot change to Whole Time as this is the same as we already hold for that member.

Please note, that you should only enter details below if they are applicable.

Standard Hours   
 Actual Hours   
 Part Time Hours

Please note that if more than 1 years part time hours are required we will contact you for further details on processing the above information.

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**Name** CARMEN ABBOTT  
**National Insurance Number** WB872219C  
**Scheme Membership Number** 57077493  
**EA Code** 5812  
**Employment ID** 1  
**Employment Start Date** 16 - Mar - 1987  
**Last Updated** 31 - Mar - 2011  
**Current Employment Status** Whole Time

Please enter the details of the change to Part or Whole time below. Please note, that you cannot make a change earlier than the Employment Start Date, or later than the last update of that employment (if there is no update for that employment you will be unable to enter a date in advance of the Employment Start Date).

Change Date     
 \*\*You cannot change to Whole Time as this is the same as we already hold for that member.

Please note, that you should only enter details below if they are applicable.

Standard Hours   
 Actual Hours   
 Part Time Hours

Please note that if more than 1 years part time hours are required we will contact you for further details on processing the above information.

**Microsoft Internet Explorer**

As you have selected a change to Part Time, you must enter Part Time hours for that update year!

Retrospective Change to Part / Whole Time. - Microsoft Internet Explorer provided by Envision

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Retrospective Change to Part / Whole Time.

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Pensions Agency

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**Name** CARMEN ABBOTT  
**National Insurance Number** WBB72219C  
**Scheme Membership Number** 57077493  
**EA Code** 5812  
**Employment ID** 1  
**Employment Start Date** 16 - Mar - 1987  
**Last Updated** 31 - Mar - 2011  
**Current Employment Status** Whole Time

Please enter the details of the change to Part or Whole time below. Please note, that you cannot make a change earlier than the Employment Start Date, or later than the last update of that employment (if there is no update for that employment you will be unable to enter a date in advance of the Employment Start Date).

Change Date

Whole Time / Part Time

Please note, that you should only enter details below if they are applicable.

**\*\*Standard hours is a mandatory field, and must contain a value between 3000 and 4900.**

**\*\*Actual hours is a mandatory field, and must contain a value between 0100 and 4900.**

Part Time Hours

Please note that if more than 1 years part time hours are required we will contact you for further details on processing the above information.

The above errors would be resolved by entering the number of weekly hours the member would be expected to work if they were w/t – this would be entered in the standard hours field.

Their contracted weekly p/t hours should be entered in the actual hours field.

The total p/t hours worked for the period 01.01.2011 to 31.03.2011 should then be entered in the Part Time Hours field.

If the actual hours entered exceed whole time for the period you will be asked to revise your figure.