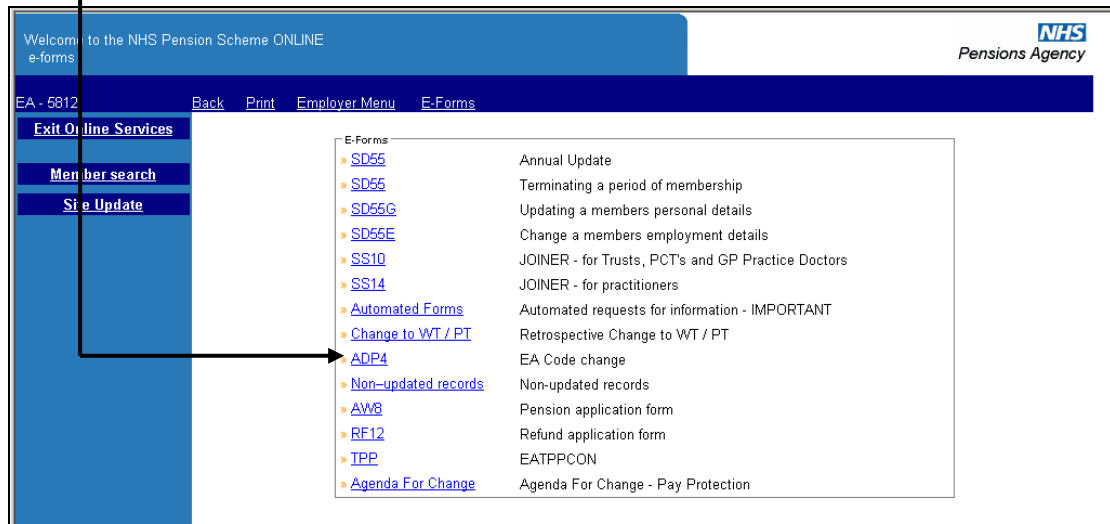


# **NHS Pensions Online Guide**

25. ADP4

The ADP4 E-Form allows you to:

- Change to EA code for a single or multiple members who are currently employed with you.
- See a full list of members who have a current open employment with you.
- Check start dates, employment ID, SD Ref
- Check the date to which their pension record has been updated



Although the member record will be updated with an EA Code change within a couple of hours, the list of members in the ADP4 is updated overnight and you will not see the changes you have made until the next day.

If you have submitted a joiner form or a cyclic update and you want to check if this has processed successfully, the ADP4 list is a good way of checking this.

It is also useful when dealing with some errors and the Error Handling Guide explains how the ADP4 can help.

Once you have selected the link in the E-Forms menu you will be presented with the list shown on the following page.

Welcome to the NHS Pension Scheme ONLINE  
ADP4 - EA Code change

NHS  
Pensions Agency

Back Print Employer Menu E-Forms

ADP4 - Change to EA Code  
You are currently logged-in as Administrator for 5812

PLEASE NOTE: This data was correct as at 28/10/2009: 05:20. Any changes made to personal or employment details after this time will not be reflected

To make a change to EA code please enter the EA Code below, then select the members by clicking the relevant checkbox.

EA Code

Count: 5326

Surname	Forename	NI Number	SD Number	Scheme	Emp ID	EA Ref	Start Date	Updated to	Tick to change
ABBOTT	CARMEN	WB872219C	57077493	1995	1	10061903	16-Mar-1987	31-Mar-2009	<input type="checkbox"/>
ABBOTT	ELIZABETH	YT805928A	52017753	1995	4	10061144	02-May-1994	31-Mar-2009	<input type="checkbox"/>
ABBOTT	MARK	NX655736A	72071608	1995	2	20694351	18-Feb-2008		<input type="checkbox"/>
ABBOTTS	ELIZABETH	NA301380C	63108525	1995	1	10060744	01-Apr-2002	31-Mar-2009	<input type="checkbox"/>
abdu	Nihal	SK784339D	76063485	2008	1	21307136	16-Mar-2009	31-Mar-2009	<input type="checkbox"/>
ABRAHAM	JEANETTE	NB531240C	63125634	1995	1	20419397	01-Sep-2007	31-Mar-2009	<input type="checkbox"/>
ABRAHAM	CAROL	NM172185B	66070908	1995	1	10059986	01-Sep-1998	31-Mar-2009	<input type="checkbox"/>
ABRAM	GARRY	WL614635B	61070193	1995	3	10060902	06-Feb-1998	31-Mar-2009	<input type="checkbox"/>
ABRAMSON	MARGARET	JT130915D	78022988	1995	1	10059475	01-Apr-2002	31-Mar-2009	<input type="checkbox"/>
ABU BAKAR	MAGID	ZZ395621Z	64118852	1995	1	10057681	26-Jul-2004		<input type="checkbox"/>
Abu Sanad	Osama	ZZ428339Z	85031902	2008	1	21570240	03-Aug-2009		<input type="checkbox"/>
YIANNI	SAMANTHA	NZ809504B	73073541	2008	2	21102680-2	28-Sep-2009		<input type="checkbox"/>
YIANNI	SAMANTHA	NZ809504B	73073541	2008	1	21102680	02-Feb-2009	31-Mar-2009	<input type="checkbox"/>
YOUNG	Carrie	JJ515889B	84022090	1995	1	20283656	31-Jul-2007	31-Mar-2009	<input type="checkbox"/>
YOUNG	DAVID	JE104598C	75039927	1995	1	44170025001	20-Jan-2003		<input type="checkbox"/>
YOUNG	ELIZABETH	YZ869952C	57100239	1995	1	10057201	03-Mar-1997	31-Mar-2009	<input type="checkbox"/>
YOUNG	JONATHAN	JA072531D	74042080	1995	1	10059014	01-Jun-2002	31-Mar-2009	<input type="checkbox"/>
Young	Julie	JP759765B	88016460	2008	1	10057221-2	31-Aug-2009		<input type="checkbox"/>
YOUNG	KAREN	NR458545A	68064983	1995	2	10058753	08-Apr-2002	31-Mar-2009	<input type="checkbox"/>
YOUNG	MICHAEL	NR453347D	68055723	1995	2	10061673	25-Oct-1998	31-Mar-2006	<input type="checkbox"/>
YOUNG	TRACEY	NP023129D	67045010	1995	3	10060364	15-Nov-2004	31-Mar-2009	<input type="checkbox"/>
YOUNG	VANESSA	YY864136D	55129550	1995	1	20316559	25-Jun-2007	31-Mar-2009	<input type="checkbox"/>
YUE	ATTI	SC674346C	78056362	2008	1	20978953	22-Sep-2008	31-Mar-2009	<input type="checkbox"/>
ZACHARIAS	JOSEPH	JX003335D	68038105	1995	11	20024796	10-Oct-2004	31-Mar-2009	<input type="checkbox"/>
ZAMIR	IMRAN	SE036290C	76050323	1995	5	20851424	03-Sep-2008	31-Mar-2009	<input type="checkbox"/>
Zardo	Davide	ZZ428345Z	82045032	2008	1	21576529	03-Aug-2009		<input type="checkbox"/>
ZEB	SHAHZADI	JW967735D	82027156	1995	1	20014833	02-Aug-2005	31-Mar-2007	<input type="checkbox"/>
ZERBATO	ANNA	JB176159D	74038998	1995	1	10059846	01-Oct-2001	31-Mar-2009	<input type="checkbox"/>
ZORN	GLEN	JX186740A	79001845	1995	1	10060312	16-Mar-1998	31-Mar-2009	<input type="checkbox"/>
ZORN	SARAH	JE764799D	76022653	1995	1	10060255	07-Aug-2000	31-Mar-2009	<input type="checkbox"/>
ZYGMUNT	REBECCA	JA349309B	74004314	1995	1	10059393	14-Feb-1994	31-Mar-2009	<input type="checkbox"/>

**Submit**

**Please note:** The details shown on the above list are taken from a test database.

The list can be sorted into any order by clicking on the column that you wish the order to be in.

i.e. if you want the list in NINO order click on the title of that column and the list will be sorted into NINO order.

If you wish to find a specific member you can enter their surname, NINO, SD Ref or EA Ref in the "find" box and you will be taken to their entry on the list, as follows:

Welcome to the NHS Pension Scheme ONLINE  
ADP4 - EA Code change

NHS  
Pensions Agency

Back Print Employer Menu E-Forms

ADP4 - Change to EA Code  
You are currently logged in as Administrator for 5812

Abu Sanad  
Find

PLEASE NOTE: This data was correct as at 28/10/2009: 05:20. Any changes made to personal or employment details after this time will not be reflected

To make a change to EA code please enter the EA Code below, then select the members by clicking the relevant checkbox.

EA Code

Count: 5326

Surname	Forename	Nl Number	SD Number	Scheme	Emp ID	EA Ref	Start Date	Updated to	Tick to change
ABBOTT	CARMEN	WB872219C	57077493	1995	1	10061903	16-Mar-1987	31-Mar-2009	<input type="checkbox"/>
ABBOTT	ELIZABETH	YT805928A	52017753	1995	4	10061144	02-May-1994	31-Mar-2009	<input type="checkbox"/>
ABBOTT	MARK	NX655736A	72071608	1995	2	20694351	18-Feb-2008		<input type="checkbox"/>
ABBOTTS	ELIZABETH	NA301380C	63108525	1995	1	10060744	01-Apr-2002	31-Mar-2009	<input type="checkbox"/>
abdu	Nihal	SK784239D	76063485	2008	1	21307136	16-Mar-2009	31-Mar-2009	<input type="checkbox"/>
ABRAHAM	JEANETTE	NL531240C	63125634	1995	1	20419397	01-Sep-2007	31-Mar-2009	<input type="checkbox"/>
ABRAHAMS	CAROL	NM172185B	66070908	1995	1	10059986	01-Sep-1998	31-Mar-2009	<input type="checkbox"/>
ABRAM	GARRY	WLB14635B	61070193	1995	3	10060902	06-Feb-1998	31-Mar-2009	<input type="checkbox"/>
ABRAMSON	MARGARET	JT130915D	78022988	1995	1	10059475	01-Apr-2002	31-Mar-2009	<input type="checkbox"/>
ABU BAKAR	MAGID	ZZ395621Z	64118852	1995	1	10057681	26-Jul-2004		<input type="checkbox"/>
Abu Sanad	Osama	ZZ428339Z	85031902	2008	1	21570240	03-Aug-2009		<input type="checkbox"/>

To change a members EA Code, type the new EA Code in the "EA Code" box and then select "Tick to change" alongside the member(s) that you wish to allocate the new EA Code, as follows:

Welcome to the NHS Pension Scheme ONLINE  
ADP4 - EA Code change

NHS  
Pensions Agency

Back Print Employer Menu E-Forms

ADP4 - Change to EA Code  
You are currently logged in as Administrator for 5812

Find

PLEASE NOTE: This data was correct as at 28/10/2009: 05:20. Any changes made to personal or employment details after this time will not be reflected

To make a change to EA code please enter the EA Code below, then select the members by clicking the relevant checkbox.

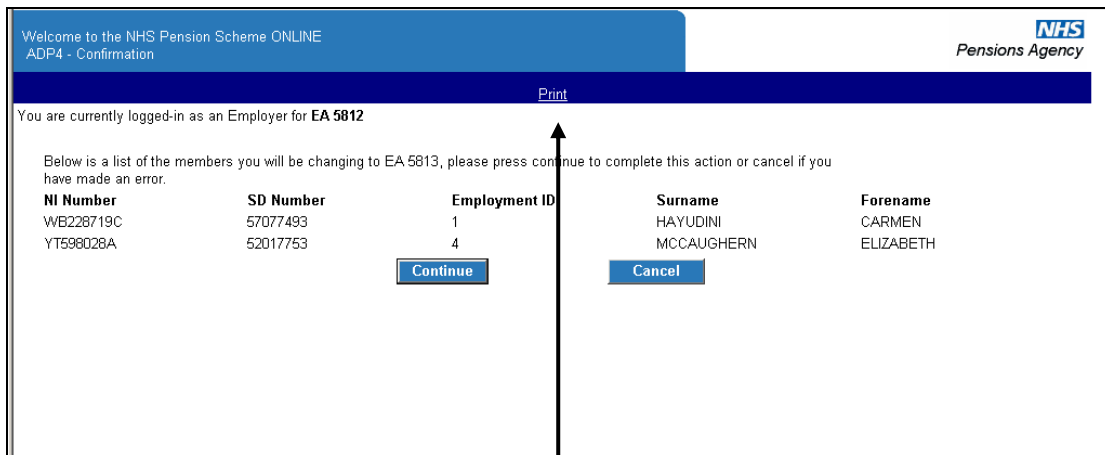
EA Code

Count: 5326

Surname	Forename	Nl Number	SD Number	Scheme	Emp ID	EA Ref	Start Date	Updated to	Tick to change
ABBOTT	CARMEN	WB872219C	57077493	1995	1	10061903	16-Mar-1987	31-Mar-2009	<input checked="" type="checkbox"/>
ABBOTT	ELIZABETH	YT805928A	52017753	1995	4	10061144	02-May-1994	31-Mar-2009	<input checked="" type="checkbox"/>
ABBOTT	MARK	NX655736A	72071608	1995	2	20694351	18-Feb-2008		<input type="checkbox"/>
ABBOTTS	ELIZABETH	NA301380C	63108525	1995	1	10060744	01-Apr-2002	31-Mar-2009	<input type="checkbox"/>
ZAMIR	IMRAN	SE036290C	76050323	1995	5	20851424	03-Sep-2008	31-Mar-2009	<input type="checkbox"/>
Zardo	Davide	ZZ428345Z	82045032	2008	1	21576529	03-Aug-2009		<input type="checkbox"/>
ZEB	SHAHZADI	JW967735D	82027156	1995	1	20014833	02-Aug-2005	31-Mar-2007	<input type="checkbox"/>
ZERBATO	ANNA	JB176159D	74038998	1995	1	10059846	01-Oct-2001	31-Mar-2009	<input type="checkbox"/>
ZORN	GLEN	JX186740A	79001845	1995	1	10060312	16-Mar-1998	31-Mar-2009	<input type="checkbox"/>
ZORN	SARAH	JE764799D	76022653	1995	1	10060255	07-Aug-2000	31-Mar-2009	<input type="checkbox"/>
ZYGMUNT	REBECCA	JA349309B	74004314	1995	1	10059393	14-Feb-1994	31-Mar-2009	<input type="checkbox"/>

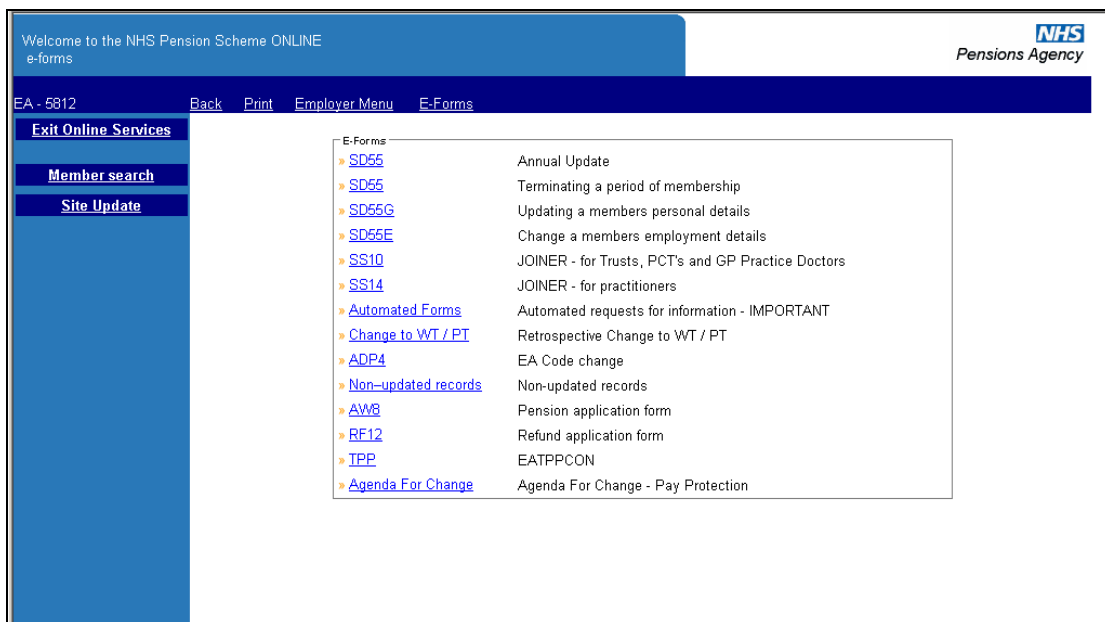
Then scroll to the bottom of the page and click "Submit"

You will then receive a confirmation screen showing the members for who you have amended the EA Code, as follows:



By selecting the print option on the dark blue banner bar you can print this list.

Check the proposed changes carefully before selecting continue and if you have made any errors either on the new EA Code entered or the members that have been selected; select “cancel” and this will take you out of the ADP4 and back to the E-Forms menu.



If you are happy with the changes select “continue” and the changes will be processed at NHS pensions the same day but will not be reflected in the ADP 4 list until the next day.