

## Q How do I input a GP locum employment?

A When a GP locum first submits forms GP Locum A & B you should create an employment using form SS14 on Pensions Online. A GP locum is a 'Practitioner' scheme member and has the employment type 9 and the capacity code 3. You should update the employment using form SD55, and terminate it using form SD55T.

## Q Where do I send the contributions?

A Contributions should be sent to Paymaster Finance at NHS Pensions. The Pensions Act 1995 affects all occupational pension schemes and requires payment of both employer and employee scheme contributions within 19 days of the month in which salary/fee was paid. For this purpose, where the 19th day falls at a weekend, payment must be received no later than the preceding Friday.

## Q What if a GP locum does not submit any forms for a long period of time?

A Terminate a freelance GP locum's pensionable post on form SD55T if more than 3 calendar months have lapsed without any GP locum work being performed. The last stated day of pensionable membership (to be entered in box 39) is when the GP last actually worked.

## Q What if the GP Locum has set themselves up as a limited company?

A They cannot join the NHSPS.