The NHSBSA Online Guide (POL)

32. Notifications

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Notifications are requests for information from The NHSBSA and they remain on Pensions Online until they are resolved. The link is held on the main Employer Menu within Pensions Online.
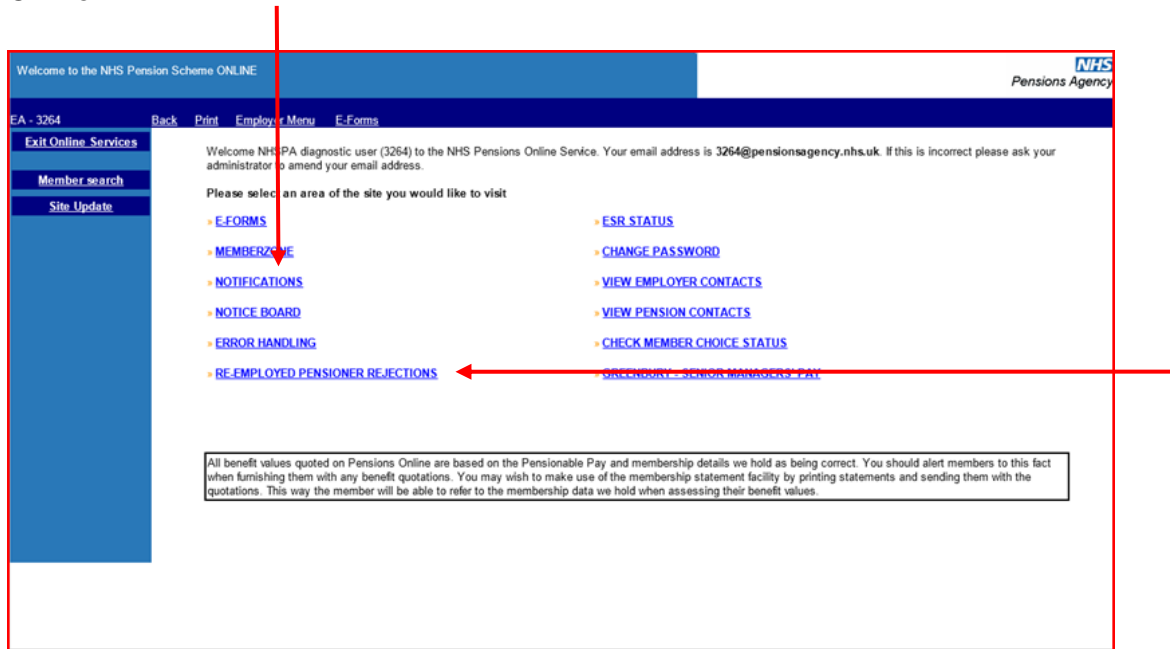
There are 6 types of Notifications, as follows:
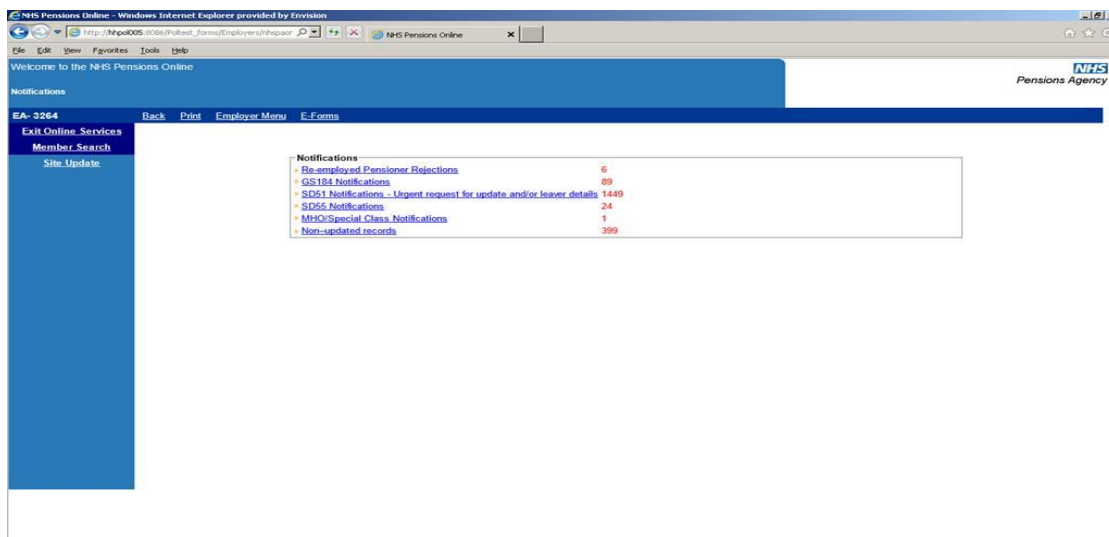
The lists are updated overnight and the number in red is the amount of that specific notification that awaits attention.

Re-employed Pensioner Rejections can also be accessed on the main Employer Menu.

Re-Employed Pensioner Rejections

A new automated process has been introduced to determine the eligibility for further participation of the NHS Pension Scheme for re-employed Pensioners. Where the member is eligible for pensionable re-employment the joiner form will process successfully and you will receive an SD55 notification in the normal way advising which section of the Scheme the member has been allocated to.

Only those members who retired from the 1995 section on Ill-Health who became re-employed under age to will be eligible to rejoin the 1995 section. All other re-employed pensioners will be allocated to the 2008 section providing they meet the relevant criteria.

If the member does not meet any of the eligibility criteria you will receive a re-employed pensioner notification advising of this fact and instructing you to return any contributions already deducted to the member.

If the member is eligible for pensionable re-employment but has not completed the required waiting period you will receive a re-employed pensioner notification advising you of the date they are eligible to rejoin the scheme and asking you to re-submit a joiner form on that date if the member is still employed with you and still meets all other eligibility criteria.

You will also be asked to return any contributions already deducted to the member.

When you first open an individual notification you will see the rejection letter itself as shown on the following pages.

Example of individual notification letter where member is not eligible to be pensionable in any further NHS employments:

EA Code:3414

Hesketh House
PO BOX 2269
Bolton
Lancashire
BL6 9JS

Helpdesk: 0300 3301 353
Email: nhsbsa.datamanagement@nhs.net
www.nhsbsa.nhs.uk/pensions

Membership No: SD 21/000007
Date: 01/01/2018

Dear Pensions Office

NHS Pension Scheme – Re-Employed Pensioner

SD Ref:	21/000007	Assignment/ Staff No:		123456
Surname:	EPSURNAME	Forename:	EPFORENAME	
Re-employment start date:		01/02/2012		
Reason for retirement:		01 –VOLUNTARY RETIREMENT		

We have received joiner details for the above named pensioner showing an employment which commenced with you on 25/06/2018.

The member **is not eligible** to be pensionable in this employment for one of the following reasons:

They retired from the 1995 Section, with a last day of membership that **was not** on or after 01/04/2008 and before 01/10/2009. With a retirement reason other than ill –health returning under age 50, or

They retired from the 1995 sectionon ill-health but were over age 50at the re-employment date and therefore not eligible to join the 2008 section as they did not retire from the 1995 Section on or after 01/04/2008 and before 01/10/2009, or

Our records show this member retired on Tier 2 ill health which has not been permanently converted to a Tier 1

Please advise the member and make a local return of any contributions already deducted.

If for any reason you think this decision is incorrect please contact us.

NHSBSA
Records Management Team

There are options to make the document larger and print or save the document.

Example of rejection letter where member is eligible for further pensionable employment but from a future date:

NHS Business Services Authority

EA Code: 1234

Hesketh House
PO BOX 2269
Bolton
Lancashire
BL6 9JS

Helpdesk: 0300 3301 353
Email: nhsbsa.datamanagement@nhs.net
www.nhsbsa.nhs.uk/pensions

Membership No: SD 21/000007
Date: 01/01/2018

NHS Pension Scheme – Re-Employed Pensioner

Surname	EPSURNAME
Other Names	EPFORENAME
Place of work	1234- St.Bernadette's Trust
Start date	29/09/2011
Job	Nurse
EA Ref/Assignment No	123456

The above named member is eligible to be pensionable in the 2008 Section of the Scheme in their re-employment but is not eligible from the start date of the employment as they had not completed the required waiting period on that date. Please return any pension contributions deducted in this employment to the member.

The member is eligible to join the 2008 Section on or after 01/10/2011.

If they are still employed with you on this date please submit a new joiner form via Pensions Online, providing they also meet the normal scheme eligibility rules.

If there is any reason why you think this decision is incorrect please contact us.

NHSBSA
Records Management Team

There are options to make the document larger and print or save the document.

Once you close the document you are returned to the notifications list and if you access the same member again you have the following options:

Cancel out of the record

View the letter

Delete the notification – it may be best to only do this once you have informed the member and returned the pension contributions to them.

GS 184 Notifications

A GS184 Notification is sent to you when The NHSBSA have amended their records and you need to make a note of this amendment on your records, or when The NHSBSA require some information from you, i.e. notification of a correct NI number.

Some of the reasons for the GS184 are as follows:

- Transfer-in has been completed
- Changes to section of Scheme the employment is allocated to
- Change of National Insurance Number
- Notification of whether Special Class or Mental Health Officer (MHO) status applies
- Change of Surname

When you select this link on the main Employer menu you then have further options as illustrated below:

View All Records

If you wish to view all records an example of the list that will be displayed is as follows:

To view a specification notification click on the NI number for that member and full details of the notification will be displayed.

You can also delete the notification from the list by clicking on "remove".

You will receive a message confirming the GS184 has been removed from the list.
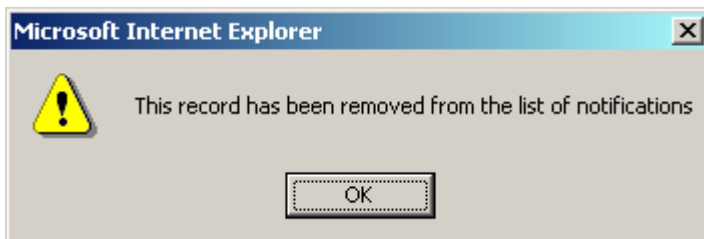
View Individual Record

If you wish to view a notification for a specific member select "One Member" and enter their National Insurance number in the box provided:

This then takes you to the members' entry within the main list where you click on the NI number field to view the notification details:

You can also delete the notification from this page once actioned, by clicking in the delete column and selecting delete at the top of the page.

If you wish to see all notifications received on a specific date enter the date in the field provided and select that option, as illustrated below:

Back   Print   Employer Menu   E-Forms

You are currently logged-in as Administrator for **EA 2523**

To delete any records, please select the checkbox and press delete. **Delete**

NI Number	SD Number	Surname	Forenames	DOB	DOB Verified	EA Reference	DOC	Emp ID	Comments	Processed Date	Delete
					No		03-Aug-2009	1	Yes	01-Sep-2009	☐
					No		10-Aug-2009	1	Yes	01-Sep-2009	☐
					No		01-Apr-2009	1	Yes	01-Sep-2009	☐
					No		01-Aug-2009	1	Yes	01-Sep-2009	☐
					No		11-Aug-2009	1	Yes	01-Sep-2009	☐
					No		01-Aug-2009	1	Yes	01-Sep-2009	☐
					No		01-Aug-2009	2	Yes	01-Sep-2009	☐
					No		03-Aug-2009	1	Yes	01-Sep-2009	☐

You can view any of the individual notifications by clicking on the NI number in the normal way. You can also delete one or more of the notifications by clicking the selection(s) in the delete column and then selecting delete at the top of the page.

View/Delete Individual Notifications between specific dates

To view a list of notifications received between specific dates enter the dates in the fields provided alongside the option "Between Processed Dates" and then select "submit".

You can view individual notifications by selecting the member NI number and can also delete one or more entries by clicking in the delete column for the relevant member(s) and then selecting delete at the top of the screen.

Bulk Deletion of GS1854 Notifications between specific dates.

If you wish to delete all GS184 notifications between specific dates then select the link shown below:

You then have the option to enter delete notifications received on a specific date or between 2 dates:

You do not have the facility to view the notifications before deleting them so it is important that you have already viewed them before deleting them. Once you have entered the relevant date(s) and choose submit you will receive confirmation of the number of notifications that have been deleted, and for which date(s):

If you have further GS184 notifications to delete for different dates then choose "select another" or choose "cancel" if you wish to exit and return to E-Forms.

SD51 Notification – Urgent request for cyclic and/or leaver details

Where there is an open whole time employment on a member record and a further joiner form with the same or another employer is received The NHSBSA needs to determine the eligibility of the new employment and therefore needs to know whether the whole time employment has ended. This is to avoid contributions being deducted on an employment that cannot be pensionable. It is therefore important that SD51 Notifications are dealt with on a regular basis.

When you click on the link you will receive the following screen:

The list can be sorted into any order by clicking on any of the column titles.

To view any SD51 click on the NI number and details of the employment in question will be displayed, as illustrated below:

If the member is no longer employed with you then select the appropriate answer and submit a leaver form via Pensions Online.

If the member has taken up a whole time employment elsewhere but is employed with you on a part time basis then they cannot continue to pay pension contributions in the part time employment and you should respond advising that they continue to work p/t. You should also submit a leaver form with a date of leaving as the day before the whole time employment commenced. In the comments box advise that you have submitted a leaver form and state the date of leaving that it contains.

If the member remains in whole time employment with you then you only need to respond advising that they are still working whole time.
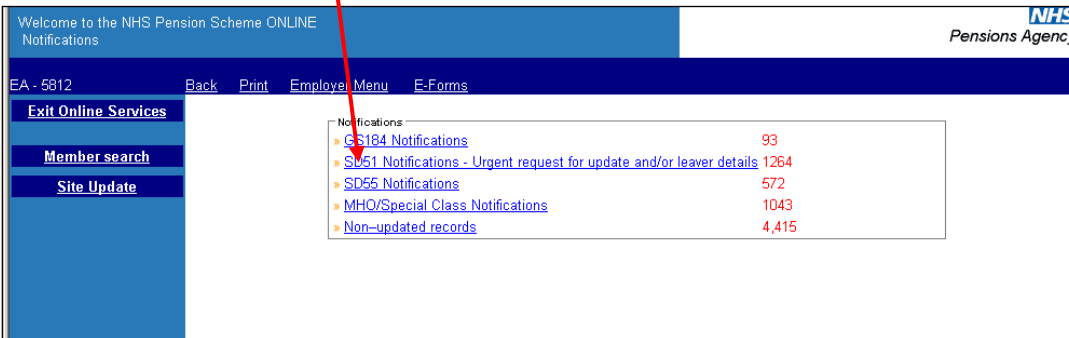
You should select one option only and when the form is complete, select "Submit" at the bottom of the screen and this will send the response back to The NHSBSA electronically. The SD51 request will then be removed from the list.

SD55 Notifications

SD55 Notifications are issued by The NHSBSA when a Joiner or annual update processes to the members electronic record. They will include the members personal and employment details; confirm the SD reference number and include other important information, some examples of which are as follows:

- Section of the Scheme to which employment is allocated
- Whether the member has an Additional Voluntary Contract (AVC) or Additional Pension (AP) contract
- Previous service counting towards compulsory preservation
- Arrears of scheme or AVC contributions that require collection
- Additional Service purchased or being purchased
- Whether benefits are subject to a pensions on divorce "sharing" or "earmarking" order
- Requests to confirm Date of Birth and/or National Insurance Number

When you select the Notifications link on the main Employer Menu you will then see the link to SD55 Notifications, as follows:

The numbers in red show the amount of each notification that is held and either still needs attention or needs deleting.

When you select the SD55 Notifications link you then have the following options to choose from:

Whichever option you select will display a list of all SD55 notifications issued within that category, as follows:

Joiners

To view notifications for joiners select this option and then select whether you want to view all notifications, a notification for a specific member or notifications on specific dates.

Once your selection is made and you click submit, a list of all notifications for your selection will be displayed:

Joiners and All Records selected

To view a specific notification click on the NINO.

Once actioned the notification can be removed from the list either from the individual page, by selecting 'remove' at the bottom of the page; on the list of notifications or by selecting delete at the right hand side of the entry and then selecting delete at the top of the page.

There is also an option to delete all notifications received on a specific date or between specific dates by selecting the link on the first page, as follows:

If selecting the bulk deletion link do not complete any other information above. Once selected you then have further options, as follows:

To delete all joiner SD55 notifications received on 15/10/2009 you would complete the options as follows:

It is important to be sure you have viewed and actioned all the notifications on that date before continuing as you do not receive the option to check notifications on that date before they are deleted.

Once you have made your selections and selected submit you will immediately receive confirmation that they have been deleted.

If you select "cancel" you are taken back to E-Forms and if you select "submit another" you remain with the "delete" option.

Annual Updates

If you select the annual updates option a list of all notifications will be displayed in the same way, as is it for Joiners. To view an individual record click on the national insurance number and the details held within that notification would then be displayed:

All other functions for Annual Update notifications work in the same way as for Joiners.

Mental Health Officer (MHO)/Special Class Notifications

These are issued by The NHSBSA when a claim for MHO/Special Class status has been made which needs investigating, either because of the duties being performed or confirmation of previous MHO/Special Class membership on or before 06.03.1995

The notifications are separated between those for MHO and those for Special Class and then those that are approved and not approved, as follows:

These notifications can be viewed and deleted in the same way as other notifications.

Non-Updated records

The Non-updated records function lists all your current scheme members whose employment(s) is not updated to the latest financial year-end.

If the member has concurrent part time posts of which neither are updated to the current year-end then they will have more than one entry on the list but these will display different employment identifiers.

The list displays the first 100 records are displayed but there is a facility to search the database for any of your members using their NI number. This search will find any of your current members not just those in the first 100.

The list can be sorted into any order by selecting "∧" or "∨" at the sides of title at the head of the column that you want the list to be displayed in. Once sorted into your preferred order the first 100 records will be relisted.

i.e. if you select a sort by SD Number using "∨" then the first 100 records starting with the earliest SD number will be displayed, as illustrated below:

Suggested ways to sort and action these records:

- To deal with members who may be near retiring age

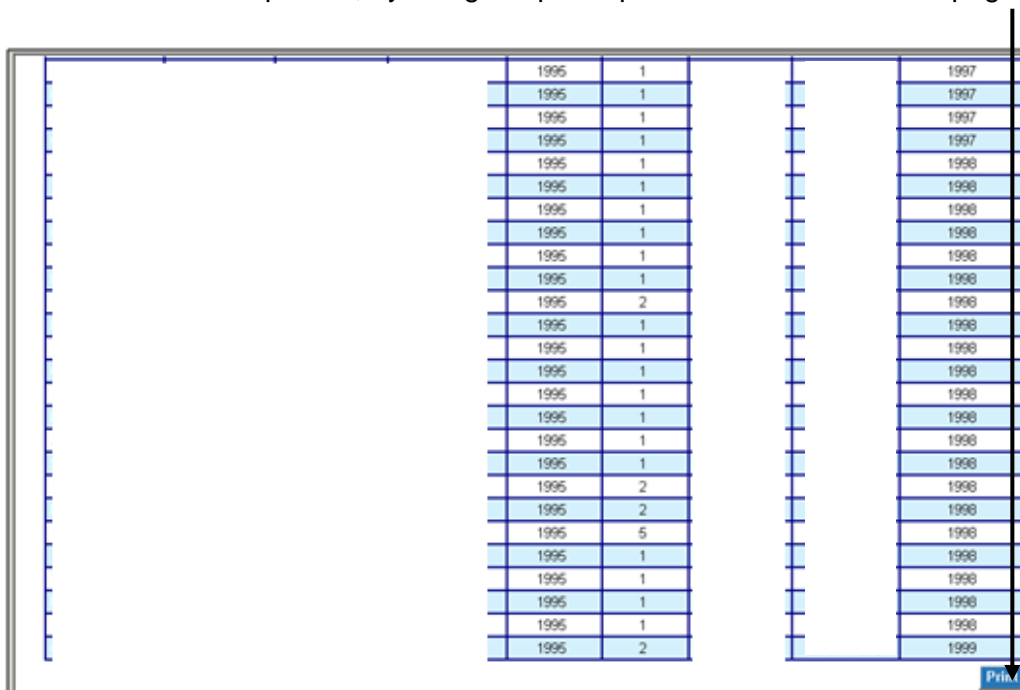   Sort via "SD number - v" as this will list the oldest member first

- To action updates that have been outstanding the longest

    Sort via "Update Year – v"

- Once you have identified a member whose update you wish to action it is also advisable to then do a search using their SD number as this will identify if there is more than one year that requires updating for the same member.

Any updates for the same member must then be submitted in year order via POL **SD55 Update**.

The list can also be printed, by using the print option at the bottom of the page.

As updates are submitted and processed the list is updated but this is not immediate, it is an overnight process.