# NHS Total Reward Statements – NHS Pensions employer data task list

Please use the following task list to help you prepare your data for TRS. This will be of benefit to you as the cleaner your data the more statements we will be able to produce for your employees.

It may also potentially decrease the amount of estimates you will need to calculate via Pensions Online (POL) as you will be able to redirect the member to the TRS website where a pension statement is available.

As you complete a task please tick the second column. If you need help please refer to the numbered help notes below.

| TRS task | Completed | Help? |
|---|---|---|
| Ensure all member records are up to date for the latest financial year. | | 1 |
| Recognise and correct outstanding data issues for previously submitted updates. | | 2 |
| Amend or confirm any outstanding NHS Pensions constructed values (Auto SD55E). | | 3 |
| Ensure ESR records match NHS Pensions records wherever possible. | | 4 |
| Respond to NHS Pension email queries. (on going) | | 5 |
| Clear outstanding auto SM8s (exceeding whole time). | | 6 |
| POL Notifications received to be cleared in a timely manner | | |
| Information returned via Employer Comments to be in a clear and concise format. Also to contain the name and telephone number of the person that has reallocated the error to NHSBSA. | | |

# Help notes

1. Employers with access to Pensions Online (POL) can update a member's record via form SD55.

   A complete list of members with an open employment and the financial year they are currently updated to can be downloaded via the E-Forms-->ADP4 link found on POL. Employers without access to POL can request an open employment scan via email to nhsbsa.datamanagement@nhs.net

2. Employers with access to POL should utilise the Employer Error Handling section to amend/comment on/view previous submissions that have fallen out in error.

3. Employers with access to POL should utilise the E-Forms-->Constructed Values SD55E link to accept/amend/view values that have been constructed by NHS Pensions in light of missing data. These values have been constructed using previously submitted data that surrounds the time period for which we are missing information.

   If values are to be confirmed, please open the constructed values by clicking a members National Insurance number. This will open the SD55E screen. Then copy the figures from the left hand side over to the right hand side and submit. If the values are incorrect, simply input the correct values on the right hand side and submit.

4. NHS Pensions has an ESR Reconciliation team that are there to help you identify mismatching data between that held on ESR and that held on the NHS Pensions system. This team produces regular reports for employers that will enable you to quickly report back to us any details that require amendment.

   Mismatching data is one main cause for data submission errors. Ensuring this data is correct should vastly reduce the chance of your updates falling out into error.

5. NHS Pensions will email employers whenever they are trying to clear data issues created by employer submitted data that requires further information. A large proportion of data errors require further information before being able to be resolved. It is in the best interest for employers to respond to these queries in a timely manner so that potential future errors are not created because of delayed/missing information.

   If you are unsure about a query received, please don't hesitate to mention this in your reply. We will attempt to help you wherever possible.

6. Action SM8s by clicking the 'accept' or 'amend' button on the SM8 notification. If the dates held are incorrect then still accept the SM8 in order to clear it and then email DMT for the correction to be made.