

Gateway number: 01/NHSBSA/01/2017

NHS Pensions Employer Newsletter 1 - January 2017

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1. 2017-18 NHS Pension Scheme contributions estimate

The NHS Pension Scheme (Amendment) Regulations 2014 require organisations to provide a statement of estimated total contributions due to the Scheme no later than one month prior to the beginning of the Scheme year. The link below outlines this requirement:

http://www.legislation.gov.uk/ukxi/2014/570/pdfs/ukxi_20140570_en.pdf

Organisations should provide this information on the form entitled '2017-18 NHS Pension Scheme contributions estimate'.

The form will be available in the Employer Finance section of our website by the end of January 2017. It should be completed and returned no later than 1 March 2017. A link to the form will be provided in the February 2017 Employer Newsletter.

The form should be signed off by a senior manager within the organisation, e.g. Chief Executive or Finance Director. For employer organisations such as GP practices this should be the senior/fund holding GP.

2. Year end 2017 updates for non Pensions Online (POL)/Electronic Staff Record (ESR) users

We are taking a proactive approach to ensuring all the annual updates for **non** Pensions Online (POL)/Electronic Staff Records (ESR) users are submitted and processed before the 31 May 2017 deadline.

In March we will be conducting a webinar to educate employers about what information is required. Further information about when the webinar will be held will be published in the next newsletter.

In previous years, we have had annual update spreadsheets submitted by some employers who have access to POL or by third party payroll/pension providers where the organisations they are providing a service for have access to POL. From 1 April 2017 the annual updates for all organisations with access to POL **must** be submitted via the SD55 Annual Update on POL.

Any annual update spreadsheets received from employers or third party providers where the employer has access to POL will be returned from 1 April 2017. This includes any spreadsheets for annual updates prior to 2017.

The SD55 annual update spreadsheet will no longer be available on our website and the spreadsheet will be emailed to employers with no access to POL or ESR, with clear guidance on how to complete and submit year end data. This will avoid timely completion of spreadsheets that would then be returned to employers.

For any queries on POL registration or access, please contact the POL Helpdesk on 0870 117108 or email nhsbsa.polhd@nhs.net.

3. Reminder – Disclosure of Senior Managers' Remuneration (Greenbury) 2017

As a reminder, following the news article in November's Newsletter, we anticipate that the Greenbury functionality within Pensions Online (POL) will be available from 23 January 2017.

This means that all requests for disclosure information must be received by NHS Pensions between 23 January 2017 and 3 February 2017 to enable us to provide you with the necessary disclosure information by 1 April 2017. This will allow you time to prepare and submit your draft accounts by 26 April 2017. Please note, we can't guarantee that requests or queries received after 3 February 2017 will be dealt with by 1 April 2017.

All of the information you will need to complete this year's exercise can be found in the [Greenbury section](#) of the Employers Hub

4. Most viewed Ask Us articles

Each month we have been providing you with the 10 most viewed articles in Ask Us to give you an insight into the questions members have been asking. This month we are providing the top 10 Ask Us questions from members and the top 10 Ask Us questions for employers.

The results for November are below:

Most viewed article (members)	Hits
How can I get an estimate of my NHS Pension benefits?	2356
What are the reduction factors for Actuarially Reduced Early Retirement in the 1995 Section?	1264
Can I return to NHS work after retiring from the 1995 Section of the Scheme?	953
Can I take Actuarially Reduced Early Retirement?	633
Where can I find my SD number?	423
How can I notify NHS Pensions of my change of address?	386
Do I have an NHS Pension?	380
Am I entitled to a refund of my NHS pension contributions?	284
How do I apply for my NHS Pension?	269
How will my NHS Pension be paid?	243

Most viewed article (employers)	Hits
Where can I find guidance on completing the SD55 terminating a period of employment?	67
Where can I find guidance on completing the SD55 annual update?	52
Can a GP Federation/Confederation join the NHS Pension Scheme?	49
What should I do if I have paid the incorrect amount of contributions to NHS Pensions?	48
What are the capacity codes?	48
How does an employer pay their pension contributions to NHS Pensions?	46
How can I calculate the notional whole time salary for a part time staff member?	44
How can I apply for Mental Health Officer (MHO) status?	42
When would it be necessary for me to post an AW8 application form to NHS Pensions?	40
What is my EA code?	38

5. Pensions Online downtime

Pensions Online (POL) will be unavailable between the following times:

- 7pm on Friday 6 January and 7am on Monday 9 January
- 7pm on Friday 3 March and 7am on Monday 6 March

Please note: at times we may need to take POL offline at short notice. Updates will be provided on our website when possible.

We apologise for any inconvenience this may cause.

The February issue of the Employer Newsletter will be published at the end of January.