10. Automated SD55E/Constructed Values SD55E
1. Automated SD55E

This form is generated by The National Health Service Business Services Authority (NHSBSA) and is requesting information that is missing from the member record. The number in red is the amount of automated SD55E's that are awaiting action, but there may be more than one for each member.

Once you select the link you will see a list of forms for your members, as shown on the example below:

You can sort the list into different order by National Insurance Number (NINo), Surname, First Name, Employing Authority (EA) Ref etc by clicking on the title at the head of the relevant column.

It may help to sort the list into NINO order so you can easily see whether there is more than one automated SD55E for an employee so these can be dealt with at the same time. The “Year Start” is also present so you can see which year’s information is needed and these can then be dealt with in year order.

To view the details requested by The NHSBSA select the NINO link and you will be presented with the form SD55E which has red messages included at every field where information is required, as follows:
On the above screen example The NHSBSA are requesting complete details for year ending 2007. In this case the automated SD55E has been created when update details for year ending 2008 were submitted when an update for 2007 had not yet been submitted.

To enable the 2008 update to process the The NHSBSA system updated year ending 2007 with "default values" and produced the automated SD55E requesting the details from you.

The action needed is for you to complete the missing information at every field with a red message and select submit at the bottom of the form.
There are validation checks within the form and if mismatching details are entered you will receive further onscreen error messages, as follows:

<table>
<thead>
<tr>
<th>Box Number as shown on SDBS</th>
<th>Current Date</th>
<th>Year</th>
<th>Revised Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>23. Employee Costs (no. AVF's) - Enter Revised Amount of basic employee costs</td>
<td>0.02</td>
<td>(31/03/2007)</td>
<td>100 0</td>
</tr>
<tr>
<td>24. Employees Reasonable Pay - Enter Revised Amount</td>
<td>0.10</td>
<td>(31/03/2007)</td>
<td>500 0</td>
</tr>
<tr>
<td>25. Contribution Rate</td>
<td>0.01</td>
<td>(31/03/2007)</td>
<td></td>
</tr>
<tr>
<td>26. Employees Reasonable Pay - Enter Revised Amount</td>
<td>0.10</td>
<td>(31/03/2007)</td>
<td>400 0</td>
</tr>
<tr>
<td>27. Employees Reasonable Pay - Enter Revised Amount</td>
<td>100.00</td>
<td>(31/03/2007)</td>
<td>500 0</td>
</tr>
<tr>
<td>28. Employees Reasonable Pay - Enter Revised Amount</td>
<td>0.03</td>
<td>(31/03/2007)</td>
<td>3 03</td>
</tr>
<tr>
<td>29. AVF's Paid (no money purchase) - Enter Revised Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Part Time Staff - Enter Revised Amount of reasonable hours or paid sessions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once valid information is entered the form will submit successfully and you will receive a confirmation page showing the information you have entered. This page can be printed if you wish.

The number of automated SD55E's will then be reduced and the error details for this member will be removed from the list of cases.

It is important that these forms are responded to on a regular basis, as information may not be present on the members’ record to enable correct estimates or payment of benefits to be calculated.

**IMPORTANT CHANGES FROM JUNE 2012**

At the end of June 2012 The NHSBSA took action to replace missing or conditional information (default values) on a members record with a constructed value (see TN 06/2012 & the Constructed Values Employer Guide). For those cases where all missing information was replaced with a constructed value the outstanding Automated SD55E that was issued to you will have been replaced with a Constructed Values SD55E.

Where not all the defaulted values have been replaced by constructed values you may have both a revised Automated SD55E which now only requests information for the defaulted fields; and a newly created Constructed Values SD55E requesting confirmation or revision of the values constructed. Please see section 2 for the action to take.
2. Constructed Values SD55E

When the automation to replace default values with constructed values was released at the end of June 2012 you would see a reduction of the number of Automated SD55E’s as these would have been replaced with Constructed Value SD55E’s.

They are displayed in lists in the same was as the Automated SD55E which function the same way. i.e you can change the order of the list etc.

Whilst the Automated SD55E identifies the information that was missing, the Constructed Values SD55E displays all the values that now apply. None are identified as actually being constructed as we need all values to be confirmed and/or revised.
Where only part of the year’s information can be constructed, you may have both an Automated SD55E and a Constructed Value SD55E. If this is the case please action the Constructed SD55E only. When it has processed and the default values are removed, the Automated SD55E will not be re-created. *

If you agree with the values that have been constructed you must re-enter them in the right hand side of the form. When processed this creates an audit track that you have confirmed they are correct and removes the “constructed value flag” on the member record, which in turn stops the constructed value paragraph being included in any estimates or benefits calculations. Any default values for the same year will also be displayed and should be revised.

When you submit the form the normal validation checks will be applied.

*Both the Automated SD55E’s and Constructed Values SD55E’s are refreshed overnight and where there is no longer a default value held or the constructed value flag is set to closed the automated forms are no longer created.