

A decorative horizontal bar at the top of the page, featuring a blue background with a green gradient on the left side.

NHS Pensions Online (POL) Guide

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.

The screenshot shows the NHSBSA E-Forms interface. At the top, there is a navigation bar with 'EA - 6645', 'Back', 'Print', 'Employer Menu', and 'E-Forms'. On the left, there is a vertical menu with options: 'Exit Online Services', 'Member search', 'Administer Employer Contacts', 'Administer Employer Access', and 'Site Update'. The main content area displays a table titled 'IMPORTANT - Missing Statutory Data Items Required' under the heading 'Automated Forms'. The table lists the following items and their counts:

Automated Forms	Count
Automated SD55e	234
Constructed Values SD55E	20
ESR Mid Year Contribution Rate Change	2
ESR Change to Standard Hours	4
SMB	7

Below the table, there is a red link that says 'Continue to E-Forms'.

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

The screenshot shows the NHSBSA E-Forms interface for 'Constructed Values SD55E'. At the top, there is a navigation bar with 'EA - 3414', 'Back', 'Print', 'Employer Menu', and 'E-Forms'. The main content area displays a table with the following columns: 'Nino', 'Surname', 'First name', 'EA Ref', 'Year Start', 'Employment start date', 'Date of birth', and 'Date added'. The table contains one row of data:

Nino	Surname	First name	EA Ref	Year Start	Employment start date	Date of birth	Date added
YY111111Y	Smith	AABB	YY8888	01-Apr-2018	01-Apr-2018	01-Apr-2018	22-Mar-2018

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:

JGP Code:

Your Payroll Reference:

Employment Identifier:

Important Note: If you amend any figure(s) in boxes 23 - 28 this may affect other figures within these boxes and these will require amendment also.

Number as shown on SD55	Current Data	Year	Revised Amount	
Employee Conts (no AVC's) - Enter Revised Amount of basic employee conts <i>This is a mandatory field, please enter a revised value</i>	0.02	31/03/2007	<input type="text"/>	<input type="text"/>
Employee Pensionable Pay - Enter Revised Amount <i>This is a mandatory field, please enter a revised value</i>	0.10	31/03/2007	<input type="text"/>	<input type="text"/>
Contribution Rate -	0.0	31/03/2007	<input type="text"/>	<input type="text"/>
Employer Conts - Enter Revised Amount of employer conts <i>This is a mandatory field, please enter a revised value</i>	0.02	31/03/2007	<input type="text"/>	<input type="text"/>
Employer Pensionable Pay - Enter Revised Amount <i>This is a mandatory field, please enter a revised value</i>	0.10	31/03/2007	<input type="text"/>	<input type="text"/>
Employees Gross Pay - Enter Revised Amount <i>This is a mandatory field, please enter a revised value</i>	1000.00	31/03/2007	<input type="text"/>	<input type="text"/>
Employees Annual Rate of Pensionable Pay - Enter Revised Amount	0.03	31/03/2007	<input type="text"/>	<input type="text"/>
AVC's Paid (no money purchase) - Enter Revised Amount	<input type="text"/>	31/03/2007	<input type="text"/>	<input type="text"/>

Employer Pensionable Pay - Enter Revised Amount <i>This is a mandatory field, please enter a revised value</i>	0.10	31/03/2007	<input type="text"/>	<input type="text"/>
Employees Gross Pay - Enter Revised Amount <i>This is a mandatory field, please enter a revised value</i>	1000.00	31/03/2007	<input type="text"/>	<input type="text"/>
Employees Annual Rate of Pensionable Pay - Enter Revised Amount	0.03	31/03/2007	<input type="text"/>	<input type="text"/>
AVC's Paid (no money purchase) - Enter Revised Amount	<input type="text"/>	31/03/2007	<input type="text"/>	<input type="text"/>
Non-Pensionable days - Enter Revised number	0	31/03/2007	<input type="text"/>	<input type="text"/>
Part Time Staff - Enter Revised Amount of pensionable hours or paid sessions	<input type="text"/>	31/03/2007	<input type="text"/>	<input type="text"/>

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:

Box Number as shown on SD55	Current Data	Year	Revised Amount
23. Employee Conts (no AVC's) - Enter Revised Amount of basic employee conts <small>**The figure you have entered should be between £ 290.00 and £ 310.00, if you are happy that this figure is correct, please check the box and click submit again</small>	0.02	31/03/2007	<input type="checkbox"/> 100 00
24. Employee Pensionable Pay - Enter Revised Amount	0.10	31/03/2007	5000 00
25. Contribution Rate -	0.0	31/03/2007	
26. Employer Conts - Enter Revised Amount of employer conts <small>**The figure you have entered should be between £ 690.00 and £ 710.00, if you are happy that this figure is correct, please check the box and click submit again</small>	0.02	31/03/2007	<input type="checkbox"/> 140 00
27. Employer Pensionable Pay - Enter Revised Amount	0.10	31/03/2007	5000 00
28. Employees Gross Pay - Enter Revised Amount	1000.00	31/03/2007	5000 00
29. Employees Annual Rate of Pensionable Pay - Enter Revised Amount <small>**This is a Mandatory field, please insert a positive value</small>	0.03	31/03/2007	0 03
30. AVC's Paid (no money purchase) - Enter Revised Amount		31/03/2007	
31. Non-Pensionable days - Enter Revised number	0	31/03/2007	
32. Part Time Staff - Enter Revised Amount of pensionable hours or paid sessions <small>**Part-time hours are not required for Wholetime or Practitioners, please leave blank</small>		31/03/2007	600

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

EA - 6645 Back Print Employer Menu E-Forms

Exit Online Services

Member search

Administer Employer Contacts

Administer Employer Access

Site Update

IMPORTANT – Missing Statutory Data Items Required

Automated Firms

Automated SD55E	234
Constructed Values SD55E	20
ESR Mid Year Contribution Rate Change	2
ESR Change to Standard Hours	4
SMR	7

[Continue to E-Forms](#)

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 way as the Automated SD55E which function the same way. i.e you can change the order of the list etc.

Welcome to the NHS Pensions Online

Constructed Values SD55E

EA- 2414 Back Print Employer Menu E-Forms

Nino	Surname	First name	EA Ref	Year Start	Employment start date	Date of birth	Date added
YY111111Y	Smith	AABB	YY8888	01-Apr-2018	01-Apr-2018	01-Apr-2018	22-Mar-2018

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.

Welcome to the NHS Pensions Online

Constructed Values SD55E

EA-3414 Back Print Employer Menu E-Forms

For Help text on completing the SD55E, please click ?

Forename:

Surname:

Date of Birth:

SD Ref:

N1 Number:

Last date of membership, or last year end shown on SD55/SD55J, or magnetic tape:

EA/OP Code:

Your Payroll Reference:

Employment Identifier:

Important Note: If you amend any figure(s) in boxes 23 - 28 this may affect other figures within these boxes and these will require amendment also.

Box Number as shown on SD55	Current Data	Year	Revised Amount
23. Employee Costs (no AVC's) - Enter Revised Amount of basic employee costs	<input type="text"/>	31/03/2001	<input type="text"/>
24. Employee Pensionable Pay - Enter Revised Amount	<input type="text"/>	31/03/2001	<input type="text"/>
25. Contribution Rate -	0.0	31/03/2001	N/A
26. Employer Costs - Enter Revised Amount of employer costs	<input type="text"/>	31/03/2001	<input type="text"/>
27. Employer Pensionable Pay - Enter Revised Amount	<input type="text"/>	31/03/2001	<input type="text"/>
28. Employees Gross Pay - Enter Revised Amount	<input type="text"/>	31/03/2001	<input type="text"/>
29. AVC's Paid (no money purchase) - Enter Revised Amount	0.00	31/03/2001	<input type="text"/>
30. Non-Pensionable days - Enter Revised number	<input type="text"/>	31/03/2001	<input type="text"/>
31. Part Time Staff - Enter Revised Amount of pensionable hours or paid sessions	649	31/03/2001	<input type="text"/>

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.