

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

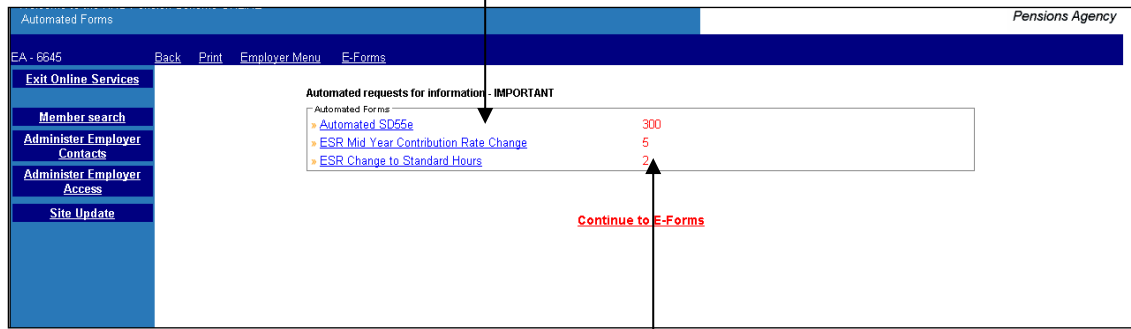
NHS Pensions Online (POL) Guide

11. ESR Mid-Year Contribution Rate Changes

This form is auto-generated by The National Health Service Business Services Authority (NHSBSA) when a mid-year contributions rate change is received via the Electronic Staff Records (ESR) system.

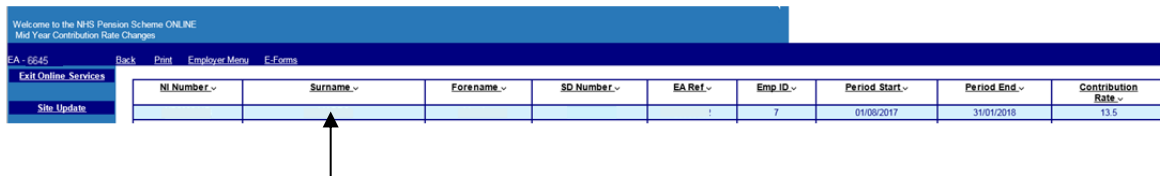
To enable correct validation checks to be made against the employees' contributions paid, The NHSBSA need to know the amount of contributions that relate to each contribution rate period within the financial year.

Access to this new form is shown on the following screen example:

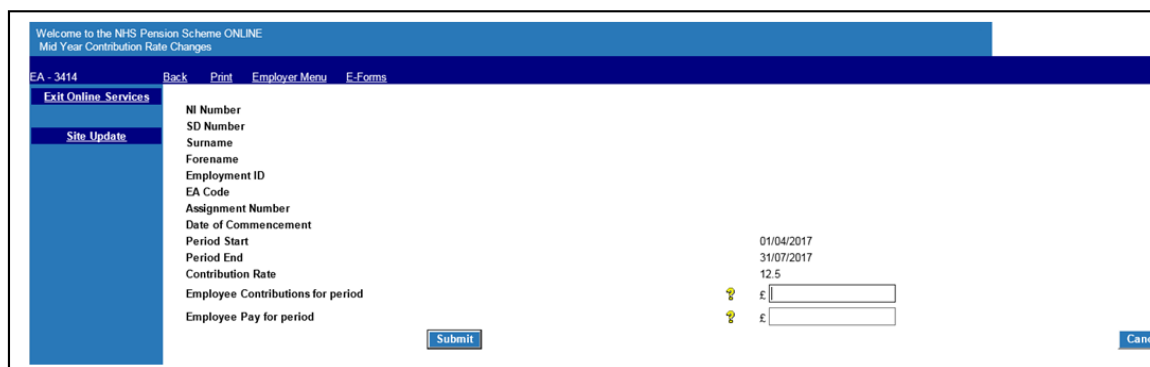


This page also shows the number of outstanding requests you have for which The NHSBSA are awaiting information.

Once this link is selected you will be presented with a list of your members for whom ESR has submitted a mid-year contribution rate change.



Select a member by clicking on the relevant line.



You should insert the requested information onto the e-form and submit it for processing.

If mismatching contributions and pay details are inserted you will receive an on-screen messages as follows:

Welcome to the NHS Pension Scheme ONLINE
Mid Year Contribution Rate Changes

EA - 3414 Back Print Employer Menu E-Forms

Exit Online Services
Site Update

NI Number
SD Number
Surname
Forename
Employment ID
EA Code
Assignment Number
Date of Commencement
Period Start
Period End
Contribution Rate
Employee Contributions for period
Employee Pay for period

** Employee Contributions is Mandatory
** Employee Pay is Mandatory

6.8
£
£

Submit Cancel

Once successfully submitted this additional information is then held by The NHSBSA ready for processing when the cyclic update or termination details are received.