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NHS Pensions Online (POL) Guide

12. Electronic Staff Record (ESR) Changes to Standard Hours

This is a new Pensions Online form that is generated by The National Health Service Business Services Authority (NHSBSA) when a change to standard hours is received via the ESR system. The NHSBSA need to know the amount of hours/sessions worked from the beginning of the period to the day before the date of change in standard hours. This is to enable p/t membership to be corrected scaled to its wholetime equivalent for benefit purposes.

Once you have selected the link, by clicking on the relevant National Insurance (NI) Number, you will see a list of all your members for whom ESR has submitted a change in standard hours:

NI Number	Surname	Forename	Emp Ref	Emp ID	SD Number	Change Date
				3		07/07/2007
				1		07/07/2007

You need to insert the number of actual part time hours worked between the dates shown on the form and submit it for processing.

NI Number
SD Number
Surname
Forename
Employment ID 3
Assignment Number
Date of Commencement 01/02/2007
Previous P/T details held
From 04/05/2007
To 06/07/2007
Hours Fraction 20.00 pt / 20.25 wt
Changed To
Change Date 07/07/2007
Hours Fraction 22.00 pt / 31.00 wt

Please insert total part time hours worked between 01/04/2007 and 06/07/2007

Some validation is incorporated into the form and if you insert part time hours that are in excess of wholetime for the period you will received an onscreen error message and will have to revise your entry:

EA - 6645		Back	Print	Employer Menu	E-Forms
Exit Online Services					
Administer Employer Contacts					
Administer Employer Access					
Site Update					
NI Number					
SD Number					
Surname					
Forename					
Employment ID	3				
Assignment Number					
Date of Commencement	01/03/2007				
Previous P/T details held	From	04/05/2007			
	To	06/07/2007			
	Hours Fraction	20.00 hr / 20.25 wt			
Changed To	Change Date	07/07/2007			
	Hours Fraction	22.00 hr / 31.00 wt			
	Please insert total part time hours worked between 01/04/2007 and 06/07/2007	<input type="text" value="9999"/>			
** Part Time Hours exceed maximum hours allowed					
<input type="button" value="Submit"/>			<input type="button" value="Cancel"/>		

Once successfully submitted the information is held by The NHSBSA for processing when the cyclic update or leaver details are received.