NHS Pensions Online Guide (POL)

17. SS14 Joiner Form

This form should be used for Assistant Practitioners, Principal Practitioners and Locum Practitioners who are Medical, Dental or Opthalmic. The 1st page is exactly the same as forms **SS10** & **SS10GP** and the same guidelines for completion of personal details apply.

Once you are in the actual form itself the details are different as there is no option to show these employments as wholetime or part time as practitioner employments are not recorded in this way as their benefits are calculated using pensionable salary details. There is also validation on this form, and an example of the error messages that may be received are as follows:

8. Title		DR
9. Sex		Female
10. Your Payroll Reference Number		12345
11. HA / DPB		HESKETH HOUSE
12. EA Code		5812
13. Date practitioner became pensionable in present employment		01 January 2010
14. State whether principal or assistant practitioner or locum	Principal = 5 Assistant = 6 Locum = 9	5
15. State wether Mental, Dental or Opthalmic - Please select 03, 08 or 10 from the drop down provided.	Medical = 3 Dental = 8 Opthalmic 10	Select
16. National Insurance contribution.	Class 1 (Employed Earner) Enter E Class 2 (Self-employed Earner) Enter S	S
17. Members home address		

***18. Disability - This is a mandatory field please make your selection from the drop down menu.	Select
***19. Religion/Belief - This is a mandatory field please make your selection from the drop down menu.	Select
***20. Sexual Orientation - This is a mandatory field please make your selection from the drop down menu.	Select
***21. Ethnicity Code - This is a mandatory field please insert a valid code. A full list of codes can be viewed by selecting ?	
***22. Area of Work - This is a mandatory field please make your selection from the drop down menu.	Select
***23. Job Role - This is a mandatory field please make your selection from the drop down menu.	Select

Submit   Cancel

As with all other forms further information for completion of a specific field can be found in the Help Text by selecting " " at the side of the field.

Once correct details are entered on the form and no error messages are being received you will receive a confirmation page showing the details you have submitted.

If the form processes successfully through The NHSBSA processing system you will receive an **SD55 Notification** confirming the joiner has processed and advising the members SD Number; which Section of the Scheme they are in and any other relevant details, i.e. if they have an ongoing AVC contract for which you need to deduct contributions or whether there is any arrears of contributions from a previous employment that require collecting.

If you do not receive the **SD55 Notification** then this is an indication that the joiner form has not processed successfully and an error has been created. Errors are either allocated to yourselves in **Error Handling** or The NHSBSA for resolution, depending on the reason for the error.

In this circumstance check your **Error Handling** cases and resolve the error if it is present. If no error is present then it has been allocated to The NHSBSA for resolution and will be dealt with in due course.

The census information fields are the same as forms **SS10** & **SS10GP**