

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

### 22. SD55E – Amending contributions and pay

This form allows you to change contributions and pay details for both open and closed employments.

After you have selected the link you will be asked to input the Superannuation Division number (SD) or National Insurance (Ni) number.

SD55E Changes

EA - 5812    Back    Print    Employer Menu    E-Forms

[Exit Online Services](#)

You are currently logged-in as an Employer for EA 5812

Please enter NI number OR SD Membership Number and press submit.

NI Number

SD Membership Number (e.g. 12345678)

[Site Update](#)

You are then asked to select the employment you wish to amend.

Once you have entered the National Insurance or SD number of the record you wish to amend, you will be given a list of all employments the member had/has with your Authority/General Practitioner (GP) Practice. Select the employment you wish to amend by clicking on the blue link:

Welcome to the NHS Pensions Online

SD55E Changes

EA- 3414    Back    Print    Employer Menu    E-Forms

[Exit Online Services](#)

[Member Search](#)

[Site Update](#)

Please click on the Employer name of the employment you wish to update.

ID	EA Code	Employer	Start Date	Status
1	3414	<a href="#">3414 - Northern Lincolnshire &amp; Goole Hospitals NHS Foundation Trust</a>		Closed
2	3414	<a href="#">3414 - Northern Lincolnshire &amp; Goole Hospitals NHS Foundation Trust</a>		Closed
3	3414	<a href="#">3414 - Northern Lincolnshire &amp; Goole Hospitals NHS Foundation Trust</a>		Closed
4	3414	<a href="#">3414 - Northern Lincolnshire &amp; Goole Hospitals NHS Foundation Trust</a>		Closed
5	3414	<a href="#">3414 - Northern Lincolnshire &amp; Goole Hospitals NHS Foundation Trust</a>		Open
6	3414	<a href="#">3414 - Northern Lincolnshire &amp; Goole Hospitals NHS Foundation Trust</a>		Closed
7	3414	<a href="#">3414 - Northern Lincolnshire &amp; Goole Hospitals NHS Foundation Trust</a>		Closed

Please note: If, upon selecting an employment, you are requested to enter information for year(s) previously submitted, you should contact the NHS Pensions Agency by e-mail, as this would indicate there are legacy data problems with this member and these will need correcting before subsequent year's updates can be submitted.

## Open employments

You will then be asked to input the year that you wish to amend:

Welcome to the NHS Pensions Online

SD55E Update

EA- 3414    Back    Print    Employer Menu    E-Forms

[Exit Online Services](#)

[Member Search](#)

[Site Update](#)

You are currently logged-in as an Employer for EA 3414

Employment start date:  
Employment updated to:  
Employment Identifier:  
Years available for amendment:

Please enter the year that you wish to amend for: TK874200A ?

If you make an error and select a year that is not available for amendment you will receive an on screen error message, as follows:

Welcome to the NHS Pensions Online

SD55E Update

EA- 3414    Back    Print    Employer Menu    E-Forms

Exit Online Services  
Member Search  
Site Update

You are currently logged-in as an Employer for EA 3414

Employment start date:  
Employment updated to:  
Employment Identifier:  
Years available for amendment:

2003 - 2017  
2018

Please enter the year that you wish to amend for: TK874200A ?

Submit    Cancel

\*\*Our records are not currently updated to year you have selected for amendment, our records show employment 5 updated to 2017. If you have submitted an annual return or leaver recently it may be awaiting action. Please contact us via e-mail in order that we may investigate.

Or

Welcome to the NHS Pensions Online

SD55E Update

EA- 3414    Back    Print    Employer Menu    E-Forms

Exit Online Services  
Member Search  
Site Update

You are currently logged-in as an Employer for EA 3414

Employment start date:  
Employment updated to:  
Employment Identifier:  
Years available for amendment:

2003 - 2017  
2002

Please enter the year that you wish to amend for: TK874200A ?

Submit    Cancel

\*\*The year you have selected is outside of the dates we hold for amendment, please re-key and input a year within 2003 - 2017

If the year that has been entered is correct but one of the above messages is being received, the reasons for this could be that either the previous year end update is in error handling / has not yet been submitted, or the correct dates of service are not held by the National Health Service Business Services Authority (NHSBSA).

If you have submitted the annual update form then check if it has been sent to **'Error Handling'** for further action.

The link to **Error Handling** is on the main Employer Menu page. Details about how to action forms in error handling are provided later in this guide under the heading **'Error Handling'**.

If the update is in error handling then as well as resolving the reason for the error you would also be able to amend the contributions and/or pay details before resubmitting the form for processing. You will then no longer need to submit a form SD55E.

Where you select a valid year for amendment you will then be taken to an electronic SD55E that will show the details the NHSBSA hold on their records for the year selected:

**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. <b>Employee Conts</b> (no AVC's) - Enter Revised Amount of basic employee conts	1353.12	31/03/2009		
24. <b>Employee Pensionable Pay</b> - Enter Revised Amount	20817.96	31/03/2009		
25. <b>Contribution Rate</b> -	6.5	31/03/2009		
26. <b>Employer Conts</b> - Enter Revised Amount of employer conts	2914.56	31/03/2009		
27. <b>Employer Pensionable Pay</b> - Enter Revised Amount	20817.96	31/03/2009		
28. <b>Employees Gross Pay</b> - Enter Revised Amount	20817.96	31/03/2009		
29. <b>Employees Annual Rate of Pensionable Pay</b> - Enter Revised Amount	0.03	31/03/2009		
30. <b>AVC's Paid (no money purchase)</b> - Enter Revised Amount		31/03/2009		
31. <b>Non-Pensionable days</b> - Enter Revised number		31/03/2009		
32. <b>Part Time Staff</b> - Enter Revised Amount of pensionable hours or paid sessions	0	31/03/2009		
33. <b>Identifier</b>		31/03/2009		
34. <b>Contributions</b>		31/03/2009		

The validation for all these fields mirrors the validation on the original annual update and any revised data is validated against any unchanged data.

Please be aware that if an amendment to the contribution rate or contract e.g. Part time hours change, capacity code etc. is required, this cannot be done on form Sd55E and the 'Rewind employment' form should be used for open employments or 'Open and rewind' for closed posts.

Once backdated the employment can be updated/terminated using the respective SD55 form again with the correct changes included.

### Example

The employer's pensionable pay is shown as £20817.96 with employee's contributions of £1353.12. If the contributions were amended to £2353.12 an on screen error message would be produced, as this revised figure does not equate to 6.5% of the employees pensionable pay figure of £20817.96.

In some cases if you amend one pay or contributions figure you will be prompted to check and amend other figures.

Additionally if hours or sessions worked were entered and the employment is not p/t during this year then an onscreen error message will be produced.

Examples of some of the error messages are as follows:

Employment Identifier:	1		
<b>Important Note:</b> If you amend any figure(s) in boxes 23 - 28 this may affect other figures within these boxes and these will require amendment also.			
<b>Box Number as shown on SD55</b>	<b>Current Data</b>	<b>Year</b>	<b>Revised Amount</b>
23. <b>Employee Conts</b> (no AVC's) - Enter Revised Amount of basic employee conts <b>**The figure you have entered should be between £ -10.00 and £ 10.00, if you are happy that this figure is correct, please check the box and click submit again</b>	1353.12	31/03/2009	<input type="checkbox"/> 2353 00
24. <b>Employee Pensionable Pay</b> - Enter Revised Amount <b>**Not allowed to revise a positive figure to zero, please either leave blank or insert a positive figure</b>	20817.96	31/03/2009	0 00
25. <b>Contribution Rate</b> -	6.5	31/03/2009	<input type="text"/>
26. <b>Employer Conts</b> - Enter Revised Amount of employer conts	2914.56	31/03/2009	<input type="text"/>
27. <b>Employer Pensionable Pay</b> - Enter Revised Amount	20817.96	31/03/2009	<input type="text"/>
28. <b>Employees Gross Pay</b> - Enter Revised Amount	20817.96	31/03/2009	<input type="text"/>
29. <b>Employees Annual Rate of Pensionable Pay</b> - Enter Revised Amount <b>**The figure you have entered should not be greater than £ 24981.55, if you are happy that this figure is correct, please check the box and click submit again</b>	0.03	31/03/2009	<input type="checkbox"/> 100000 00
30. <b>AVC's Paid (no money purchase)</b> - Enter Revised Amount	<input type="text"/>	31/03/2009	<input type="text"/>
31. <b>Non-Pensionable days</b> - Enter Revised number	<input type="text"/>	31/03/2009	<input type="text"/>
32. <b>Part Time Staff</b> - Enter Revised Amount of pensionable hours or paid sessions	<input type="text"/>	31/03/2009	<input type="text"/>

## Closed employments

For a closed employment you can select either a year for amendment (from the available years displayed) or, if you wish to amend the leaving date that was notified on the original termination you would enter the revised Date of Termination (DOT):

EA - 5812    Back    Print    Employer Menu    E-Forms

**Exit Online Services**

You are currently logged-in as an Employer for EA 5812

**Site Update**

National Insurance number

Please enter the date of commencement for the closed employment    22/08/2005

Please enter the date of termination    08/04/2007

Please enter the employment ID    1

Please enter the year that you wish to amend OR ?

Revised date of termination ?  (e.g. 30/11/2002)

Revised DOT \_\_\_\_\_

or

Year for amendment \_\_\_\_\_

You should only access the SD55E form using the revised DOT option if you are submitting amending the actual a revised the DOT.

You will also receive a message reminding you to consider whether any amendments to y/e 2007 details are also required, as follows:

Welcome to the NHS Pension Scheme ONLINE  
SD55E closed employments

**NPS**  
Pensions Agency

EA - 5812    [Back](#)   [Print](#)   [Employer Menu](#)   [E-Forms](#)

**Exit Online Services**

You are currently logged-in as an Employer for EA 5812

**Site Update**

National Insurance number

Please enter the date of commencement for the closed employment      22/08/2005

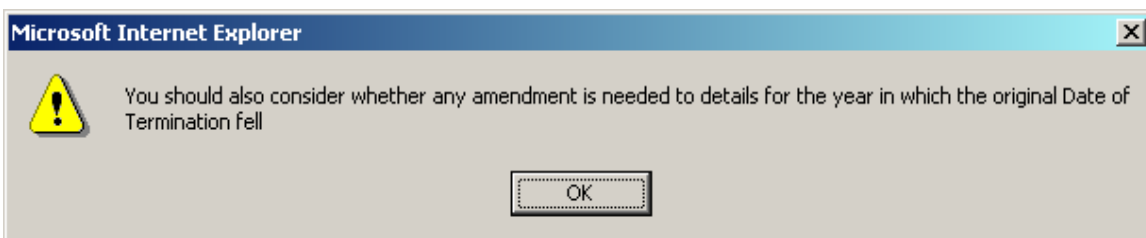
Please enter the date of termination      08/04/2007

Please enter the employment ID      1

Please enter the year that you wish to amend OR ?      2009

Revised date of termination ?      08/04/2008 (e.g. 30/11/2002)



After selecting 'OK' you will be taken to the SD55E:

For Help text on completing the SD55E, please click ?

Forename:

Surname:

Date of Birth:

SD Ref:

NI Number:

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

EA/GP Code:

Your Payroll Reference:

Employment Identifier:

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

Box Number as shown on SD55	Current Data	Year	Revised Amount	
23. <b>Employee Conts</b> (no AVC's) - Enter Revised Amount of basic employee conts	<input type="text" value="797.52"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
24. <b>Employee Pensionable Pay</b> - Enter Revised Amount	<input type="text" value="15950.04"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
25. <b>Contribution Rate</b> -	<input type="text" value="5.0"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
26. <b>Employer Conts</b> - Enter Revised Amount of employer conts	<input type="text" value="2232.96"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
27. <b>Employer Pensionable Pay</b> - Enter Revised Amount	<input type="text" value="15950.04"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>

28. <b>Employees Gross Pay</b> - Enter Revised Amount	<input type="text" value="15950.04"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
29. <b>Employees Annual Rate of Pensionable Pay</b> - Enter Revised Amount	<input type="text" value="0.03"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
30. <b>AVC's Paid (no money purchase)</b> - Enter Revised Amount	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
31. <b>Non-Pensionable days</b> - Enter Revised number	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
32. <b>Part Time Staff</b> - Enter Revised Amount of pensionable hours or paid sessions	<input type="text" value="0"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
33. <b>Identifier</b>	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
34. <b>Contributions</b>	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
35. <b>Instalments</b>	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
36. <b>Identifier</b>	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
37. <b>Contributions</b>	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
38. <b>Instalments</b>	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
39. <b>Identifier</b>	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
40. <b>Contributions</b>	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>
41. <b>Instalments</b>	<input type="text"/>	<input type="text" value="31/03/2009"/>	<input type="text"/>	<input type="text"/>

If you wish to amend the DOC, i.e. amending from 08/04/2007 to 08/04/2006 to a date in an earlier financial year you will not be allowed to continue. If the amendment is required on a 'new' post with minimum year end updates attached, the adjustment can be done locally by deleting the employment and adding the service using the correct dates on the respective Joiner form. Should the amendment be needed to an 'older' post, you will need to contact the NHSBSA to make the necessary changes.

Please be aware that if an amendment to the end date of a post is required outside of the financial year it currently shows, this cannot be done on form Sd55E and the 'Rewind employment' form should be used for open employments or 'Open and rewind' for closed posts.

Once backdated the employment can be updated/terminated using the respective SD55 form again with the correct changes included.

## Early Retirement Reduction Buy Out (ERRBO)

The SD55E e-form and employer error handling form have been amended to:

- i) Remove annual basic pay and
- ii) Include new ERRBO contribution field\*

\*ERRBO contributions may only be entered where the employment is in the 2015 Scheme.

The new ERRBO contributions field will be added immediately after the existing Additional Voluntary Contributions (AVC) field and before non pensionable days, as follows:

## Linked employments

Box Number as shown on SD55	Current Data	Year	Revised Amount
23. Employee Conts (no AVCs) - Enter Revised Amount of basic employee conts	1234.00	31/03/2015	
24. Employee Pensionable Pay - Enter Revised Amount	25000.00	31/03/2015	
25. Contribution Rate -	5.0	31/03/2015	Select
26. Employer Conts - Enter Revised Amount of employer conts	2345.00	31/03/2015	
27. Employer Pensionable Pay - Enter Revised Amount	25000.00	31/03/2015	
28. Employees Gross Pay - Enter Revised Amount	25000.00	31/03/2015	
29. AVC's Paid (no money purchase) - Enter Revised Amount	0.00	31/03/2015	
30. ERRBO contributions - Enter Revised Amount		31/03/2015	
31. Non-Pensionable days - Enter Revised number		31/03/2015	
32. Part Time Staff - Enter Revised Amount of pensionable hours or paid sessions	0	31/03/2015	
33. Identifier		31/03/2015	
34. Contributions		31/03/2015	
35. Instalments		31/03/2015	
36. Identifier		31/03/2015	

2015 Scheme transition members must have a split shown in their employment where it has crossed either the Scheme transition date or a Tapered Protected members' taper date. This results in two employments being recorded, one for the earlier 1995/2008 Section membership and the other for new 2015 Scheme membership.

The SD55E form **will not** split employments. Linked employments will be handled as follows:

- You may select either the earlier 1995/2008 Section or the 2015 Scheme separately.
- You will be prohibited from changing the end date of a linked employment for the earlier 1995/2008 Section employment ID. This is because it would create a break in the linked employment. If the end date needs to be changed to a date earlier than the taper date then the new rewind employment form should be used.