

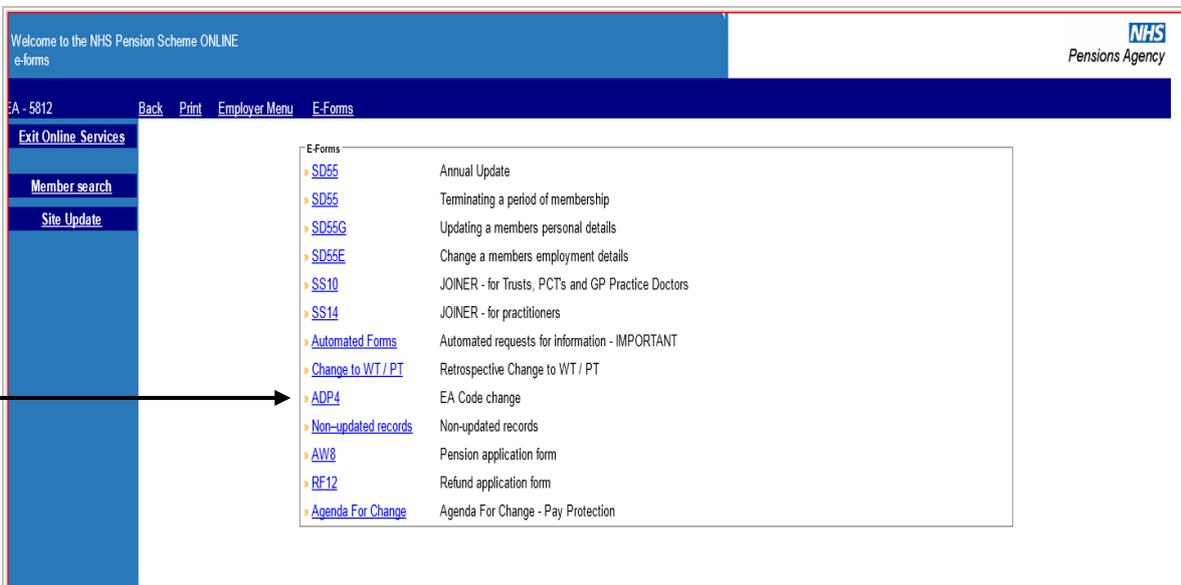
A decorative horizontal bar at the top of the page, featuring a blue background with a green gradient on the left side.

NHS Pensions Online (POL) Guide

25. ADP4 (EA Code Change)

The ADP4 E-Form allows you to:

- Change the Employing Authority (EA) code for single, multiple or all members who are currently employed with you and are changing to another EA Code but remaining in the same employment.
- See a full list of members who have a current open employment with you.
- Check start dates, employment ID, Superannuation Division (SD) Reference No.
- Check the date to which their pension record has been updated
- Extract the information from the list into an Excel spreadsheet
- Print the full list of your active scheme members



Although the member record will be updated with an EA Code change within a couple of hours, the list of members in the ADP4 for the new EA Code is updated overnight and you will not see the changes you have made until the next day.

If you have submitted a joiner form or a cyclic update and you want to check if this has processed successfully, the ADP4 list is a good way of checking this.

It is also useful when dealing with some errors and the Error Handling Guide explains how the ADP4 can help.

Once you have selected the link in the E-Forms menu you will be presented with the list shown below:

Please Note: This data was correct as at 08/05/2018: 13:41. Any changes made to personal or employment details after this time will not be reflected

New EA Code Search by

ADP4														
Surname	Forename	NI number	SD number	Scheme	Emp ID	EA Ref	Start Date	Updated to	SCIMHO	Added Yrs	Additional Pension	ERRBO	WTPT	TV In

Please note: The details shown on all screen examples are taken from a test database.

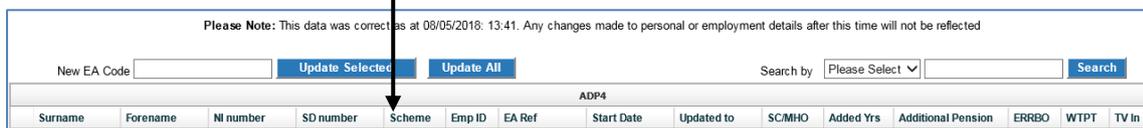
The list can be sorted into any order by clicking on the column title that you wish the order to be in.

i.e. if you want the list in National Insurance order click on the title and the list will be sorted into NINO order.

You can also change the order of the columns by dragging and dropping the column into the position you wish. This is done by left clicking and holding and moving the mouse into the position you want.



The following example shows the “Scheme” column is being moved next to “Forename”:



The column has now been successfully moved:



If you wish to find a specific member it is best to amend the order to NINO or Surname to allow you to scroll down until you find the relevant member.

Alternatively you can enter either the SD number, NI number, Surname or EA Ref/Assignment number in the search field and select the relevant field on the drop down menu on the “search by” field, as shown below.



Please note however, that where you are changing the EA Code for a member found using the search field, the change is restricted to that member only.

There is the option to extract the data from the list into Excel or Acrobat and this is done by selecting one of the links “Export Notifications to Excel/PDF”.

Once you select this link you will be asked whether you wish to open the information in Excel or save it in Excel.

The following box will appear at the bottom of your screen:

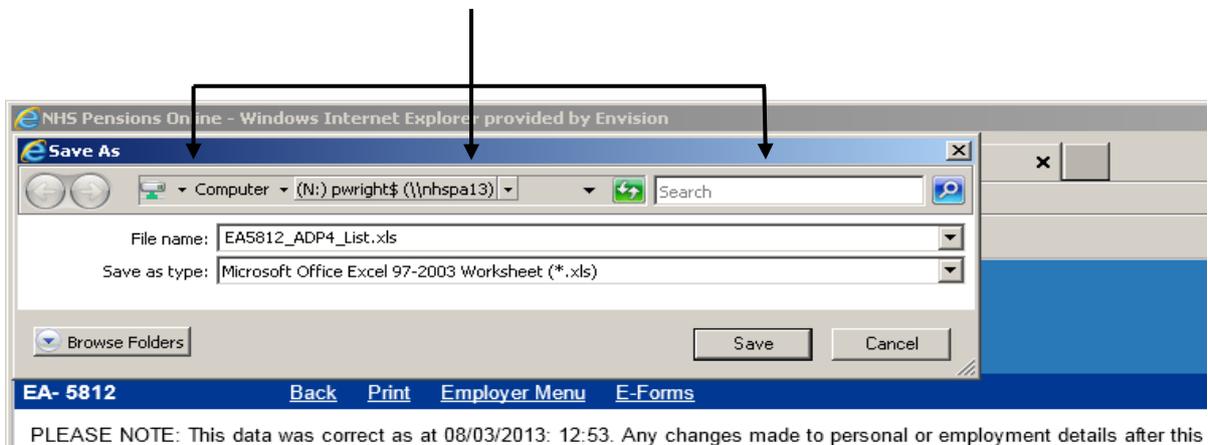


If you select “open”, an Excel spreadsheet will be displayed showing all members details held in the ADP4 list. You will not be taken out of Pensions Online.

If you select “save” you then have the options to “save”, “save as” or “save and open”:



It is suggested that you choose “save as”. You will then be asked to name the document and can choose in which local directory and folder you wish it to be saved in. Choose a title for your document and enter this in the “File Name” field. If you wish it to be saved in a directory other than that automatically opened by your computer then choose the correct directory or search for your preferred local directory in the normal way:



To change a members EA Code, type the new EA Code in the “EA Code” box and then select “Tick to change” alongside the member(s) that you wish to allocate the new EA Code, as follows:



Please Note: This data was correct as at 30/05/2018: 15:32. Any changes made to personal or employment details after this time will not be reflected

New EA Code Search by

ADP4														
Surname	Forename	Scheme	NI number	SD number	Emp ID	EA Ref	Start Date	Updated to	SCMHO	Added Yrs	Additional Pension	ERRBO	WTPT	TV In
<input type="checkbox"/>	EPSURNAME	EPFORENAME	1995					31-Mar-2017	N	N	N	N	PT	N
<input type="checkbox"/>	EPSURNAME	EPFORENAME	1995					31-Mar-2017	N	N	N	N	WT	N
<input type="checkbox"/>	EPSURNAME	EPFORENAME	1995					31-Mar-2017	N	N	N	N	PT	N
<input type="checkbox"/>	EPSURNAME	EPFORENAME	1995					31-Mar-2017	N	N	N	N	WT	N

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Then click “Update Selected”. No more than 40 members can be selected at any submission.

If all your members are changing over to a new EA Code click “Update All”, there is no need to select each member.

The bottom of the list will show further pages; click on the arrows to move between pages:

Once your selection is made you will be requested to confirm your action, as follows:

Confirmation message if “Update All” is selected:

New EA Code Search by

ADP4														
Surname	Forename	Scheme	NI number	SD number	Emp ID	EA Ref	Start Date	Updated to	SCMHO	Added Yrs	Additional Pension	ERRBO	WTPT	TV In
<input type="checkbox"/>	EPSURNAME	EPFORENAME	1995							N	N	N	PT	N
<input type="checkbox"/>	EPSURNAME	EPFORENAME	1995							N	N	N	WT	N
<input type="checkbox"/>	EPSURNAME	EPFORENAME	1995							N	N	N	PT	N
<input type="checkbox"/>	EPSURNAME	EPFORENAME	1995							N	N	N	WT	N

ADP4 All Confirmation

You are about to update all the Records for this EA, are you sure you want to continue?

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Confirmation message if "Update Selected" is selected:

The screenshot shows the ADP4 interface with a confirmation dialog box. The dialog box is titled "ADP4 Confirmation" and contains the following table:

NI Number	SD Number	Employment ID	Surname	Forename
21000002		1	EPSURNAME	EPFORENAME
21000002		2	EPSURNAME	EPFORENAME

The dialog box also includes "Yes, confirm" and "No, cancel" buttons.

Check the proposed changes carefully before selecting continue and if you have made any errors either on the new EA Code entered or the members that have been selected; select "cancel" and this will take you out of the ADP4 and back to the E-Forms menu.

If you are happy with the changes select "continue" and they will be processed at the NHSBSA the same day but will not be reflected in the ADP 4 list for the new EA Code until the next day.