

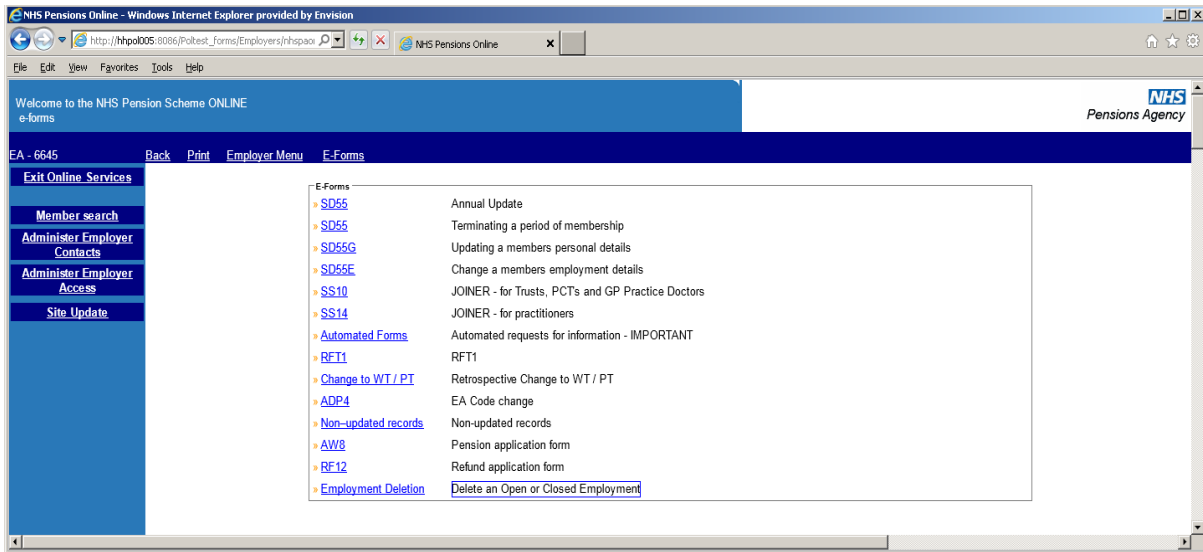
A decorative horizontal bar at the top of the page, split into blue and green sections with a slight curve in the center.

NHS Pensions Online (POL) Guide

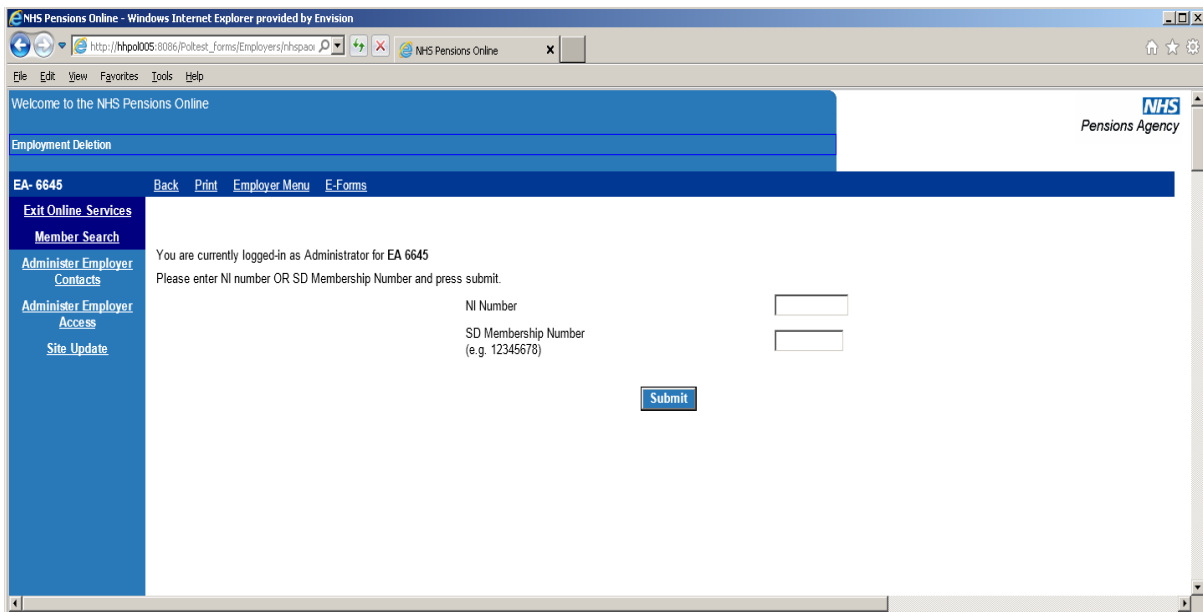
42. Delete an employment

This form is used for instances where an employment has been set up in error or there is a need to delete an employment from the members record.

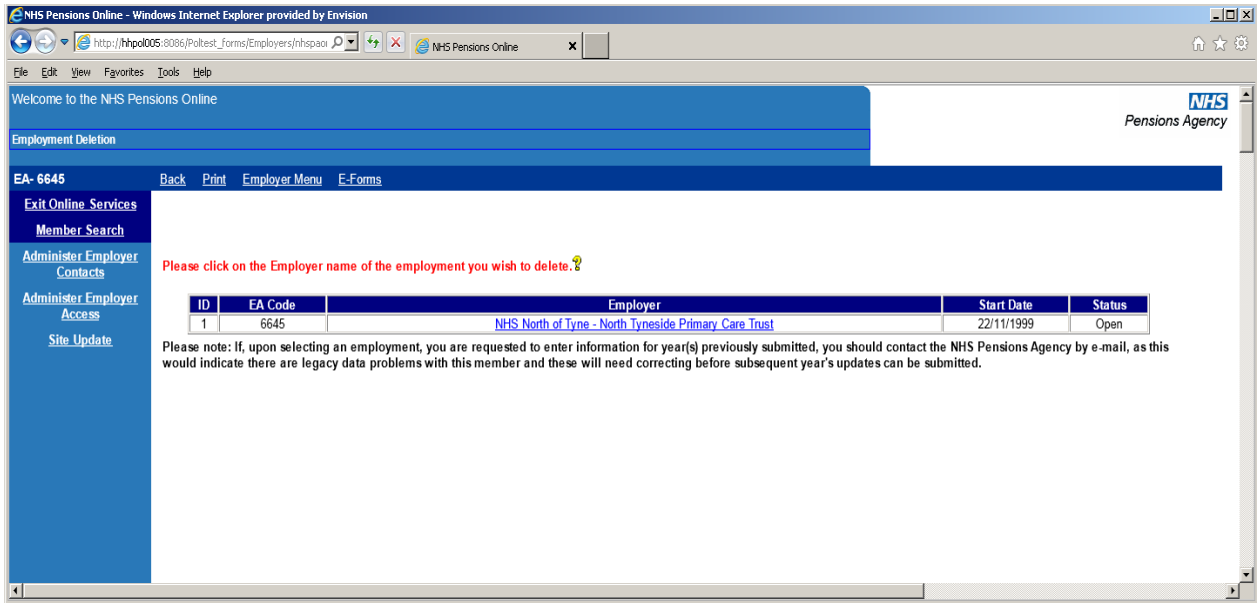
A new menu option will be added to the existing e-form menu, as follows:



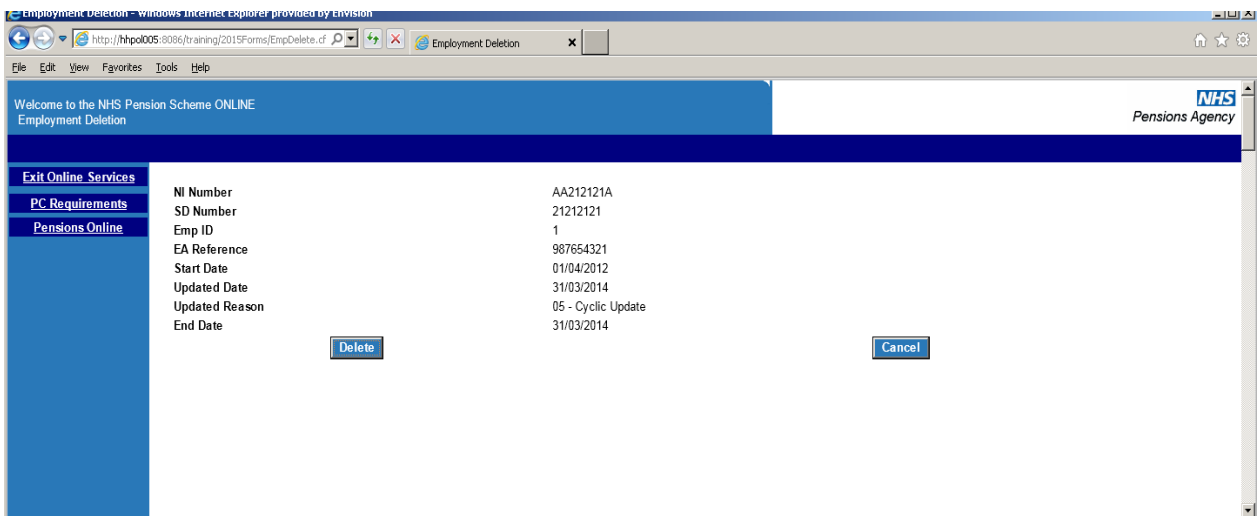
Select a member by entering either the NI Number or SD reference number as follows:



On passing the standard member validations, a grid will be produced showing all open and closed employments for that member:



On selecting the relevant employment to delete, the summary screen will be produced:



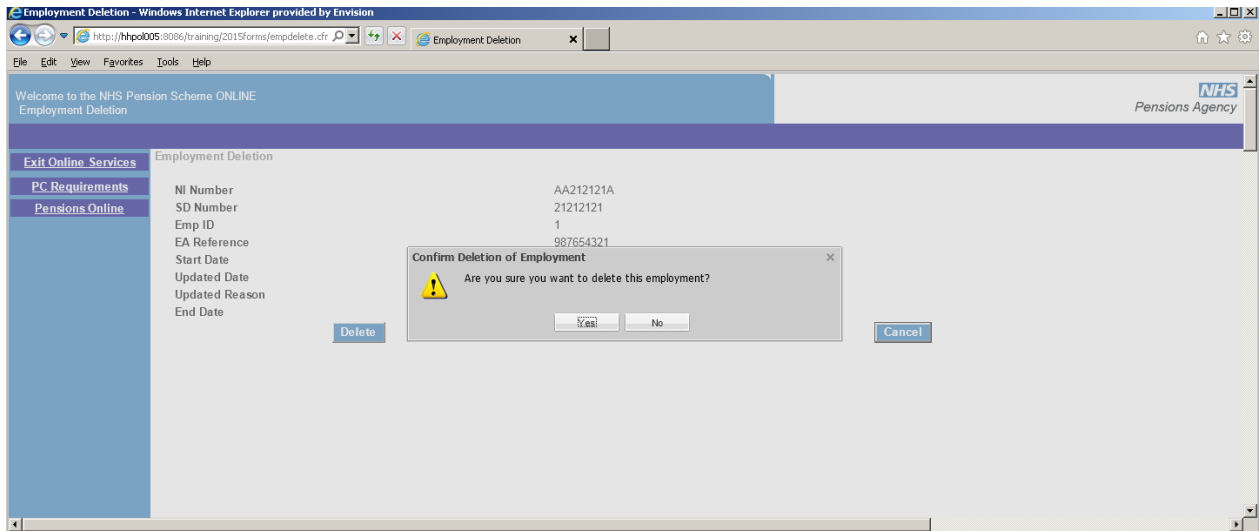
When you click 'delete' you will be prompted with:

1. If the employment (or linked employment) has any updates then a confirmation dialog is shown:

“This employment contains earnings and contribution details, do you wish to continue”

Yes or no response: if 'yes' continue to confirmation dialog, 'no' returns to the summary page.

2. Confirmation dialog, as follows:



The following message is produced for you to confirm deletion: “Are you sure you want to delete this employment?”

Selecting ‘yes’ will result in the deletion request being submitted and processed.

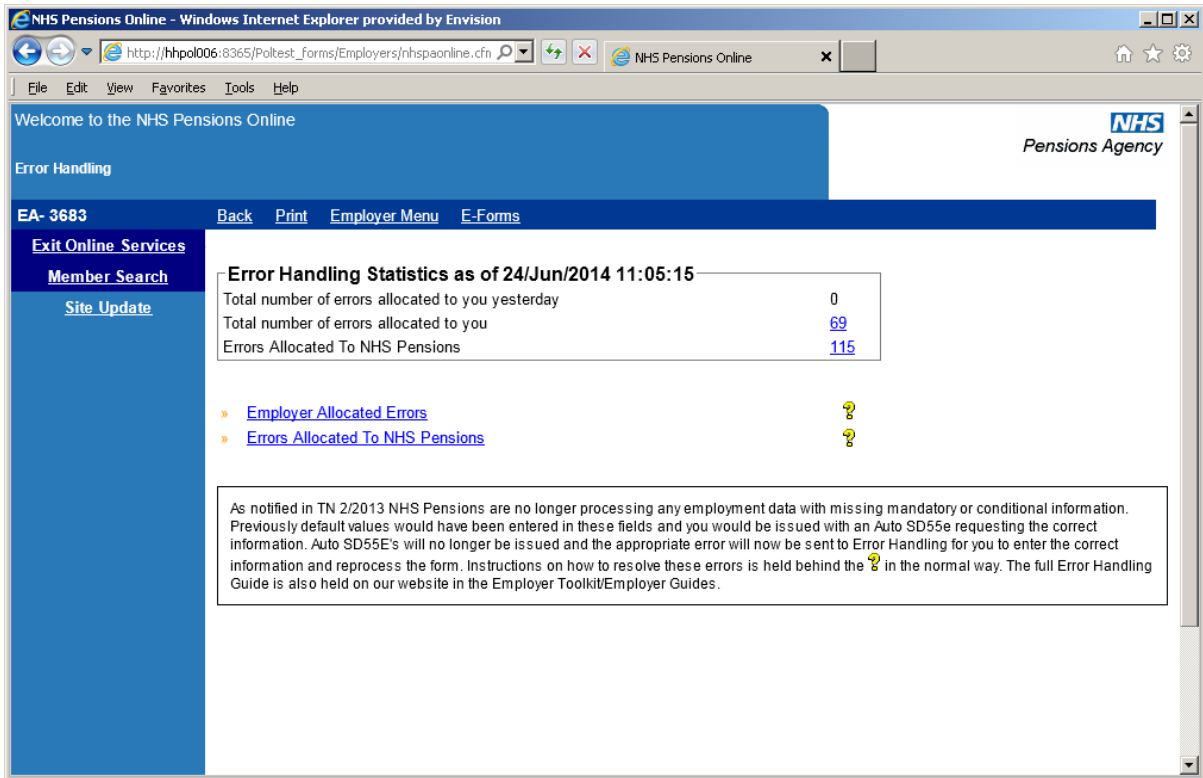
Selecting ‘no’ will clear the message box and leave you on the summary page.

Selecting ‘cancel’ from the summary screen will return the user to the member selection page.

Employer error handling

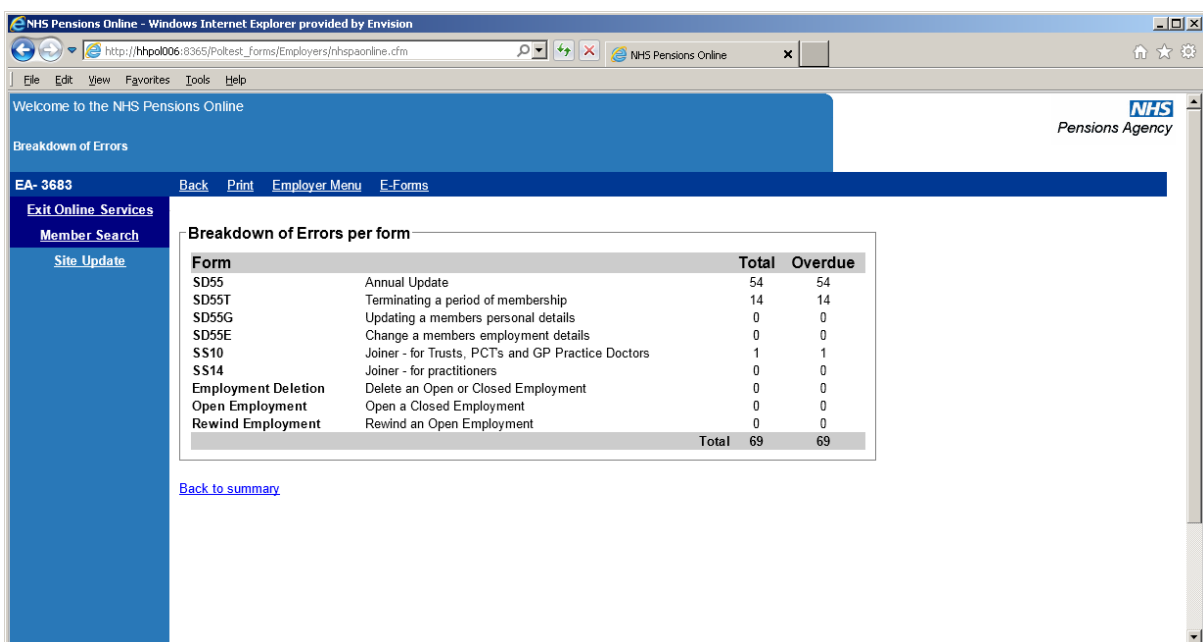
Error handling breakdown will now include the new Employment Deletion form (form code ‘06’), as shown below:

Please select ‘error handling’ from the main Pensions Online (POL) menu and you are presented with the sub menu:

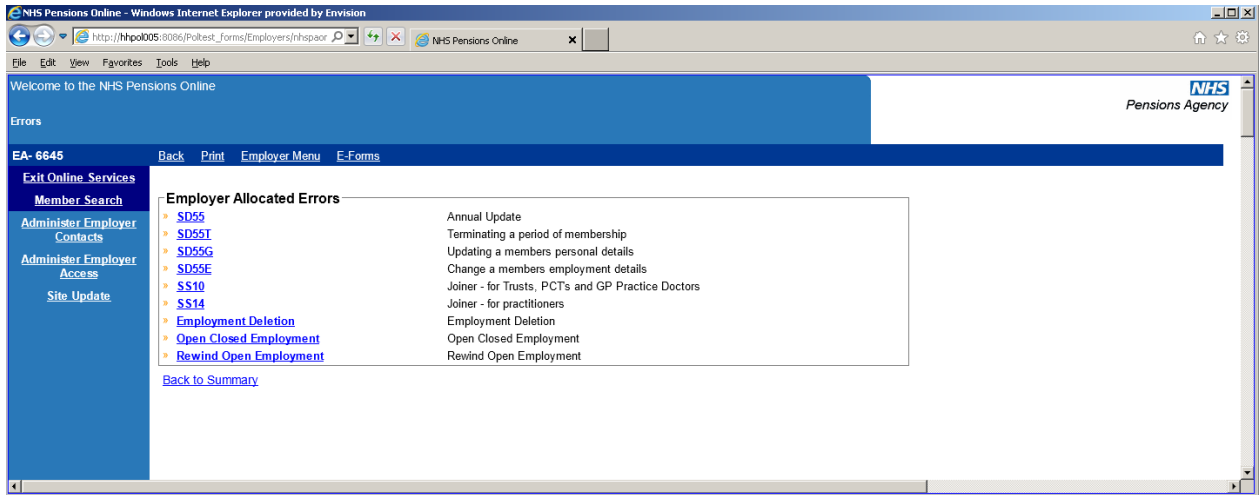


If you then click on any of the three numbers in the error handling statistics section a breakdown of the number of errors by form type is displayed.

These statistics are to be extended to include the new employment deletion form as follows:

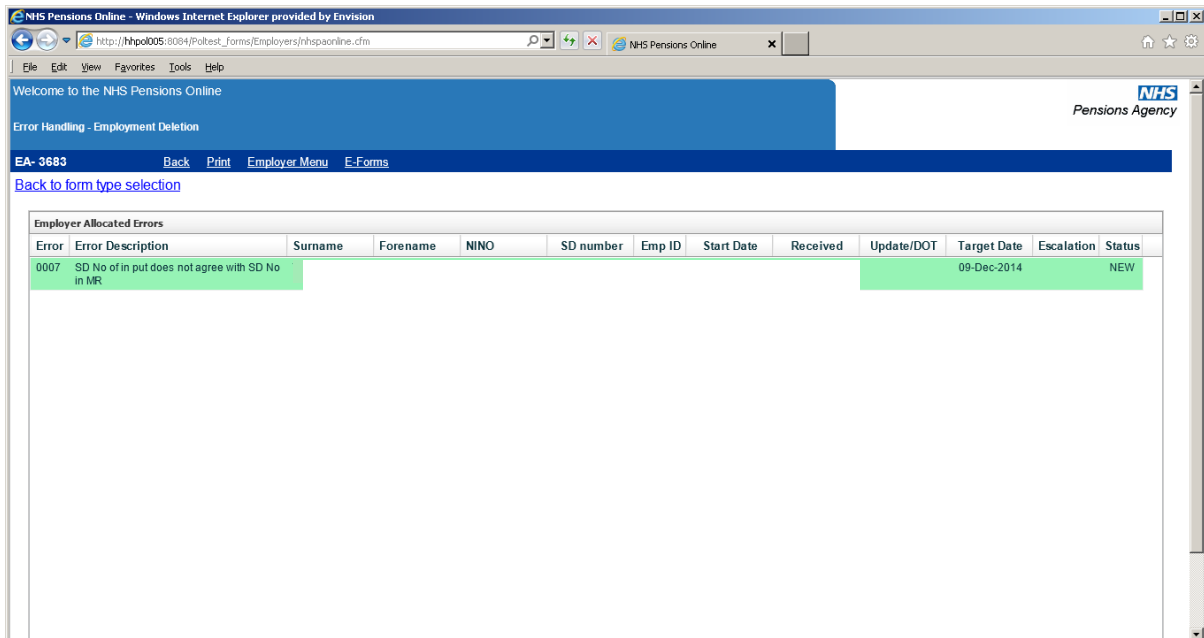


If you select the option 'employer allocated errors' from the sub menu then the following menu is displayed allowing you to select a form type. This will now be updated to include 'employment deletion'.

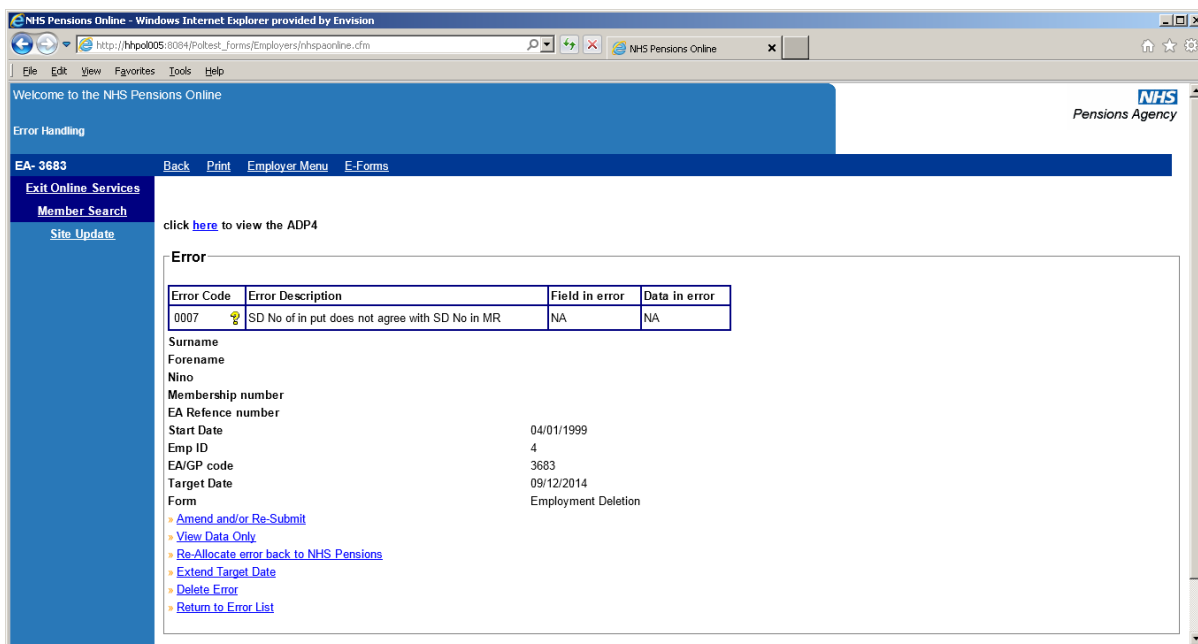


Employer errors selection grid

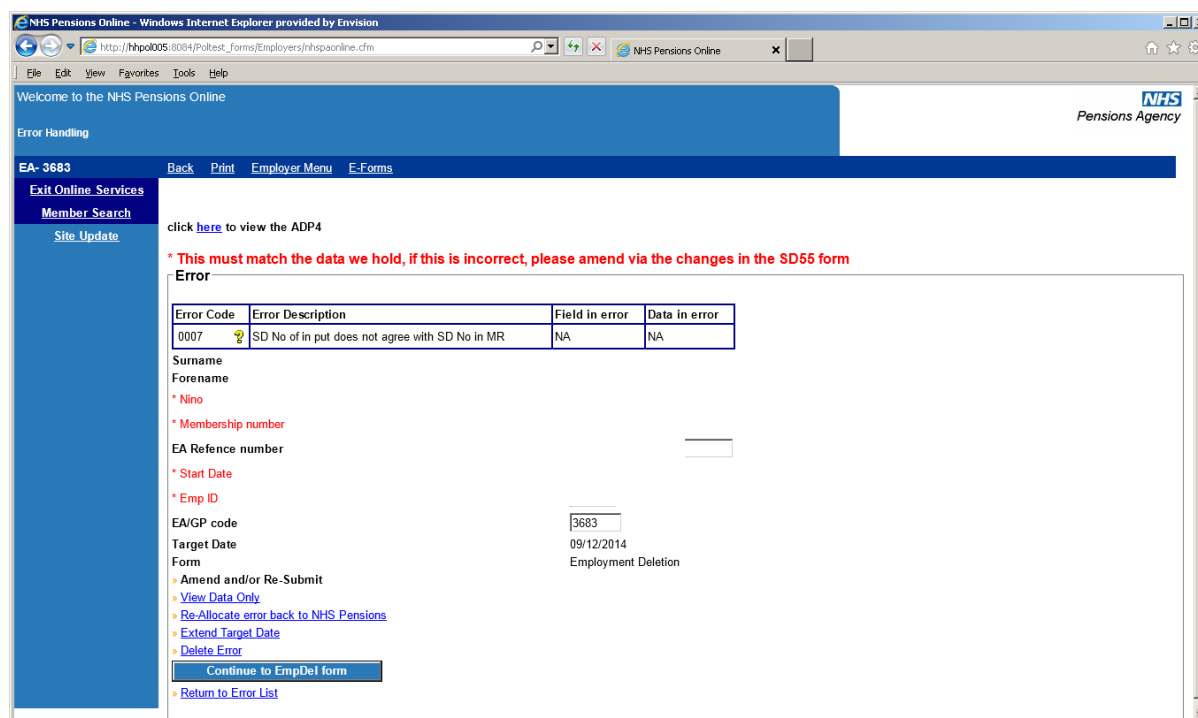
Errors for each form will be produced in the standard employer error handling grid. Errors for the new 'employment deletion' option will be included, the grid is unchanged apart from the inclusion of this new form option.



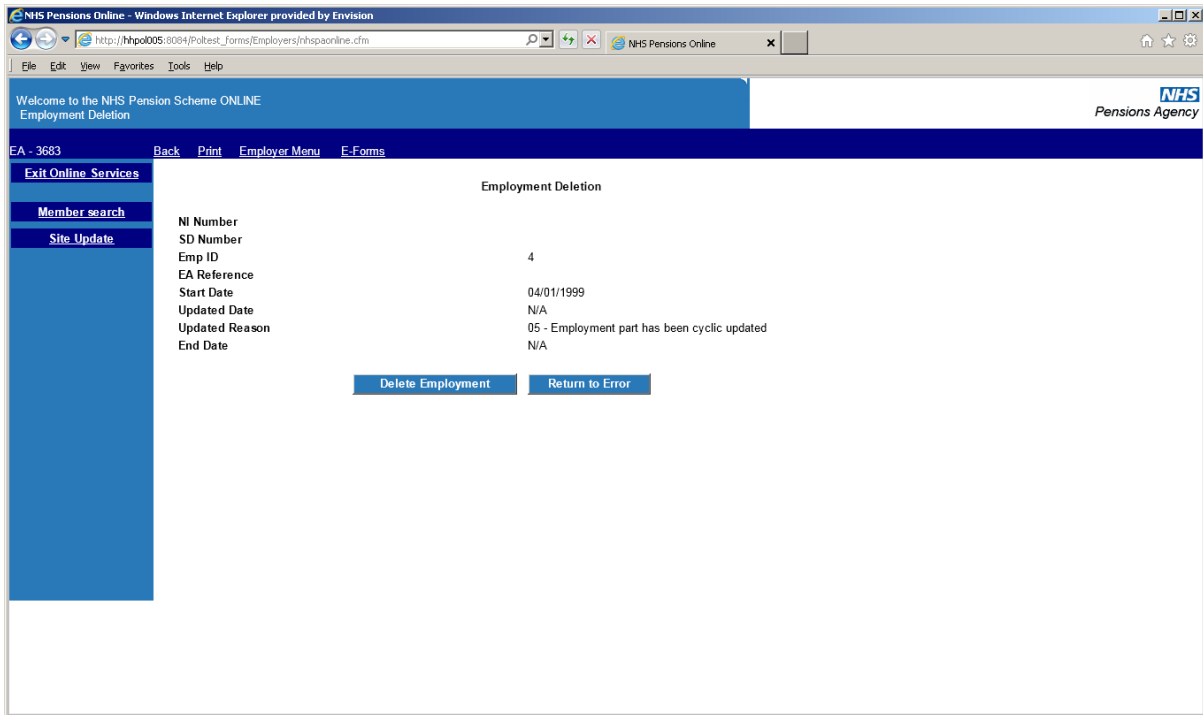
On accessing an employer error you will have the standard options for dealing with the error. All options will work the same as all other current employer error handling forms.



Amend and/or submit



On selecting the 'continue to EmpDel form' the following confirmation page is presented subject to all mandatory fields populated and matching the member record.



Selecting 'return to error' from the summary screen will return you to the error summary page.

Selecting 'delete employment' will result in the deletion request being submitted and processed.