

## How to add and remove performers on a contract

In this guide we'll show you how to:

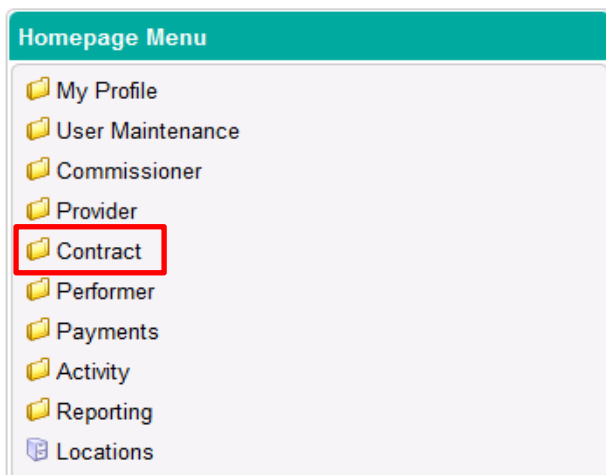
- Add a performer to a contract
- Remove a performer from a contract

Providers or practice staff will need to have Compass access as either a Business Owner or a Business/Practice Administrator to be able to add and remove performers on your contracts and amend your performers Net Pensionable Earnings/Net Pensionable Earnings Equivalent.

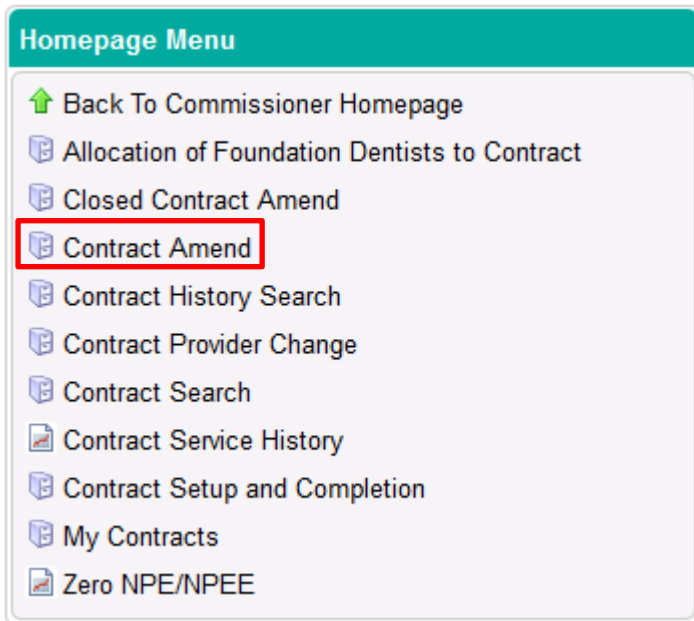
### Adding a performer to a contract

**Step 1:** Log into the Compass system.

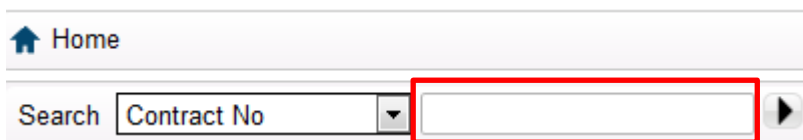
**Step 2:** Click on the 'Contract' folder.



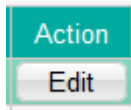
**Step 3:** Click on the **'Contract Amend'** option



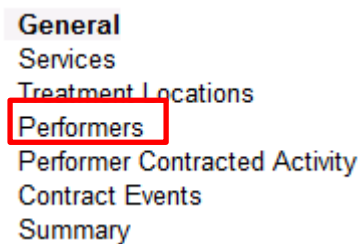
**Step 4:** Enter your contract number into the search box



**Step 5:** Click on the **'Edit'** option which is situated on the right hand side of the screen



**Step 6:** Click on the **'Performers'** option on the left hand side of the screen



**Step 7:** Click on the **'Create'** button on the right hand side of the screen



**Step 8:** Add the performer number into the **'Performer'** box (once you have done this, if you click on the grey space around the box it will automatically populate the performers name and surname)

**Step 9:** Select the **'Correspondence Address'** drop down and enter the performers start and end dates in the boxes below

**Please note:** the **'Performer End Date'** is only a mandatory option if the contract has an end date.

Contract Performer

Performer

Forename

Surname

GDC Number

Correspondence Address

Performer Start Date

Performer End Date

**Step 10:** Click on the **'Create'** button to add the performer's NPE / NPEE

NPE/NPEE

Search

| Employment Type | NPE/NPEE Start Date | NPE/NPEE End Date | NPE | NPEE | Action |
|-----------------|---------------------|-------------------|-----|------|--------|
|                 |                     |                   |     |      |        |
|                 |                     |                   |     |      |        |
|                 |                     |                   |     |      |        |
|                 |                     |                   |     |      |        |

Records 0 to 0 of 0

Page 1 / 1

**Step 11:** Enter the **NPE / NPEE start date and end date**; the **NPE end date** cannot fall within the next financial year

**Please note:** If the dentist has a **'Performer End Date'** entered which falls within the same financial year, the **NPE/NPEE End Date** cannot exceed this.

**Step 12:** Select the **'Employment Type'** and enter the amount of **NPE / NPEE** for the period.

A Performer must have earnings recorded in Compass for each contract that they work on.

The **'NPE/NPEE'** entered should be the **actual** value for the period that the performer is on the contract in the financial year e.g. if the performer starts on 1st October, the value entered would be 6 months' pay rather than a full 12 months.

When entering a performer's earnings there are two options:

- **Net Pensionable Earnings (NPE)** - Pension Scheme Members
- **Net Pensionable Earnings Equivalent (NPEE)** - Non Pension Scheme Members

The type of employment also has a bearing on whether the performer's earnings are superannuable or not.

- If **'Self Employed'** or **'Salaried'** is selected then **'NPE'** is entered; this will be superannuable as long as the performer is a member of the Pension Scheme.
- If **'Agency'**, **'Incorporated'** or **'Sub Contractor'** is selected then **'NPEE'** is entered. This employment type is non superannuable, even if the performer is a member of the Pension Scheme.

The screenshot shows a form titled "NPE/NPEE" with the following fields and controls:






- NPE/NPEE Start Date:** 01/04/2018 (with a calendar icon)
- NPE/NPEE End Date:** 31/03/2019 (with a calendar icon)
- Employment Type:** Please Select (dropdown menu)
- Pension Scheme Member:**
- Net Pensionable Earnings:** 0.00 (with a help icon)
- Net Pensionable Earnings Equivalent:** 0.00

At the bottom right, there is a red warning box with the text: "Please note: When adding the NPE for the performer you must ensure that you will not exceed the 43.9% ceiling." Below the warning box are three buttons: "Add", "Add/Create", and "Cancel".

**Step 13:** Click **'Add'** to confirm the details for the performer or click **'Add/Create'** to confirm the details and enter another **'NPE/NPEE'** line.


**Step 14:** The **'NPE/NPEE'** details will then populate the **'Contract Performer'** screen. Click on the **'Add'** button to add the performer to the contract **OR** click on the **'Add/Create'** button to confirm the performer and add another one.

**Contract Performer** ✕

Performer    
 Forename   
 Surname   
 GDC Number   
 Correspondence Address    
 Performer Start Date     
 Performer End Date  

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**NPE/NPEE**


Search   Create

| Employment Type | NPE/NPEE Start Date | NPE/NPEE End Date | NPE | NPEE | Action |
|-----------------|---------------------|-------------------|-----|------|--------|
|                 |                     |                   |     |      |        |
|                 |                     |                   |     |      |        |
|                 |                     |                   |     |      |        |
|                 |                     |                   |     |      |        |
|                 |                     |                   |     |      |        |

Records 0 to 0 of 0 Page 1 / 1

**Step 15:** Only once you are happy with the changes you have made, click the **‘Submit’** button.

**Performer** Create

Search  

| Performer ID   | Forename | Surname | GDC Number | Performer Start Date | Performer End Date | 17/18 NPE | 17/18 NPEE | Action |
|--|----------|---------|------------|----------------------|--------------------|-----------|------------|--------|
| <b>Your amendment will be shown on the screen here</b> |          |         |            |                      |                    |           |            |        |
|  |          |         |            |                      |                    |           |            |        |
|  |          |         |            |                      |                    |           |            |        |
|  |          |         |            |                      |                    |           |            |        |
|  |          |         |            |                      |                    |           |            |        |
|  |          |         |            |                      |                    |           |            |        |

Records 1 to 1 of 1 Page 1 / 1

The change will automatically be sent to your NHS England Local Office for approval. To enable your local office to complete the approval you will need to submit a **Compass Authorisation Form (CAF)** which can be found under ‘Adding or removing performers – England only’ on the Compass homepage. This form should be sent to the relevant office within **seven days** of you making the change.

The requirement to complete a **NPL2** or a **NPL3** application still remains but this process will run in tandem.

### Important information about NPE/NPEE



You can view further information regarding NPE / NPEE on our knowledge base [Ask Us](#).

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### Removing a performer from a contract

**Step 1:** To remove a performer from a contract please follow steps **1 – 6** on the above process.

**Step 2:** Click on the **'Edit'** button at the side of the performer who you would like to remove from the contract.



**Step 3:** Enter the end date the **'Performer End Date'** box and select a **'Reason for Ceasing'** from the drop down list.



**Step 4:** Ensure **'NPE/NPEE'** lines are ended on the same date as the **'Performer End Date'**.

The **'NPE/NPEE'** should be the **actual** value for the period that the performer is on the contract in the financial year e.g. if the performer starts on 1st October, the value entered would be 6 months' pay rather than a full 12 months.

To amend an NPE line, click the **'Edit'** button on the right hand side of the **NPE/NPEE** table. If you need to delete an NPE line, because the performer left in the previous Financial Year or before the start date of an NPE/NPEE line click the drop down arrow next to the **'Edit'** button and select **'Delete'**.

| NPE/NPEE   |                     |                   |     |      |                                       |
|--|---------------------|-------------------|-----|------|---------------------------------------|
| Search <input type="text" value="Employment Type"/> <input type="button" value="▶"/> |                     |                   |     |      | <input type="button" value="Create"/> |
| Employment Type  | NPE/NPEE Start Date | NPE/NPEE End Date | NPE | NPEE | Action                                |
|  |                     |                   |     |      |                                       |
|  |                     |                   |     |      |                                       |
|  |                     |                   |     |      |                                       |
|  |                     |                   |     |      |                                       |
|  |                     |                   |     |      |                                       |
|  |                     |                   |     |      |                                       |

Records 0 to 0 of 0 Page 1 / 1

**Step 5:** Click on the **‘Amend’** button to close the window

**Step 6:** Click on the **‘Submit’** button to process amendment to NHS England.

Once you have removed a performer from a contract and have clicked the **‘Submit’** button, the change will automatically be sent to your NHS England Local Office for approval.

To enable your local office to complete the approval you will need to submit a **Compass Authorisation Form (CAF)** which can be found under ‘Adding or removing performers – England only’ on the Compass homepage.

This form should be sent to the relevant office within **seven days** of you making the change.