

NHS Dental Services

Provider amending performer NPE/NPEE – England Only

This guide will show you how to amend a performer's Net Pensionable Earnings (NPE) or Net Pensionable Earnings Equivalent (NPEE) on your contract and submit the change to your Local Office for authorisation.

Navigate to the 'Contract' Folder

Select 'Contract Amend'

A list of your contracts will be displayed in the table, select Edit on the contract you wish to amend.

Select the 'Performers' option from the left hand menu.

The page will display a table of all the current performers associated with the contract.

Select the performer you wish to amend and select 'Edit'. The current NPE/NPEE values will be displayed in the table.

Select the line you wish to amend and select 'Edit'.

The value entered should be a realistic estimate of the net earnings for the performer for the financial year.

The '**NPE/NPEE**' entered should be the 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.

Amend the value to the new value and select 'Amend'.

This will take you back to the performer page and you will see the amended NPE/NPEE value in the table. Select 'Amend' again.

The NPE/NPEE for the performer will now be displayed in the table (this could be on the next page if there are a lot of performers).

Select 'Submit'.

You will now see the contract is showing with a status of Amended and awaiting authorisation.

The change will automatically be sent to your NHS England Local Office for approval. You will need to submit a **Compass Authorisation Form (CAF)** to enable them to approve the change. This form should be sent to the relevant office within seven days of you making the change.