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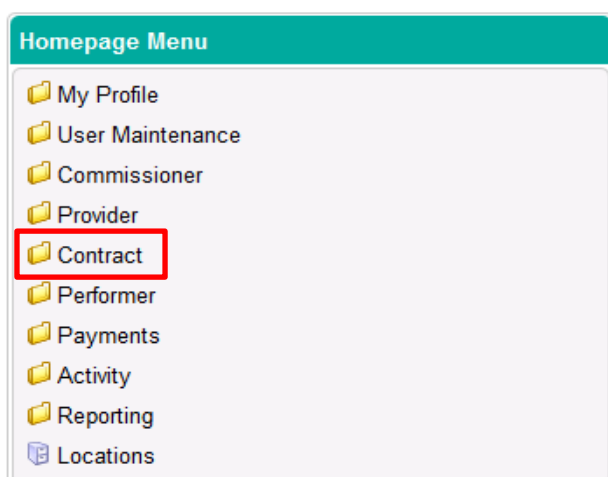
Step 3: Click on the **'Contract Amend'** option

Homepage Menu

- ⬆ Back To Commissioner Homepage
- Allocation of Foundation Dentists to Contract
- Closed Contract Amend
- Contract Amend
- Contract History Search
- Contract Provider Change
- Contract Search
- Contract Service History
- Contract Setup and Completion
- My Contracts
- Zero NPE/NPEE
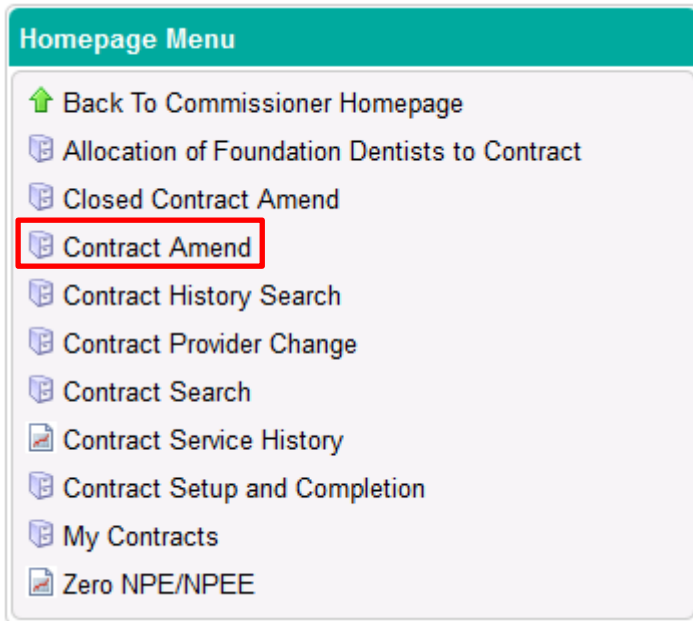
Step 4: Enter your contract number into the search box

🏠 Home

Search | Contract No ▾ | [   ] ▶
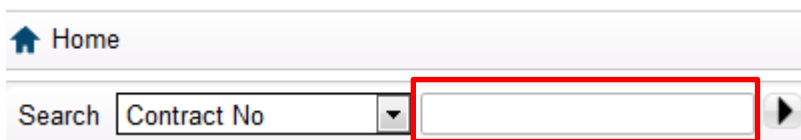
Step 5: Click on the **'Edit'** option which is situated on the right hand side of the screen

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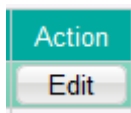
Step 6: Click on the **'Performers'** option on the left hand side of the screen

General
Services
Treatment Locations
Performers
Performer Contracted Activity
Contract Events
Summary
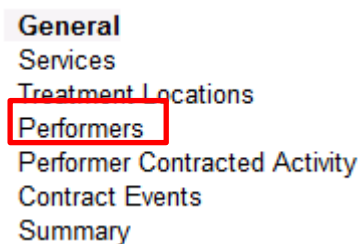
Step 7: Click on the **'Create'** button on the right hand side of the screen

Performer

Search | Performer ID ▾ | [   ] ▶   Create

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.*

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

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.

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.

Step 15: Only once you are happy with the changes you have made, click 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.

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.

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'**.

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.