

Joiner excel spreadsheet employer guidance

Notes:

1. If possible, all text should be UPPER case. Avoid using commas, quotation marks, hyphens and symbols (ie. £) unless otherwise stated.
2. Do not insert 'comments' on the spreadsheet as all comments will be removed on receipt at NHS Pensions.
3. **Do not:**
 - a. add columns to this spreadsheet.
 - b. delete columns from this spreadsheet.

Any of the above actions will result in the spreadsheet being returned to you for rectification.

The section below provides a detailed breakdown of acceptable entries for each record.

Transaction records

Column heading	Column title	Max length	Format	Comments
A	EA Code	4	Either Alpha numeric or numeric	Insert code provided by NHS Pensions. If the EA code is not known, leave blank
B	NI number	9	XX999999X	Correct format is 2 letters, 6 numbers, 1 letter
C	Surname	24	A to Z plus '- . , and space	Enter member's surname.
D	Forename	24	A to Z plus '- . , and space	Enter full name only. Please do not insert initials.
E	Former Surname		A to Z plus '- . , and space	Enter member's previous surname, if applicable. Otherwise leave blank.
F	Date of Birth	8	DDMMYYYY	
G	DoB (V)	1	Numeric	1= verified 2 = not verified
H	Start date of employment with you	8	DDMMYYYY	Enter member's start date with your EA.
I	Date became pensionable in employment with you, may be different to H	8	DDMMYYYY	The date the member started contributing to the NHS Pension Scheme which may differ to their start date if they were an opt out.
J	Was an SD502(opt out form) completed	1	Numeric	Only complete if the start date of employment and the pensionable date of employment are different. 1 = Yes 2 = No
K	SD Number (if known)	8	Numeric	
L	Title	4	Alpha	
M	Gender	1	Numeric	1 = male 2 = female
N	Payroll reference number	20	Alpha numeric	If applicable

Column heading	Column title	Max length	Format	Comments
O	Capacity code	2	Numeric	<p>Must be equal to 01, 03 or 04</p> <p>01 – Nurse (excluding Nursery Nurse), Midwife, Health Visitor, Physiotherapist 03 = Clinical Doctor 04 = All other employees</p> <p>(03 only to be used if the doctor is working in a clinical capacity if not use 04)</p>
P	Employment type	1	Numeric	<p>1 = Officer 2 = Non-specialist 3 = Specialist 4 = Bed fund See Appendix 1</p>
Q	WT/PT/ MPT	1	Numeric	<p>1 = WT (whole time) 2 = PT (part time) 3 = MPT (maximum part time specialist)</p> <p>If PT, please ensure columns U and V (sessions) or W and X (hours) are completed in line with the employment.</p>
R	Locum employment	1	Numeric	<p>1= Yes 2 = No</p>
S	As & When	1	Numeric	<p>1= Yes 2 = No</p> <p>If As and When, please leave columns U and W as null, but complete columns V or X as necessary in line with the employment.</p>

Column heading	Column title	Max length	Format	Comments
T	PT actual sessions (weekly figure)	2	01 to 99 or spaces if null	Only required for sessional employees
U	WT standard sessions	2	01 to 99 or spaces if null	Only required for sessional employees
V	PT actual hours (weekly figure)	4	0100 to 4800 or spaces if null (for example 32.5 = 3250)	Only required for part time employees
W	WT standard hours	4	0100 to 4800 or spaces if null	Only required for part time employees
X	Is officer classed as MHO	1	Numeric	1= Yes 2 = No
Y	If MHO has officer any previous MHO	1	Numeric	1= Yes 2 = No
Z	Address (line 1)	30	Alpha numeric	Enter member's home address Please do not use punctuation (comma's, full stops, etc)
AA	Address (line 2)	30	Alpha numeric	
AB	Address (line 3)	30	Alpha numeric	
AC	Address (line 4)	30	Alpha numeric	
AD	Postcode	10	Alpha numeric	
AE	Job role	4	Alpha numeric	See Appendix 1
AF	Work area	4	Alpha numeric	See Appendix 2

Please note that if there is any information that is not completed correctly this will delay the processing of the joiner information.

Appendix 1 – Permitted combinations

Form SS10 – Joiner for use by Direction/IP employers

Capacity	Employment type	Whole time(WT)/Part time(PT)/Maximum part time(MPT)	Locum	As and when
01	1 – Officer	WT or PT	No	No
03	*2 – Non-Specialist or *3 - Specialist	WT, PT or MPT	Yes or No	Yes or No
04	1 – Officer	WT or PT	No	No

***02, 03 only to be used if the doctor is working in a clinical capacity if not use 01**

Appendix 2 - Job role

Code	Description	Code	Description	Code	Description
A001	Accountant	H007	Healthcare Scientist	R009	Radiographer - Therapeutic, Specialist Practitioner
A002	Administrative Assistant	H008	Healthcare Support Worker	R010	Receptionist
A003	Administrator	H009	Helper/Assistant	R011	Regional Dental Officer
A004	Advanced Nurse Practitioner	H010	Home Help	R012	Registrar (Closed)
A005	Adviser	H011	Hospital Practitioner	R013	Researcher
A006	Advisor	H012	House Officer - Post Reg	S001	Salaried Dental Practitioner
A007	Ambulance Technician	H013	House Officer - Pre Reg	S002	Salaried General Practitioner
A008	Analyst	H014	Housekeeper	S003	School Nurse
A009	Animal Technician	I001	Interpreter	S004	Secretary
A010	Apprentice	J001	Junior Sister	S005	Senior Clinical Medical Officer
A011	Approved Social Worker	L001	Labourer	S006	Senior Dental Officer
A012	Architect	L002	Laundry Worker	S007	Senior House Officer
A013	Art Therapist	L003	Lawyer	S008	Senior Lecturer
A014	Art Therapist Consultant	L004	Librarian	S009	Senior Manager
A015	Art Therapist Manager	M001	Maintenance Craftsperson	S010	Senior Nurse
A016	Art Therapist Specialist Practitioner	M002	Manager	S011	Senior Registrar (Closed)
A017	Art, Music and Drama Student	M003	Mechanic	S012	Senior Staff Nurse
A018	Assistant	M004	Medical Director	S013	Senior Tutor
A019	Assistant Psychologist	M005	Medical Laboratory Assistant	S014	Shorthand Typist
A020	Assistant Psychotherapist	M006	Medical Laboratory Assistant (MLA)	S015	Sister/Charge Nurse
A021	Associate Practitioner	M007	Medical Physics Technician	S016	Social Care Support Worker
A022	Associate Specialist	M008	Medical Secretary	S017	Social Worker
A023	Asst Social Worker	M009	Medical Technical Officer	S018	Special Salary Scale in Public Health Medicine
A024	Audiology Scientist	M010	Midwife	S019	Specialist Nurse Practitioner
B001	Biochemist	M011	Midwife - Consultant	S020	Specialist Practitioner
B002	Biomedical Scientist	M012	Midwife - Manager	S021	Specialist Registrar
B003	Board Level Director	M013	Midwife - Sister/Charge Nurse	S022	Specialty Doctor
B004	Bricklayer	M014	Midwife - Specialist Practitioner	S023	Specialty Registrar
B005	Building Craftsperson	M015	Modern Matron	S024	Speech and Language Therapist

Code	Description	Code	Description	Code	Description
B006	Building Officer	M016	Mortuary Technician	S025	Speech and Language Therapist Consultant
C001	Call Operator	M017	Multi Therapist	S026	Speech and Language Therapist Manager
C002	Care Assistant	M018	Multi Therapist Consultant	S027	Speech and Language Therapist Specialist Practitioner
C003	Carpenter	M019	Multi Therapist Manager	S028	Speech and Language Therapy Helper
C004	Chair	M020	Multi Therapist Specialist Practitioner	S029	Staff Grade
C005	Chaplain	M021	Music Therapist	S030	Staff Nurse
C006	Charge Nurse	M022	Music Therapist Consultant	S031	Student
C007	Chargehand	M023	Music Therapist Manager	S032	Student Chiropodist
C008	Chief Executive	M024	Music Therapist Specialist Practitioner	S033	Student Community Learning Disabilities Nurse
C009	Child Protection Officer	N001	No Value	S034	Student Community Mental Health Nurse
C010	Childcare Co-ordinator	N002	Non-Executive Director	S035	Student Community Paediatric Nurse
C011	Chiropodist	N003	Nurse Consultant	S036	Student Dental Technician
C012	Chiropodist/Podiatrist	N004	Nurse Manager	S037	Student Dietitian
C013	Chiropodist/Podiatrist Consultant	N005	Nurse Practitioner	S038	Student District Nurse
C014	Chiropodist/Podiatrist Manager	N006	Nurse Specialist	S039	Student Health Visitor
C015	Chiropodist/Podiatrist Specialist Practitioner	N007	Nursery Nurse	S040	Student Medical Physics Technician
C016	Chiropody Helper	N008	Nursing Assistant	S041	Student Midwife
C017	Clerical Worker	N009	Nursing Auxiliary	S042	Student Nurse
C018	Clerk	N010	Nursing Cadet	S043	Student Nurse - Adult Branch
C019	Clerk Receptionist	N011	Nursing Sister	S044	Student Nurse - Child Branch
C020	Clerk Typist	O001	Occupational Therapist	S045	Student Nurse - Learning Disabilities Branch
C021	Clinical Assistant	O002	Occupational Therapist Consultant	S046	Student Nurse - Mental Health Branch
C022	Clinical Coder	O003	Occupational Therapist Manager	S047	Student Occupational Health Nurse
C023	Clinical Director	O004	Occupational Therapy Specialist Practitioner	S048	Student Occupational Therapist

Code	Description	Code	Description	Code	Description
C024	Clinical Director - Dental	O005	Officer	S049	Student Orthoptist
C025	Clinical Director - Medical	O006	Operating Dept Assistant	S050	Student Pharmacy Technician
C026	Clinical Medical Officer	O007	Operating Dept Practitioner	S051	Student Physiological Measurement Technician
C027	Clinical Nurse Specialist	O008	Optometrist	S052	Student Physiotherapist
C028	Clinical Psychologist	O009	Orderly	S053	Student Practice Nurse
C029	Clinical Psychologist	O010	Orthoptist	S054	Student Psychotherapist
C030	Clinical Scientist	O011	Orthoptist Consultant	S055	Student Radiographer - Diagnostic
C031	Community Nurse	O012	Orthoptist Manager	S056	Student Radiographer - Therapeutic
C032	Community Practitioner	O013	Orthoptist Specialist Practitioner	S057	Student School Nurse
C033	Consultant	O014	Orthotist	S058	Student Speech and Language Therapist
C034	Consultant Healthcare Scientist	O015	Orthotist Consultant	S059	Student Technician
C035	Control Assistant	O016	Orthotist Manager	S060	Supervisor
C036	Cook	O017	Orthotist Specialist Practitioner	S061	Support Worker
C037	Counsellor	O018	Osteopath	S062	Support, Time, Recovery Worker
C038	Cytoscreener	O019	OT Helper	S063	Surveyor
D001	Dental Officer	O020	Other Community Health Service	T001	Technical Instructor
D002	Dental Surgeon acting as Hospital Consultant	O021	Other Executive Director	T002	Technician
D003	Dental Surgery Assistant	P001	Painter/Decorator	T003	Telephonist
D004	Dental Technician	P002	Paramedic	T004	Therapist
D005	Dietetics Helper	P003	Paramedic Consultant	T005	Trainee
D006	Dietitian	P004	Paramedic Manager	T006	Trainee Biomedical Scientist
D007	Dietitian Consultant	P005	Paramedic Specialist Practitioner	T007	Trainee Cytoscreener
D008	Dietitian Manager	P006	Perfusionist	T008	Trainee ODA
D009	Dietitian Specialist Practitioner	P007	Personal Assistant	T009	Trainee ODP
D010	Director	P008	Personal Secretary	T010	Trainee Practitioner
D011	Director of Nursing	P009	Pharmacist	T011	Trainee Scientist
D012	Director of Public Health	P010	Pharmacy Technician	T012	Trust Grade Doctor - Career Grade level
D013	District Nurse	P011	Phlebotomist	T013	Trust Grade Doctor - House Officer level

Code	Description	Code	Description	Code	Description
D014	Domestic	P012	Physicist	T014	Trust Grade Doctor - SHO level
D015	Drama Therapist	P013	Physiological Measurement Technician	T015	Trust Grade Doctor - Specialist Registrar Level
D016	Drama Therapist Consultant	P014	Physiotherapist	T016	Tutor
D017	Drama Therapist Manager	P015	Physiotherapist Consultant	V001	Visiting Registrar
D018	Drama Therapist Specialist Practitioner	P016	Physiotherapist Manager	V002	Vocational Dental practitioner
D019	Driver	P017	Physiotherapist Specialist Practitioner	W001	Ward Manager
E001	Electrician	P018	Physiotherapy Aide	W002	Work Analyst
E002	Electronics Technician	P019	Play Specialist	X001	X Ray Helper
E003	Emergency Care Practitioner	P020	Play Therapist	Y001	Youth Worker
E004	Engineer	P021	Plumber		
E005	Enrolled Nurse	P022	Podiatrist		
F001	Family Placement Officer	P023	Porter		
F002	Family Planning Nurse	P024	Practice Nurse		
F003	Finance Director	P025	Practitioner		
F004	Fitter	P026	Pre-reg Pharmacist		
F005	Foundation House Officer 1	P027	Professor		
F006	Foundation House Officer 2	P028	Prosthetist		
G001	Gardener	P029	Prosthetist Consultant		
G002	Gardener/Groundsperson	P030	Prosthetist Manager		
G003	Gateway Worker	P031	Prosthetist Specialist Practitioner		
G004	General Dental Practitioner	P032	Psychotherapist		
G005	General Medical Practitioner	R001	Radiographer		
G006	Geneticist	R002	Radiographer - Diagnostic		
H001	Head Cook	R003	Radiographer - Diagnostic, Consultant		
H002	Health Care Assistant	R004	Radiographer - Diagnostic, Manager		
H003	Health Care Support Worker	R005	Radiographer - Diagnostic, Specialist Practitioner		
H004	Health Visitor	R006	Radiographer - Therapeutic		
H005	Healthcare Assistant	R007	Radiographer - Therapeutic, Consultant		
H006	Healthcare Cadet	R008	Radiographer - Therapeutic, Manager		

Appendix 3 - Area of work

Code	Description	Code	Description	Code	Description
A001	Accident and Emergency	F007	Forensic Psychiatry	P005	Paediatric Dentistry
A002	Acute Medicine	G001	Gastro-Intestinal Physiology	P006	Paediatric Endocrinology
A003	Additional Dental Specialties	G002	Gastroenterology	P007	Paediatric Gastroenterology
A004	Administration	G003	General Acute	P008	Paediatric Infectious Diseases and Immunology
A005	Allergy	G004	General Medicine	P009	Paediatric Intensive Care Medicine
A006	Ambulance Services	G005	General Pathology	P010	Paediatric Neonatal Medicine
A007	Anaesthetics	G006	General Practice	P011	Paediatric Nephrology
A008	Anatomical Pathology	G007	General Psychiatry	P012	Paediatric Neurology
A009	Angiography	G008	General Surgery	P013	Paediatric Oncology
A010	Art Therapy	G009	Genito Urinary Medicine	P014	Paediatric Pathology
A011	Art/Music/Drama Therapy	G010	Grounds and Gardens	P015	Paediatric Respiratory Medicine
A012	Audiological Medicine	G011	Gynaecological Oncology	P016	Paediatric Rheumatology
A013	Audiological Science	G012	Gynaecology	P017	Paediatric Surgery
A014	Audit	H001	Haematology	P018	Paediatrics
A015	Autonomic Science	H002	Haemostasis and Thrombosis	P019	Pain Management
B001	Bank	H003	Head and Neck Surgery	P020	Palliative Medicine
B002	Biomechanical Engineering	H004	Health Advocacy	P021	Pathology
B003	Blood Transfusion	H005	Health Promotion	P022	Pathology External Quality Assurance
B004	Breast Screening	H006	Health Records	P023	Patient Safety
B005	Breast Surgery	H007	Health Visiting	P024	Patient Transport Services
B006	Building Services	H008	Health and Safety	P025	Payroll
C001	CT	H009	Hepatology	P026	Performance Management
C002	Cancer Support	H010	Histocompatibility and Immunogenetics	P027	Periodontics
C003	Cardiac Science	H011	Histopathology	P028	Pharmaceutical Medicine
C004	Cardio-thoracic Surgery	H012	Human Resources	P029	Pharmacy
C005	Cardiology	I001	Imaging	P030	Phlebotomy
C006	Catering	I002	Immunology	P031	Physiotherapy
C007	Cervical Cytology	I003	Infectious Diseases	P032	Plastic Surgery
C008	Chaplaincy	I004	Information Services	P033	Portering Services
C009	Chemical Pathology	I005	Information and Communication	P034	Primary Care

Code	Description	Code	Description	Code	Description
			Technology		
C010	Child Protection	I006	Intensive Care	P035	Private Patients
C011	Child Psychotherapy	I007	Intensive Care Medicine	P036	Prosthetics and Orthotics
C012	Child and Adolescent Psychiatry	I008	Intermediate Care	P037	Prosthodontics
C013	Chiropody/Podiatry	K001	Kitchen	P038	Psychiatry
C014	Clinical Audit	L001	Laundry	P039	Psychiatry of Learning Disability
C015	Clinical Coding	L002	Learning Disabilities	P040	Psychotherapy
C016	Clinical Cytogenetics	L003	Legal	P041	Public Health Dentistry
C017	Clinical Cytogenetics and Molecular Genetics	L004	Liaison Psychiatry	P042	Public Health Medicine
C018	Clinical Embryology	L005	Library Services	P043	Purchasing and Supplies
C019	Clinical Engineering	L006	Linen Services	Q001	Quality and Patient Care
C020	Clinical Genetics	M001	MRI	R001	Radiation Protection and Monitoring
C021	Clinical Governance	M002	MacMillan Nursing	R002	Radio pharmacy
C022	Clinical Haematology	M003	Mammography	R003	Radiotherapy Physics
C023	Clinical Measurement	M004	Marie Curie Nursing	R004	Rehabilitation
C024	Clinical Neurophysiology	M005	Maternal and Fetal Medicine	R005	Rehabilitation Engineering
C025	Clinical Oncology	M006	Maternity	R006	Rehabilitation Psychiatry
C026	Clinical Perfusion	M007	Maxillofacial Prosthetics and Technology	R007	Renal Dialysis Technology
C027	Clinical Pharmacology and Therapeutics	M008	Medical Engineering Design	R008	Renal Medicine
C028	Clinical Physiology	M009	Medical Illustration	R009	Research and Development
C029	Clinical Psychology	M010	Medical Microbiology and Virology	R010	Respiratory Medicine
C030	Clinical Radiology	M011	Medical Oncology	R011	Respiratory Physiology
C031	Clinical Support	M012	Medical Ophthalmology	R012	Restorative Dentistry
C032	Communication	M013	Medical Physics	R013	Rheumatology
C033	Community Gynaecology	M014	Medical Physics Computing	S001	School Nursing
C034	Community Health Services	M015	Medical Staffing	S002	Security
C035	Community Mental Health	M016	Medicine	S003	Service Planning
C036	Complementary Medicine/Therapy	M017	Metabolic Medicine	S004	Sewing Room
C037	Corporate	M018	Molecular Genetics	S005	Sexual and Reproductive Medicine
C038	Counselling	M019	Music Therapy	S006	Sleep Physiology
C039	Critical Care Technology	N001	NHS Direct	S007	Social Services

Code	Description	Code	Description	Code	Description
C040	Cytopathology	N002	Neonatal Intensive Care	S008	Speech and Language Therapy
D001	Day Case Unit	N003	Neurology	S009	Staff Facilities
D002	Dental Health	N004	Neuropathology	S010	Sterile Services
D003	Dental Technology	N005	Neurophysiology Measurement	S011	Stoma Care
D004	Dental and Maxillofacial Radiology	N006	Neurorehabilitation	S012	Stroke
D005	Dental/Oral	N007	Neurosurgery	S013	Substance Abuse
D006	Dermatology	N008	Nights	S014	Substance Misuse Psychiatry
D007	Diabetes	N009	Nuclear Medicine	S015	Surgery
D008	Diagnostic Radiology Support	O001	Obstetrics	S016	Surgical Dentistry
D009	Dietetics	O002	Obstetrics and Gynaecology	T001	Teenage Pregnancy
D010	Dining Room	O003	Occupational Health	T002	Telephone Services
D011	District Nursing	O004	Occupational Therapy	T003	Tissue Banking
D012	Domestic Services	O005	Old Age Psychiatry	T004	Toxicology
D013	Drama Therapy	O006	Operating Department	T005	Training
E001	Education	O007	Ophthalmic and Vision Science	T006	Transport
E002	Elderly Care Medicine	O008	Ophthalmology	T007	Trauma and Orthopaedic Surgery
E003	Electron Microscopy	O009	Oral Hygiene	T008	Tropical Medicine
E004	Electronics and Biomedical Engineering	O010	Oral Medicine	U001	Ultrasound
E005	Emergency Services	O011	Oral Microbiology	U002	Urodynamics
E006	Endocrinology and Diabetes Mellitus	O012	Oral Pathology	U003	Urogynaecology
E007	Endodontics	O013	Oral Surgery	U004	Urology
E008	Endoscopy	O014	Oral and Maxillofacial Surgery	V001	Vascular Medicine
E009	Engineering	O015	Orthodontics	V002	Vascular Surgery
E010	Estates	O016	Orthoptics/Optics	V003	Vascular Technology
F001	Facilities	O017	Otolaryngology	V004	Voluntary Services
F002	Family Planning	O018	Outpatients	W001	Walk-in Centre
F003	Finance	P001	Paediatric Accident and Emergency	W002	Wound Management
F004	Financial Management	P002	Paediatric Cardiology		
F005	Financial Services	P003	Paediatric Clinical Pharmacology		
F006	Forensic Pathology	P004	Paediatric Community Child Health		