

NHS Pensions Online (POL) guide

16. SS10GP Joiner Form

The link to this form is only available for GP practices and should only be used for non-medical staff only.

Once you have accessed the E-Forms menu select the link for the SS10 and you will be presented with a page asking for the members' personal details, as follows:

Welcome to the NHS Pension Scheme ONLINE
Joiner SS10GP

NHS Pensions Agency

GP - Back Print Employer Menu E-Forms

You are currently logged-in as Administrator for GP

Exit Online Services
Administer Employer Contacts
Administer Employer Access
Site Update

NI Number
Surname
Forename
Former Surname
Date of Birth
Date of Commencement
SD Membership Number (e.g. 12345678)

Submit

It is essential that correct information be entered on this screen to enable the joiner form to be processed to the correct member record.

Important Note:

If you do not know, or are unsure of, the members' National Insurance (NI) number then this field should be left blank. If the member has been issued with a temporary NI number by HM Revenue and Customs (HMRC) (NI number prefixed with TN) or a temporary NI number used by the NHSBSA (NI number prefixed with ZZ) you should not use these numbers and the field should be left blank.

The following fields must be completed for you to be able to proceed and submit full joiner details:

Surname

Forename(s)

Former surname (any other name they have been known as e.g. maiden name), if applicable

Date of Birth

Date of Commencement (start date of this employment not date member originally joined the Scheme)

Existing scheme members will already have an Superannuation Division (SD) reference number but if you do not know this information the field should be left blank.

If you know the members NI number you can do a search for the SD number via the “**Member Search**” link on the main Employer menu.

If the search identifies an existing member record for the NI number entered it is important to check that the traced record matches your employee by checking their full name and date of birth against that of the traced record.

Where the details do not match, then the NI number you hold must be checked with HMRC. In these cases you can submit the joiner form without an NI number.

When this page has been completed and you select “submit” you will be taken to the SS10GP joiner form.

Where an existing member record is found the SD number will be pre-populated on the joiner form, as follows:

Welcome to the NHS Pension Scheme ONLINE
Joiner - SS10GP

NHS Pensions Agency

Back Print Employer Menu E-Forms

National Health Service Pension Scheme
Joining or rejoining the scheme

Please leave the shaded boxes blank

1. National Insurance number
2. SD number (e.g. 12345678)

Once you access the actual SS10GP itself, the form does not include options to select details that relate to medical grades, as follows:

7. Previous surname (if any)
8. Title
9. Sex
10. Your Payroll Reference Number
11. Name of Practice, or other place of employment
12. GP Code
13. Date member became pensionable in present employment
14. Employed as (Capacity)
15. Capacity Code
16. Is employment Whole Time or Part Time.
Only answer this question if the employment is part-time hourly
17. Please give the number of hours worked as a proportion of whole-time.
Give your answer to 2 decimal places.
18. Members home address
Postcode
19. Area of Work
20. Job Role

Submit

The only capacity codes available for selection are 01 (nurse, midwife, physiotherapist and so on), 02 (nurse tutor), 04 (admin, clerical or supervisory) or 05 (manual staff).

As with all other forms further information for completion of a specific field can be found in the Help Text by selecting “?” at the side of the field.

Box 8. Title - This is pre-populated for existing members but can be amended. For new entrants completion of this field is validated with the members' gender. Selection is via a drop down menu.

Example: Where the member is male you cannot select Mrs, Miss or Ms.

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[Exit Help](#)

If mandatory fields are omitted or mismatching data is input you will receive an onscreen error message.

For example, if you select part time at box 16 you must also input the weekly actual contracted hours and the whole time hours for the job. A nurse contracted to work 16 hours a week out of a whole time 37.5 hour week would be entered in Box17 as Actual = 16.00 and Whole time = 37.50.

An example of some of the error messages is as follows:

4. Has date of birth been verified? No

5. Surname

6. Other names

7. Previous surname (if any)

****8. As this member is female you cannot select the titles "Mr" or "Sir", please re-select the correct title**

9. Sex

****10. Your Payroll Reference Number is a mandatory field!**

11. Name of Practice, or other place of employment

12. GP Code

13. **Date member became pensionable in present employment**

14. Employed as (Capacity)

****15. Capacity code - please select a capacity code from the list provided.**

16. Is employment Whole Time or Part Time.

Only answer this question if the employment is part-time hourly

17. Please give the number of hours worked as a proportion of whole-time.

Give your answer to 2 decimal places.

****18. Members home address is a mandatory field.**

****Actual Hours must be less than standard hours.**

****As you have selected a part time employment, you must enter Standard hours.**

****If you do not have the members Post Code please notify us as soon as you can on e-form SD55G. Check box to allow this e-form to process without Post Code.**

Fields –19 - 20 on the form relate to the job role and area of work

On the fields, the options for completion are held in the drop down menu by selecting the arrow at the side of the completion area:

13. Date member became pensionable in present employment

14. Employed as (Capacity)

15. Capacity Code

16. Is employment Whole Time or Part Time.
Only answer this question if the employment is part-time hourly

17. Please give the number of hours worked as a proportion of whole-time.
 Give your answer to 2 decimal places.

18. Members home address

Postcode

19. Area of Work

20. Job Role

Select
 Unknown
 Accident and Emergency
 Acute Medicine
 Additional Dental Specialties
 Administration
 Allergy
 Ambulance Services
 Anaesthetics
 Anatomical Pathology
 Angiography
 Art Therapy
 Art/Music/Drama Therapy
 Audiological Medicine
 Audiological Science
 Audit
 Autonomic Science
 Bank
 Biomechanical Engineering
 Blood Transfusion
 Breast Screening
 Breast Surgery
 Building Services
 CT
 Cancer Support
 Cardiac Science
 Cardio-thoracic Surgery
 Cardiology
 Catering
 Cervical Cytology

Actual
 Whole time

When successfully submitted you will receive a confirmation screen of the details input which you can print if necessary.

Remember though that an accepted submission does not mean that the details successfully process to the member record.

If this form processes successfully through the NHSBSA processing system you will receive an **SD55 Notification** confirming the joiner has processed and advising the members SD Number; which Section of the 1995/2008 Scheme, or in the 2015 Scheme they are in and any other relevant details, i.e. if they have an ongoing AVC contract for which you need to deduct contributions or whether there is any arrears of contributions from a previous employment that require collecting.

If you do not receive the **SD55 Notification** then this is an indication that the joiner form has not processed successfully and an error has been created. Errors are either allocated to you or the NHSBSA for resolution, depending on the reason for the error.

In this circumstance check your **Error Handling** cases and resolve the error if it is present. If no error is present then it has been allocated to the NHSBSA for resolution and will be dealt with in due course.