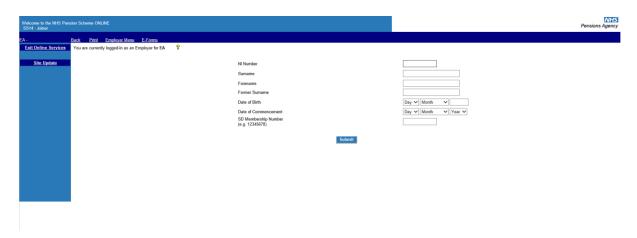


NHS Pensions Online Guide (POL)

17. SS14 Joiner Form

This form should be used for assistant practitioners, principal practitioners and locum practitioners who are medical, dental or opthalmic.

Once you have accessed the E-Forms menu select the link for the SS14 and you will be presented with a page asking for the members' personal details, as follows:



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.

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

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

Surname

Forename(s)

Former surname (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 SS14 joiner form.

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

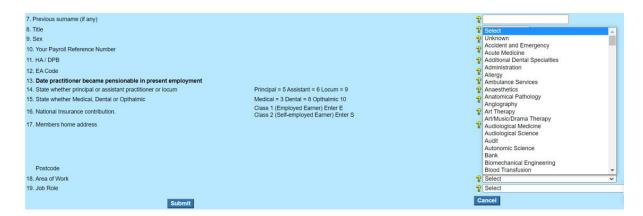


Once you are in the actual form itself there is no option to show these employments as wholetime or part time as practitioner employments are not recorded in this way as their benefits are calculated using pensionable salary details. There is also validation on this form, and an example of the error messages that may be received are as follows:



Fields 18 - 19 on the joiner form are in relation to the job role and the area of work.

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



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.

Once correct details are entered on the form and no error messages are being received you will receive a confirmation page showing the details you have submitted.

If the 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 Scheme they are in and any other relevant details, that is, 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 yourselves in **Error Handling** 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.