

NHS Pensions Online (POL) guide

42. Delete an employment

This form is used for instances where an employment has been set up in error or there is a need to delete an employment from the members record.

A new menu option will be added to the existing e-form menu, as follows:

EA - Back Print Employer Menu E-Forms

Exit Online Services

Member search

Site Update

E-Forms

- ▶ [SD55](#) Annual Update
- ▶ [SD55](#) Terminating a period of membership
- ▶ [SD55G](#) Updating a members personal details
- ▶ [SD55E](#) Change a members employment details
- ▶ [SS10](#) JOINER - for Trusts, PCT's and GP Practice Doctors
- ▶ [SS14](#) JOINER - for practitioners
- ▶ [Automated Forms](#) Automated requests for information - IMPORTANT
- ▶ [RFT1](#) RFT1
- ▶ [ADP4](#) EA Code change
- ▶ [Non-updated years](#) Non-updated years
- ▶ [AW8](#) Pension application form
- ▶ [RF12](#) Refund application form
- ▶ [Employment Deletion](#) **Delete an Open or Closed Employment**
- ▶ [Open Employment](#) Open a Closed Employment
- ▶ [Rewind Employment](#) Rewind an Open Employment

Select a member by entering either the National Insurance number or SD reference number as follows:

Employment Deletion Entry Screen

EA - Back Print Employer Menu E-Forms

Exit Online Services

Member Search

Site Update

You are currently logged-in as an Employer for **EA**

Please enter NI number OR SD Membership Number and press submit.

NI Number

SD Membership Number
(e.g. 12345678)

Submit

On passing the standard member validations, a grid will be produced showing all open and closed employments for that member:

Employment Deletion Grid

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[Member Search](#)

[Site Update](#)

Please click on the Employer name of the employment you wish to delete. ?

ID	EA Code	Employer	Start Date	Status
1	1111	Another employer	01/03/2021	Open

On selecting the relevant employment to delete, the summary screen will be produced:

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Employment Deletion

NI Number

SD Number

Emp ID 1

EA Reference

Start Date 01/03/2021

Updated Date N/A

Updated Reason N/A

End Date N/A

[Delete Employment](#) [Cancel](#)

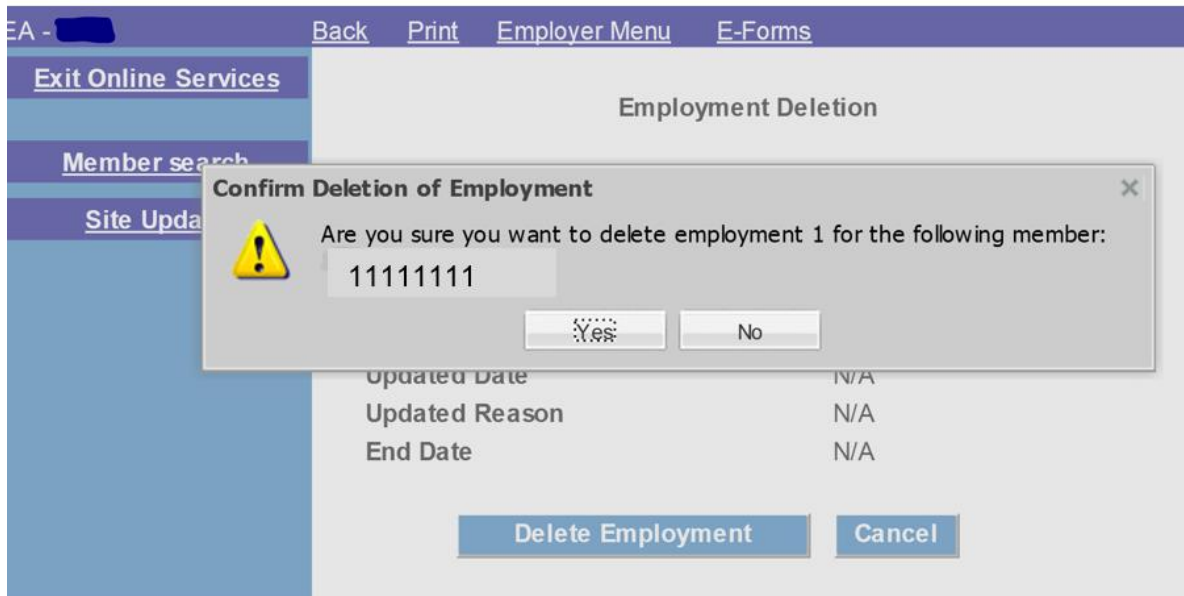
When you click 'delete' you will be prompted with:

1. If the employment (or linked employment) has any updates then a confirmation dialog is shown:

"This employment contains earnings and contribution details, do you wish to continue"

Yes or no response: if 'yes' continue to confirmation dialog, 'no' returns to the summary page.

2. Confirmation dialog, as follows:



The following message is produced for you to confirm deletion: “Are you sure you want to delete this employment?”

Selecting ‘yes’ will result in the deletion request being submitted and processed.

Selecting ‘no’ will clear the message box and leave you on the summary page.

Selecting ‘cancel’ from the summary screen will return the user to the member selection page.

Employer error handling

Error handling breakdown will now include the new Employment Deletion form (form code ‘06’), as shown below:

Please select ‘error handling’ from the main Pensions Online (POL) menu and you are presented with the sub menu:

Total number of Comments allocated to you yesterday	0
Total number of Comments allocated to you	1
Total number of errors allocated to you yesterday	0
Total number of errors allocated to you	4743
Errors Allocated To NHS Pensions	815

- Employer Allocated Comments
- Employer Allocated Errors
- Errors Allocated To NHS Pensions

As notified in TN 2/2013 NHS Pensions are no longer processing any employment data with missing mandatory or conditional information. Previously default values would have been entered in these fields and you would be issued with an Auto SD55e requesting the correct information. Auto SD55e's will no longer be issued and the appropriate error will now be sent to Error Handling for you to enter the correct information and reprocess the form. Instructions on how to resolve these errors is held behind the in the normal way. The full Error Handling Guide is also held on our website in the Employer Toolkit/Employer Guides.

If you then click on any of the three numbers in the error handling statistics section a breakdown of the number of errors by form type is displayed.

Breakdown of Errors

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Breakdown of Errors per form

Form		Total	Overdue
SD55	Annual Update	0	0
SD55T	Terminating a period of membership	1	0
SD55G	Updating a members personal details	1	0
SD55E	Change a members employment details	21	8
SS10	Joiner - for Trusts, PCTs and GP Practice Doctors	2	1
SS14	Joiner - for practitioners	0	0
Employment Deletion	Delete an Open or Closed Employment	2	1
Open Employment	Open a Closed Employment	0	0
Rewind Employment	Rewind an Open Employment	0	0
Total		27	10

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If you select the option 'employer allocated errors' from the sub menu then the following menu is displayed allowing you to select a form type.

This will now be updated to include 'employment deletion'.

Errors

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Employer Allocated Errors

- » [SD55](#) Annual Update
- » [SD55T](#) Terminating a period of membership
- » [SD55G](#) Updating a members personal details
- » [SD55E](#) Change a members employment details
- » [SS10](#) Joiner - for Trusts, PCTs and GP Practice Doctors
- » [SS14](#) Joiner - for practitioners
- » [Employment Deletion](#) Delete an Open or Closed Employment
- » [Open Employment](#) Open a Closed Employment
- » [Rewind Employment](#) Rewind an Open Employment

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Employer errors selection grid

Errors for each form will be produced in the standard employer error handling grid. Errors for the new 'employment deletion' option will be included, the grid is unchanged apart from the inclusion of this new form option.

Error Handling - Employment Deletion

EA- [redacted] [Back](#) [Print](#) [Employer Menu](#) [E-Forms](#)

[Back to form type selection](#)

Employer Allocated Errors												
Error	Error Description	Surname	Forename	NINO	SD number	Emp ID	Start Date	Received	Update/DOT	Target Date	Escalation	Status
0470	Invalid employment status for deletion	[redacted]	[redacted]	[redacted]	[redacted]	3	15-Jun-2020	06-Oct-2021	23-Aug-2020	08-Nov-2021		NEW
0470	Invalid employment status for deletion	[redacted]	[redacted]	[redacted]	[redacted]	1	27-Jul-2020	19-Nov-2021	31-Dec-2020	20-Dec-2021		NEW

On accessing an employer error you will have the standard options for dealing with the error. All options will work the same as all other current employer error handling forms.

Amend and/or submit

Error Handling

EA- [redacted] [Back](#) [Print](#) [Employer Menu](#) [E-Forms](#)


[Exit Online Services](#)

[Member Search](#)

[Site Update](#)

click [here](#) to view the ADP4

Error

Error Code	Error Description	Field in error	Data in error
0470	 Invalid employment status for deletion	NA	NA

Surname

Forename

Nino

Membership number

EA Refence number

Start Date 15/06/2020

Emp ID 3

EA/GP code

Target Date 08/11/2021

Form Employment Deletion

- ▶ [Amend and/or Re-Submit](#)
- ▶ [View Data Only](#)
- ▶ [Re-Allocate error back to NHS Pensions](#)
- ▶ [Extend Target Date](#)
- ▶ [Delete Error](#)
- ▶ [Return to Error List](#)

Error Handling

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[Exit Online Services](#)

[Member Search](#)

[Site Update](#)

click [here](#) to view the ADP4

*** This must match the data we hold, if this is incorrect, please amend via the changes in the SD55 form**

Error

Error Code	Error Description	Field in error	Data in error
0470	Invalid employment status for deletion	NA	NA

Surname

Forename

* Nino

* Membership number

EA Reference number

* Start Date

* Emp ID

EA/GP code

Target Date 08/11/2021

Form Employment Deletion

[Amend and/or Re-Submit](#)
[View Data Only](#)
[Re-Allocate error back to NHS Pensions](#)
[Extend Target Date](#)
[Delete Error](#)

[Return to Error List](#)

On selecting the 'continue to EmpDel form' the following confirmation page is presented subject to all mandatory fields populated and matching the member record.

Welcome to the NHS Pension Scheme ONLINE
Employment Deletion

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[Exit Online Services](#)

[Member search](#)

[Site Update](#)

Employment Deletion

NI Number	
SD Number	
Emp ID	3
EA Reference	
Start Date	15/06/2020
Updated Date	23/08/2020
Updated Reason	16 - Opted out of NHSSS but employt continues
End Date	23/08/2020

Selecting 'return to error' from the summary screen will return you to the error summary page.

Selecting 'delete employment' will result in the deletion request being submitted and processed.