

NHS Pensions Online (POL) guide

43. Open and rewind employment

Open a closed employment

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

Welcome to the NHS Pen e-forms	ision Sch	eme ON	NLINE		
EA -	<u>Back</u>	<u>Print</u>	Employer Menu	<u>E-Forms</u>	
Exit Online Services			E-Form	ıs	
Member search			» <u>SD5</u> :	2	Annual Update
Administer Employer			» <u>SD5</u>	5	Terminating a period of membership
Contacts			» <u>SD5</u>	<u>5G</u>	Updating a members personal details
Administer Employer			» <u>SD5</u>	<u>5E</u>	Change a members employment details
Access			» <u>SS1</u>	2	JOINER - for Trusts, PCTs and GP Practice Doctors
<u>Site Update</u>			» <u>SS1</u>	1	JOINER - for practitioners
			» <u>Auto</u>	mated Forms	Automated requests for information - IMPORTANT
			» <u>RFT</u>	L	RFT1
			» <u>ADP</u>	<u>4</u>	EA Code change
			» <u>Non-</u>	updated years	Non-updated years
			» <u>AW8</u>		Pension application form
			» <u>RF1</u> 2	2	Refund application form
			» <u>Emp</u>	oyment Deletion	Delete an Open or Closed Employment
			» Oper	<u>Employment</u>	Open a Closed Employment
			» <u>Rewi</u>	nd Employment	Rewind an Open Employment

Member selection

You may select a member by entering either the National Insurnace number or SD reference number, as follows:

Open an Employment Entry \$	Screen						
EA-	Back	<u>Print</u>	Employer Menu	<u>E-Forms</u>			
Exit Online Services							
<u>Member Search</u>							
<u>Administer Employer</u>	You are	curren	tly logged-in as Ac	ministrator	for EA		
<u>Contacts</u>	Please e	enter N	II number OR SD N	lembership	Number and press submit.		
Administer Employer					NI Number		
Access					SD Membership Number		
<u>Site Update</u>					(e.g. 12345678)		
					Subm	it	

Employment selection grid

On passing the member validations, a grid will be produced showing all closed employments for that member.

Welcome to the NHS Pen	sions O	nline			Pen	NHS nsions Agency
Open a closed Employment	Grid					
EA-	<u>Back</u>	<u>Print</u>	Employer Menu	E-Forms		
Exit Online Services						
Member Search						
Administer Employer Contacts	Pleas	e click o	n the Employer i	name of the employment	t you wish to open.	2
Administer Freedower	ID	EA Code	•	Employer	Start Date	Status
Administer Employer	1	1111	Another employer		04/04/2016	Closed
ACCCSS	2	1111	Another employer		18/09/2017	Closed
Site Update			•			
	I					

Note: For linked employments the grid will provide a single row combining both the 1995 / 2008 Section and 2015 Scheme elements of the employment.

Summary screen

On selecting the relevant closed employment to open, the summary screen will be produced.

EA -	Back Print	Employer Menu	<u>E-Forms</u>		
Exit Online Services				Open Employment	
Member search	NI Numb	or			
Administer Employer <u>Contacts</u>	SD Numb	ber			
Administer Employer Access	Emp ID EA Refer	ence		AA123456A	
<u>Site Update</u>	Rewind F	e Employment to:		11111111	
	Updated End Date	Reason		2 AN0	
			Open Employme	nt Cancel	

The 'rewind employment to' field is pre populated as follows:

- to the 31 March immediately before the employment end date as long as this date is no earlier that the service start date; or
- otherwise set to the service start date.

You may amend this date to:

• an earlier 31 March as long as it is not before the service start date; or

• the service start date (to indicate removing all cyclic data for the employment).

When you click 'submit' they will be prompted with a confirmation message.

COpen Closed employment - Windows Internet Explorer provided by Envision	
🚱 🕤 🗢 🧭 http://hhpol005:0086/training/2015forms/openemp.cfm 🔎 🗹 🚱 🎸 🗶 🍘 Open Closed employment 🛛 🗙	
Ele Edit Yiew Favorites Iools Help	
Welcome to the NHS Pension Scheme ONLINE Open Closed employment	Pensions Agency
Onen Classed amplement	L
Exit Online Services Open Closed employment PC. Requirements NI Number: 2121211 Pensions Online SD Number: 2121211 Emp ID: 1 EA Reference: Start Date: Rewind Employment to: Updated Reason: End Date: Submit	itted, Cancel

The following confirmation message is produced: "Your request to re-open this employment has now been submitted, thank you."

Rewind Open Employment

Rewind open employment is a new Pensions Online (POL) form present in the eforms menu.



Member selection

When you select the 'rewind open employment' form the member input screen is produced, existing validation rules will apply to the member input screen.



Employment selection grid

On passing the member validations, a grid will be produced showing all open employments for that member.

Rewind an open Employmen	t Grid				
EA-	Back P	rint Employer	Menu E-Forms		
Exit Online Services					
Member Search					
Administer Employer	Please c	lick on the Emp	bloyer name of the employment you wish to rewind. 🖁		
Contacts	ID	EA Code	Start Date	Status	
Administer Employer Access	2	2	ANOTHER EMPLOYER	21/09/2020	OPEN
Site Update			<u>.</u>		

Note: For linked employments the grid will provide a single row combining both the 1995 / 2008 Section and 2015 Scheme elements of the employment.

Summary screen

On selecting the relevant open employment to rewind, the summary screen will be produced.

Rewind Open employme	ent	
EA -	Back Print Employer Menu	<u>E-Foms</u>
Exit Online Services		Rewind Employment
<u>Member search</u>	NI Number	AA111111A
Administer Employer <u>Contacts</u>	SD Number Emp ID	11111111 1
Administer Employer	EA Reference	123
<u>Access</u>	Start Date	21/09/2020
Site Update	Rewind Employment to:	21/09/2020
	Updated Reason	05 - Employment part has been cyclic updated
	Update Date	31/03/2021
	Re	wind Employment Cancel

The 'rewind employment to' field is pre-populated using the same rules as for open a closed employment, thats is, as follows:

- to the 31 March immediately before the employment end date as long as this date is no earlier than the service start date; or
- otherwise set to the service start date.

You may amend this date to:

- an earlier 31 March as long as it is not before the service start date; or
- the service start date (to indicate removing all cyclic data for the employment).

When you click 'submit' they will be prompted with a confirmation message.

Rewind Open employment	t - Windows Internet Explorer provided by Envi	ion	
	05:8086/training/2015forms/rewindopenen 🔎 🔸	🔀 🦪 Rewind Open employment 🗙	合 🛧 🕸
<u>File Edit View Favorites</u>	<u>T</u> ools <u>H</u> elp		
Welcome to the NHS Pens Rewind Open employment		ľ	Pensions Agency
Exit Online Services	Rewind Open employment		
PC Requirements	NI Number:	AA212121A	
Pensions Online	SD Number:	21212121	
	Emp ID: EA Reference:	087654321	
	Start Date:	01/04/2012	
	Rewind Employment to:	31/03/2013	
	Updated Reason:	05 - Employment part has been cyclic	
	End Date:	31/03/2014	
	Submit	Open Closed Employment	X Cancel
		Your request to Rewind this employment has now been submitted, Thankyou.	

The following confirmation message is produced: 'Your request to rewind this employment has now been submitted, thank you.'

Employer error handling

The existing Employer Error Handling (EEH) menus will be extended to support the new employment open a closed employment and rewind open employment forms.

Error handling breakdown will now include the new forms, as shown below:

Select 'Error Handling' from the main POL menu and you are presented with the sub menu:



If you then click on any of the three numbers in the Error Handling Statistics section then a breakdown of the number of errors by form type is displayed.

These statistics are to be extended to include the new forms, as follows:

Open employment: Open a closed employment

Rewind employment: Rewind an open employment

EA-	Back Print Employer M	<u> 1enu E-Forms</u>		
Exit Online Services				
<u>Member Search</u>	Breakdown of Erro	rs per form		
Site Update	Form		Total	Overdue
	SD55	Annual Update	2316	2316
	SD55T	Terminating a period of membership	1450	1429
	SD55G	Updating a members personal details	81	72
	SD55E	Change a members employment details	328	318
	SS10	Joiner - for Trusts, PCTs and GP Practice Doctors	69	68
	SS14	Joiner - for practitioners	0	0
	Employment Deletion	Delete an Open or Closed Employment	21	21
	Open Employment	Open a Closed Employment	0	0
	Rewind Employment	Rewind an Open Employment	0	0
		Тс	otal 4275	4234

Employer allocated errors

If you select the option "Employer Allocated errors" from the sub menu the following menu is displayed allowing you to select a form type.

This menu has been extended to include:

- Open Closed Employment
- • Rewind Open Employment

EA-	Back Print Employer Menu	<u>E-Forms</u>		
Exit Online Services				
Member Search	Employer Allocated Err	ors		
Site Undate	» <u>SD55</u>	Annual Update		
ono opuno	» <u>SD55T</u>	Terminating a period of membership		
	» <u>SD55G</u>	Updating a members personal details		
	» <u>SD55E</u>	Change a members employment details		
	» <u>SS10</u>	Joiner - for Trusts, PCTs and GP Practice Doctors		
	» <u>SS14</u>	Joiner - for practitioners		
	Employment Deletion	Delete an Open or Closed Employment		
	→ <u>Open Employment</u>	Open a Closed Employment		
	Rewind Employment	Rewind an Open Employment		
	De als ta Commany			
	Back to Summary			

Employer errors selection grid

Errors for each form will be produced in the standard employer error handling grid.

Errors for the new forms option will be included; the grid is unchanged apart from the inclusion of the new form options".

ror Hand	lling - Employment Deletion											
A-	Back Print Employ	er Menu E-Form	<u>15</u>									
ack 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	Str
0470	Invalid employment status for deletion					3	15-Jun-2020	06-Oct-2021	23-Aug-2020	08-Nov-2021		N
0470	Invalid employment status for deletion					1	27-Jul-2020	19-Nov-2021	31-Dec-2020	20-Dec-2021		N

Error handling sub menu

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.

EA-	Back Print Employ	er Menu <u>E-Forms</u>									
Exit Online Services											
Member Search	click here to view the A	NDP4									
Site Update	Error	x nere to view the ADF4 Error									
	Error Code	Error Description	Field in error	Data in error							
	0470 💡	Invalid employment status for deletion	NA	NA							
	Surname										
	Nino										
	Membership numbe	r									
	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-S	<u>Submit</u>									
	» <u>view Data Only</u>	ack to NHC Banaiana									
	Re-AllOcale effor bit Extend Target Date	ACK 10 INTIG PENSIONS									
	Delete Error										
	Return to Error List										

Amend and/or submit

Open a closed employment

EA-	Back Print Emplo	oyer Menu <u>E-Forms</u>					
Exit Online Services							
Member Search	click here to view the ADP4						
Site Update							
	 This must match the data we hold, if this is incorrect, please amend via the changes in the SD55 form Firor 						
	Error Code	Error Description	Eield in error	Data in error			
		Pulse delation	NIA				
	0470	g invalid employment status for deletion	NA	NA			
	Surname Forename						
	* Nino						
	* Membership num	ber					
	EA Refence numb	per					
	* Start Date		15/06/2020				
	* Emp ID		3 08/11/2021				
	EA/GP code						
	Target Date						
	Form		Employment Deletion				
	Amend and/or Re-Submit						
	Re-Allocate error	back to NHS Pensions					
	Extend Target Da	ite					
	» Delete Error						
	Continue to Em	pDel form					
	Return to Error Li	ist					
	L						

On selecting the 'continue to OpenEmp form' the following confirmation page is presented subject to all mandatory fields populated and matching the member record. Please note, on the Error Handling form you can only amend EA reference number, start date, emp ID, and EA/GP code.

Welcome to the NHS Pension Scheme ONLINE Employment Deletion					
EA-+	Back Print Employer Menu	<u>E-Forms</u>			
Exit Online Services		Employment Deletion			
Member search	NI Number				
Site Update	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			
		Delete Employment Return to Error			

Rewind an open employment

welcome to the NHS Pen	isions Online							Pensions Agency
Error Handling								
EA-	Back Print	Employer Menu	E-Forms					
Exit Online Services								
Member Search	1.611							
Administer Employer Contacts	click here to	view the ADP4	we hold if this is incor	rect nlesse s	mend via the	changes in t	he SD55 form	
Administer Employer Access	Error	cinaten die data		reet, prease a	inend via ure i	changes in c		
Site Update	Error Code	Error Description		Field in error	Data in error			
	8304 😵	System Fault - Una	able to process transactions	NA	NA			
	Forename Nino Membershi EA Refence Start Date Entry ID EA/GP code Target Date Form Amend an View Data Re-Allocate Extend Tar Delete Erro Cont Return to E	p number number d/or Re-Submit Only: error back to NHS F get Date f nue to RewEmp for inor List	2ensions	Rewind En	nployment			

-

EA -	Back Print Employer Menu	E-Forms
Exit Online Services		Rewind Employment
Member search Administer Employer	NI Number SD Number	
Contacts Administer Employer Access	Emp ID EA Reference	99555666
Site Update	Start Date Rewind Employment to:	01/12/2010 [31/08/2010
	Updated Reason Update Date	05 - Employment part has been cyclic updated
		Rewind Employment Return to Error

View data only

Both 'open a closed employment' and 'rewind an open employment' forms are identical except for the form title.

The example screen shot below is for 'Open a Closed Employment'.

🖉 NHS Pensions Online - Win	dows Internet Explorer provided by Envision				
COO - Control http://hhpolo	05:8084/Poltest_forms/Employers/nhspaonline.cfm	₽ - +, ×	NHS Pensions Online	×	A 🛪 🌣
Ele Edit Yew Favorites	: Iools Help				
Welcome to the NHS Pens Open Closed employment	sion Scheme ONLINE				NHS Pensions Agency
EA	Back Print Employer Menu E-Forms				
Exit Online Services		Open Employme			
Member search Administer Employer Contacts Administer Employer Access Site Update	NI Number SD Number Emp ID EA Reference Start Date Rewind Employment to: Updated Reason End Date	Return to Error	99555666 01/03/2010 31/08/2010 05 - Employment part h	ias been cyclic updated	

The page title for rewind employment is 'Rewind Employment'

This is provided in an identical manner to existing forms, as follows:

NHS Pensions Online - Wir	dows Internet Explorer provided by Envision						
C C = C http://hhpol	05:8084/Poltest_forms/Employers/nhspaonline.cfm 🖉	💌 🔄 🗙 👩 NH	S Pensions Online	×	6 🛧 👳		
Ele Edit View Favorite	Iools Help						
Welcome to the NHS Per	sions Online				NHS		
Error Handling					Pensions Agency		
EA	Back Print Employer Menu E-Forms						
Exit Online Services							
Member Search	click here to view the ADP4						
Administer Employer	CICK HETE TO VIEW THE ADP4						
Administer Employer	Error						
Access	Error Code Error Description	Eield in error	Data in error				
Site Update	8304 2 System Fault - Unable to process transactions	NA	NA				
	Surnama		1.00				
	Suname Forename						
	Nino						
	Membership number						
	Start Date						
	Emp ID						
	EA/GP code	03	09/2014				
	Form						
	Amend and/or Re-Submit						
	View Data Only Re-Allocate error back to NHS Pensions						
	Please explain your reasons for Re-Allocating this error back	to NHS		-			
	Pensions						
	Delete Error						
	Submit						
-	Return to Error List						

Again, the only difference between the two form types is the title. The above screen shot is for 'Rewind an Open employment'.

Extend target

This is provided in an identical manner to existing forms, (example below is 'Rewind Employment') as follows:

Welcome to the NHS Pens	ions Online				Pensions Age	15 ncy		
Error Handling						,		
EA-	Back Print	Employer Menu E-Forms						
Exit Online Services								
Member Search		1						
Administer Employer	click <u>here</u> to view the ADP4							
<u>Contacts</u>	Error	Error						
Administer Employer Access					7			
Site Update	Error Code	Error Description	Field in error	Data in error	4			
	8304 😵	System Fault - Unable to process transactions	NA	NA				
	Surname							
	Nino							
	Membership	number						
	EA Refence	number						
	Start Date							
	EA/GP code							
	Target Date		03/09/2014					
	Form		oloyment					
	Amend and/or Re-Submit Jimu Only							
	View Data Only Re-Allocate error back to NHS Pensions Extend Target Date							
	Please enter a	a valid date in format "dd/mm/yyyy"	03/09/2014					
	Please explai	n your reasons for Extending this Target date			×			
	» Delete Error	T						
	Submit							
	Return to Er	ror List						

Delete error

Error Isanding EA Back Print Employer Menu E-Forms Exit Collines Services Member: Search Error Code Error Description Error Code Error Description Site: Lipdate Error Site: Lipdate Error Error Code Error Description Error Error Error Description Error Error Error Description Error Error Description Error Error Error Description Error	Welcome to the NHS Pens	ons Online	NHS Pensions Arency
EA Back Print Employer Manu E.Forms Administer Employer Access click here to view the ADP4 - Fror - - - Site Update For Code Error Description Field in error Data in error - - - Site Update System Fault - Unable to process transactions NA NA Summer Forename - - - Fore - - - - - Nino - - - - - Nino - - - - - - Additional of the end of	Error Handling		
Exit Online Services Member Search Administer Employer Access Site Update Error Code Error Description Field in error Data in error 304 Site Update Forename Nino MemberSip number EA Referce number Start Date Target Date Porm A mend and/or Re-Submit View Data Only Person Please explain your reasons for deleting this error	EA-	Back Print Employer Menu E-Forms	
Member Search Administer Employer Contacts Administer Employer Access Error Description Site Update Error Description For Access System Fault - Unable to process transactions Nino Na Membership number Error Description Forename Nino Membership number EA Refence number Start Date Error Form A and and/or Re-Submit A directate error back to NHS Pensions Extend Target Date Form Extend Target Date Point Delete Error Please explain your reasons for deleting this error Image: Contact	Exit Online Services		
Administer Employer Contacts Effor Administer Employer Access Error Code Site Update Foror Description Site Update System Fault - Unable to process transactions Nummer Forename Nino Membership number EA Refere on number Surt Date Emp ID EA/OP code Target Date Form Nemod and/or Re-Submit View Data Only Be-Alcoate error back to NHS Pensions Extend Target Date Extend Target Date Delete Error Delete Error Please explain your reasons for deleting this error	Member Search		
Contacts Administer Employer Access Site Update Error Code Error Description Field in error Data in error 304 System Fault - Unable to process transactions Nino Membership number EA Refence number Start Date Emp ID EA/GP code Target Date Form Amend and/or Re-Submit View Data Only Re-Allocate error back to NHS Pensions Extend Target Date Delete Error Please explain your reasons for deleting this error	Administer Employer	click <u>here</u> to view the ADP4	
Access Site Update Error Code Error Description 8304 © System Fault - Unable to process transactions Na NA Summe Forename Nino Membership number EA Refence number Start Date Emp ID EA/GP code Target Date Form Port Amend and/or Re-Submit View Data Only Re-Allocate error back to NHS Pensions Extend Target Date Suble Company Delete Error Please explain your reasons for deleting this error	Contacts	Error	
Site Update Error Code Error Description Field in error Data in error Site Update 8304	Administer Employer Access		
8304 Image: System Fault - Unable to process transactions NA NA Sumame Forename Forename Nino Membership number EA Refence number Start Date Emp ID EA/GP code Target Date Form • • Memdendiation • View Data Only • Revenue to NHS Pensions • Extend Target Date Form • • Delete Error Please explain your reasons for deleting this error	Site Update	Error Code Error Description Field in error Data in error	or
Surname Forename Nino Membership number EA Refence number Start Date Emp ID EA/GP code Target Date Form • Amend and/or Re-Submit • View Data Only • Re-Allocate error back to NHS Pensions • Extend Target Date • Delete Error Please explain your reasons for deleting this error	<u>one opante</u>	8304 😵 System Fault - Unable to process transactions NA NA	
Forename Nino Nino Membership number EA Refence number Start Date Emp ID EA/GP code Target Date Form		Surname	
Membership number EA Refence number Start Date Emp ID EA/CP code Target Date Form Amend and/or Re-Submit Yiew Data Only BR-Allocate error back to NHS Pensions Extend Target Date Delete Error Please explain your reasons for deleting this error		Forename	
EA Referice number Start Date Emp ID EA/GP code Target Date Form Meend and/or Re-Submit View Data Only Be-Allocate error back to NHS Pensions Extend Target Date Delete Error Please explain your reasons for deleting this error		Membership number	
Start Date Emp ID EA/GP code Target Date Form Menend and/or Re-Submit View Data Only Be-Allocate error back to NHS Pensions Extend Target Date Delete Error Please explain your reasons for deleting this error		EA Refence number	
Emp ID EA/GP code Target Date Form Menond and/or Re-Submit View Data Only Be-Allocate error back to NHS Pensions Extend Target Date Delete Error Please explain your reasons for deleting this error		Start Date	
EX/GP code Target Date Form > Amend and/or Re-Submit > View Data Only > Re-Allocate error back to NHS Pensions > Extend Target Date > Delete Error Please explain your reasons for deleting this error		Emp ID	
Form Amend and/or Re-Submit		EA/GP code	
Amend and/or Re-Submit View Data Only Re-Allocate error back to NHS Pensions Extend Target Date Delete Error Please explain your reasons for deleting this error		Form	
View Data Only Re-Allocate error back to NHS Pensions Extend Target Date Delete Error Please explain your reasons for deleting this error		» Amend and/or Re-Submit	
		» View Data Only	
Extend Target Date Delete Error Please explain your reasons for deleting this error		» Re-Allocate error back to NHS Pensions	
Velete Error Please explain your reasons for deleting this error x		» Extend Target Date	
		Delete Error Rease explain your reasons for deleting this error	
v.		riease explain your reasons for detering this error	<u>_</u>
			*
Submit		Submit	_
Balan to Free List		» Return to Error List	
= 13000001 AV ATOV AND		= 13010011 12 Letter 12021	

The example above is for open a closed employment. Again, the screen is identical except for the form name description.