

NHS Pensions - New joiner

Member Guides

Provided you have the relevant employee details (including such information as the employee's work address and work email address) basic information about the Scheme **must** be provided to an employee within the first month of commencing employment.

There are two Member Guides available which provide a general overview of the Scheme's rules and benefits for the member; one for members of the 1995/2008 Scheme and one for members of the 2015 Scheme. The guides are available on our website at:

<http://www.nhsbsa.nhs.uk/Pensions.aspx>.

The Occupational and Personal Pension Scheme (Disclosure of Information) Regulations 2013 state that:

"Information may be given by electronic communication where the trustees or manager of the Scheme are satisfied that the electronic communications have been designed so that the member will be able to:

- *Get access to, and*
- *Store or print the information, and*
- *Take into account the requirement of disabled persons"*

This means that you do not have to issue hard copies of the guides/booklets in all instances. However it is not sufficient to simply provide a link to the NHS Pensions website. Where you are certain the member is able to store and/or print the guide then you can email the information to the member ensuring you provide an attachment of the full document.

Employers should be aware that, where an individual requests in writing that such information should not be provided electronically, a hard copy should be provided.

If a person was previously a Scheme member on or before 1 December 2010 the local administrator should provide these employees with the option to receive information electronically first. This request should not be issued using electronic means and must state the following:

"The managers of the Scheme propose to give information to the member or beneficiary of the scheme by means of electronic communication" and "the member or beneficiary of the scheme may request in writing that information is not given by means of an electronic communication".

Forms

There are three joiner forms used to submit details of new Scheme members to NHS Pensions. For their employment to be recorded correctly it is important that the correct joiner form is completed:

| | |
|--------|---|
| SS10 | Available to NHS Employing Authorities and Direction employers |
| SS10GP | Only available to GP Practices and Out Of Hours Providers (for non-medical employees) |
| SS14 | Available to all NHS employers, GP Practices and Direction employers for Assistant, Principal and Locum Practitioners |

ESR users:

The joiner details will be submitted via the NHS Pensions interface automatically when you update ESR with the details.

Pension Online (POL) users:

The joiner forms can be found on Pensions Online. Complete the relevant joiner form as explained above for each employee (If your organisation uses ESR the SS10 will be completed automatically). The Pensions Online administration guides can be found on the website in the Pensions Online section.

Non ESR/POL employers and Direction employers:

You will need to complete the joiner form manually or provide details via a joiner excel spreadsheet and send it to NHS Pensions.

Direction employers also need to complete **form SD65** - Application to contribute to the NHS Pension Scheme under a Section 7(2) Direction (SD65). One SD65 form is required per employee and must be submitted to NHS Pensions for approval with the SS10 form within three months of the member taking up the direction employment. An SM324 acceptance letter or a rejection memo will be sent back to you. If the application is accepted the joiner details will be updated accordingly.

The manual forms and joiner excel spreadsheet can be found in the Joiner section of the website.

Employment types and capacity codes

Due to the numerous employment types and capacity codes, there are subsequently a number of combinations. Below are the details the acceptable combinations permitted within NHS Pensions systems.

Employment types:

| Code | Definition |
|------|---------------------------------|
| 1 | Officer |
| 2 | Non Specialist |
| 3 | Specialist |
| 4 | Bed Fund |
| 5 | Principal Practitioner |
| 6 | Assistant Practitioner |
| 7 | Restructuring Special Class |
| 8 | Restructuring Non Special Class |
| 9 | GP Locum/ Locum Practitioner |

Capacity codes:

| Code | Definition |
|------|---|
| 01 | Nurse (excluding Nursery Nurse), Midwife, Health Visitor, Physiotherapist |
| 02 | Nurse Tutor |
| 03 | Medical staff |
| 04 | Others (non manual – APC) |
| 05 | Others (manual – APC) |
| 08 | Dental staff |
| 10 | Ophthalmic Practitioner |

Note:

If manual duties are performed, the capacity code should be 05.

If the duties are manual, but the member is employed in a supervisory capacity, the Capacity Code will be 04.

Permitted combinations

Form SS10 – Joiner for use by NHS Employing Authorities and Direction employers:

| Capacity | Employment type | Whole time (WT) / Part time (PT) /Maximum part time (MPT) | Locum | As and when |
|----------|--|---|---------------|---------------|
| 01 | 1 - Officer | WT <i>or</i> PT | N | N |
| 02 | | | | |
| 04 | | | | |
| 05 | | | | |
| 03 | 3 - Specialist | MPT | Y <i>or</i> N | N |
| 08 | | | | |
| 03 | 2 – Non-Specialist <i>or</i> 3 – Specialist 4 – Bed Fund | WT <i>or</i> PT | Y <i>or</i> N | Y <i>or</i> N |
| 08 | | (can only be MPT if Employment Type 3 – see above) | | |
| 10 | | | | |

Note:

1. If 'MPT' selected
 - a. The actual sessions must equal '10'
 - b. The standard sessions must equal '11'

2. If 'As and when' selected
 - a. The actual sessions/hours are left blank
 - b. The standard sessions/hours are required

3. For 'bank' staff, the actual hours must equal '1'. This ensures that they are readily recognisable.

Form SS10GP – Joiner for use by GP Practices and Out Of Hours Providers for non-medical employees

This form is slightly different to the SS10 as it does not include options to select details that relate to medical grades.

For clarity, the only **Capacity Codes** available for selection are:

- 01 – Nurse, midwife, physiotherapist, etc
- 02 – Nurse Tutor
- 04 – Admin, clerical or supervisory (Non manual)
- 05 – Manual staff

Subsequently, the **Employment Type** must be shown as '1' (Officer)

Form SS14 – Joiner to be used for general medical, dental or ophthalmic practitioners

Any combination of the following **Employment Types** and **Capacity Codes** are acceptable

Employment Types applicable are:

- 4 – Bed Fund
- 5 – Principal Practitioner
- 6 – Assistant Practitioner
- 9 – Locum Practitioner

Capacity Codes applicable are:

- 03 – Medical
- 08 – Dental
- 10 – Ophthalmic

Capacity codes FAQs

What if a member's duties are both manual and non manual?

The Capacity Code should be determined by the duties on which the highest percentage of time is spent.

Does the Capacity Code determine the rate of pension contributions?

No. The contribution rate is now determined by the member's pensionable pay. Information about this can be found in the Contributions section of the employer website.

What if manual duties are performed, but the member is a trainee studying for qualifications that would alter the Capacity Code?

The member should be given the Capacity Code, which corresponds with the qualified grade.