

A decorative horizontal bar at the top of the page, featuring a blue background with a green gradient on the left side.

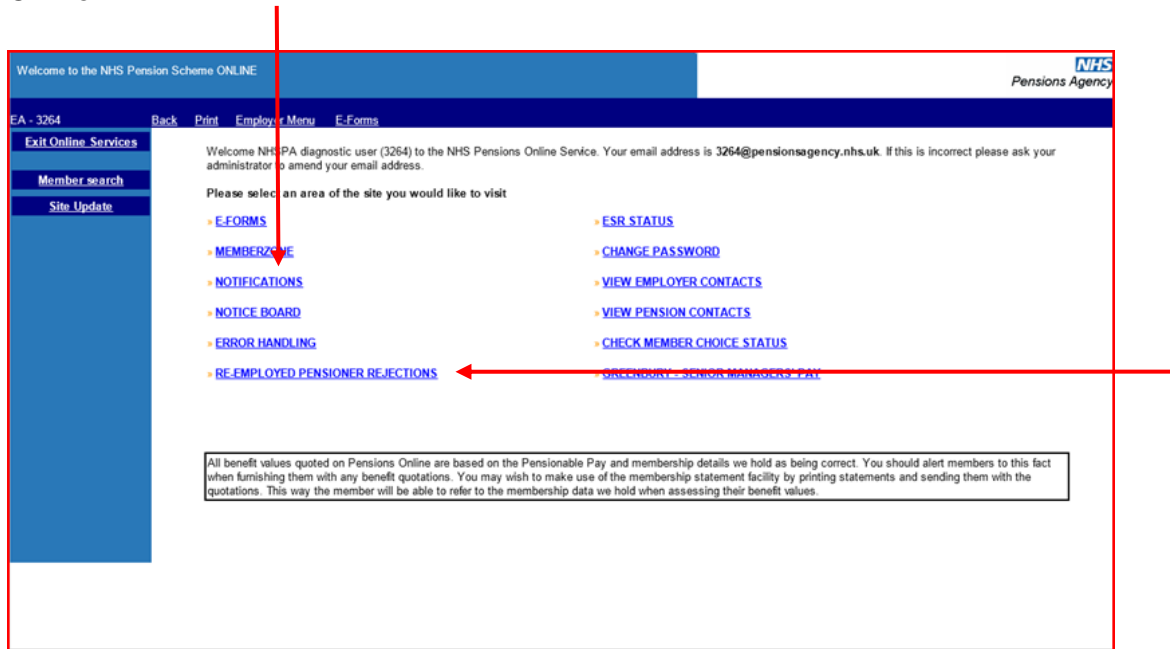
The NHSBSA Online Guide (POL)

32. Notifications

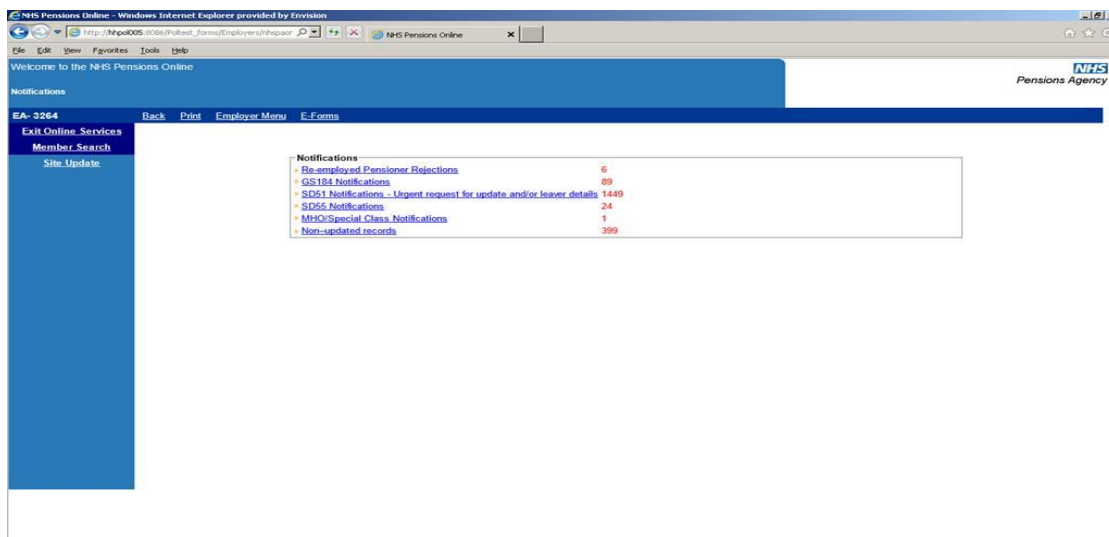
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Notifications are requests for information from The NHSBSA and they remain on Pensions Online until they are resolved. The link is held on the main Employer Menu within Pensions Online.



There are 6 types of Notifications, as follows:



The lists are updated overnight and the number in red is the amount of that specific notification that awaits attention.

Re-employed Pensioner Rejections can also be accessed on the main Employer Menu.

Re-Employed Pensioner Rejections

A new automated process has been introduced to determine the eligibility for further participation of the NHS Pension Scheme for re-employed Pensioners. Where the member is eligible for pensionable re-employment the joiner form will process successfully and you will receive an SD55 notification in the normal way advising which section of the Scheme the member has been allocated to.

Only those members who retired from the 1995 section on Ill-Health who became re-employed under age to will be eligible to rejoin the 1995 section. All other re-employed pensioners will be allocated to the 2008 section providing they meet the relevant criteria.

If the member does not meet any of the eligibility criteria you will receive a re-employed pensioner notification advising of this fact and instructing you to return any contributions already deducted to the member.

If the member is eligible for pensionable re-employment but has not completed the required waiting period you will receive a re-employed pensioner notification advising you of the date they are eligible to rejoin the scheme and asking you to re-submit a joiner form on that date if the member is still employed with you and still meets all other eligibility criteria.

You will also be asked to return any contributions already deducted to the member.


When you first open an individual notification you will see the rejection letter itself as shown on the following pages.

Example of individual notification letter where member is not eligible to be pensionable in any further NHS employments:

EA Code:3414	Hesketh House PO BOX 2269 Bolton Lancashire BL6 9JS		
	Helpdesk: 0300 3301 353 Email: nhsbsa.datamanagement@nhs.net www.nhsbsa.nhs.uk/pensions		
	Membership No: SD 21/000007 Date: 01/01/2018		
Dear Pensions Office			
NHS Pension Scheme – Re-Employed Pensioner			
SD Ref:	21/000007	Assignment/ Staff No:	123456
Surname:	<u>EPSURNAME</u>	Forename:	<u>EPFORENAME</u>
Re-employment start date:	01/02/2012		
Reason for retirement:	01 –VOLUNTARY RETIREMENT		
<p>We have received joiner details for the above named pensioner showing an employment which commenced with you on 25/06/2018.</p> <p>The member is not eligible to be pensionable in this employment for one of the following reasons:</p> <p>They retired from the 1995 Section, with a last day of membership that was not on or after 01/04/2008 and before 01/10/2009. With a retirement reason other than ill–health returning under age 50, or</p> <p>They retired from the 1995 <u>section on ill-health</u> but were over age 50 at the re-employment date and therefore not eligible to join the 2008 section as they did not retire from the 1995 Section on or after 01/04/2008 and before 01/10/2009, or</p> <p>Our records show this member retired on Tier 2 ill health which has not been permanently converted to a Tier 1</p> <p>Please advise the member and make a local return of any contributions already deducted.</p> <p>If for any reason you think this decision is incorrect please contact us.</p> <p>NHSBSA Records Management Team</p>			

There are options to make the document larger and print or save the document.

Example of rejection letter where member is eligible for further pensionable employment but from a future date:



EA Code: 1234

Hesketh House
PO BOX 2269
Bolton
Lancashire
BL6 9JS

Helpdesk: 0300 3301 353
Email: nhsbsa.datamanagement@nhs.net
www.nhsbsa.nhs.uk/pensions

Membership No: SD 21/000007
Date: 01/01/2018

NHS Pension Scheme – Re-Employed Pensioner

Surname	<u>EPSURNAME</u>
Other Names	<u>EPFORENAME</u>
Place of work	1234- <u>St Bernadette's Trust</u>
Start date	29/09/2011
Job	Nurse
EA Ref/Assignment No	123456

The above named member is eligible to be pensionable in the 2008 Section of the Scheme in their re-employment but is not eligible from the start date of the employment as they had not completed the required waiting period on that date. Please return any pension contributions deducted in this employment to the member.

The member is eligible to join the 2008 Section on or after 01/10/2011.

If they are still employed with you on this date please submit a new joiner form via Pensions Online, providing they also meet the normal scheme eligibility rules.

If there is any reason why you think this decision is incorrect please contact us.

NHSBSA
Records Management Team
|

There are options to make the document larger and print or save the document.

Once you close the document you are returned to the notifications list and if you access the same member again you have the following options:

Cancel out of the record

View the letter

Delete the notification – it may be best to only do this once you have informed the member and returned the pension contributions to them.

GS 184 Notifications

A GS184 Notification is sent to you when The NHSBSA have amended their records and you need to make a note of this amendment on your records, or when The NHSBSA require some information from you, i.e. notification of a correct NI number.

Some of the reasons for the GS184 are as follows:

- Transfer-in has been completed
- Changes to section of Scheme the employment is allocated to
- Change of National Insurance Number
- Notification of whether Special Class or Mental Health Officer (MHO) status applies
- Change of Surname

When you select this link on the main Employer menu you then have further options as illustrated below:

Welcome to the NHS Pension Scheme ONLINE
GS184

EA - 2523 Back Print Employer Menu E-Forms

Exit Online Services

Administer Employer Contacts

Administer Employer Access

Site Update

You are currently logged-in as Administrator for EA 2523

To select which records you would like to view, please enter one of the options below.

All Records

One member (enter NI Number)

Processed Date (format dd/mm/yyyy)

Between Processed Dates (format dd/mm/yyyy)

To delete records processed on a certain date or between 2 dates, click [here](#)

View All Records

If you wish to view all records an example of the list that will be displayed is as follows:

To view a specification notification click on the NI number for that member and full details of the notification will be displayed.

Welcome to the NHS Pension Scheme ONLINE
GS184 Notifications

NHS
Pensions Agency

EA - 2523 [Back](#) [Print](#) [Employer Menu](#) [E-Forms](#)

Exit Online Services You are currently logged-in as Administrator for EA 2523

Administer Employer Contacts NI Number

Administer Employer Access SD Number

Site Update Surname

Forenames

DOB

EA Reference

DOC

Employment ID

Job Code

Employment type Assistant Practitioner

PT/WT Indicator

PT Fraction

As and When Indicator

Locum Indicator

Scheme 1995

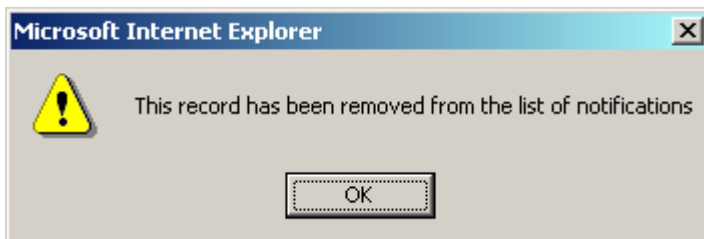
COMMENTS

1. PLEASE OBTAIN EMPLOYEES N.I.NUMBER AND NOTIFY NHS PENSIONS

If you wish to remove this record from the list, please click the remove button.

You can also delete the notification from the list by clicking on “remove”.

You will receive a message confirming the GS184 has been removed from the list.



View Individual Record

If you wish to view a notification for a specific member select “One Member” and enter their National Insurance number in the box provided:

Welcome to the NHS Pension Scheme ONLINE
GS184

NHS
Pensions Agency

EA - 2523 [Back](#) [Print](#) [Employer Menu](#) [E-Forms](#)

Exit Online Services You are currently logged-in as Administrator for EA 2523
To select which records you would like to view, please enter one of the options below:

Administer Employer Contacts

Administer Employer Access

Site Update

All Records

One member (enter NI Number)

Processed Date (format dd/mm/yyyy)

Between Processed Dates (format dd/mm/yyyy)

To delete records processed on a certain date or between 2 dates, click [here](#)

This then takes you to the members' entry within the main list where you click on the NI number field to view the notification details:

Welcome to the NHS Pension Scheme ONLINE
GS184

NHS
Pensions Agency

EA - 2523 [Back](#) [Print](#) [Employer Menu](#) [E-Forms](#)

You are currently logged-in as Administrator for EA 2523

To delete any records, please select the checkbox and press delete.

NI Number	SD Number	Surname	Forenames	DOB	DOB Verified	EA Reference	DOC	Emp ID	Comments	Processed Date	Delete
					No		08-Sep-2009	1	Yes	27-Oct-2009	<input type="checkbox"/>

You can also delete the notification from this page once actioned, by clicking in the delete column and selecting delete at the top of the page.

If you wish to see all notifications received on a specific date enter the date in the field provided and select that option, as illustrated below:

Welcome to the NHS Pension Scheme ONLINE
GS184

NHS
Pensions Agency

EA - 2523 [Back](#) [Print](#) [Employer Menu](#) [E-Forms](#)

Exit Online Services You are currently logged-in as Administrator for EA 2523
To select which records you would like to view, please enter one of the options below:

Administer Employer Contacts

Administer Employer Access

Site Update

All Records

One member (enter NI Number)

Processed Date (format dd/mm/yyyy)

Between Processed Dates (format dd/mm/yyyy)

To delete records processed on a certain date or between 2 dates, click [here](#)

GS184

Back Print Employer Menu E-Forms

You are currently logged-in as Administrator for EA 2523

To delete any records, please select the checkbox and press delete. [Delete](#)

NI Number	SD Number	Surname	Forenames	DOB	DOB Verified	EA Reference	DOC	Emp ID	Comments	Processed Date	Delete
					No		03-Aug-2009	1	Yes	01-Sep-2009	<input type="checkbox"/>
					No		10-Aug-2009	1	Yes	01-Sep-2009	<input type="checkbox"/>
					No		01-Apr-2009	1	Yes	01-Sep-2009	<input type="checkbox"/>
					No		01-Aug-2009	1	Yes	01-Sep-2009	<input type="checkbox"/>
					No		11-Aug-2009	1	Yes	01-Sep-2009	<input type="checkbox"/>
					No		01-Aug-2009	1	Yes	01-Sep-2009	<input type="checkbox"/>
					No		01-Aug-2009	2	Yes	01-Sep-2009	<input type="checkbox"/>
					No		03-Aug-2009	1	Yes	01-Sep-2009	<input type="checkbox"/>

You can view any of the individual notifications by clicking on the NI number in the normal way. You can also delete one or more of the notifications by clicking the selection(s) in the delete column and then selecting delete at the top of the page.

View/Delete Individual Notifications between specific dates

To view a list of notifications received between specific dates enter the dates in the fields provided alongside the option “Between Processed Dates” and then select “submit”.

Welcome to the NHS Pension Scheme ONLINE
GS184

EA - 2523 Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as Administrator for EA 2523
To select which records you would like to view, please enter one of the options below:

All Records
 One member (enter NI Number)
 Processed Date (format dd/mm/yyyy)
 Between Processed Dates (format dd/mm/yyyy)

To delete records processed on a certain date or between 2 dates, click [here](#)

Submit

		2009		2009		2009		2009	
No	!	01-Aug-2009	1	Yes	02-Oct-2009				
No	!	01-Aug-2009	1	Yes	02-Oct-2009				
No	!	05-Aug-2009	1	Yes	02-Oct-2009				
No	!	03-Aug-2009	1	Yes	01-Oct-2009				
No	!	03-Aug-2009	1	Yes	01-Oct-2009				
No	!	03-Aug-2009	1	Yes	01-Oct-2009				

You can view individual notifications by selecting the member NI number and can also delete one or more entries by clicking in the delete column for the relevant member(s) and then selecting delete at the top of the screen.

Bulk Deletion of GS1854 Notifications between specific dates.

If you wish to delete all GS184 notifications between specific dates then select the link shown below:

Welcome to the NHS Pension Scheme ONLINE
GS184

EA - 2523 Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as Administrator for EA 2523
To select which records you would like to view, please enter one of the options below:

All Records
 One member (enter NI Number)
 Processed Date (format dd/mm/yyyy)
 Between Processed Dates (format dd/mm/yyyy)

To delete records processed on a certain date or between 2 dates, click [here](#)

Submit

You then have the option to enter delete notifications received on a specific date or between 2 dates:

Welcome to the NHS Pension Scheme ONLINE
GS184

EA - 2523 Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as Administrator for EA 2523

Administer Employer Contacts
Administer Employer Access
Site Update

Please select one of the following options:
To select which records you would like to **DELETE**, please enter one of the options below.

Processed Date (format dd/mm/yyyy)

Between Processed Dates (format dd/mm/yyyy)

You do not have the facility to view the notifications before deleting them so it is important that you have already viewed them before deleting them. Once you have entered the relevant date(s) and choose submit you will receive confirmation of the number of notifications that have been deleted, and for which date(s):

Welcome to the NHS Pension Scheme ONLINE
GS184

EA - 2523 Back Print Employer Menu E-Forms

Exit Online Services 8 Records for 01/10/2009 have been deleted.

Administer Employer Contacts
Administer Employer Access
Site Update

If you have further GS184 notifications to delete for different dates then choose “select another” or choose “cancel” if you wish to exit and return to E-Forms.

SD51 Notification – Urgent request for cyclic and/or leaver details

Where there is an open whole time employment on a member record and a further joiner form with the same or another employer is received The NHSBSA needs to determine the eligibility of the new employment and therefore needs to know whether the whole time employment has ended. This is to avoid contributions being deducted on an employment that cannot be pensionable. It is therefore important that SD51 Notifications are dealt with on a regular basis.

When you click on the link you will receive the following screen:

Welcome to the NHS Pension Scheme ONLINE
NHS Pensions Agency - request for up-date and leaver details

EA - 5812 Back Print Employer Menu E-Forms

You are currently logged-in as an Employer for EA 5812

SD51 Notifications

NI Number~	SD Number~	Surname~	Forename~	Date of Birth~	Emp Ref~	Date of Commencement~	Emp ID~
						01-Sep-1998	1
						01-Sep-1998	1
						01-Apr-2002	1
						01-Apr-2002	1
						18-Jul-2005	2
						03-Aug-2005	3
						03-Aug-2005	3
						03-Aug-2005	2
						03-Aug-2005	2
						03-Aug-2005	2
						03-Aug-2005	2

The list can be sorted into any order by clicking on any of the column titles.

To view any SD51 click on the NI number and details of the employment in question will be displayed, as illustrated below:

The screenshot shows a web interface for 'SD51 Notifications'. On the left is a blue navigation menu with 'Exit Online Services' and 'Site Update' links. The main content area lists fields: NI Number, SD Number, Surname, Forename, EACode, Date Of Birth, EA Reference, Date of Commencement, Employment ID, Type of Employment, and Job Code. Below these fields is a text area with instructions: 'We have been told this member took up a new post On With They may be paying pension contributions in excess of w Please complete the details below and submit as soon as This person is still employed with this authority. This person is no longer employed with this authority. They are still working.' There is also a section for 'Update and/or leaver completed On-Line if employment was set up in error, please enter DOC' and a 'Comments:' field with the instruction 'including any instruction to delete employment.' At the bottom are 'Submit' and 'Cancel' buttons. A red box highlights the 'Submit' and 'Cancel' buttons, with red arrows pointing from the text blocks to these buttons.

If the member is no longer employed with you then select the appropriate answer and submit a leaver form via Pensions Online.

If the member has taken up a whole time employment elsewhere but is employed with you on a part time basis then they cannot continue to pay pension contributions in the part time employment and you should respond advising that they continue to work p/t. You should also submit a leaver form with a date of leaving as the day before the whole time employment commenced. In the comments box advise that you have submitted a leaver form and state the date of leaving that it contains.

If the member remains in whole time employment with you then you only need to respond advising that they are still working whole time.

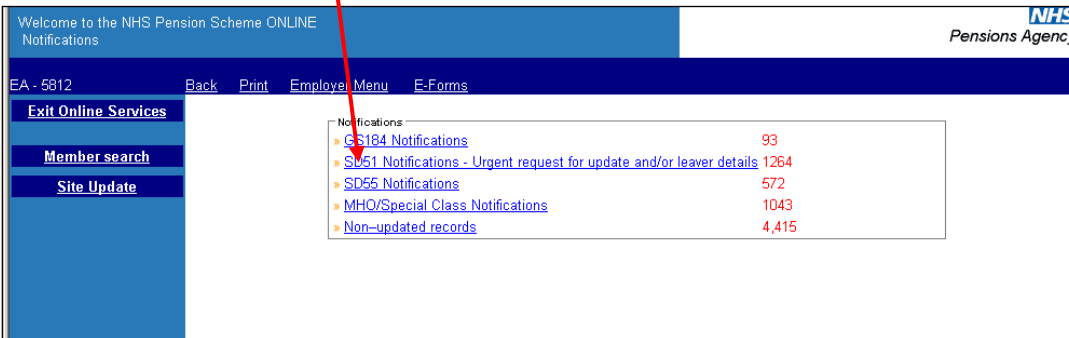
You should select one option only and when the form is complete, select "Submit" at the bottom of the screen and this will send the response back to The NHSBSA electronically. The SD51 request will then be removed from the list.

SD55 Notifications

SD55 Notifications are issued by The NHSBSA when a Joiner or annual update processes to the members electronic record. They will include the members personal and employment details; confirm the SD reference number and include other important information, some examples of which are as follows:

- Section of the Scheme to which employment is allocated
- Whether the member has an Additional Voluntary Contract (AVC) or Additional Pension (AP) contract
- Previous service counting towards compulsory preservation
- Arrears of scheme or AVC contributions that require collection
- Additional Service purchased or being purchased
- Whether benefits are subject to a pensions on divorce “sharing” or “earmarking” order
- Requests to confirm Date of Birth and/or National Insurance Number

When you select the Notifications link on the main Employer Menu you will then see the link to SD55 Notifications, as follows:



Notifications	
G3184 Notifications	93
SD51 Notifications - Urgent request for update and/or leaver details	1264
SD55 Notifications	572
MHO/Special Class Notifications	1043
Non-updated records	4,415

The numbers in red show the amount of each notification that is held and either still needs attention or needs deleting.

When you select the SD55 Notifications link you then have the following options to choose from:

Welcome to the NHS Pension Scheme ONLINE
SD55 Notifications

NHS
Pensions Agency

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as an Employer for EA 5812

Site Update Please select one of the following options:

- Joiners
- Annual updates

To select which records you would like to view, please enter one of the options below:

- All Records
- One member (enter NI Number)
- Processed Date (format dd/mm/yyyy)
- Between Processed Dates (format dd/mm/yyyy)

To delete records processed on a certain date or between 2 dates, [click here](#)

Whichever option you select will display a list of all SD55 notifications issued within that category, as follows:

Joiners

To view notifications for joiners select this option and then select whether you want to view all notifications, a notification for a specific member or notifications on specific dates.

Once your selection is made and you click submit, a list of all notifications for your selection will be displayed:

Joiners and All Records selected

You are currently logged-in as an Employer for EA 5812

To delete any records, please select the checkbox and press delete.

NI Number	SD Number	Surname	Forenames	DOB	DOB Verified	EA Ref	DOC	Emp ID	Comments	Processed Date	Delete
					No		05-Aug-2009	2	No	27-Oct-2009	<input type="checkbox"/>
					Yes		03-Sep-1998	4	No	26-Oct-2009	<input type="checkbox"/>
					Yes		20-Feb-2006	2	No	26-Oct-2009	<input type="checkbox"/>
					Yes		06-Apr-2005	6	No	26-Oct-2009	<input type="checkbox"/>
					Yes		01-Apr-2009	2	No	26-Oct-2009	<input type="checkbox"/>
					Yes		27-Jul-1998	5	No	26-Oct-2009	<input type="checkbox"/>
					Yes		02-Oct-2005	3	No	26-Oct-2009	<input type="checkbox"/>
					Yes		04-Dec-1995	5	No	26-Oct-2009	<input type="checkbox"/>
					Yes		14-Jul-2008	4	No	26-Oct-2009	<input type="checkbox"/>
					No		03-Aug-2009	2	No	26-Oct-2009	<input type="checkbox"/>

To view a specific notification click on the NINO.

Welcome to the NHS Pension Scheme ONLINE
SD55 Notifications

NHS
Pensions Agency

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as an Employer for EA 5812
This employment has been updated to 09 Aug 2009.

Site Update

NI Number
SD Number
Surname
Forenames
DOB
DOB Verification Yes
EA Reference
DOC 07-Sep-2009
Employment ID 4
Job Code 01
Employment type Officer-Non Special Class
PT/WT Indicator Whole Time
PT Fraction
As and When Indicator N
Locum Indicator N

COMMENTS

1. ADDITIONAL SERVICE COUNTING TOWARDS COMPULSORY PRESERVATION = 01 Yrs, 352 Dys

If you wish to remove this record from the list, please click the remove button. [remove](#)

Once actioned the notification can be removed from the list either from the individual page, by selecting 'remove' at the bottom of the page; on the list of notifications or by selecting delete at the right hand side of the entry and then selecting delete at the top of the page.

You are currently logged-in as an Employer for EA 5812

To delete any records, please select the checkbox and press delete. [Delete](#)

NI Number	SD Number	Surname	Forenames	DOB	DOB Verified	EA Ref	DOC	Emp ID	Comments	Processed Date	Delete
					No		05-Aug-2009	2	No	27-Oct-2009	<input type="checkbox"/>

There is also an option to delete all notifications received on a specific date or between specific dates by selecting the link on the first page, as follows:

Welcome to the NHS Pension Scheme ONLINE
SD55 Notifications

NHS
Pensions Agency

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as an Employer for EA 5812

Site Update

Please select one of the following options:

Joiners
 Annual updates

To select which records you would like to view, please enter one of the options below:

All Records
 One member (enter NI Number)
 Processed Date (format dd/mm/yyyy)
 Between Processed Dates (format dd/mm/yyyy)

To delete records processed on a certain date or between 2 dates, click [here](#)

[Submit](#)

If selecting the bulk deletion link do not complete any other information above. Once selected you then have further options, as follows:

Welcome to the NHS Pension Scheme ONLINE
SD55 Notifications

EA - 5812

Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as an Employer for EA 5812

Site Update

Please select one of the following options:

- Joiners
- Annual updates

To select which records you would like to **DELETE**, please enter one of the options below:

- Processed Date (format dd/mm/yyyy)
- Between Processed Dates (format dd/mm/yyyy)

Submit

To delete all joiner SD55 notifications received on 15/10/2009 you would complete the options as follows:

Welcome to the NHS Pension Scheme ONLINE
SD55 Notifications

EA - 5812

Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as an Employer for EA 5812

Site Update

Please select one of the following options:

- Joiners
- Annual updates

To select which records you would like to **DELETE**, please enter one of the options below:

- Processed Date (format dd/mm/yyyy)
- Between Processed Dates (format dd/mm/yyyy)

Submit

It is important to be sure you have viewed and actioned all the notifications on that date before continuing as you do not receive the option to check notifications on that date before they are deleted.

Once you have made your selections and selected submit you will immediately receive confirmation that they have been deleted.

Welcome to the NHS Pension Scheme ONLINE
SD55 Notifications

EA - 5812

Back Print Employer Menu E-Forms

Exit Online Services **5 Joiners for 15/10/2009 have been deleted.**

Site Update

Cancel **Submit another**

If you select "cancel" you are taken back to E-Forms and if you select "submit another" you remain with the "delete" option.

Annual Updates

If you select the annual updates option a list of all notifications will be displayed in the same way, as is it for Joiners. To view an individual record click on the national insurance number and the details held within that notification would then be displayed:

Welcome to the NHS Pension Scheme ONLINE
SD55 Notifications

NHS Pensions Agency

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as an Employer for EA 5812
This employment has been updated to 31 Mar 2009.

Site Update

NI Number
SD Number
Surname
Forenames
DOB
DOB Verification Yes
EA Reference
DOC 18-Sep-1995
Employment ID 1
Job Code 05
Employment type Officer
PT/WT Indicator Whole Time
PT Fraction
As and When Indicator N
Locum Indicator N

COMMENTS
1. BUYING 02 Yrs, 230 Dys ADD SERV 10 % EXTRA CONTS - 05 07 2002 TO AGE, 60
If you wish to remove this record from the list, please click the remove button. [remove](#)

Welcome to the NHS Pension Scheme ONLINE
SD55 Notifications

NHS Pensions Agency

EA - 5812 Back Print Employer Menu E-Forms

Exit Online Services You are currently logged-in as an Employer for EA 5812
This employment has been updated to 31 Mar 2009.

Site Update

NI Number
SD Number
Surname
Forenames
DOB
DOB Verification
EA Reference
DOC
Employment ID 1
Job Code 04
Employment type Officer
PT/WT Indicator Part Time
PT Fraction 17.5/35
As and When Indicator N
Locum Indicator

COMMENTS
1. MPAVC CONTRACT WITH PRUDENTIAL ASSURANCE
If you wish to remove this record from the list, please click the remove button. [remove](#)

All other functions for Annual Update notifications work in the same way as for Joiners.

Mental Health Officer (MHO)/Special Class Notifications

These are issued by The NHSBSA when a claim for MHO/Special Class status has been made which needs investigating, either because of the duties being performed or confirmation of previous MHO/Special Class membership on or before 06.03.1995

The notifications are separated between those for MHO and those for Special Class and then those that are approved and not approved, as follows:

The screenshot shows the NHS Pension Scheme ONLINE interface. At the top, it says "Welcome to the NHS Pension Scheme ONLINE" and "MHO/Special Class Notifications". The NHS Pensions Agency logo is in the top right. Below the header, there is a navigation bar with "EA - 5812", "Back", "Print", "Employer Menu", and "E-Forms". A sidebar on the left contains "Exit Online Services" and "Site Update". The main content area displays: "You are currently logged-in as an Employer for EA 5812". Below this, it asks the user to "Please select one of the following options:" and "To select which records you would like to view, please enter one of the options below:". There are five radio button options: "All Records" (selected), "One member (enter NI Number)" (with an input field), "Selection by Special Class approved", "Selection Special Class Status not applicable", and "Selection by MHO Status approved". Below these is "Selection by MHO Status not approved". A red text link says "To delete records based on the above criteria, click here". A "Submit" button is at the bottom.

These notifications can be viewed and deleted in the same way as other notifications.

Non-Updated records

The Non-updated records function lists all your current scheme members whose employment(s) is not updated to the latest financial year-end.

If the member has concurrent part time posts of which neither are updated to the current year-end then they will have more than one entry on the list but these will display different employment identifiers.

The list displays the first 100 records are displayed but there is a facility to search the database for any of your members using their NI number. This search will find any of your current members not just those in the first 100.

NON-UPDATED RECORDS
You are currently logged in as Administrator for EA 5012.

Please note: This data was correct as at 28/10/2009: 05:23. Any changes made after this time will not be reflected.
If we have received an update from you that has created an error this update year will not be displayed on the list below but any later years will be displayed.
A maximum of 100 records will be returned. for the total number of non updated records.

Find the record of NI number:

^ Surname.v	^ Forename.v	^ NI Number.v	^ SD Number.v	^ Scheme.v	^ Emp ID.v	^ EA Ref.v	^ Start Date.v	^ Update Year.v
				1995	2			2008
				1995	2			2009
				1995	1			2006
				1995	1			2005
				1995	1			2008
				1995	1			2007
				1995	1			2009
				1995	7			2009
				2008	3			2009
				1995	3			2009
				1995	3			2008
				1995	2			2008
				1995	2			2009

The list can be sorted into any order by selecting “^” or “v” at the sides of title at the head of the column that you want the list to be displayed in. Once sorted into your preferred order the first 100 records will be relisted.

i.e. if you select a sort by SD Number using “v” then the first 100 records starting with the earliest SD number will be displayed, as illustrated below:

If we have received an update from you that has created an error this update year will not be displayed on the list below but any later years will be displayed.
A maximum of 100 records will be returned. for the total number of non updated records.

Find the record of NI number:

^ Surname.v	^ Forename.v	^ NI Number.v	^ SD Number.v	^ Scheme.v	^ Emp ID.v	^ EA Ref.v	^ Start Date.v	^ Update Year.v
				2008	1			2009
				1995	1			2007
				1995	1			2009
				1995	1			2008
				1995	2			2007
				1995	2			2008
				1995	2			2009
				1995	1			1994
				1995	1			2002
				1995	1			2008
				1995	1			2007
				1995	1			2005
				1995	1			2003
				1995	1			2004
				1995	1			2006
				1995	1			1997
				1995	1			2001

Suggested ways to sort and action these records:

- To deal with members who may be near retiring age

Sort via “SD number - v” as this will list the oldest member first

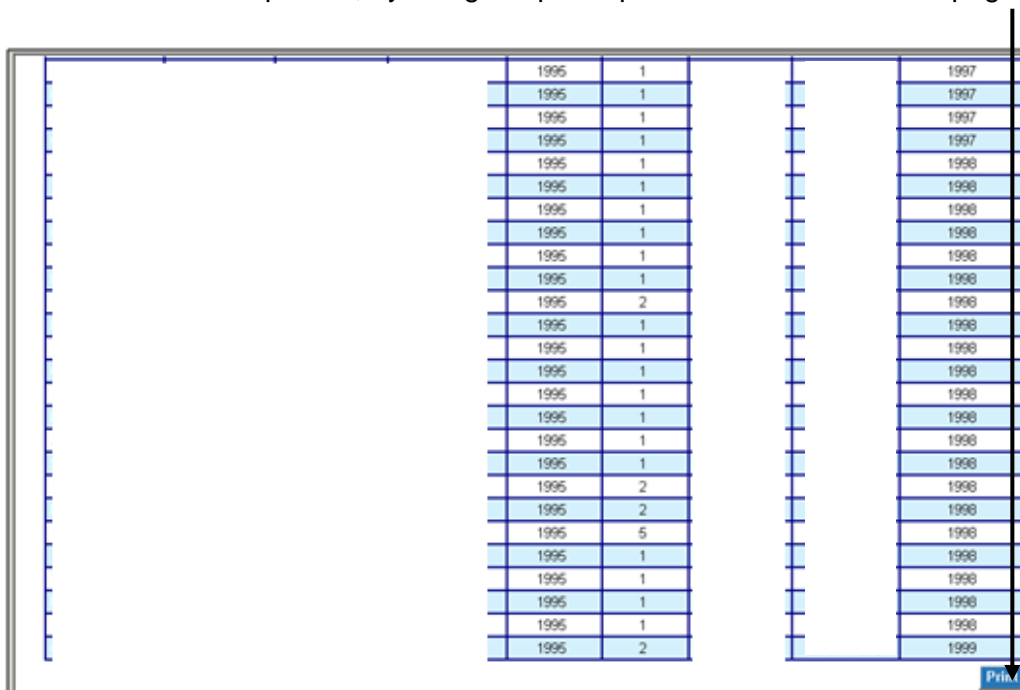
- To action updates that have been outstanding the longest

Sort via “Update Year – v”

- Once you have identified a member whose update you wish to action it is also advisable to then do a search using their SD number as this will identify if there is more than one year that requires updating for the same member.

Any updates for the same member must then be submitted in year order via POL **SD55 Update**.

The list can also be printed, by using the print option at the bottom of the page.



The screenshot shows a table with two columns of data. The left column contains years (1995) and values (1, 2, 5). The right column contains years (1997, 1998, 1999). A 'Print' button is visible at the bottom right, and a vertical arrow points downwards from the top of the table area.

1995	1	1997
1995	1	1997
1995	1	1997
1995	1	1997
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	2	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	2	1998
1995	2	1998
1995	5	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	1	1998
1995	2	1999

As updates are submitted and processed the list is updated but this is not immediate, it is an overnight process.