

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 ophthalmic.

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:

Welcome to the NHS Pensions Scheme ONLINE
SS14 - Joiner

NPS
Pensions Agency

EA - Back Print Employer Menu E-Forms

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

Site Update

NI Number
Surname
Forename
Former Surname
Date of Birth
Date of Commencement
SD Membership Number
(e.g. 12345678)

Submit

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:

Welcome to the NHS Pension Scheme ONLINE
Joiner - SS14

NHS
Pensions Agency

Back Print Employer Menu E-Forms

National Health Service Pension Scheme
Joining or rejoining the scheme

Please leave the shaded boxes blank

1. National Insurance number

2. SD number (e.g. 12345678)

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:

8. Title DR

9. Sex Female

10. Your Payroll Reference Number 12345

11. HA / DPB HESKETH HOUSE

12. EA Code

13. Date practitioner became pensionable in present employment 10 February 2021

14. State whether principal or assistant practitioner or locum 5
Principal = 5 Assistant = 6 Locum = 9
Medical = 3 Dental = 8 Ophthalmic 10

**15. State whether Mental, Dental or Ophthalmic - Please select 03, 08 or 10 from the drop down provided. Select

**16. National Insurance contribution - Please select E or S from the drop down provided. Select
Class 1 (Employed Eamer) Enter E
Class 2 (Self-employed Eamer) Enter S

**17. Members home address is a mandatory field.

**If you do not have the members Post Code please notify us as soon as you can on e-form SD55G. Check box to allow this e-form to process without Post Code.

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:

7. Previous surname (if any)
 8. Title
 9. Sex
 10. Your Payroll Reference Number
 11. HA / DPB
 12. EA Code
 13. **Date practitioner became pensionable in present employment**
 14. State whether principal or assistant practitioner or locum
 15. State whether Medical, Dental or Ophthalmic
 16. National Insurance contribution.
 17. Members home address

Principal = 5 Assistant = 6 Locum = 9
 Medical = 3 Dental = 8 Ophthalmic 10
 Class 1 (Employed Earner) Enter E
 Class 2 (Self-employed Earner) Enter S

Postcode
 18. Area of Work
 19. Job Role

Submit

Select
 Unknown
 Accident and Emergency
 Acute Medicine
 Additional Dental Specialities
 Administration
 Allergy
 Ambulance Services
 Anaesthetics
 Anatomical Pathology
 Angiography
 Art Therapy
 Art/Music/Drama Therapy
 Audiological Medicine
 Audiological Science
 Audit
 Autonomic Science
 Bank
 Biomechanical Engineering
 Blood Transfusion
 Select
 Select

Cancel

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.