

# 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 Pension Scheme ONLINE e-forms

EA - Back Print Employer Menu E-Forms

- Exit Online Services
- Member search
- Administer Employer Contacts
- Administer Employer Access
- 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

## Member selection

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

Open an Employment Entry Screen

EA - Back Print Employer Menu E-Forms

- Exit Online Services
- Member Search
- Administer Employer Contacts
- Administer Employer Access
- Site Update

You are currently logged-in as Administrator for EA

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

NI Number

SD Membership Number (e.g. 12345678)

## Employment selection grid

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

Welcome to the NHS Pensions Online

**NHS**  
Pensions Agency

Open a closed Employment Grid

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

[Exit Online Services](#)

[Member Search](#)

[Administer Employer Contacts](#)

[Administer Employer Access](#)

[Site Update](#)

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

ID	EA Code	Employer	Start Date	Status
1	1111	Another employer	04/04/2016	Closed
2	1111	Another employer	18/09/2017	Closed

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](#) [E-Forms](#)

[Exit Online Services](#)

[Member search](#)

[Administer Employer Contacts](#)

[Administer Employer Access](#)

[Site Update](#)

Open Employment

NI Number

SD Number

Emp ID

EA Reference

Start Date AA123456A

Rewind Employment to: 11111111

Updated Reason 2

End Date AN0

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

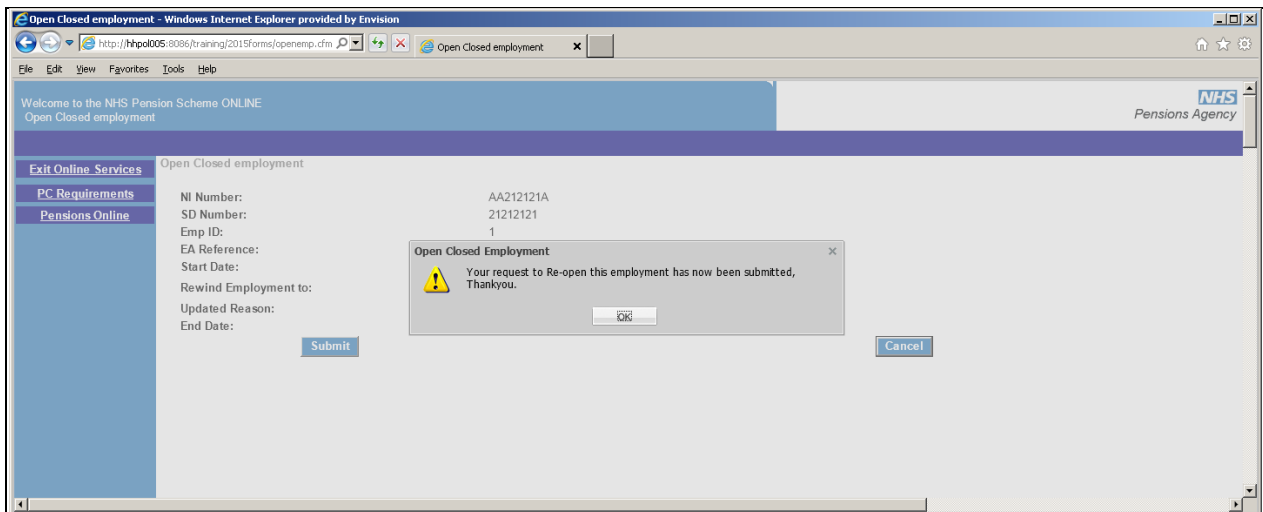
- to the 31 March immediately before the employment end date as long as this date is no earlier than the service start date; or
- otherwise set to the service start date.

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).

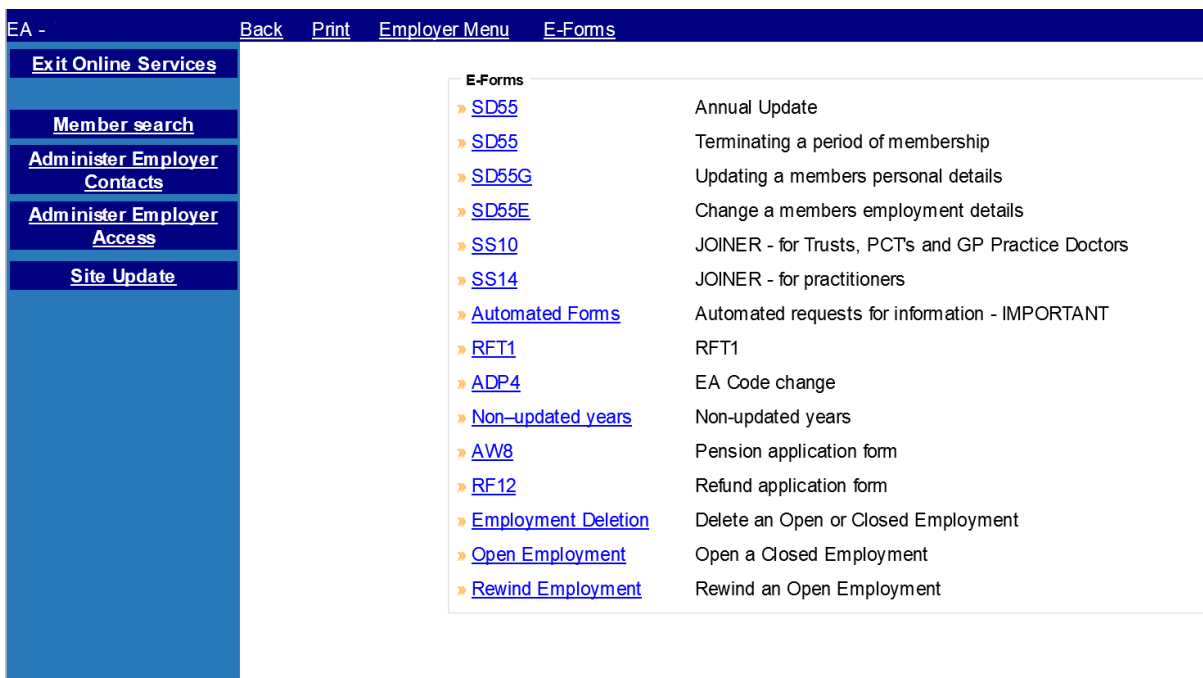
When you click 'submit' they will be prompted with a confirmation message.



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 e-forms 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.

Welcome to the NHS Pensions Online

Rewind an Employment Entry Screen

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[Exit Online Services](#)

[Member Search](#)

[Administer Employer  
Contacts](#)

[Administer Employer  
Access](#)

[Site Update](#)

You are currently logged-in as Administrator for EA

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

NI Number

SD Membership Number  
(e.g. 12345678)

## Employment selection grid

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

Rewind an open Employment Grid

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

[Exit Online Services](#)

[Member Search](#)

[Administer Employer  
Contacts](#)

[Administer Employer  
Access](#)

[Site Update](#)

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

ID	EA Code	Employer	Start Date	Status
2	2	ANOTHER EMPLOYER	21/09/2020	OPEN

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 employment

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

[Exit Online Services](#)

[Member search](#)

[Administer Employer Contacts](#)

[Administer Employer Access](#)

[Site Update](#)

**Rewind Employment**

NI Number	AA1111111A
SD Number	11111111
Emp ID	1
EA Reference	123
Start Date	21/09/2020
Rewind Employment to:	<input type="text" value="21/09/2020"/>
Updated Reason	05 - Employment part has been cyclic updated
Update Date	31/03/2021

The 'rewind employment to' field is pre-populated using the same rules as for open a closed employment, that 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 - Windows Internet Explorer provided by Envision

http://hpo005:8086/training/2015/forms/rewindopenen

Welcome to the NHS Pension Scheme ONLINE  
Rewind Open employment

[Exit Online Services](#)

[PC Requirements](#)

[Pensions Online](#)

**Rewind Open employment**

NI Number:	AA212121A
SD Number:	21212121
Emp ID:	1
EA Reference:	987654321
Start Date:	01/04/2012
Rewind Employment to:	<input type="text" value="31/03/2013"/>
Updated Reason:	05 - Employment part has been cyclic
End Date:	31/03/2014

**Open Closed Employment**

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:

Error Handling

EA- Back Print Employer Menu E-Forms

Exit Online Services

Member Search

Site Update

**Error Handling Statistics as of 23/Oct/2021 05:56:00**

Total number of Comments allocated to you yesterday	0
Total number of Comments allocated to you	0
Total number of errors allocated to you yesterday	0
Total number of errors allocated to you	<a href="#">4250</a>
Errors Allocated To NHS Pensions	<a href="#">328</a>

- » [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 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

Breakdown of Errors

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

[Exit Online Services](#)

[Member Search](#)

[Site Update](#)

**Breakdown of Errors per form**

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, PCT's 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
<b>Total</b>		<b>4275</b>	<b>4234</b>

[Back to summary](#)

## 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

Errors

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

[Exit Online Services](#)

[Member Search](#)

[Site Update](#)

**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, PCT's 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

[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”.

Error Handling - Employment Deletion

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

[Back to form type selection](#)

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

## 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](#) [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 Reference 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](#)

## Amend and/or submit

Open a closed employment

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

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

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.

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 employ continues  
End Date 23/08/2020

Delete Employment

Return to Error

## Rewind an open employment

Exit Online Services

Member Search

Administer Employer  
Contacts

Administer Employer  
Access

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
8304	System Fault - Unable to process transactions	NA	NA

Surname

Forename

\* Nino

\* Membership number

EA Reference number

\* Start Date

\* Emp ID

EA/GP code

Target Date

Form

Rewind Employment

Amend and/or Re-Submit

[View Data Only](#)

[Re-Allocate error back to NHS Pensions](#)

[Extend Target Date](#)

[Delete Error](#)

[Continue to RewEmp form](#)

[Return to Error List](#)

EA -		Back	Print	Employer Menu	E-Forms
<b>Exit Online Services</b>		<b>Rewind Employment</b>			
<b>Member search</b>	NI Number				
<b>Administer Employer Contacts</b>	SD Number				
<b>Administer Employer Access</b>	Emp ID				
<b>Site Update</b>	EA Reference		99555666		
	Start Date		01/12/2010		
	Rewind Employment to:		<input type="text" value="31/08/2010"/>		
	Updated Reason		05 - Employment part has been cyclic updated		
	Update Date				
		<input type="button" value="Rewind Employment"/>		<input type="button" value="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'.

Welcome to the NHS Pension Scheme ONLINE		<b>NHS</b> Pensions Agency			
Open Closed employment					
EA -		Back	Print	Employer Menu	E-Forms
<b>Exit Online Services</b>		<b>Open Employe</b>			
<b>Member search</b>	NI Number				
<b>Administer Employer Contacts</b>	SD Number				
<b>Administer Employer Access</b>	Emp ID				
<b>Site Update</b>	EA Reference		99555666		
	Start Date		01/03/2010		
	Rewind Employment to:		31/08/2010		
	Updated Reason		05 - Employment part has been cyclic updated		
	End Date				
		<input type="button" value="Return to Error"/>			

The page title for rewind employment is 'Rewind Employment'

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

NHS Pensions Online - Windows Internet Explorer provided by Envision

http://nhp005:8084/Poltest\_Forms/Employers/nhsponline.dfm

Welcome to the NHS Pensions Online

Error Handling

EA Back Print Employer Menu E-Forms

Exit Online Services  
Member Search  
Administer Employer Contacts  
Administer Employer Access  
Site Update

click [here](#) to view the ADP4

**Error**

Error Code	Error Description	Field in error	Data in error
8304	System Fault - Unable to process transactions	NA	NA

Surname  
Forename  
Nino  
Membership number  
EA Reference number  
Start Date  
Emp ID  
EA/GP code  
Target Date 03/09/2014  
Form Rewind Employment

[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

[Extend Target Date](#)  
[Delete Error](#)  
  
[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 Pensions Online NHS  
Pensions Agency

Error Handling

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

[Exit Online Services](#)  
[Member Search](#)  
[Administer Employer Contacts](#)  
[Administer Employer Access](#)  
[Site Update](#)

click [here](#) to view the ADP4

**Error**

Error Code	Error Description	Field in error	Data in error
8304	System Fault - Unable to process transactions	NA	NA

Surname  
Forename  
Nino  
Membership number  
EA Reference number  
Start Date  
Emp ID  
EA/GP code  
Target Date  
Form

03/09/2014  
Rewind Employment

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

Please enter a valid date in format "dd/mm/yyyy"

Please explain your reasons for Extending this Target date

[Delete Error](#)  
  
[Return to Error List](#)

## Delete error

Welcome to the NHS Pensions Online NHS  
Pensions Agency

Error Handling

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

[Exit Online Services](#)  
[Member Search](#)  
[Administer Employer Contacts](#)  
[Administer Employer Access](#)  
[Site Update](#)

click [here](#) to view the ADP4

**Error**

Error Code	Error Description	Field in error	Data in error
8304	System Fault - Unable to process transactions	NA	NA

Surname  
Forename  
Nino  
Membership number  
EA Reference 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

[Return to Error List](#)

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