

## NSR01

- auto – enrolment
- re-enrolment
  
- new starter
  
- returning to work after:
  - unpaid maternity leave
  - unpaid sick leave
  - unpaid career break
  - re-employment after retirement

## NSR02

- when a member leaves
  
- opting out of auto-enrolment after the opt-in period of 3 months
  
- unpaid maternity leave
  
- unpaid sick leave
  
- unpaid career break
  
- retirement

## NSR03

- when a member is still in employment at 31 March
  
- not needed when member has left before 31 March
  
- if member is still active but has not completed any paid work, a nil return annual return should be submitted
  
- Part year annual returns should be submitted when a NSR02 and NSR01 has been used
  
- Whole year annual return should be submitted when a NSR04 has been used

## NSR04

- When a member changes for part time to full time
- When a member changes from full time to part time
- Whole year annual returns should be submitted when a NSR04 has been used

## NSR05

- When a member changes their marital status, name or address.
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## NSR06

- When a member has received additional payments or hours that need to be included in a specific annual return (NSR03) year.
- When a member has received additional payments or hours that need to be included in a specific leaver (NSR02)
- This is the only form that can be used to make adjustments to a members pay/hours, you cannot reopen a contract.