

## **NSR01 STARTER FORM**

The NSR01 Starter form should be used to submit details of a new pensionable employment.

Detailed instructions about how to complete each field are included in this document. Hotspots are available on EDM to guide you through manual entry.

## NSR01 STARTER FORM

### How to complete form NRS01 Starter Form

<u>NSR 01 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
01	NSR01 Starter Form	NSR01 is the title of the NHS Pension Members Starter form which should be completed by the employers payroll department. Each cell in this column will be two digits, e.g. '01'  <b>2 digits.</b>
Position 1	Superannuation Number	This is the members unique reference number also referred to as an SB number. This must be entered if known.  <b>Please leave blank if unknown.</b>  <b>7 digits.</b>
Position 2	Employment Number	Also referred to as a contract number. Please remember to complete this section.  <b>Please leave blank if unknown.</b>  <b>3 digits.</b>
Position 3	Pay Reference Number	In the case of GP practices, this should always be the practice identifier number that was issued with your administration pack. The number will always start with two prefix letters, the second of which will be a 'P', followed by five digits. Please make sure you enter this carefully. For example, there is a significant difference between GP00001, GP00010 and GP00100. The first code denotes the first practice in Glasgow, the second code denotes the tenth, while the third code denotes the one-hundredth.  Please enter from left hand side and enter zeroes in the other eight boxes - GP00010 would be entered as GP0001000000000. If the code is incorrect or missing, SPPA will not know where the member is employed. If you are in any doubt what your practice identifier number is, please contact us before submitting any information.  <b>Maximum 15 digits.</b>
Position 4	Date of Birth	This is always written in DDMMYYYY format. For example, for someone born on 5 June 1956, the entry would be 05061956.  <b>8 digits.</b>

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Position 5	Title	Please choose from the following: DR, MISS, MR, MRS, MS, PROF, REV, SIR, SR OR MX.
Position 6	Sex	Enter 1 or M for Male and 2 or F for female.
Position 7	Surname	Member's surname in uppercase, e.g. BRYANT.  <b>Maximum 25 characters</b>
Position 8	Forename	Member's first name in uppercase, e.g. FREDERICK. No initials. Full name is required.  <b>Maximum 25 characters</b>
Position 9	Middle Name Initials	Please enter a maximum of 3 characters separated with a space e.g. A D G
Position 10	National Insurance Number	This is the members unique identifier to track their personal contributions to the UK social security system. Use a valid NI number format, e.g. AB123456C  <b>Maximum of 9 characters</b>
Position 11	Type of Employment (Group Code)  enter the relevant two digits code from the following list	<p>01 - Practice Manager, Fund Manager, Receptionist Secretarial, Clerical and other Admin staff Officer</p> <p>02 - Cleaner or other person employed on manual duties Officer(Manual)</p> <p>03 - Mental Health Officer</p> <p>04 - Mental Health Officer, Physio, Health Visitor</p> <p>05 - Mental Health Officer (Manual)</p> <p>06 - Practice Nurse, Physio, Mid Wife, Health Visitor</p> <p>07 - Medical Officer, Doctor, GP Trainee</p> <p>08 - Mental Health Officer, Doctor, GP Trainee</p> <p>09 - GP Principals only. Their forms and returns should be submitted by Practitioner Services Division (PDS) to the Agency</p> <p>10 - Dental Practitioner</p> <p>11 - Max P/T Specialist</p> <p>12 - Max P/T Specialist (MHO)</p> <p>13 - P/T Specialist</p> <p>14 - P/T Specialist (MHO)</p> <p>16 - Practitioners employed as Assistant Medical Practitioners including those on retainer scheme</p> <p>17 - Assistant Dental Practitioners</p> <p>If a member has changed their occupation during the year, you must send form NSR04 to SPPA to notify the change. Not Applicable to service type 09, 10, 16, 17</p> <p><b>2 digits</b></p>

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Position 12	Type of Service	<p>Always enter the relevant two digit code from the following list:</p> <p>01 Whole time 02 Part-time 03 All Practitioners in 09, 10, 16 and 17 employment types as shown above. 04 Part Time Specialist</p> <p>If a member has changed from working part-time to full time or vice versa during a year, form NSR04 must be sent to SPPA to notify the change.</p> <p><b>2 digits</b></p>
Position 13	Reduced Stamp Indicator	<p>Enter 0</p> <p><b>1 digit</b></p>
Position 14	Start Date	<p>Enter the date when the employee starts pensionable employment (the date from which you start deducting contributions). This is not necessarily the date they started in the practice, and should not be the date of any previous scheme membership. For example, for a person who became employed by the practice on 1 December 2014 but who joined the Scheme on 1 June 2015, you would enter the later date as the start date. Enter the date in a DDMMYYYY format. For example, 1 June 2015 would be entered as 01062015.</p> <p><b>8 digits</b></p>
Position 15	Employee Contribution Rate	<p>Rate should be entered in format 0000, e.g. 0520 for 5.2% or 0580 for 5.8%.</p> <p><b>4 digits.</b></p>
Position 16	Address Line 1	<p>Line one of the members home address.</p> <p><b>Maximum 30 characters</b></p>
Position 17	Address Line 2	<p>Line two of the members home address.</p> <p><b>Maximum 30 characters</b></p>
Position 18	Address Line 3	<p>Line three of the members home address.</p> <p><b>Maximum 30 characters</b></p>

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Position 19	Postcode	Use a valid postcode format e.g. TD1 3TE. Always include a space.  <b>Maximum of 8 characters</b>
Position 20	Notes	Any relevant comments the employer wishes to include regarding members' starter details.  <b>Maximum 200 characters</b>