

NSR02 LEAVER FORM

We have created a new leaver form NSR02. Detailed instructions about how to complete each field are included in this document.

The NSR02 leaver form should be completed when:

- a member has left employment and is no longer paying pension contributions
- a member has retired
- a member has opted out of the scheme
- a member stops receiving maternity pay. (Pension contributions are due on full pay and half pay).
- a member stops receiving sick pay. (Pension contributions are due on full pay and half pay).
- a member is on a career break

Detailed instructions about how to complete each field are included in this document. Hotspots are available on EDM to guide you through manual entry. It is important to complete the date boxes accurately to allow us to upload the forms to the member's record.

NSR02 LEAVER FORM

How to complete form NRS02 Leaver Form

<u>NSR 02 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
02	NSR02 Leaver Form	NSR02 is the title of the NHS Pension Member's Leaver form which should be completed by the employer's payroll department. Each cell in this column will be two digits, e.g. '02' 2 digits.
Position 1	Superannuation Number	This is the members unique reference number also referred to as an SB number. This must be entered if known. Please leave blank if unknown. 7 digits.
Position 2	Employment Number	Also referred to as a contract number. Please remember to complete this section. Please leave blank if unknown. 3 digits.
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. 15 digits.

<u>NSR 02 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
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. 8 digits.
Position 5	Surname	Member's surname in uppercase, e.g. BRYANT. Maximum 25 characters
Position 6	Forename	Member's first name in uppercase, e.g. FREDERICK. No initials. Full name is required Maximum 25 characters
Position 7	Middle Name Initials	Please enter a maximum of 3 characters separated with a space e.g A D G
Position 8	Full Time Day (FTD)	This is the number of days worked. To calculate the whole time days for a full time employee, count the number of days (including public holidays, Saturdays and Sundays, but exclude 29 February in a leap year), from 1 April (or the date they started in the scheme if that is later in the year) to the date of leaving. In the case of part-time staff, the Full time equivalent is derived from the proportion of time the individual is employed compared to an equivalent full time employee. To calculate this, the following formula should be used: Number of hours worked per week / Number of Full Time hours x Number of days in the period. 3 digits.
Position 9	Employees Pensionable pay	This is the amount of pay upon which the member has paid contributions from 1 April (or the date they started in the scheme if later) to the leaving date. Please complete this in a £££££pp format, entering zeroes in any unused boxes. For example, enter £11459.30 as 01145930. Do not enter a decimal point. 8 digits

<u>NSR 02</u> <u>spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Position 10	Balance of 365 days Pay	<p>The pensionable pay required is the balance from that part of the previous year which, when added to the pensionable pay in item 9, will provide a total pensionable pay over the final 365 days of service.</p> <p>Example: An employee joins the Scheme on 1 September 2014 and leaves pensionable employment on 31 December 2015. You would enter the pensionable pay at item 9 that would relate to the period between 1 April 2015 and 31 December 2015 (275 days). Therefore the figure entered at item 10 would be the pensionable pay for the balance of 90 days, i.e. from 1 January 2015 to 31 March 2015. The 2 amounts, when added together, give the total pensionable pay for the 365 days before the date of leaving.</p> <p>Please complete this item in a £££££pp format, entering zeroes in any unused boxes. For example, enter the figure £1953.15 as 00195315. Do not enter a decimal point.</p>
Position 11	Employers Pensionable pay	<p>Complete only if member has received reduced earnings e.g Maternity of sick pay. Enter the pay that would have been earned had the member not had their earnings reduced.</p> <p>Please complete this item in a £££££pp format. For example, enter £11459.30 as 01145930. Do not enter a decimal point.</p> <p>8 digits</p>
Position 12	Employee Contributions rate	<p>See also NSR01. Rate should be entered as 0500 for 5% or 0650 for 6.5%, for example.</p> <p>4 digit.</p>
Position 13	Employees' Pension Contributions	<p>This is the actual amount of contributions paid from 1 April (or the date the employee started in the scheme if later) to the date of leaving</p> <p>The percentage must be in accordance with the contribution table as detailed above and applied to the figure entered at position 9.</p> <p>Please enter it in a £££££pp format, putting zeroes in any unused boxes. For example, enter £1459.00 as 0145900. Do not enter a decimal point.</p> <p>7 digits.</p>

<u>NSR 02</u> <u>spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Position 14	Employers Pension Contributions	<p>This is the actual amount of contributions from 1 April (or the date the employee started in the scheme if later) and 31 March or the date of leaving.</p> <p>It is a % of the figure entered at position 9 (currently 14.9%). However, certain factors may influence the amount on which the rate is calculated.</p> <p>Enter figures in a £££££pp format, putting zeroes in any unused boxes. For example, enter £1459.23 as 0145923. Do not enter a decimal point.</p> <p>7 digits.</p>
Position 15	Reason for Leaving	<ul style="list-style-type: none"> 01 - Opt Out - Personal Financial Reasons 02 - Opt Out - Contribution Increases 03 - Opt Out - Joined Another Scheme 04 - Opt Out - Changes to the Scheme (other than contributions increases) 05 - Opt Out - Other 06 - Non-Occupational Injury 07 - Non-Occupational Illness 08 - Occupational Injury 09 - Occupational Illness 15 - Dismissal 16 - Redundancy Voluntary 17 - Death in Service 19 - Retirement - Age 20 - Ill Health - Termination of Paid Sick Leave 21 - Ineligibility Due to Age or Maximum Service 22 - New Employment with NHS Scotland 23 - New Employment with NHS Outwith Scotland 26 - Ill Health 27 - Other 28 - Tapered Protection End Date 29 - Maternity Pay (EPA) Change to Non-Superannuable Employment 30 - Authorised Unpaid Leave 31 - Arrears of Pay Prior to Current Financial Year 32 - Retainer Scheme Arrangement 32 - Retainer Scheme Arrangement 34 - Voluntary Early Retirement + Actuarial Reduction 40 - Voluntary Resignation - Lateral Move 41 - Voluntary Resignation - Lack of Opportunities 42 - Voluntary Resignation - Other 43 - Voluntary Resignation - Promotion 44 - End of Fixed Term Contract 45 - Pregnancy 46 - Dismissal Capability 47 - Redundancy Compulsory 48 - Retirement Other

<u>NSR 02 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Position 16	Arrears of contributions	<p>Complete this field for Maternity or Career Break contribution recovery. If no contributions are being recovered please fill the space with zeros.</p> <p>If you make an entry, use a £££££pp format, entering zeros in any unused boxes. For example, enter arrears of £438.93 as 0043893. Do not enter a decimal point.</p> <p>7 digits.</p>
Position 17	Additional percentage contributions	<p>This is the amount of contributions a member has paid for Added Years and Early Retirement Reduction Buy Out (ERRBO).</p> <p>Complete it in a £££££pp format entering zeroes in any unused boxes. For example enter £325.75 as 0032575. Do not enter a decimal point.</p> <p>7 digits.</p>
Position 18	Additional Pension contributions	<p>This is the amount of contributions a member is paying for an Additional Pension contract.</p> <p>Complete it in a £££££pp format entering zeroes in any unused boxes. For example enter £325.75 as 0032575. Do not enter a decimal point.</p> <p>7 digits.</p>
Position 19	Salary Rate	<p>This is the member's annual rate of salary at the date of leaving. For part-time employees use whole time equivalent salaries.</p> <p>Complete it in a £££££pp format, entering zeroes in any unused boxes. For example, enter £14,700 as 1470000. Do not enter a decimal point. The salary rate for part-time employees should be shown as the full time equivalent</p> <p>8 digits</p>
Position 20	State scheme earnings	<p>PLEASE NOTE WE ONLY REQUIRE THIS BOX TO BE COMPLETED FOR DATA PRIOR TO 05/04/2016.</p> <p>This is the amount the member earned where national insurance contributions are deducted. Other names for this are contracted out earnings and NI earnings. Enter whole pounds only.</p> <p>Enter figures in a ££££££ format, putting zeroes in any unused boxes. For example, enter £34000 as 034000. Do not enter a decimal point or pence.</p> <p>6 digits</p>

<u>NSR 03 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Position 21	Leaving Date	<p>Enter the date they left the scheme, e.g 01/10/2015 would show as 01102015</p> <p>Always use a DDMMYYYY format.</p> <p>8 digits</p>
Position 22	Type of employment – 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>2 digits</p>
Position 23	Type of Service	<p>Always enter the relevant two digit code from the following list:</p> <p>01 Whole time</p> <p>02 Part-time</p> <p>03 All Practitioners in 09, 10, 16 and 17 employment types as shown above.</p> <p>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>2 digits</p>

<u>NSR 03 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Position 24	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
Position 25	Domiciliary Fees	Leave blank
Position 26	Reduced Stamp Indicator	Enter 0 1 digit
Position 27	Notes	Any relevant comments the employer wishes to include regarding members' leaver details