



Scottish Public
Pensions Agency
Buidheann Peinnseanan
Poblach na h-Alba

Annual Returns

NHS Amendment Form

Amendment form on time



Meet Marcus,

Marcus decided to leave his employer 01 August and the employer sent in the leaver. He subsequently received a pay rise that was backdated to 01 April and this needed to be included in the leaver

Employer

The employer sent in an amendment form to adjust the pay figures. The employer added the previous pay figures and the new pay figures together to submit on the amendment form.



SPPA

The SPPA loaded the data and automatically updated the pension details to the new figures.



Marcus

This meant the member was not disadvantaged with any missing service and his new pay figures contributed to his pension pot.



Missing Amendments form



Meet Christina,

Christina left her current employment 25 May, her employer submitted the leaver in June. The payroll department was notified of additional holiday pay and service that needed to be included on the original leaver. Unfortunately the employer has not submitted the amendments form.

SPPA

SPPA are oblivious to the fact the member has additional service and pay needing added to her record. The members pension benefits could be calculated without this additional information. SPPA could potentially calculate her CARE benefits without the additional salary.



Employer

Employer needs to send this information otherwise the SPPA will never know that the member's record needs to be amended.



Christina

Christina does not have her additional service and salary information added to her record. She could potentially receive her pension benefits without the added information.

