

NSR04 SERVICE CHANGE FORM

The NSR04 Service Change form should be used to submit changes to the Type of Service of an existing pensionable employment. Please use this form to notify a change from Type of Service 01 Whole Time to Type of Service 02 Part Time or vice versa.

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.

NSR04 SERVICE CHANGE FORM

How to complete form NRS04 Service Change

<u>NSR 04 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 1	NSR04 Service Change Form	NSR04 is the title of the NHS Pension Members Service Change form which should be completed by the employers payroll department. Each cell in this column will be two digits, e.g. '04' 2 digits
Column 2	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
Column 3	Employment Number	Also referred to as a contract number. Please remember to complete this section. Please leave blank if unknown. 3 digits
Column 4	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. Maximum 15 digits
Column 5	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

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Column 6	Surname	Member's surname in uppercase, e.g. BRYANT. Maximum 25 characters
Column 7	Forename	Member's first name in uppercase, e.g. FREDERICK. No initials. Full name is required. Maximum 25 characters
Column 8	Middle Name Initials	Please enter a maximum of 3 characters separated with a space e.g A D G Maximum of 5 characters
Column 9	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 end of the amendment period e.g. 31 March or 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
Column 10	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 day before the date of change. 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
Column 11	Employers Pensionable pay	Complete only if member has received reduced earnings e.g Maternity or sick pay. Enter the pay that would have been earned had the member not had their earnings reduced) to the day before the date of change. Please complete this item in a ££££££pp format. For example, enter £11459.30 as 01145930. Do not enter a decimal point. 8 digits

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Column 12	Employee Contribution Rate	<p>Rate should be entered in format 0000, e.g. 0570 for 5.7% or 0610 for 6.1%.</p> <p>4 digits</p>
Column 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 day before the date of change.</p> <p>The percentage must be in accordance with the published contribution table and applied to the figure entered at item 10.</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>
Column 14	Employers Pension Contributions	<p>This is the actual amount of contributions paid between 1 April (or the date the employee started in the scheme if later) to the day before the date of change.</p> <p>It is a % of the figure entered at item 10 (currently 22.5%). 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>

<u>NSR 03 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 15	Type of employment	<p>This code should reflect the employee's new post if a change has taken place.</p> <p>Enter the relevant two digit code from the following list:</p> <p>01 - Practice Manager, Fund Manager, Receptionist Secretarial, Clerical and other Admin staff Officer 02 - Cleaner or other person employed on manual duties Officer(Manual) 03 - Mental Health Officer 04 - Mental Health Officer, Physio, Health Visitor 05 - Mental Health Officer (Manual) 06 - Practice Nurse, Physio, Mid Wife, Health Visitor 07 - Medical Officer, Doctor, GP Trainee 08 - Mental Health Officer, Doctor, GP Trainee 09 - GP Principals only. Their forms and returns should be submitted by Practitioner Services Division (PDS) to the Agency 10 - Dental Practitioner 11 - Max P/T Specialist 12 - Max P/T Specialist (MHO) 13 - P/T Specialist 14 - P/T Specialist (MHO) 16 - Practitioners employed as Assistant Medical Practitioners including those on retainer scheme 17 - Assistant Dental Practitioners</p> <p>2 digits</p>
Column 16	Type of Service	<p>This code should reflect the member's new service type if a change has taken place. If there has been no change, enter the current code. 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.</p> <p>2 digits</p>
Column 17	Effective Date	<p>This is the actual date the new group code/service type comes into effect. Enter this in a DDMMYYYY format. For example, enter 5 February 2024 as 05022024.</p> <p>8 digits</p>
Column 18	Notes	<p>Any relevant comments the employer wishes to include regarding members' service change.</p>