

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 Type 03 Practitioner or vice versa.

Ensure the Type of Service noted is correct for the effective date of change, e.g. a change from type of service 01 to type of service 05 would have type of service 05, not 01 in column 16 of the form as it's the type of service they are moving to, not the one they were on before the change.

All monetary fields on this form should be completed for the date/day prior to the service change date, e.g. the member changes from full time to part time service on 07 July 2023. Your financial values would be up to and including 06 July 2023.

Where a member has a Service Change during the year and you submitted NSR04 Service Change form notifying changes for a member, we still require the financial information for the **whole year** on the NSR03 Annual Return form.

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>Column</u> | <u>Description</u> | <u>Guidance For Form Filling</u> |
|---------------|-----------------------|--|
| Column 1 | Form Type | For NSR04 Service Change form, enter 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 GP00010000000000. 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 | The member's 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 |

| <u>NSR 04 spec</u> | <u>Description</u> | <u>Guidance For Form Filling</u> |
|--------------------|---------------------------|--|
| Column 6 | Surname | Member's surname in uppercase. For example, BRYANT. Maximum 25 characters |
| Column 7 | Forename | Member's first name in uppercase. For example, 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. For example, A D G. Maximum 5 characters |
| Column 9 | Full Time Days (FTD) | This is the number of days worked in the period. To calculate the full time days for a full time employee, count the number of calendar days 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. Exclude 29 February in a leap year. 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 divided by Number of Full Time hours multiplied by Number of calendar 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 additional zeroes to make up to eight digits. For example, enter £58859.60 as 05885960. Do not enter a decimal point. 8 digits |
| Column 11 | Employers Pensionable Pay | 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) to the day before the date of change. Please complete this in a ££££££pp format, entering additional zeroes to make up to eight digits. For example, enter £58859.60 as 05885960. Do not enter a decimal point. If Employers Pensionable Pay is populated enter a reason in the Notes field (Column 18). 8 digits |

| <u>Column</u> | <u>Description</u> | <u>Guidance For Form Filling</u> |
|---------------|---------------------------------|--|
| Column 12 | Employee Contribution Rate | <p>Member's contribution rate on the last day of the old contract.</p> <p>This must be in accordance with the corresponding contribution table. Rate should be entered in format 0000, e.g. 0570 for 5.7% or 0640 for 6.4%.</p> <p>4 digits</p> |
| Column 13 | Employees Pension Contributions | <p>This is the actual Employees Pension 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 column 10.</p> <p>Please enter it in a £££££pp format, entering additional zeroes to make up to seven digits. 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 Employers Pension 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>The Employers Pension Contributions is a percentage (currently 22.5%) of the Employees Pensionable Pay in Column 10 if no Employers Pensionable Pay has been entered in Column 11.</p> <p>The Employers Pension Contributions is a percentage (currently 22.5%) of the Employers Pensionable Pay in Column 11 if Employers Pensionable Pay is applicable.</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>If entering a NSR04 Service Change form for a previous year the Employers Pension Contribution rate will be shown at the percentage applicable for that reporting period.</p> <p>If the Employers Pension Contributions entered is not equal to the percentage rate applicable this will return a file loading error that will have to be corrected to complete the data submission.</p> <p>7 digits</p> |

| <u>Column</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 date the member starts their new contract. This should not be the end date of the old contract.</p> <p>This is always written in DDMMYYYY format. For example, someone changing on 1 January 2024, the entry would be 01012024.</p> <p>8 digits</p> |
| Column 18 | Notes | <p>Any relevant comments the employer wishes to include regarding members' service change details. Do not use commas.</p> <p>Maximum 200 characters</p> |