ESR – NHS Pensions Interface

ESR Reports

Introduction

ESR has two methods of providing Reports firstly via the Requests facility various reports can be run Items 1 to 16 below contain relevant detail. Users can also use Discoverer to provide various different repots as details in Items 17 to 24 below.

Users can also obtain details of the items reported on the various interfaces by requesting the available reporting spreadsheets via the NHS Hub.

1. NHS Annual Pension List Report
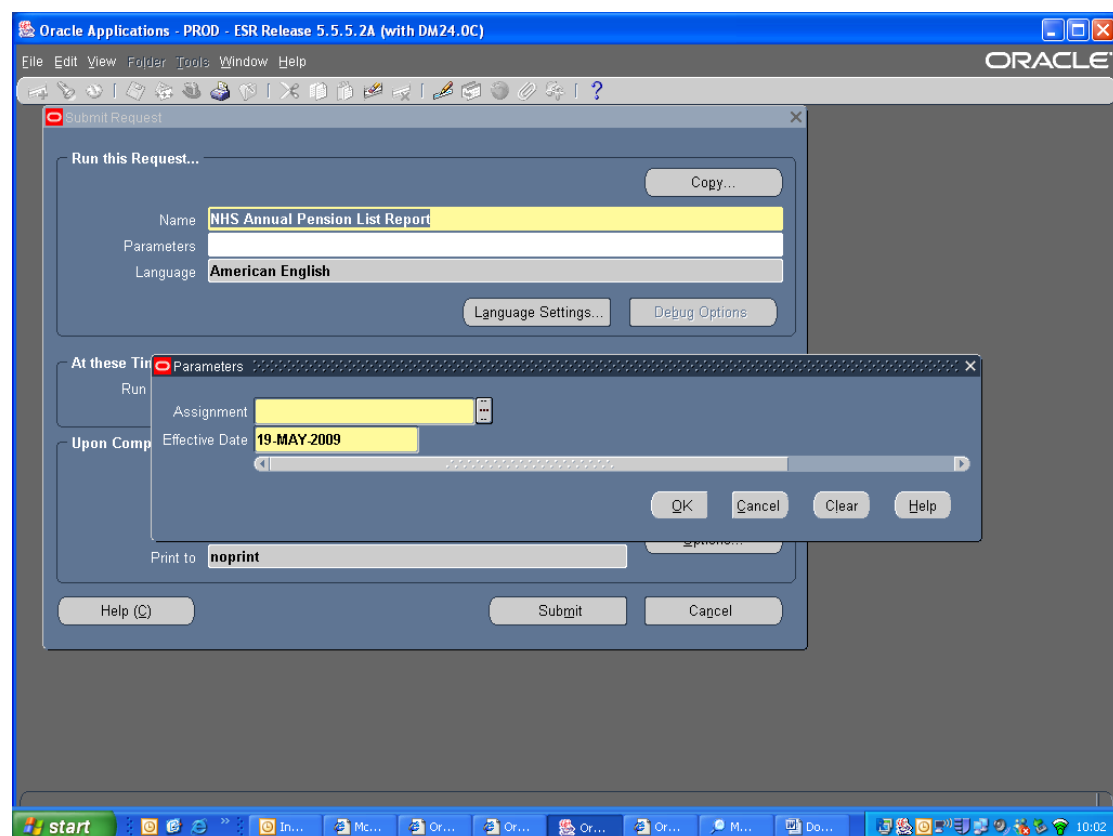
The report has been designed to allow the user to audit the year to date pension record for an assignment. It is particularly useful for using alongside POL when a record has been rejected on the Year End interface but will also help you check records in year.

As can be seen above there are two parameters:

- Assignment – enter assignment number for required record
- Date – This will default to today's date, amend to relevant date e.g. 31-MAR-2009 to display year end data.

A sample report is displayed below:

```
Trust ID: nnn                                Report Date: 29-MAY-2009 15:26:59
                                        Annual Pension list
                                        ====================

Surname:            Consultant            EE's Contributions(YTD):6,194.28
Forename(s):        Medical               EE's Pensionable Pay
(YTD):82,590.00
                                          ER's Contributions (YTD): 11,562.60
NI Number:          AANNNNNNA             ER's Pensionable Pay
(YTD):82,590.00
SD Number:          57 123456
Assignment Number:  99999999              EE's Gross Rate of Pay
(YTD):88,784.25
                                          Annual Basic Salary: 82,590.00
Employment ID:      00                    Additional Conts (YTD):7,433.16
                                        Total Add Pension Purchase Cont
(YTD):0.00

Capacity Code:      3C                    Arrears Pension Contribution
(YTD):0.00
                                          Arrears of Pension Balance
(ITD):0.00
Max Part Time Flag: N                     Arrears of Pension periods
(ITD):0.00
Employment Category: Permanent       Arrears of AVC Pension Contribution
(YTD):0.00
Employee Category:  Full Time          Arrears of AVC Pension Balance
(ITD):0.00
                                          Arrears of AVC Pension periods
(ITD):0.00
Employment Type:    3
Pension Start Date:                       Non Pensionable Days: 0

Date of Leaving                           Number of Part Time
  Pension Scheme:                         Hours/Sessions Worked (YTD):0
Reason for Leaving                        Contracted Out NI Earnings
  Pension Scheme:                         this Tax Year: 35,364.00

Address Line 1:     nn, Aaaaaaa Aaaa      Actual Hours/Sessions: 10.00
Address Line 2:     Aaaaaaaa          Standard Hours/Sessions: 10.00
Address Line 3:                           Frequency: Week
County:
Postcode:           AAnn Naa              Effective Date: 31-MAR-2009

                                          Date of Birth: 31-JUL-1957
Verified
Job Title:          Consultant            Gender: F
Place of Employment: NNN NN AHospital     Title:  DR.
MHO Indicator:                            Former Surname:


                                          Changes in Period
                                          ====================
Field Changed       Old Value     New Value     Date of Change   Effective
Start Date
-------------       ---------     ---------     --------------   --------------
------
Capacity Code       3             3C            01-APR-2008

                                          ** End of Report **
```

The following fields are reported in the Changes in Period Section:

- Actual Hours/sessions
- Standard Hours / Sessions
- Maximum Part Timer flag
- Capacity Code
- Pension Status
- Pension Start Date
- National Insurance number
- Surname
- Date of Birth
  - Date of Birth Verified

Warning: If the assignment has been opted out during the year the values displayed could be incorrect. This report uses Pensionable Pay rather than Pensioned Pay.

2. NHS Detail Element Report

This report will display details of any payroll element or element set. For each assignment there will be a column for the input value name and the associated Run Result Value. It could be used to check the Pension NHS element settings for a number of assignments. Alternatively, it could be used to check the information in respect of Additional contributions etc.

Results can be sorted by up to three criteria defined locally.

3
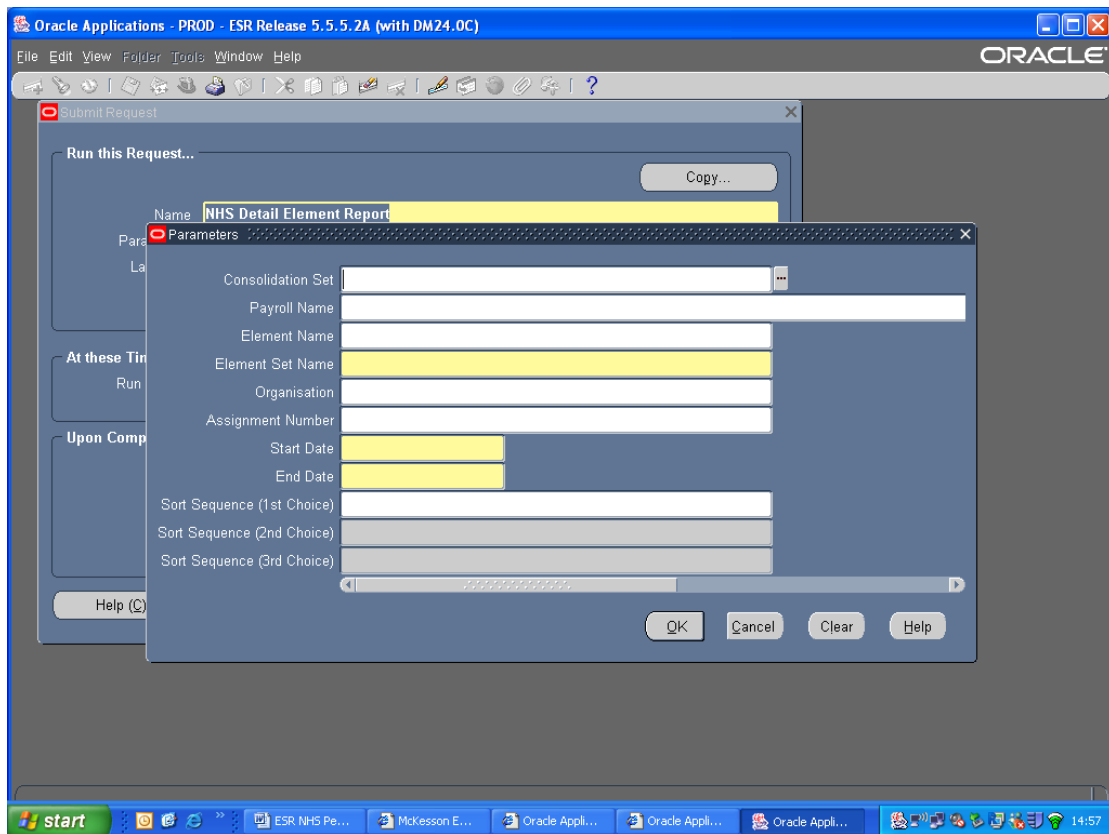
A sample output is as follows:

Report Information	Report Date: 219-MAY-2009 15:59

Detail Element Report

Report Parameters

Assignment Number: 99999999

Consolidation Set:

Element Set Name: NHS Pension Elements

Element Name:
Organization:

Payroll Name:

Payroll Period Start Date: 01-APR-09

Payroll Period End Date: 30-APR-09
Accounting Period From:
Accounting Year From:
Accounting Period To:
Accounting Year To:

Sort Selection (1st Choice):
Sort Selection (2nd Choice):
Sort Selection (3rd Choice):
Input Value (1st Choice):
Input Value (2nd Choice):
Input Value (3rd Choice):

```
Trust Identifier :nnn Aaaaaaaaaaaaaaa            NHS Detail Element Report
          Healthcare NHS Trust                                        Report Date:
29-MAY-2009 15:59
                                                               Page:       1 of 1

                      From 01-APR-2009 to 30-APR-2009


                    Element Set Name:  NHS Pension Elements


                  Element: Pension Add Yrs Full 1 NHS
Payroll Name:    nnn Monthly
Payroll Period:  1 2009

Organisation Name       Assignment Number Employee Name      Leaving Date Input Value Name  Result Value
================================ ================= ================== ============================== =====
NNN General Medic       999999999   Consultant, Dr medical  01-MAY-09  Employee Percentage      9
Senior Medical Staff                                                   Chosen Age              60
                                                                       Yrs Purchased
                                                                       Days Purchased
                                                                       Date Worked
                                                                       Pay Value           619.43
                        Element: Pension NHS
Payroll Name:    nnn Monthly
Payroll Period:  1 2009

Organisation Name      Assignment Number  Employee Name      Leaving Date Input Value Name  Result Value
================================ ================= ================== ==============================
=========== =================== ==================================== ==============
Nnn General Medicine    99999999    Consultant, Dr Medical   01-MAY- 09   Scheme              NHS
Senior Medical Staff                                         Capacity Code           3C -
Medical Staff - Band C
                                                               Override Pen Start Date
                                                             Opt Out                 No
                                                             Opt Out Date
                                                             Pension Capping         No
                                                             Capping Date
                                                             Employment ID           00
                                                             Pension Status          None
                                                             Override Pen End Date
                                                             Employment Type    Specialist
                                                              Employee Rate          7.5
                                                             Employer Rate           14


                  ***** End of Report *****
```

## 3. NHS Element Result Listing

This report can be run to identify payments in a given period. This may be useful for reviewing items paid in a period or reviewing particular pay items. It could be used to check items such as previous scheme arrears payments or added years etc.
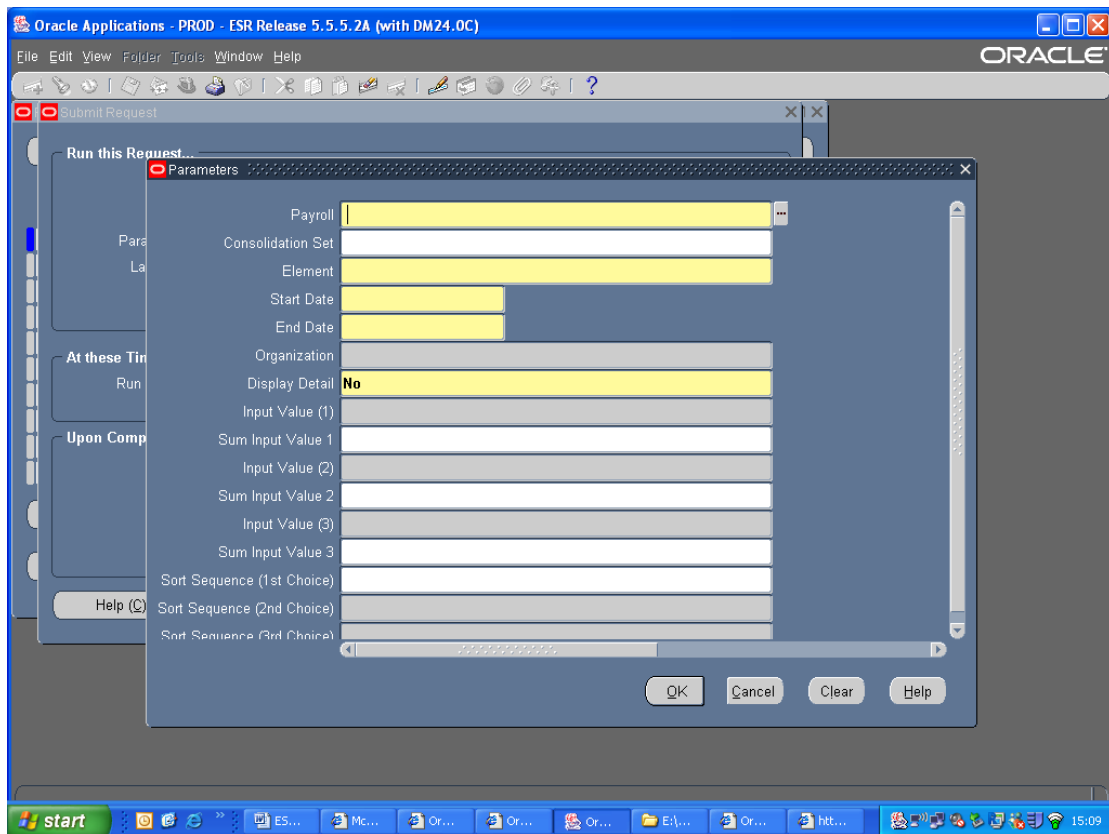
```
Payroll              Organisation         Assignment  Employee              Sum Pay Value
Name                 Name                 Number      Name

-------------------- -------------------- ----------- -------------------- ---------------- ----------- ------------
436 MonthlyTO1       436 Ward 9           20016047    Baker01, Mrs. Yve         2201.29


                     436 Ward 9           20015812    Holloway01, Mr.            758.22
                                                      Simon


                     436 Ward 9           20015787    Johnson01, Mr.            1421.67
                                                      Andrew


                     436 Ward 9           20015954    Lawrence01, Mrs.          1421.67
                                                      Mary


                     436 Ward 9           20016113    Martin01, Mrs.            1421.67
                                                      Elizabeth


                     436 Ward 9           20016037    Neville01, Mrs.           1519.17
                                                      Christine


                     436 Ward 9           20015790    Smith01, Mr. Ben          1421.67


                     436 Ward 9           20015668    Steele01, Mrs.             941.50
                                                      Kerry
                                                                         ----------------
                     Payroll Total                                            11106.86
```

4. NHS Monthly Summary for Pension Schemes

This report should be used to assist you in paying over the total Pension contributions due to NHS Pensions at the end of each month.
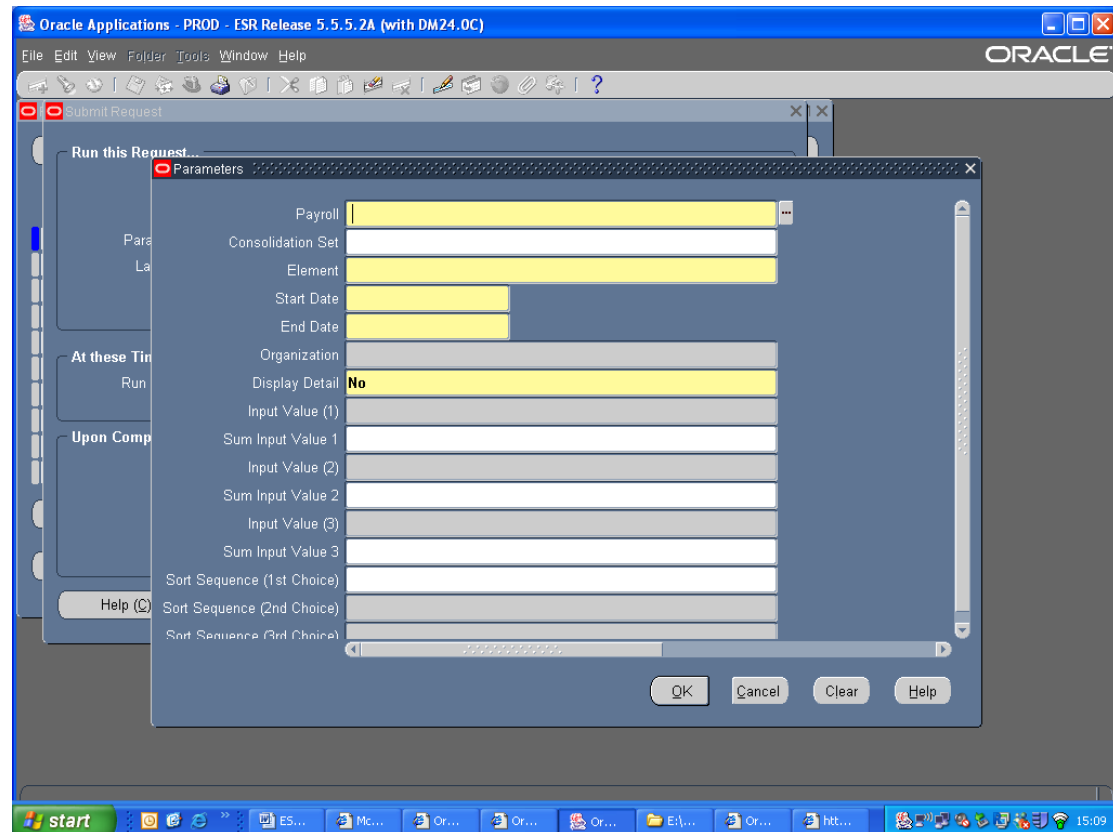
The NHS Monthly Summary for Pension Schemes gives the following amounts for each Payroll that has been run during the specified period:

- Total Employer Pensionable Pay
- Total Employee Pensionable Pay
- Total Employee Contributions including Previous
- Pension Arrears
- Total Employer Contributions
- Total Employee Additional Contributions (pre 2008)
- Total Add Pen Purchase
- Total Contributions

Where the assignment has been end-dated the restriction will be assessed at the end date, in all other cases the restriction will be assessed for each payroll period in the reporting period. Only assignments that have been processed in a Payroll Run or Quick Pay or Reversal in the selected accounting year will be considered.

Report Display Name	Form Name	Field Name
For the NHS Pension Scheme		
Total ER Pension Pay	Balance	NHS_PENSIONED_PAY_ERS
Total EE Pension Pay	Balance	NHS_PENSIONED_PAY_EES
Total EE Contribution	Balance	NHS_PENSION_CONT_EES + NHS_PREV_PEN_ARREARS
Total ER Contribution	Balance	NHS_PENSION_CONT_ERS
Total EE Additional Contribution (pre-2008)	Balance	NHS_ADDYRS_CONT + NHS_PREV_ADDYRS_ARREARS
Total Add Pen Purchase	Balance	NHS_APP_TOT_EE_CONT
Total Cont for Period	Calculated	The sum of all the foregoing.
Number of Employees	Calculated	A count of assignments which have, at any time during the reporting period, had a Pension ER NHS run result with a non-zero value.

5. NHS Payment History Report

This report provides a payment history for a given number of periods. This was designed for use in responding to pay queries covering a number of periods. It could be of use to Pensions staff when reviewing a TPP or assessing pension banding
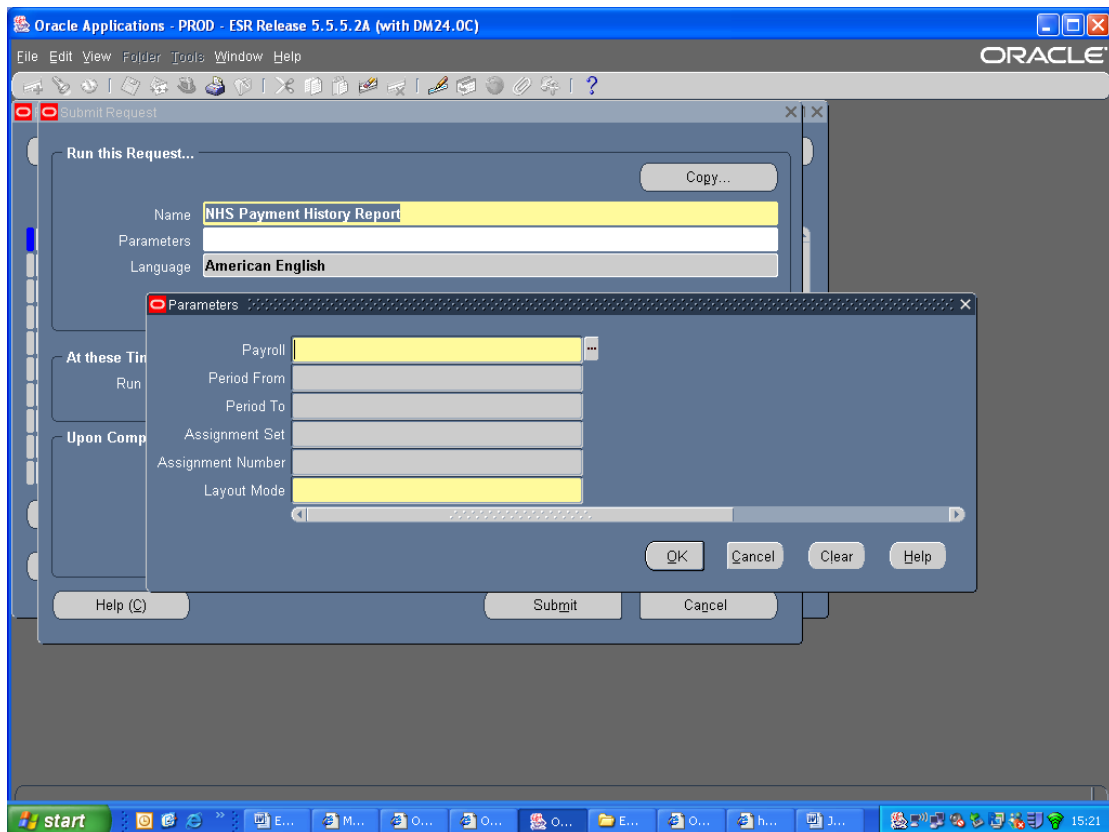
6. NHS Pension Band Allocation Report

This report allows users to check the band allocation applied at year end. The table is only refreshed in a special once a year process run at the end of each financial year so you cannot run this in advance of year end.
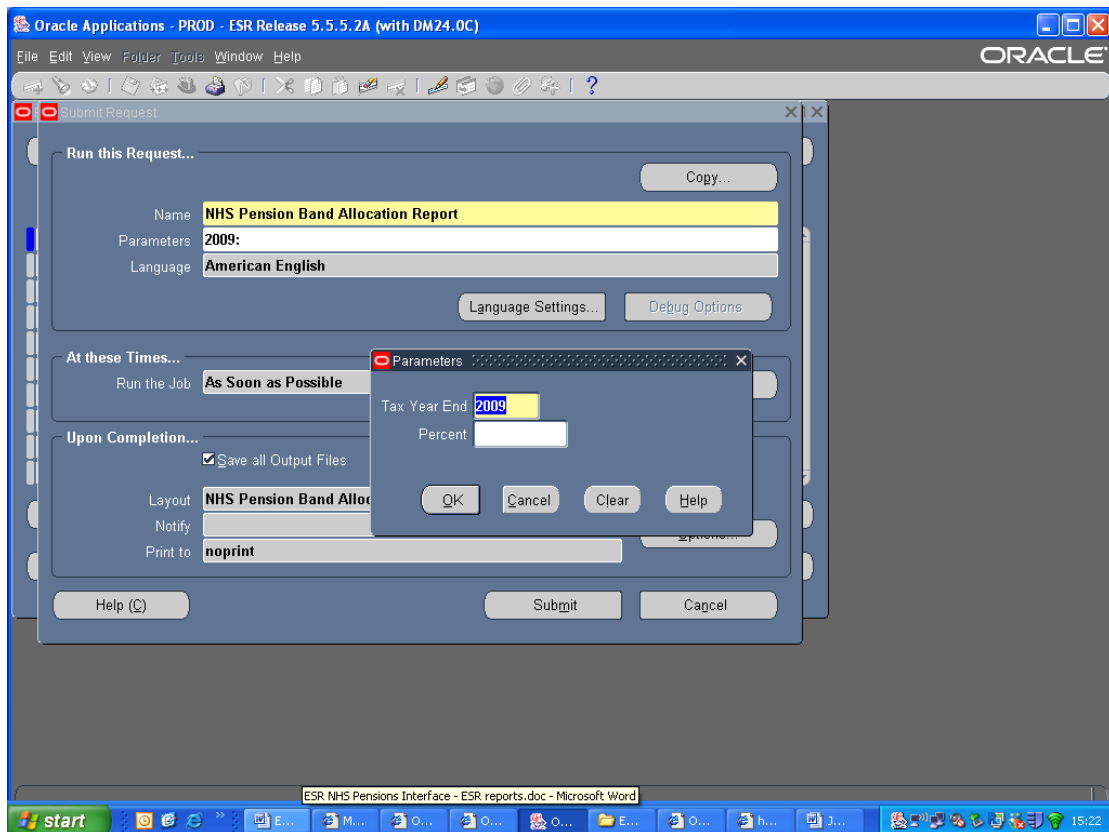
This report allows users to check the band allocation applied at year end. The table is only refreshed in a special once a year process run at the end of each financial year so you cannot run this in advance of year end.

The report header will show:

Name of EA	NHS Pension Band Allocation Report
Parameters Tax year 2009 Percent; 10%	

Message	No
No Message	8,712
Check Band Assignment has more than one status in year	212
Band defaulted due to hours worked in period missing <=0	526
Check Band - No Grade or spot salary Defined	8
Band defaulted due to pensionable pay in period <= 0	19
Check Band Assignment on maternity but with no OMP element	8
Total	9,485

The following columns are then provided:

- Assignment Number
- Last name
- First Name
- Middle name
- Title
- Latest Start Date
- Assignment Status
- Assignment Status count
- Assignment Category
- Payscale
- Grade salary
- Spot salary
- Contract Hours
- Override Hours
- Annualised hours
- Pensionable Pay
- Hours Worked
- Deemed Hours
- Annualised WTE Pensioinable Pay
- Old Capacity code
- New Capacity code
- Boundary Flag
- Messages

The reports are provided to give Payroll/Pension staff details of the system determined Pension band allocation.

It should be noted that the script has produced the calculations based on the payroll runs completed up to the end of the tax year.

Contributions for the NHS Pension Scheme for the forthcoming Tax Year will be allocated against employees' Whole time Annual Equivalent Pensionable Earnings in the previous financial year. Any new joiner will be scaled up to an annualized Whole time equivalent. See the separate document on band Allocation.

7. NHS Pensions Exceptions Report

This report is designed to highlight exceptions that relate to Pension Payments including a check of National Insurance Contributions.

The report will identify potential error on assignment records that affect the payment of Pensions

Be aware it will report Opt Out Date missing for opt out records this message can be ignored as can some of the capacity code versus job roll exceptions for items such as Health care Assistants. These are currently being reviewed. However, this is still a useful tool.

7. NHS Pensionable Pay Report

This report was designed to assist in determining TPP figures for Pension Award or Estimate purposes.

This report will be used when employees are approaching retirement so a figure of the Total Pensionable Pay can be forwarded to the Pensions Agency. The report will provide a listing of the elements that have been used to calculate the Total Pensionable Pay. This report will be applicable to non-practitioner members only.

The TPP period usually covers a period of 365 paid days of pensionable employment but in certain circumstances it may be less than 365 days. For example, an employee may not be in employment for as long as 365 days. Alternatively the Pensions Agency may request the TPP period to cover less than 365 days.

Where there is a period of unauthorised unpaid absence or unpaid sick leave the period over which pay for benefit purposes would normally be calculated would need to be extended backwards into the previous period, for a period equal to the unpaid leave. This will have the effect of making up the TPP period to 365 paid days. This is commonly referred to as 'stepping back'
The report can also be used to estimate the TPP for a period in the future.

When forecasting, the TPP will be calculated/projected using the basic salary and any other recurring pensionable elements that form part of contractual pay, e.g. shift allowance.

The Total Pensionable Pay figure (TPP) is usually the yearly pensionable pay earned in the best of the last three years immediately before termination, counting backwards in 365 paid days of pensionable employment. Contributions will have been collected on it and benefits will eventually be calculated on it. It is assumed that the pension's officer will run the report three times with the appropriate dates and then choose the best year.

13
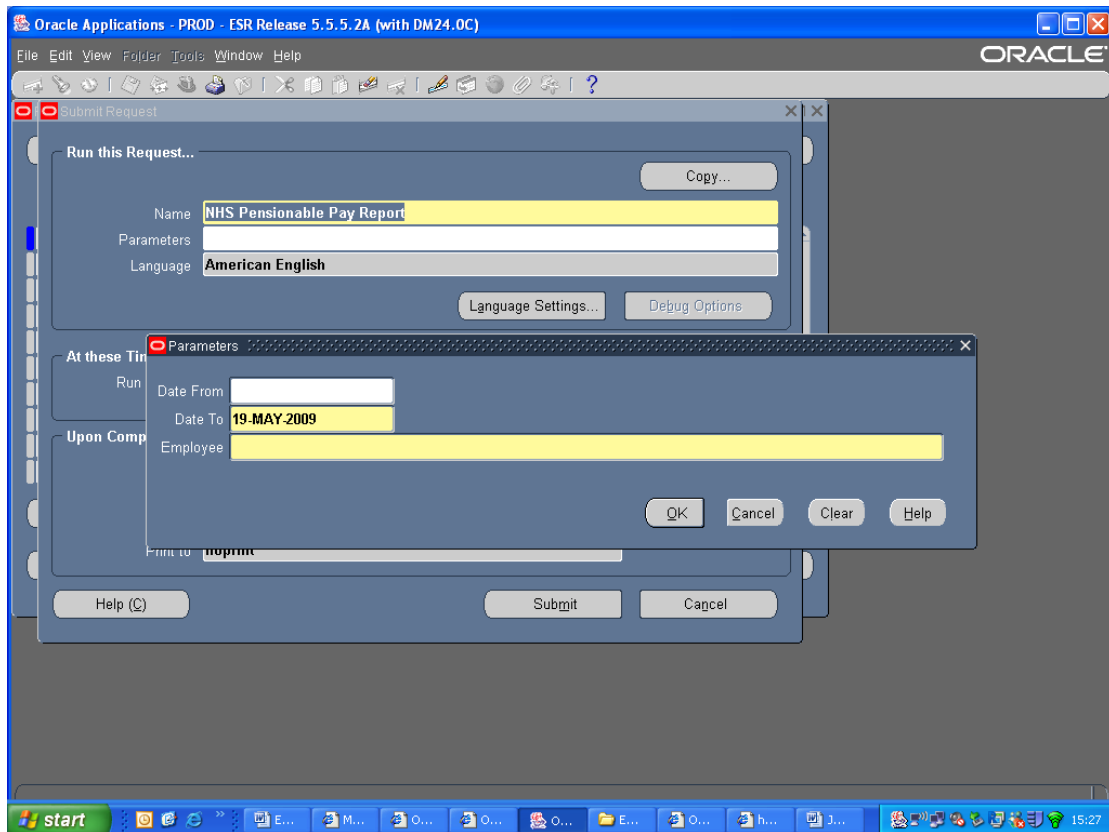
Helpful hint – this report uses pensionable balances rather than pensioned so if for some reason the assignment was not in the scheme for any period in the selected dates the value would be wrong. Also check starting and end dates of assignment as the report estimates pensionable values based on other payments.

```
                        P E N S I O N    R E P O R T S
                          NHS Pensionable Pay Report


Report Parameters          Employee Number:  20015987

                             Employee Name:   008Steele K

                               Date From:  01-JAN-2003
□NHS Business Group                                                      Effective Date:
                               Date To:   08-APR-2005                       Report Date:
                                                                                 Page:



                                          NHS Pensionable Pay Report
Organisation: 436 Ward 9

Payroll              Employee Number      Full Name         Period for TPP Calculation     NI Number   SD Number
==================== ==================== ================  ================================ ==========  ===============
436 MonthlyT00       20015987             008Steele K       From 01-JAN-2003 to 08-APR-2005 WA436215A

Contracted Hours:  Part Time 22.5 hours per week

Assignment Number: 20015987

                                                                                          Absence Days
                     Total Pen Hrs                                       Total TPP      <-OSP->  <-OMP->
Pay Period Days      for P/T Staff Element Name           Amount      Deemed Pay        for Period  U  F  H  N  F  H  N
========== ====     =============== ==================== =========== =============== =================  =====================

31-JAN-03*   31          97.77                                           0.00            0.00   0  0  0  0  0  0  0
28-FEB-03*   28          97.77                                           0.00            0.00   0  0  0  0  0  0  0
31-MAR-03*   31          97.77                                           0.00            0.00   0  0  0  0  0  0  0

           ====  ===============                               ===============  ===============
Totals:     829       2665.86                                          0.00            0.00
```

9. NHS Pensions Agency Inbound Interface Report

This report is an essential tool for Pensions Officers as it highlights potential problems with Pension Records. As such it should be checked on a regular basis at the beginning of each pay period. You will often find that items reported on here are records that are on the Data Matching Reports available from NHS Pensions and by correcting that data you will reduce the items on this report.
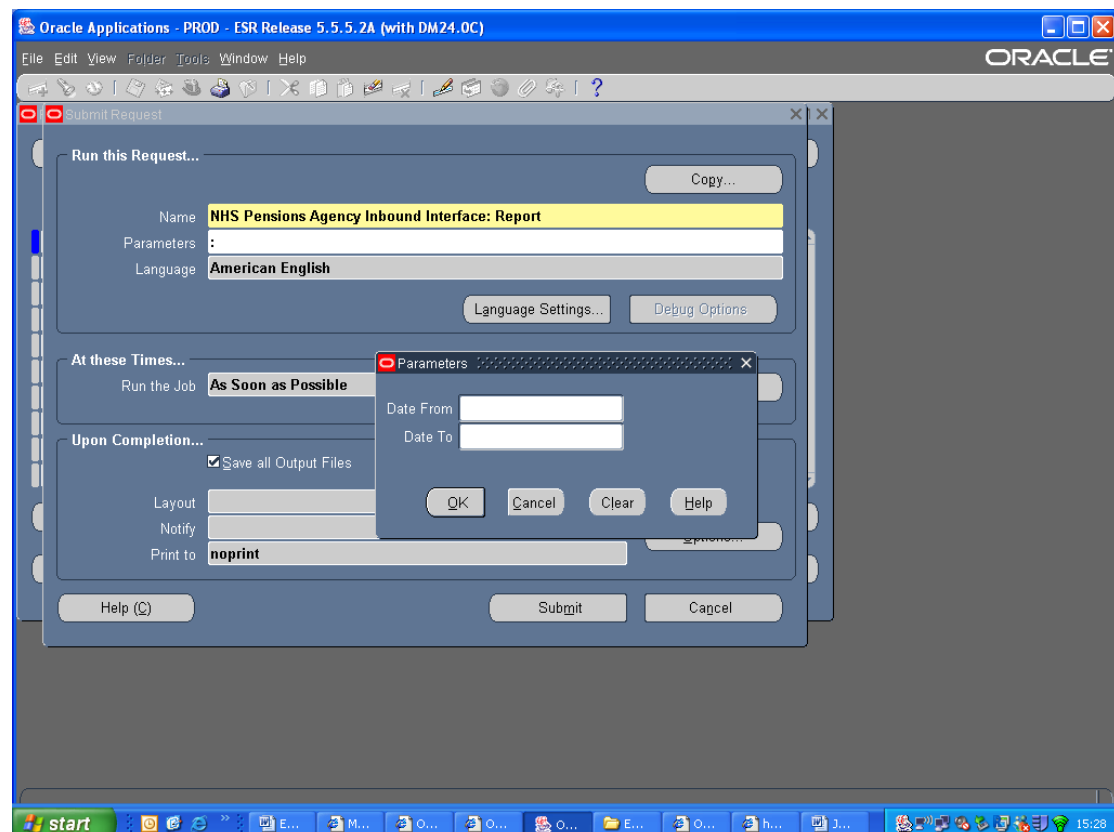
The input parameters associated with this report are simply date from and date to.

A sample report is detailed below:

Report Date: 25-MAY-2009 16:09

Page: 1 of 2

NHS Pensions Agency Inbound Interface Report

Source System Code: NHS
Interface File Id   :
Interface File Name: Multiple Files

Interface Summary
==================

Interface Status   : - Completed with Interface Errors

15

Number of Lines Successfully Imported:	786
Number of Lines with Validation Errors:	12
Number of Lines with Import Errors :	5

Report Date: 25-MAY-2009 16:09

NHS Pensions Agency Inbound Interface Report

Source System Code: NHS
Interface File Id   :
Interface File Name: Multiple Files

Interface Errors
================
Assignment Number: 51266495   Pension Start Date: 01-DEC-2008   SD Number: 58999998
Employment ID: 1

Errors:
  1   Unable to update record in Pensions Interface custom table

Assignment Number: 2856387380   Pension Start Date: 01-JUL-2000   SD Number: 77999999
Employment ID: 2

Errors:
  1   Invalid Assignment Number

Assignment Number: 61016192   Pension Start Date: SD Number: 90999999   Employment ID: 1

Errors:
  1   Pension Start Date is NULL

Assignment Number: 70020671   Pension Start Date: 09-DEC-1983   SD Number: 46999999
Employment ID: 1

Errors:
  1   API Error: The HR object is invalid

Assignment Number: 89025682   Pension Start Date: 01-SEP-2001   SD Number: 49999999
Employment ID: 16

Errors:
  1   API Error: The primary key specified is invalid

Assignment Number: 99021657-2   Pension Start Date: 19-APR-2007   SD Number: 58888888
Employment ID: 3

Errors:
  1   Pension NHS Element Entry can not be found for this Assignment

Assignment Number: 20971418   Pension Start Date: 03-SEP-2008   SD Number: 76027569
Employment ID: 9

Errors:
  1   API Error: DateTrack update not allowed for a record which started today

Assignment Number: 10025749-2   Pension Start Date: 27-APR-2003   SD Number: 60122482
Employment ID: 6

Errors:
  1   API Error: The primary key specified is invalid

16

```
**** End of Report ****
```

Each error has to be considered on its own merit although a look at the assignment usually gives you a clue. These items are trying to match on Assignment Number and Pension Start Date.

On examination of the data it was found the above errors were caused by the following;

i) Unable to update record in Pensions Interface custom table – In this case the record was a Bank Record and the Pension Start Date on the inbound was before the ESR record commenced

ii) Invalid Assignment Number – In this case this is a legacy payroll number so the record has never been matched. Check your Data matching spreadsheet and correct the outstanding error. Then ask NHS Pensions to resend the inbound interface data.

Other cases of this had a correct Assignment Number and so presumably had been passed across from ESR to NHS Pensions. This looks like a legacy error from pre go live days. You need to check the record on POL as it is possible an incorrect employee exists on your EA code. Discuss with Data Management Team

iii) Pension Start Date is NULL – In this instance the assignment had been terminated on ESR and there was no pension record on ESR. This record needs to be closed down on POL it will be part of the data matching exercise.

iv) API Error: The HR object is invalid – In this case the Pension Start Date is before the creation of the ESR Record. Again the data matching process will identify these errors and they should be fixed using that process.

v) API Error: The primary key specified is invalid – In this case the Pension Start date does not match the POL date. Again this needs investigating as part of data matching.

vi) Pension NHS Element Entry can not be found for this Assignment – the EA had deleted the Pension element but that cancellation had not been passed across to NHS Pensions. This record needs to be deleted from Pensions Systems. Again data matching will pick this up.

17

vii) API Error: DateTrack update not allowed for a record which started today – In this case an incorrect Pen Override Date in the future is held on the Pension NHS element. The system is saying it cannot update a record that has not commenced. Amend the Pen Start Date on ESR collect arrears and correct record on POL.

10. NHS Pensions Annual Benefit Statement (Non-Members)

This report was originally provided to assist in providing benefit estimates to non members. It has not been updated for the New Scheme so should not now be used

11. NHS Periodic Payments Summary Report

This report will provide a summary or detailed list of payments made to an employee over the period input. This is intended to assist in pay queries but can also assist pension staff in reviewing payments made to an employee when assessing total pensionable pay.
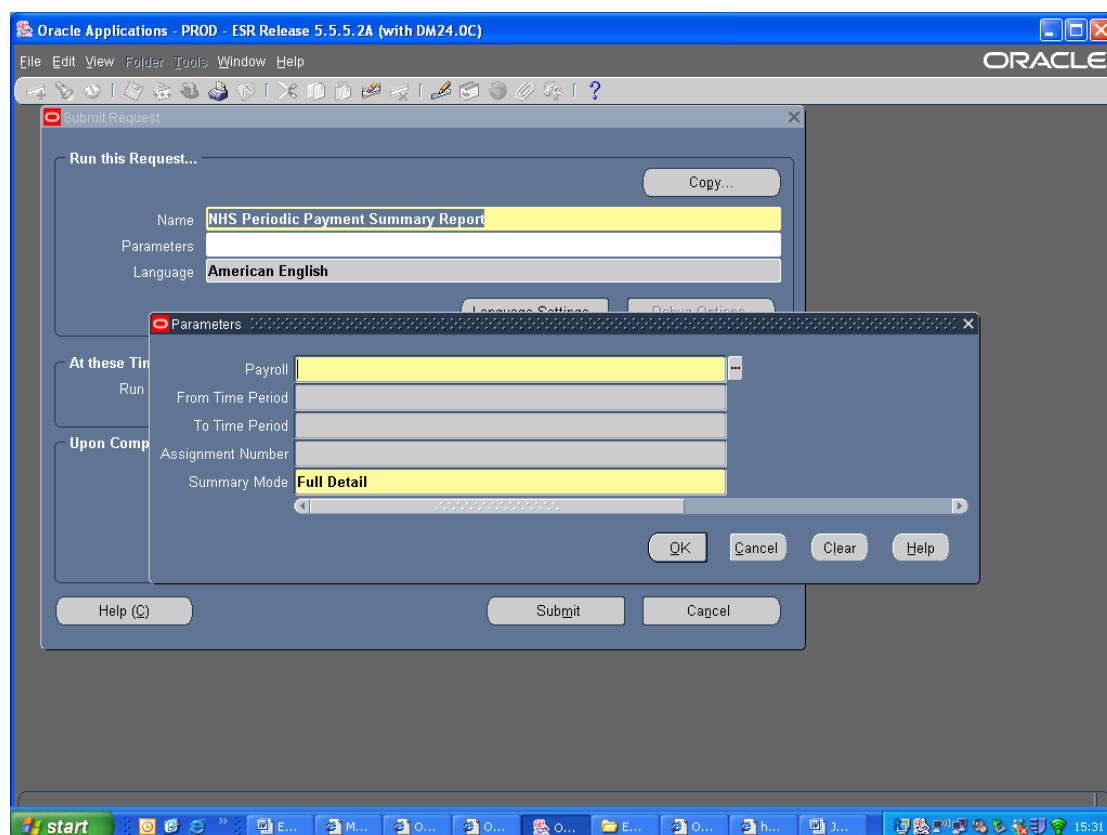
12. NHS Periodic Pension List Report

This report is similar to the Annual Pension List Report but is limited to a particular pay period and will show the same details for that individual period.

13. NHS Redundancy Statement Report

This report should not be used as it is not up too date you should use the POL calculator.

14. NHS Salary History Report

This report will detail the salary history of an assignment or a group of employee's. From a pension point of view it may be useful in assessing unusual pay increases prior to the payment of an Award. It also assists in pay quires.
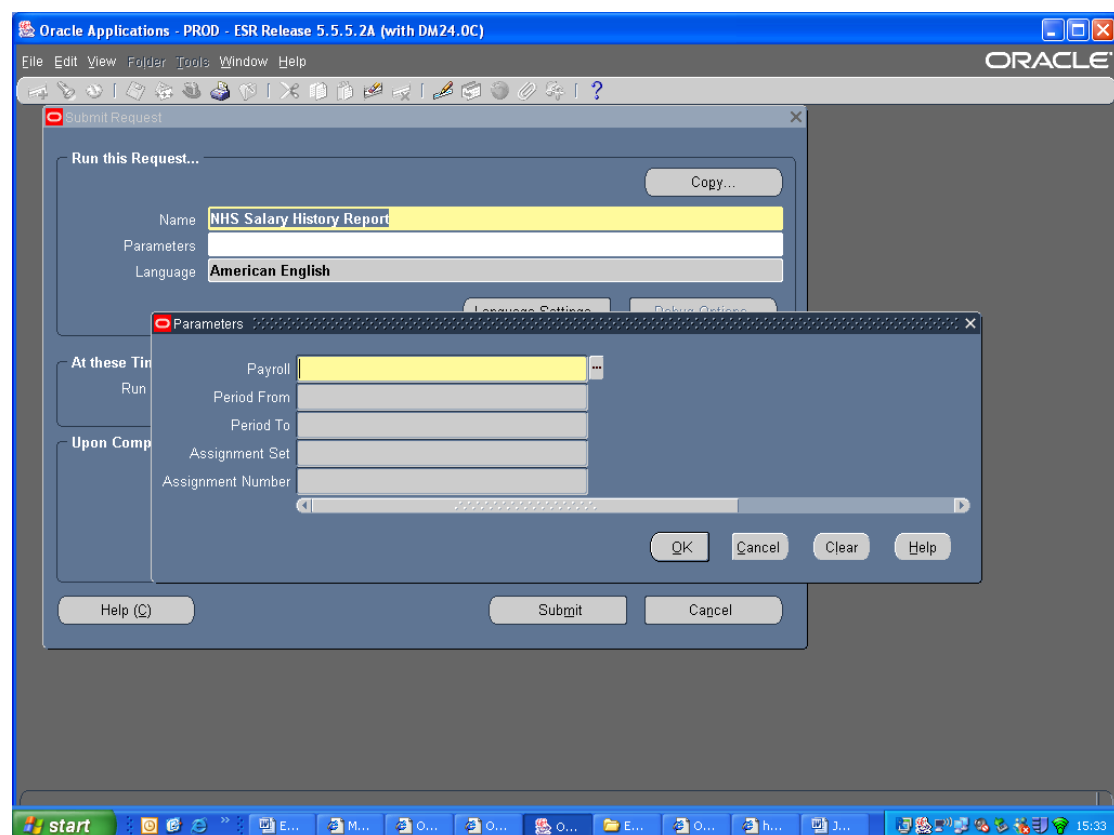
15. NHS Summary Element Report

This report details Pay Value run results processed for a particular element a defined period, allowing the user to report on any payroll element, or a predefined set of elements and provides totals by payroll and by report.

16. Multiple Assignments Report

This report is designed to assist in the monitoring of the Tax and NI position of employees with multiple assignments. It is a useful document for Pensions as it helps identify those employees with more than one open assignment

17. NHS Date Track Changes and Highlights Analysis

This workbook displays selected date tracked changes and highlight selected
conditions for current employees and leavers, within a specified period.

Full details of the report and sample output are available in the ESR Discoverer Reports user manual available on K Base. The worksheets available are

WORKSHEET: EMPLOYEE CHANGES AND HIGHLIGHTS.

This worksheet lists selected date tracked changes and highlights selected conditions that relate to Employee data.

WORKSHEET: ASSIGNMENT CHANGES AND HIGHLIGHTS

This worksheet lists selected date tracked changes and highlights selected conditions that relate to Assignment data.

WORKSHEET: PAYE & NI CHANGES AND HIGHLIGHTS

This worksheet lists selected date tracked changes and highlights selected conditions that relate to PAYE & NI data.

WORKSHEET: ELEMENT ENTRY CHANGES AND HIGHLIGHTS

This worksheet lists selected date tracked changes and highlights selected conditions that relate to Element Entry data.

WORKSHEET: OTHER CHANGES AND HIGHLIGHTS

This worksheet lists selected date tracked changes and highlights selected conditions that relate to data other than employee, assignment, PAYE & NI or element entries. Data that falls into this category includes Pay Method, Costing and Termination data.

18. NHS Employee Change Event Log Workbook

The NHS Employee Change Event log provides details on change events that have occurred against employees during a given period.

Sample output:

19. NHS Employee Update Analysis

This worksheet lists starters, leavers and current employee details for a specified organisation hierarchy within a defined reporting period. New starters, leavers and employee assignment changes are highlighted.

20. NHS Leavers Analysis

This workbook provides information about all leavers in an organisation for HR and management purposes.

Worksheet List of Leavers

This worksheet displays personal detailed information for each leaver.

Worksheet: By Leaving Reason

This worksheet provides you with Leavers Information Monitoring by Leaving Reason in Summary and Detailed reports

Worksheet: By Destination

This worksheet provides you with Leavers Information Monitoring by Destination in
Summary and Detailed reports.

21. NHS Pension Changes and Highlights Analysis

This worksheet lists selected date tracked changes and highlights selected conditions that relate to pension data.

Columns

• Employee No
• Full Name
• Assignment No
• Effective Start Date
• Highlights
• Last Updated By
• Last Update Date
• Organisation Name

Example Output Results:

22. NHS Pensions Exceptions Analysis

The NHS Pensions Exceptions Analysis highlights exceptions that occur at any time during a user specified period.

This Analysis is split into various worksheets that allow you to review potential data errors that may require corrective action

A. Worksheet: WTE Exception
The WTE Exception worksheet lists those Employees where the sum of the WTE of their Assignments is greater than 1.0. It does not pick up Non recurring entries.

B Capacity Code is incompatible with Grade

This worksheet lists those Assignments where the job name and capacity code are incompatible.

C. Date of birth not verified

This worksheet lists those Assignments where the 'Date of Birth Verified' field is blank.

d. Chosen Age to be reached in next 6 weeks

This worksheet lists those Assignments where the Chosen Age to cease pension contributions will be reached within 6 weeks of the 'Period End Date' for which the report is run.
The worksheet returns data where the following conditions are met:

• Where the 'Pension Status' field on the 'NHS Pension' Element is either 'None' or 'Blank' AND

Either

• On the Start Date of their Pension an employee is younger than 16 or older than 70

Or,

• On the End Date of their Pension an employee is younger than 16 or older than 70

• Where the 'Pension Status' field on the 'NHS Pension' Element is either 'Current & Previous MHO'; 'Current MHO Only'; 'Special Classes' AND

Either

• On the Start Date of their Pension an employee is younger than 16 or older than 65

Or,

• On the End Date of their Pension an employee is younger than 16 or older than 65.

e. Start/End Date for pension scheme outside permitted range

This worksheet lists those Assignments where an employee is either younger than 16 years or older than 70 years on the Start or End Date of their Pension Scheme.
Where the 'Pension Status' in the 'Pension NHS' Element is one of the following values the permitted age range becomes 16 to 65: 'Current & Previous MHO'; 'Current MHO Only'; 'Special Classes'.

f. NI Cat shows Pensionable but Pension Element is not Active

This worksheet lists those Assignments where the employee's National Insurance letter indicates Pensionable but the employee's 'pension record between the reporting start period and end dates indicates they are 'Non Pensionable'.

Criteria

Data will be returned where the following is applicable:

NI Category on the NI Element is Pensionable ('D', 'E' or 'L') but:

1. No associated Pension NHS Element exits between the reporting start period and end period dates

Or

2. The 'Pension NHS' Element exists (i.e. is active) between the reporting start period and end period dates, but

• The Opt Out Flag is set to 'Yes', yet the Opt Out Date is before (or equal to) the reporting period end date

• The Opt Out Flag is set to 'Yes', yet the Opt Out Date has not been set
Or

28

• The 'Pension NHS Element' has an effective End Date set, that is Before (or equal to) the reporting period end date

• The 'Pension NHS Element' has an effective End Date that is before (or equal to) the reporting period end date, yet no subsequent Pension NHS Element exits in its place

G NI Cat shows Non-Pensionable but Pension Element is active

This worksheet lists those Assignments where the employee's National Insurance letter indicates Non-Pensionable but the employee's pension record between the reporting start and end dates indicates they are 'Pensionable'.

Criteria

Data will be returned where the following is applicable:NI Category on the NI Element is not Pensionable ('A', 'B' or 'J') but

1. 'Pension NHS Element' exists between the reporting start period and end period dates where:

• The Opt Out Flag is not set to 'Yes', or

• The Opt Out Flag is set to 'Yes', but the Opt Out Date is after the reporting period end date

Or

2. Pension End Date on the 'Pension NHS Element' has not been set. (I.e. is NULL) or The Pension End Date on the 'Pension NHS Element' is set, but it is after the reporting period end date.

22. NHS Pensions Data Matching Analysis

The NHS Pensions Data Matching Analysis will provide details of the data that is currently held on the ESR Data Matching Tables at the time of running. This was initially used to assist in the data Matching Exercise. This data is now off-loaded via a separate interface on request from NHS Pensions.

23. NHS Recalled Leavers by Reason

Worksheet: Recalled Leavers by Reason Code

This worksheet lists instances of pensionable pay made against employee assignments after the last standard process date associated with their period of employment. This is useful for identifying leaver adjustments.

24. Worksheet: Maternity

As part of the NHS Absence Management Analysis Workbook the Maternity Worksheet identifies employees who are on maternity leave as of the date selected and also identifies their expected return date. This may be useful for checking employees returning from Maternity Leave and checking the Pension Arrears outstanding is correctly applied.

25. Hub Spreadsheets

These reports are spreadsheets that are produced on monthly basis and it contain all the records that have been sent to Pensions subsequent to the execution of the NHS Outbound Interfaces.

The spreadsheets have three separate tabs for each Outbound Interface; Joiners, Changes and Leavers. The colour of each column within each separate tab indicates the frequency at which Pensions will upload the records on their system. Also, a Year End file will be produced once a year, after the end of the Financial Year subsequent to the last to the last Payroll Updated Interface.

30

Column Colours

No colour – updates applied immediately
Orange – updates stored
Yellow – updates applied cyclically

The spreadsheets are produced monthly over the first weekend of each month and contain data that was passed on the interface for the previous month. An e-mail notification advising the availability of the report is generated by the new process. Trusts are asked to provide an appropriate e-mail account to have the notifications delivered to.

The new report is produced by a process running on the NHS Interface Hub and the new reports will reside on the NHS Hub. In order to safeguard the security of the data on the report, users are provided with a secure web based mechanism to access the reports via the NHS Hub. Where a Payroll Department is responsible for more than one VPD, a single log on is provided that enables access to all the reports for the associated VPD's.

To obtain the log on credentials for your trust, users are requested to log an SR on the ESR Helpdesk using the following text in the SR Summary replacing the "nnn" with the relevant VPD's that the caller is responsible for :- "Please refer this call to the ESRNHSINT queue. Please enable the NHS Interface Hub based Web Access to the Monthly Pension Interface Report for VPD(s) nnn (nnn, nnn and nnn). Please send the e-mail alerts to:

 example.address@yourtrust.nhs.net".

The log on credentials will be added to the SR as will a copy of the User Guide which describes the log on process and the access mechanism.

Reports will be kept available for a period of 40 days. In order for a user to have a full history, users are encouraged to download and keep a copy on a secure local directory.

26. Payslip Address Report

This report is available in the Payroll URP's but can be used to feed Address labels which can be used to direct leaflets etc to the employee. The report only picks up the primary address but this ensures the leaflet gets to the employee.