

**ESR NHS Pensions Interface** 

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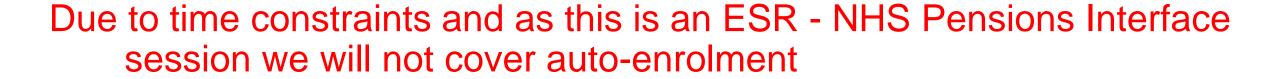
## Introduction



- To outline the different NHS Pensions Interfaces
- Data included on Interfaces
- Frequency of interfaces
- When actioned on POL



- Absences
- Available reporting tools







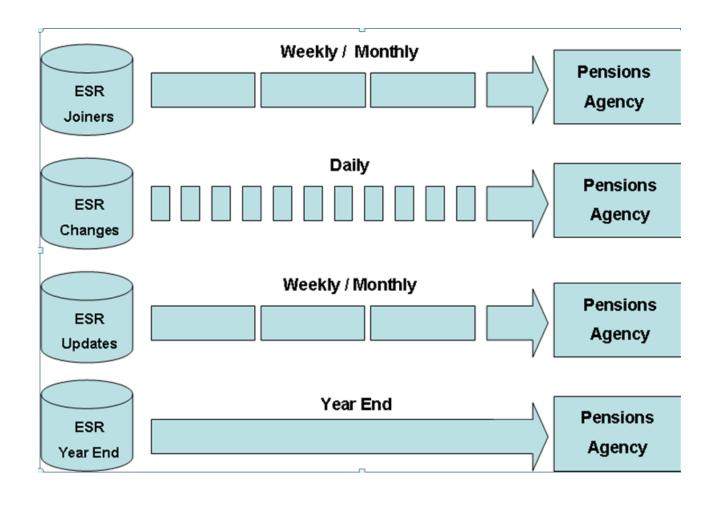
# Audience Participation What Interfaces do we currently have between ESR and NHS Pensions

What are they and what frequencies?

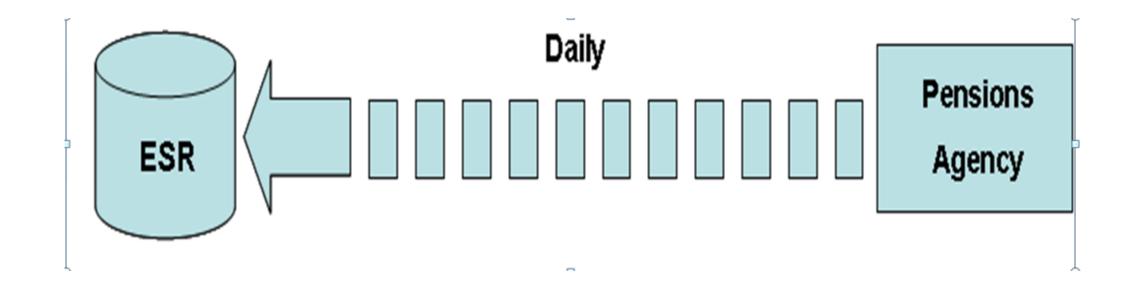


## ESR to NHS Pensions





# NHS Pensions to ESR



# Payroll Description



Additional Payroll Details	× X
Timesheet Required	
End Date of Period Prior to NHSPA Periodic Update	
Migrated Payroll Date or Previous Period End Date	
NHS Pensions EA Code	
Inactive Payroll	
Assignment Level Balancing	
Return Address	
Run Copy Pay Advice	
PSA Members Miles	
AfC Average Pay Period	
AfC Ave No of Pay Periods	
AfC Ave Absence Type	
OSP on Non-Primary Assignments	
	25525552. <b> </b>
	OK Clear Help

## What generates a New Joiner?



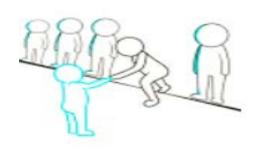
- Audience participation time
- What actions on ESR generate a New Joiner record?



## What is a New Joiner?



- For the NHS Pensions Interface the following create New Joiner Records:
  - New Hires
  - Opt Ins
  - Newly Pensionable (NHS Pensions element updated to pensioned)
  - Reversed Termination
  - Opt Out Cancellation
  - Change to Pension NHS Element with start date prior to existing one
  - Opted In by Auto-enrolment process





- After first payroll run in which the employee is paid
- So Bank Staff not paid for say 2 months will not have a NJ record created until they are paid but start date will be commencement date or override start date
- The New Joiners Interface is normally run at the weekend
- Files collected by NHS Pensions on the Monday
- Processed overnight on the Monday (checked for fatal errors)
- If okay go to ESR Next Steps process then appear on POL
- Inbound interface then sent to ESR

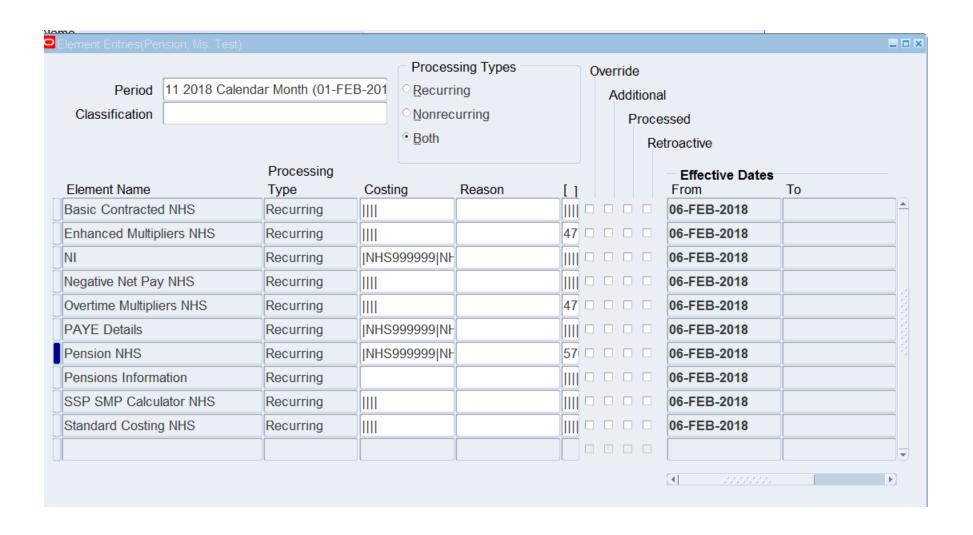
## NHS Pension Element



- The main feed for the NHS Pensions Interface is the Pensions NHS element
- This element is automatically created for each assignment at the same time as each assignment is selected for an employee and before the assignment information is populated.
- At the time of creation no details of the assignment are known therefore it is necessary to select the relevant detail in order to ensure the NHS Pension record is correctly populated.
- Default values are automatically applied and you must update these as appropriate before the first payroll run.

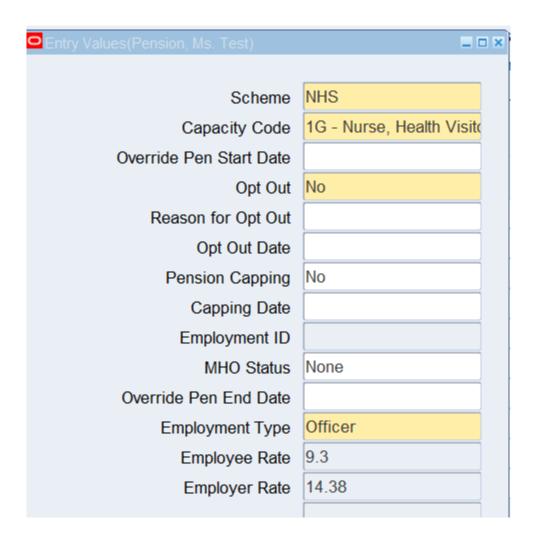
#### **New Joiner Elements**





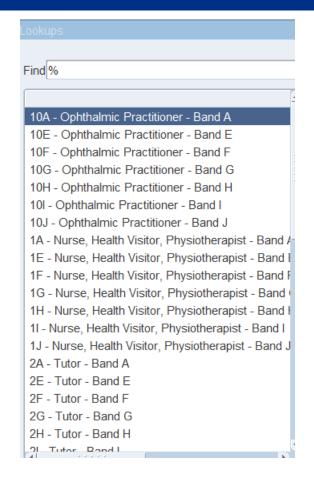
## Pension Element





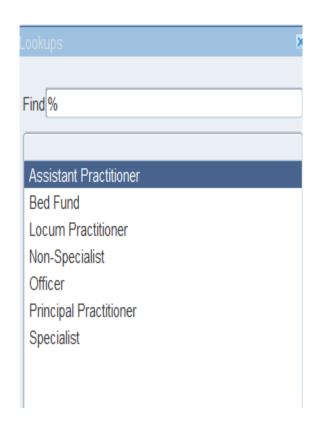
# Capacity Code and GRR Code





# **Employment Type**





# Employment type and capacity code



-	1	i			İ	i	1
EMPTYPE→	1 Office	2 Non-	3 Speciali	4 Bed	5 Assistant	6 Principal	7 Locum
CAPCODE	r	Specia list	Speciali st	Fund	Practitioner	Principal Practitio ner	Practition er
1 Nurse, Health Visitor Physiotherapist	<b>✓</b>						<b>✓</b>
2 Tutor	✓						✓
3 Medical Staff		✓	<b>✓</b>	✓	✓	✓	
4 Other non manual	<b>✓</b>						
5 Other Manual	✓						
8 Dental Staff		✓	✓	✓	✓	✓	
10 Ophthalmic Practitioner					~	<b>✓</b>	

## **Pensions Information**



Entry Values(Pension, Ms. Test)	_
Qualifying Scheme Name	
Aggregate Earnings	
Main Entry for Aggregatio	No
Qualifying scheme exists	No
Postponement Type	
Postponement End Date	
Pension Classification	
Eligible Job Holder Date	
Auto Enrollment Date	
Opt Out Period End Date	
Opt in Date	
Opt Out Date	
Total Earning PRP	
Membership End Date	
Reason for Exclusion	
Further Entry Information	
Date Earned	
Original Date Earned	
Payee Details	

## Auto v Contractual enrolment



- You are contractually required to enrol all new members of staff into the scheme but there are exceptions
- Who are the exceptions?
- If you opt them out do you still allow auto enrol process to put them in?
- If you don't then system cannot update elements on pension information element
- Refer to infopoint for details of how auto-enrolment works

## New Joiners SS10 Process

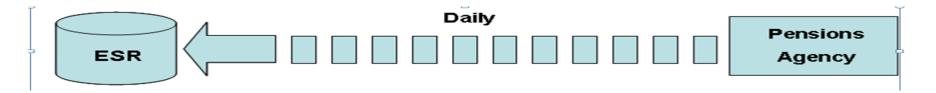


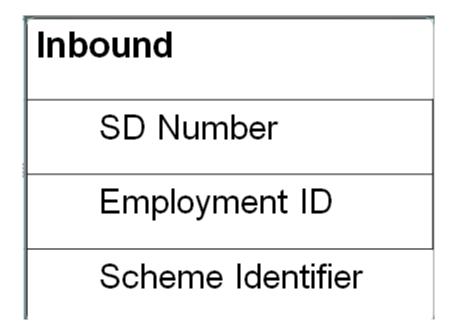
- All new Joiners must go through the SS10 process
- Fatal errors do not
- Overlapping service
- Already employed full time
- Surname forename checks
- Already in receipt of a NHS Pension
- Missing title
- Zero contract hours

Data handling will deal with you on these issues where an automatic fix is not possible. Some can be corrected via POL.

## Inbound Interface







## Inbound Interface



Scheme Identifier suffix code added to the employment type

A = 1995 scheme

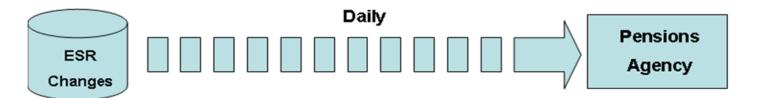
B = 2008 scheme

C = CARE Scheme

 Known problem if your EA code is used by another VPD then inbound looks at lowest number and if it cannot find employee on that VPD it creates an error.

# Changes Interface





The interface sends the HR data changes that occurred since the interface's previous execution

# Changes Interface



- Audience Participation
- When do things get updated?
- What gets updated and when?
- Why?



# Update Frequency



- Depending on the data items sent within the interfaces, NHS
- Pensions will update their database in the following manner:
- Frequencies
- Immediately data items are uploaded immediately by Pensions
- Stored data items are stored in temporary database until the Pensions system is extended.
- Cyclic data items are uploaded at year end or as soon as employee leaves the trust
- The upload frequency of each data item is described in detail within
- the "ESR & NHS Pensions Interface Guide" which can be found on
- K-Base

# When will POL be updated



2 days	Stored	Cyclic
Changed National Insurance	Marital Status	Changed Pension Start Date
Number	Correspondence	Date of Change
Changed Date of birth	Address Line 1, 2, 3, 4, 5	Employment Type
Changed Surname	NI Class	MHO Indicator
Changed Forename	Place of Employment	Whole Time/Part Time Indicator
Date of birth verification marker	Job Title	Actual Hours
sex	Occupation Code	Standard Hours
Title	Annual Basic Salary	Actual Sessions
Home Address Lines 1 -5	As & When Indicator	Bank Indicator
Payslip Address Lines 1 -5	Locum Indicator	Bank indicator
Former Name	WTE	
Job Code	Standard Sessions	
		I

#### Leavers Interface



- Employee Terminated via the End Employment Form on ESR in the current payroll period
- Secondary Pensioned Assignment Terminated.
- Employee is made a leaver retrospectively in previous financial year
- Employee who opts out of the NHS Pension Scheme.
- Employee approaching retirement within 3 months.
- Pension NHS element end dated
- Joiner Cancellation
- At end of pay period in which leaving date is entered record is generated



#### Leaver Record Data



- Employee matching data
- Employee Contributions
- Employee Pensionable Pay
- Employer Contributions
- Employer Pensionable Pay
- Employee Gross Rate of Pay
- Contribution Rate
- AVC Contributions
- Non Pensionable Days
- Number of Part Time Hours/Sessions Worked
- Number of Part Time Deemed Hours/Sessions
- Additional Pension n: Contribution
- Additional Pension n: Installments

#### Leaver Record Data continued



- Arrears of Pension
- Arrears of AVC Pension Contribution
- NI Earnings penultimate Tax Year
- NI Earnings this Tax Year
- Arrears Pension Contribution
- Date Of Leaving Pension Scheme
- Reason for Leaving Pension scheme
- Excluded Assignment Marker

## Year End Interface



- In April job runs for full week end
- 1.8 Million records sent
- NHS Pensions run in chunks over a given time period
- Only open employments sent
- Non-zero balances for:
  - NHS\_PENSION\_CONT\_EES
  - NHS\_PENSION\_CONT\_ERS
    - NHS\_ADDYRS\_CONT
- Run date is later than or equal to NHSP Interface go live date
- Not YTD processing



#### Data Included on Year -End



- Employee matching data
- Employee Contributions
- Employee Pensionable Pay
- Employer Contributions
- Employer Pensionable Pay
- Employee Gross Rate of Pay
- AVC Contributions
- Non Pensionable Days
- Hours/Sessions Flag
- Number of Part Time Hours/Sessions Worked
- Number of Part Time Deemed Hours/Sessions
- Adjustment Period Start Date
- Adjustment Period End Date
- Excluded Assignment

#### Year End Data continues



- Balances are as paid in the year
- Provided data can be matched POL is updated
- Remember the more you reconcile your POL data during the year the less fall out at year-end
- Accepted year-end files means TRS can be updated
- TRS make sure your Organisation maintains its employer information
- Access to POL via Porlet

# ESR Trust Merge Interface



- TUPE Transfer employee is treated as always with the new organisation.
- Generated when there is a merge
- Identify source trust and target trust
- Employee identification
- Leavers Identified with leaving date and reason
- Full Merge all employees moved
- ESR Sends file to NHS Pensions you need to discuss with them
- Liaise with NHS Pensions throughout so they are in the picture



## **MOCP**



- This process is used for partial de-merge or partial merge
- Treats employees as Leavers and New Joiners
- Need to check details on New Starter Record to ensure it is correct Start date should be date of transfer not original start date



## Bank Leaver Process



- At end of year a system process is run to review Bank records in the current financial year and if not been paid then it will close down pension record as at end of previous financial year.
- Record is then marked as inactive
- If employee subsequently works you need to date track a change on the Pension NHS element and treat as if they are someone who has elected to return to the pension scheme. If not no pension will be deducted.

# Pension Rebanding



- Carried out at year end
- Using previous years pensionable pay it will scale up to notional WTE and carry out rebanding exercise
- Creates updated instance of Pension element as at beginning of financial year
- You need to review reports and fix exceptions
- Local review of contributions required for contractual changes
- Review of contributions due 2019



## Pension Elements



Does every elements with "Pension" feed the interface?

#### Pension elements - interface



- 1. Pension NHS
- 2. Add Pension Purchase 1 NHS
- 3. Add Pension Purchase 1 NR NHS
- 4. Add Pension Purchase 2 NHS
- 5. Add Pension Purchase 2 NR NHS
- 6. Add Pension Purchase 3 NHS
- 7. Add Pension Purchase 3 NR NHS
- 8. Mat Adopt ER's Pension Override NHS
- 9. Pension Add Yrs full 1 NHS
- 10. Pension Add Yrs full 2 NHS
- 11. Pension Add Yrs full 3 NHS
- 12. Pension Add Yrs half 1 NHS

- 13. Pension Add Yrs half 2 NHS
- 14. Pension Add Yrs half 3 NHS
- 15. Pension Add Yrs Lump Sum Adjust NHS
- 16. Pension Adjust NR NHS
- 17. Pension Arrears Override NHS
- 18. Pension Interface Assignment Override NHS
- 19. Pension Lump Sum 1 NHS
- 20. Pension Lump Sum 2 NHS
- 21. Pension Reband Override NHS
- 22. Prev Pen Arrears NHS
- 23. Prev AddYrs Arrears NHS
- 24. Prev AddYrs Arrears NTR NHS

### Use of Elements



- Only the elements listed are included on the interface and feed NHS Pension Balances
- Correct use of elements means correct deductions from pay
- Remember that Pensioned Pay (EE and ER) and Part Time Hours are Important
- Some organisations use other pension elements to hide arrears from the current years balances so that records are not rejected but then this does not appear on the pensions summary and you may need to have expenditure journaled.

# Pension Adjust NR NHS



Entry Values(Pension, Ms. Test)	_ = = >
Tax Relief	Yes
Employee Amount	
Employer Amount	
Employee Pay	
Employer Pay	
Basic Hours Or Sessions	
Part Time Hours Or Sessions	

### Pensions Arrears Override NHS



Entry Values(Pension, Ms. Test)	_ 🗆 ×
Process Arrears	Yes
Periods Override	
Arrears Bal Override	
Add Yrs Arrears Bal Override	
ERRBO Arrears Bal Override	
Adjust Periods	
Adjust Arrears	
Adjust Add Yrs	
Adjust ERRBO	

### Pensions Reband Override



- Stops the system changing the banding at year end
- Will close down at end of year
- Input in error simply purge the element
- Needs to be present before year end job runs



### Absence and Pensions Deductions



- Occupational Sick Pay Half Pay
- Occupational Sick Pay No Pay
- Occupational Sick Pay No Pay with SSP Only
- Occupational Maternity Pay
- Unauthorised Unpaid Absence
- Authorised Paid Absence
- Dealing with Multiple Assignments during Occupational Sick Pay
- Dealing with Multiple Assignments and Occupational Maternity Pay

## Sick Half Pay



- TN9/2005
- Employees Normal Pension Contribution are based on actual pay received.
- ii) Employees Added Years are payable on normal unreduced pay immediately before commencement of sick leave
- iii) Employer's Pension contributions are payable on normal unreduced pay immediately before commencement of sick leave

**Deemed Pensioned pay for ER** 

**Number of Deemed Hours/Sessions** 

Number of Part Time Deemed Hours/Sessions

### Sick No Pay



Treated as disallowed days and relevant balance created.

Watch for no pay but SSP only

You need to enter Deemed Pay and Deemed ER's contributions in such cases

Hours will also need to be entered.

Refer to qualifying period for Hours and Pay.

## OMP Returning to work



- TN 9/2005
- During Paid Maternity Leave the Employee's normal contribution is based on pay received
- ii) During Unpaid Maternity Leave the contributions are to be based on: the rate of pay immediately before any unpaid maternity leave begins. For example, if employee only receives SMP then contributions should be based on SMP received.
- iii) Employer's Contributions and Employee's Added Years Contributions during both Paid and Unpaid Maternity Leave should be based on the member's normal salary. This is the rate in payment immediately before maternity pay started. ESR will apply the Pensionable Pay received in the pay period immediately before the commencement of Maternity Pay.

### OMP Continued



- Employers should be what is earned in period not paid. Therefore you will need to adjust.
- When on Maternity no pay system will calculate the accrual and recover when they return and creates following balances:
  - Arrears Pension Contribution
  - Arrears of Pension Periods
  - Arrears of Pension
  - Arrears of AVC Pension Contribution
  - Arrears of AVC Pension Periods
  - Arrears of AVC
- Employers are deducted in the relevant pay period on which they would have been paid
- Employees arrears recovered when they return to work
- System does not increase employee pay as it has already deemed pay for the employers when it processed the nil pay.
- This will lead to a query from NHS Pensions when End of Year or leaver processed



- Appropriate elements will deal with deductions same as Maternity Pay.
- Element driven not via absence screen

### Authorised or Unauthorised Leave



- If these absence reasons are used system can calculate correct contributions and mark disallowed days as appropriate.
- If you use Assignment status then you must control via POL
- Absence reasons Authorised unpaid Leave is service
- Absence reasons unauthorised unpaid leave is not.
- Remember for long term absences to be pensionable the employee must pay in the period and not accrue arrears of contributions

### Absences and Multiple Assignments



- Absence Screens only work with primary assignment
- Secondary assignments need manual action
- Sickness elements available
- Maternity this is for local procedures to dictate

### Data Validation Issues



- Different Validation in ESR and Pension systems
- Surname invalid characters (not numbers, @, single quote mark or brackets or accents)
- Forename at least two alpha digits and no brackets or accents
- Title not mandatory on ESR but is for NHS Pension
- Date of Birth and Verification right to employment is checked so why not verify Date of birth on dff at same time and make sure is correct date?
- Overlapping service ask questions to get correct from start
- Pension element capacity and employment type do not just default
- Flat Rate Payments what about pensioned hours?
- Over Pensionable age?
- Change from Bank to normal assignment. Create new assignment and make primary then close original.
- Step down or changes in contract affecting banding
- Migrated Data
- Sessional staff should not be above 14 sessions per week
- ESR follows NHS Digital Standards for items such as reasons for leaving, job role, area of work, and other lists of values.

### Other Items



What help is available to Pension users via ESR?



### View Balances



#### View Payslip: People



Effective Date 29-May-2015

Arrears of Added Years Contribution 000 Employee Gross Rate of Pay 2541.84 Arrears of Added Years Periods Arrears Pension Periods 000 Employer Pensionable Pay 2541.84 Employee Pension Contributions 236.40 Number of Hours/Sessions Worked 325.90 Number of Part Time Hours/ Sessions Worked 0.00 Employer Pension Contributions 355.86-Acresrs Pension Contributions 0:00 Number of Deemed Hours Sessions 0.00 Arresrs of Pension 0:00 Number of Part time Deemed Hours Sessions 000 Additional Pension 1 Contributions, 0:00 Non Pensionable Days 0.00 Additional Pension 2 Contributions 0:00 NI Earnings YTD 2541.84 Additional Pension 1 Instalments 0:00 Ni Earnings Anterpenultimate Tax Year 0.00 Additional Pension 2 Installments 000 Ni Earnings Penultimate Tax Year 1555.24 ERRSO 0.00 Employers NI Contributions YTD: 164.20 Student Loan 0.00 Added Years Contributions 000 Acresrs of Added Years 0:00

## NHS Hub Interface Reports



- Monthly spreadsheets are made available via the NHS Hub
- Not all detail is currently used by POL. Some is held on Pen Server systems for other use
- NHS Interface Team would consider changes to these reports if specification received from NSIG or
- Year End Reports provided at appropriate time
- Also provides report of bank leaver records
- Raise a work order for NHS Interface Team if you do not currently receive these in your organisation.

### **Exception Tool**



- ESR provides an exception tool that identifies potential issues
- Items can be put in other users Portal/ URP to be fixed
- HR/ Payroll and Pensions Exceptions
- Updated when payroll processes are run or the pre-payroll exception process
- Old pre-payroll/ pensions exceptions still available

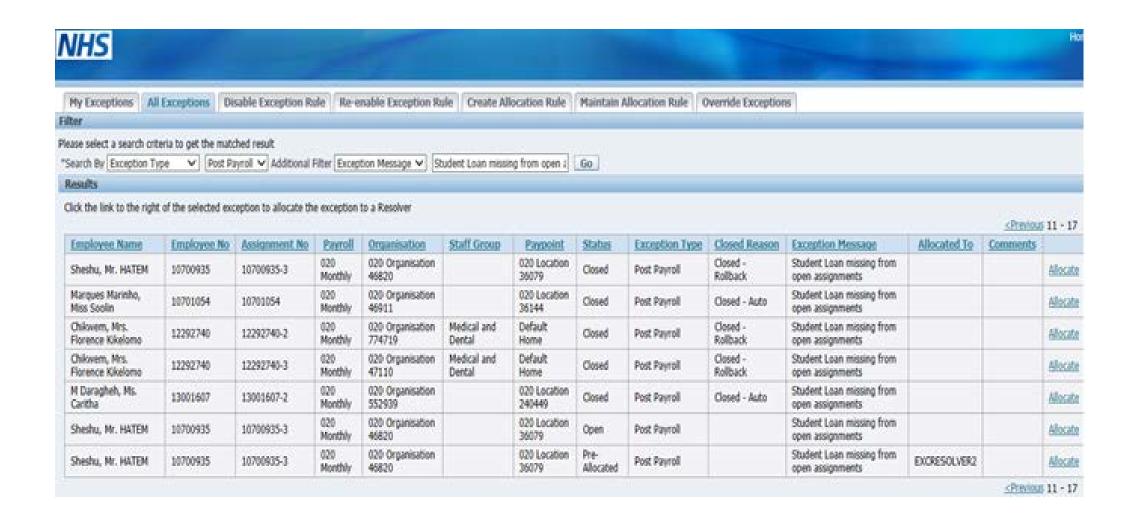
## Reporting BI



- ESR BI Reports recent changes
- Micro-ETL
- Change Event Log
- Assignments not worked
- Pension changes and highlights
- Date tracked changes and highlights
- Allowance and deductions schedules
- New Payroll Reporting Items
- Pensions Dashboard opted out

## Payroll Exception Tool

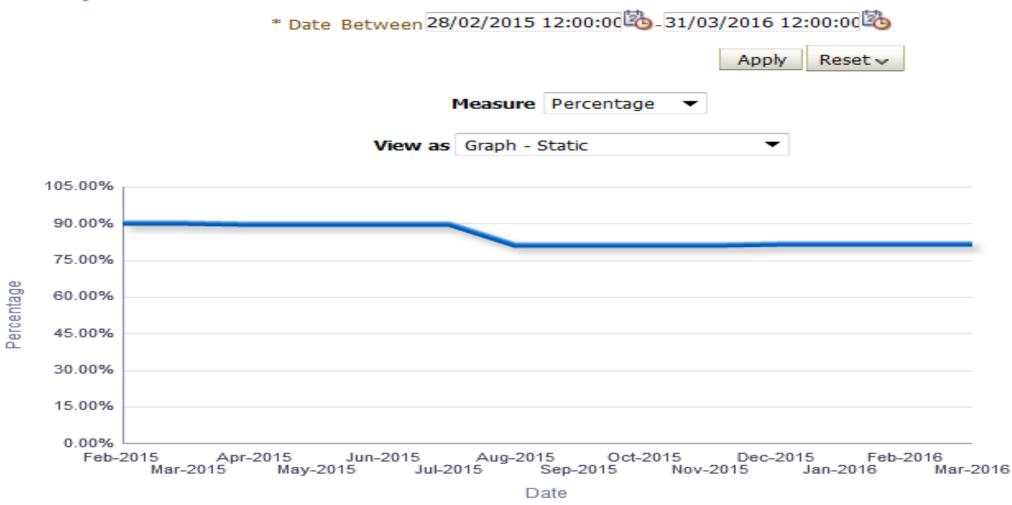




## Opted In



Example Screenshot



# Pension Entries Exceptions



### Example Screenshot

Employee Number	Assignment Number	Employee Name	Qualifying Scheme Exists?	Scheme Name	Opt-Out	Auto Enrolment Eligibility	Pension Classification	Eligible Job Holder Date	Employee Issue
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	2nd employment in same trust already F/T in Scheme	Elgible Job Holder	01/07/2013	Test I
12345678	12345678	Jones, Miss Lify Elizabeth	Yes	NHS Pension	Yes	2nd employment in same trust already F/T in Scheme	Elgible Job Holder	01/07/2013	Test 1
12345678	12345678	Jones, Miss Lify Elizabeth	No	NHS Pension	No	None	Elgible Job Holder	01/07/2013	Test 6
12345678	12345678	Jones, Miss Lilly Elizabeth	Yes	NHS Pension	Yes	None	Elgible Job Holder	01/02/2014	Test 5
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	No	None	Eligible Job Holder	01/07/2013	Test 5
12345678	12345678	Jones, Miss Lilly Elizabeth	No		Yes	None	Eligible Job Holder		Test 2
12345678	12345678	Jones, Miss Lily Elizabeth	No		Yes	2nd employment in same trust already F/T in Scheme	Eligible Job Holder	01/07/2013	Test I
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	None	Eligible Job Holder	01/07/2013	Test 5 Test 10
12345678	12345678	Jones, Miss Lily Elizabeth	No		Yes	None	Elgble Job Holder	01/07/2013	Test 10
12345678	12345678	Jones, Miss Lilly Elizabeth	Yes	NHS Pension	Yes	None	Elgible Job Holder	01/07/2013	Test 5
12345678	12345678	Jones, Mas Lify Elizabeth	Yes	NHS Pension	Yes	None	Eligible Job Holder	01/01/2014	Test 5
12345678	12345678	Jones, Miss Lify Elizabeth	Yes	NHS Pension	Yes	None	Worker	31/12/4712	Test 5
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	None	Worker	31/12/4712	Test 5 Test 10

## Payroll Dashboard



- Pay History –ability to drill down to different pay periods and individual elements
- Allowance Schedule Tab with drill down
- Deductions Schedule tab with drill down
- Net Pay allowances and deductions by employee per period with comparison facility
- Rehire tab

## Work Package 7/8



- Further BI Enhancements to improve functionality
- Elements Entries
- Balances
- Opportunity for you to think about what you reports do you need for Pension Purposes
- Development process much slicker provided data is present
- Monthly Summary for Pensions seems like a good starter but also pensioned pay reports

# Questions?





### **Further Information**



- ESR Website <a href="https://www.electronicstaffrecord.nhs.uk/">https://www.electronicstaffrecord.nhs.uk/</a>
- Development Website <a href="http://development.esr.nhs.uk/">http://development.esr.nhs.uk/</a>
- Kbase <a href="https://www.electronicstaffrecord.nhs.uk/kbase/">https://www.electronicstaffrecord.nhs.uk/kbase/</a>
- ESRInfopoint <a href="https://www.infopoint.esr.nhs.uk/">https://www.infopoint.esr.nhs.uk/</a>
- Twitter y @nhsesr
- Raise a Service Request via the ESR helpdesk
- Subscribe to receive ESR news <a href="http://www.esrnews.nhs.uk/subscribe">http://www.esrnews.nhs.uk/subscribe</a>
- Enter your e-mail address on the introduction dashboard to receive updates about ESR BI





## Thank You

John Stevenson



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