## Post Annual Reconciliation Report (ARR) guidance

In this guide we'll show you how to:

- Create a Post ARR as a provider
- <u>Accept/Reject a Post ARR as a performer</u>
- Submit a Post ARR
- Create a Post ARR as a performer

### How to create a Post ARR as a provider

Step 1: Log in to Compass.

Step 2: Click on the 'Pensions' folder in the Homepage Menu.



Step 3: Click on the 'Post ARR Declarations' function in the Pensions folder.



**Step 4:** The ARR Declarations function will open.

You can search for an existing Post ARR Declaration using the search box at the top of the screen.

To create a new declaration, use the 'Create Post ARR Declaration' button.

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Step 6: The Post ARR Declaration screen will appear. Click 'Select' to display the declaration and a list of performers.



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#### Step 7: Click 'Select' next to the performer you wish to amend the earnings for.

**Step 8:** An NPE/NPEE dialogue box will open to show you the performer's original Net Pensionable Earnings/Net Pensionable Earnings Equivalent (NPE/NPEE).

You can amend this figure using the Revised NPE/NPEE box. The box you enter this in will depend on the performer's pension status within the financial year the declaration is for:

- Performers who were a member of the NHS Pension Scheme in the financial year the declaration is for will have Net Pensionable Earnings (NPE).
- Performers who were not a member of the NHS Pension Scheme in the financial year the declaration is for will have Net Pensionable Earnings Equivalent (NPEE).

Once you have entered the revised figure, click 'Save'.

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**Step 9:** The Status will now change to 'Awaiting Acceptance by Performer' and the performer will receive an email from Compass to inform them that a revised ARR has been submitted.

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The next part of this guide will cover the performer's part in this process. You will not be able to submit the revised NPE/NPEE figure until the performer has accepted the entry using their Compass account.

### How to accept/reject a Post ARR as a performer

Step 1: Log in to Compass.

**Step 2:** Click on the 'Pensions' folder from the Homepage Menu.



Step 3: Click on the 'Post ARR Declarations' function in the Pensions folder.



Step 4: You will then be presented with the Post ARR Declaration screen.

You can search for an existing Post ARR Declaration using the search box.

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Step 5: The declaration will appear in 'Existing Post ARR Declarations' screen. Click 'Select' to display the submission.

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Step 6: The figure shown in the Revised NPE/NPEE column is the figure the provider has submitted for you.

To accept the figure, click on the 'Accept' button.

To reject the figure, use the drop down arrow to the right hand side of the 'Accept' button to display the 'Reject' option.

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If you select the 'Accept' option, you will be presented with the screen below. Click the 'Accept' button to complete the submission.

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If you have selected the 'Reject' option, you will be presented with the NPE/NPEE details screen.

You will be required to enter a reason for the rejection which will then be sent to the provider. Once entered, click the 'Reject' button to complete the response.

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The next part of this guide will cover how the provider can submit the ARR.

### How to submit a Post ARR

Step 1: Log in to Compass.

Step 2: Click on the 'Pensions' folder from the Homepage Menu.

Homepage Menu	
📁 My Profile	
📁 User Maintenance	
📁 Provider	
📁 Contract	
📁 Performer	
📁 Payments	
📁 Pensions	
📁 Activity	
📁 Reporting	
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Step 3: Click on the 'Post ARR Declarations' option.



Step 4: You will then be presented with the Post ARR Declaration screen.

You can search for an existing Post ARR Declaration using the search box.

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Supporting the NHS, supplying the NHS, protecting the NHS NHS Dental Services is a service provided by the NHS Business Services Authority **Step 5:** The declaration will appear in the Existing Post ARR Declarations screen. Click 'Select' to display the submission.



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DC \$475 - Post ARR Declaration

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**Step 6:** You can see the current status of each entry using the Status column. To amend the ARR figure again, click on the 'Select' button.

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	Records 1 to	2 of 2							Page	1/1 (5) (5)	
_									Submit Declara		
s 1 to 1 of 1										Page	1/1

To submit the ARR Declaration once the performer has accepted the figure, click the 'Submit Declaration' button.

A 'Declaration' dialogue box will open. You will be required to accept the declaration using the 'OK' button to complete the process.

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### Creating a Post ARR as a performer

Step 1: Log in to Compass.

Step 2: Click on the 'Pensions' folder from the Homepage Menu.

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📁 Pensions
📁 Payments
📁 Activity
📁 Reporting

#### Step 3: Click on the 'Post ARR Declarations' function



Step 4: You will then be presented with the Existing Post ARR Declaration screen.

You can search for an existing Post ARR Declaration using the search box at the top of the screen.

To create a new declaration, use the Create Post ARR Declaration button.

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#### Step 5: Enter the Contract ID then click 'Save'.

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**Step 6:** The declaration will then appear in the Existing Post ARR Declarations screen. Click 'Select' to display the declaration.



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#### Step 7: Click 'Select' next to the performer you wish to amend the earnings for.

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**Step 8:** You will then be presented with an NPE/NPEE details dialogue box.

The NPE/NPEE details dialogue box will show you your original Net Pensionable Earnings/Net Pensionable Earnings Equivalent (NPE/NPEE).

You can amend this figure using the Revised NPE/NPEE box. The box you enter this in will depend on your pension status within the financial year the declaration is for:

- Performers who were a member of the NHS Pension Scheme in the financial year the declaration is for will have Net Pensionable Earnings (NPE).
- Performers who were not a member of the NHS Pension Scheme in the financial year the declaration is for will have Net Pensionable Earnings Equivalent (NPEE).
- Once you have entered the revised figure, click Save.

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**Step 9:** The Status will now change to 'Awaiting Acceptance by Provider' and the provider will now receive an email from Compass to inform them that a revised ARR has been submitted.

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Please see the <u>Submit a Post ARR</u> section of this guide which covers how the provider can submit the ARR following your revised declaration.