NHS Pensions Online (POL) guide

42. Delete an employment

This form is used for instances where an employment has been set up in error or there is a need to delete an employment from the members record.

A new menu option will be added to the existing e-form menu, as follows:

Select a member by entering either the National Insurance number or SD reference number as follows:

On passing the standard member validations, a grid will be produced showing all open and closed employments for that member:

Employment Deletion Grid

EA-

Back   Print   Employer Menu   E-Forms

Exit Online Services
Member Search
Site Update

Please click on the Employer name of the employment you wish to delete.❓

ID	EA Code	Employer	Start Date	Status
1	1111	Another employer	01/03/2021	Open

On selecting the relevant employment to delete, the summary screen will be produced:

EA -

Back   Print   Employer Menu   E-Forms

Exit Online Services

Member search

Site Update

Employment Deletion

NI Number	
SD Number	
Emp ID	1
EA Reference	
Start Date	01/03/2021
Updated Date	N/A
Updated Reason	N/A
End Date	N/A

**Delete Employment**   **Cancel**

When you click 'delete' you will be prompted with:

1. If the employment (or linked employment) has any updates then a confirmation dialog is shown:

   "This employment contains earnings and contribution details, do you wish to continue"

   Yes or no response: if 'yes' continue to confirmation dialog, 'no' returns to the summary page.

2. Confirmation dialog, as follows:
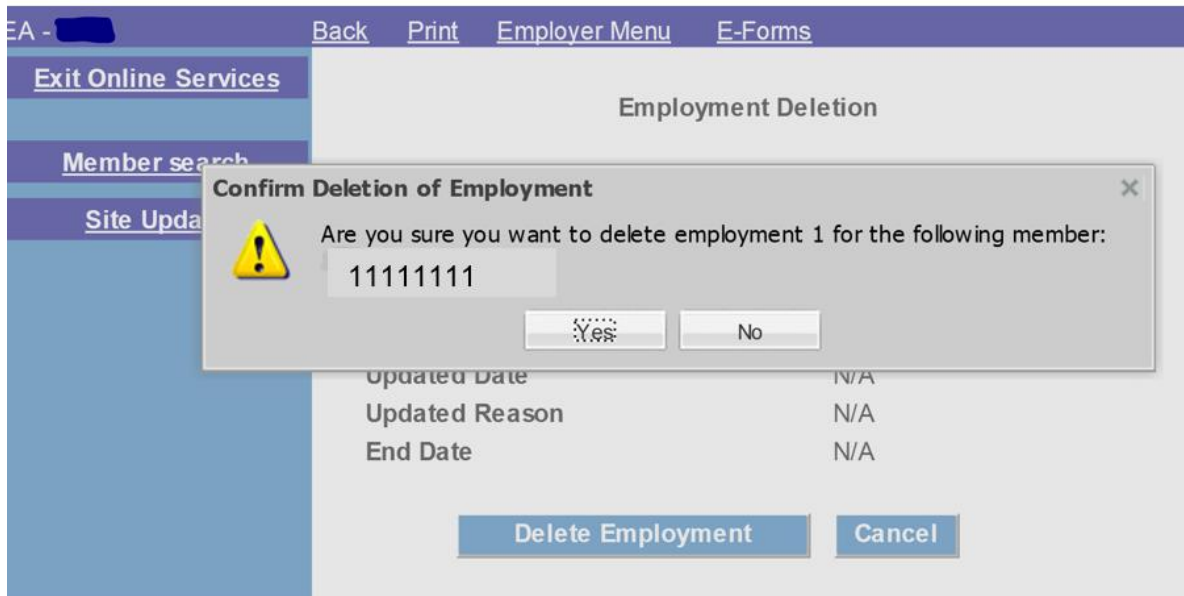
The following message is produced for you to confirm deletion: **"Are you sure you want to delete this employment?"**

Selecting 'yes' will result in the deletion request being submitted and processed.

Selecting 'no' will clear the message box and leave you on the summary page.

Selecting 'cancel' from the summary screen will return the user to the member selection page.

Employer error handling

Error handling breakdown will now include the new Employment Deletion form (form code '06'), as shown below:

Please select 'error handling' from the main Pensions Online (POL) menu and you are presented with the sub menu:

If you then click on any of the three numbers in the error handling statistics section a breakdown of the number of errors by form type is displayed.

Breakdown of Errors					
EA-	Back	Print	Employer Menu	E-Forms	

Exit Online Services
Member Search
Site Update

Breakdown of Errors per form

Form		Total	Overdue
SD55	Annual Update	0	0
SD55T	Terminating a period of membership	1	0
SD55G	Updating a members personal details	1	0
SD55E	Change a members employment details	21	8
SS10	Joiner - for Trusts, PCT's and GP Practice Doctors	2	1
SS14	Joiner - for practitioners	0	0
Employment Deletion	Delete an Open or Closed Employment	2	1
Open Employment	Open a Closed Employment	0	0
Rewind Employment	Rewind an Open Employment	0	0
	Total	**27**	**10**

Back to summary

If you select the option 'employer allocated errors' from the sub menu then the following menu is displayed allowing you to select a form type.

This will now be updated to include 'employment deletion'.

Errors					
EA-	Back	Print	Employer Menu	E-Forms	

Exit Online Services
Member Search
Site Update

Employer Allocated Errors

» **SD55**	Annual Update
» **SD55T**	Terminating a period of membership
» **SD55G**	Updating a members personal details
» **SD55E**	Change a members employment details
» **SS10**	Joiner - for Trusts, PCTs and GP Practice Doctors
» **SS14**	Joiner - for practitioners
» **Employment Deletion**	Delete an Open or Closed Employment
» **Open Employment**	Open a Closed Employment
» **Rewind Employment**	Rewind an Open Employment

Back to Summary

Employer errors selection grid

Errors for each form will be produced in the standard employer error handling grid. Errors for the new 'employment deletion' option will be included, the grid is unchanged apart from the inclusion of this new form option.

EA- Back Print Employer Menu E-Forms

Back to form type selection

Employer Allocated Errors

Error	Error Description	Surname	Forename	NINO	SD number	Emp ID	Start Date	Received	Update/DOT	Target Date	Escalation	Status
0470	Invalid employment status for deletion					3	15-Jun-2020	06-Oct-2021	23-Aug-2020	08-Nov-2021		NEW
0470	Invalid employment status for deletion					1	27-Jul-2020	19-Nov-2021	31-Dec-2020	20-Dec-2021		NEW

On accessing an employer error you will have the standard options for dealing with the error. All options will work the same as all other current employer error handling forms.

Amend and/or submit

Error Handling

EA- Back Print Employer Menu E-Forms

Exit Online Services
Member Search
Site Update

click here to view the ADP4

Error

Error Code		Error Description	Field in error	Data in error
0470	❓	Invalid employment status for deletion	NA	NA

Surname
Forename
Nino
Membership number
EA Refence number
Start Date 15/06/2020
Emp ID 3
EA/GP code
Target Date 08/11/2021
Form Employment Deletion
» Amend and/or Re-Submit
» View Data Only
» Re-Allocate error back to NHS Pensions
» Extend Target Date
» Delete Error
» Return to Error List

On selecting the 'continue to EmpDel form' the following confirmation page is presented subject to all mandatory fields populated and matching the member record.

Selecting 'return to error' from the summary screen will return you to the error summary page.

Selecting 'delete employment' will result in the deletion request being submitted and processed.