

Leaver excel spreadsheet (with additional information for changes to employment / personal details) employer guidance

Leaver data can only be submitted using this spreadsheet if your organisation doesn't have access to Pensions Online (POL) or Electronic Staff Records (ESR).

If you are unsure of your POL status or need help registering or resetting passwords, please contact the POL Helpdesk at:
polhd@nhsbsa.nhs.uk

To successfully update your member data, please follow this guidance carefully. Failure to provide the correct information in the correct format will mean that we cannot update our records and the spreadsheet will be returned to you.

All completed spreadsheets should only be emailed to directionbodies@nhsbsa.nhs.uk Sending your spreadsheet to other or multiple email accounts will delay the processing of your data.

All leaver data submissions for each member must be received within one month of the member leaving your employment or opting out of the NHS Pensions Scheme.

General guidance for spreadsheet completion

Do not include leaver information for multiple employers with different EA codes. If you provide a pension service for more than one EA code, you will receive need to send a separate spreadsheet for each EA code.

Use only alpha or numeric characters as instructed below.

Do not make changes to the format of the spreadsheet cells or use formulas to complete. The columns are formatted to text and any changes will mean that your member records will not be updated, and the spreadsheet will be returned to you.

Do not add or delete columns.

If you wish to add comments to the spreadsheet relating to a particular member, please use the comments box provided.

For any changes that have occurred to a member's personal information or employment details please use the changes tab in the document.

Completing the leaver information(Excel sheet)

Table 1: leavers information

Column heading	Column title	Max length	Format	Comments
A	Year end	4	Numeric	
B	EA code	4	Alpha numeric	
C	Surname		Alpha numeric	If this has changed during the financial year, please mark the cell in column S as yes and complete the changes tab within the spreadsheet.
D	Forename		Alpha numeric	If this has changed during the financial year, please mark the cell in column S as yes and complete the changes tab within the spreadsheet.
E	Member number		Numeric	
F	Scheme	4	Numeric	This is the section or scheme the member is contributing into (1995 / 2008 / 2015).
G	Emp ID	4	Numeric	This is the employment identifier for membership periods on our records (01, 02, 03 for example)
H	EA reference	20	Alpha numeric	Payroll / employer reference number. If this is incorrect, please mark the cell in column S as yes and complete the changes tab within the spreadsheet.
I	Start date	8	DDMMYYYY	The member's pensionable start date in the employment you are providing leaver details for. (This is not always the start date of the employment). If the member has more than one employment, please use the start date of the employment you wish to close

Column heading	Column title	Max length	Format	Comments
J	WTPT		Alpha numeric	<p>This shows whether the member is whole time (WT) or part time (PT) on the pension record.</p> <p>If a change to WT or to PT needs to be recorded, please mark box S as yes and complete the changes tab within the spreadsheet.</p> <p>Remember: For capacity code 03 (medical doctor), we cannot record a change to their contract within an employment period. If a change occurs part way through an employment you will need to close the record on the date before the change occurs and submit a new joiner and an update from the date of the change. Ensure that the contributions and pay information are apportioned correctly to each period.</p>
K	Employee's pension contributions		Numeric to two decimal places	<p>This is the amount the member has contributed during the year. This is validated against the tiered contribution rate and the employee pay.</p>
L	Pensionable pay	8	Numeric to two decimal places	<p>Total actual pensionable pay (TPP) for the scheme year or part year.</p> <p>Do not include any deemed pay in this figure.</p> <p>Further information about pensionable pay is available on our website.</p>
M	Contribution rate			<p>Select the rate of contributions that the member has paid. This field contains validations against the amount entered in 'Employee's pension contributions' (Column K)</p> <p>If a warning message is received, please check the amounts. If correct, add a comment (in the cell in column AE) to explain the reason for a mismatch. If incorrect, please amend.</p>

Column heading	Column title	Max length	Format	Comments
N	Employer's pension contributions		Numeric to two decimal places	Enter the monetary value of employer contributions paid during the year. From 1 April 2019 the underlying employer contribution rate for employers changed to 20.68%. However, in scheme year 2020/2021 the rate remained at 14.38% for most employers. Information regarding this can be located later in this guide. There is a warning validation on this field to ensure the correct contributions have been paid. If correct, add a comment (in the cell in column AE) to explain the reason for a mismatch. If incorrect, please amend.
O	Employer's pensionable pay	8	Numeric to two decimal places	Include any deemed pay not included in the employee's pensionable pay (for example, SSP). This figure generally should not be below employee pensionable pay. The full guide to pensionable pay is available on our website.
P	Gross pay	8	Numeric to two decimal places	The full guide to pensionable pay is available on our website.
Q	Additional voluntary contributions (AVCs) paid		Numeric to two decimal places	Please complete if the member has opted to pay additional voluntary contributions.
R	Total part time hours/sessions worked	4	Numeric as a whole number (no fractions)	Enter the total pensionable part time hours/sessions worked for the year, not just the contracted hours/sessions . Hours/sessions are required for part time periods of employment only. Do not include any hours/sessions where the member has been employed whole time.

Column heading	Column title	Max length	Format	Comments
S	Change required		Yes/No	Click on the drop-down menu to select if a change of employment or personal details has occurred during the scheme year
T	National Insurance (NI) contributions in final year if prior to 6 April 2016		Numeric	Only complete if termination date is prior to 6 April 2016.
U	NI contributions in penultimate year if prior to 6 April 2016		Numeric	Only complete if termination date is prior to 6 April 2016.
V	Termination reason code	2	Numeric	Click on the drop-down menu to select the reason why the member left scheme/employment. Reason for leaving codes: 01 - Voluntary resignation or retirement 02 - Employee dismissed – benefits being withheld 03 - Redundancy 04 - Sickness 11 - Employee ceased to be pensionable because of upper age limit or, maximum 45 years qualifying service has been achieved. 13 - Assistant practitioner becomes a principal practitioner 14 - Member has died in service. If the member died after they left employment, but no termination form had been sent then it should not show exit code 14. You should inform us separately of the members' death. 16 - Employment continues but member opted out by signing form SD502.
W	Date of termination	8	DDMMYYYY	Date member left or opted out of pensionable employment.
X	Arrears of Additional voluntary contributions (AVCs)	8	Numeric to two decimal places	If the member left with outstanding AVCs.
Y	Arrears of contributions	8	Numeric to two decimal places	Need to complete if the member has left with outstanding contributions owing.

Column heading	Column title	Max length	Format	Comments
Z	Address line 1		Alpha numeric	Enter member's home address. Please do not use punctuation (comma's, full stops, etc). This column must be completed.
AA	Address line 2		Alpha numeric	This cannot be left blank if address line 3 and/or 4 have been populated.
AB	Address line 3		Alpha numeric	This cannot be left blank if address line 4 has been populated.
AC	Address line 4		Alpha numeric	
AD	Postcode		Alpha numeric	Must be completed.
AE	Comments			Please inform pensions of any information that may be relevant to the period.

Completing the changes tab (Excel sheet)

If you have selected 'yes' on the main leaver tab to informing us of a change of personal details, employment details, additional pension contribution information, early reduction retirement buy out (ERRBO), or any mid-year contribution rate change then the changes tab must be completed.

The first change you make on the leaver tab will pre-populate the information in the changes tab, but if there are multiple changes during the year, you should copy and paste the information from the leaver tab into the changes tab, to ensure all changes are recorded.

Use this spreadsheet to notify us of any changes to the following:

- Change to date of birth held by us
- Disallowed days
- ERRBO
- Change to forename or surname held by us
- Midyear contribution rate change
- Changes to National Insurance (NI) number held by us
- Changes to standard weekly hours/sessions
- Title
- Change to part time or whole time
- EA/pay reference
- Arrears

Any changes that occurred before the last annual update you provided should be submitted by email to: directionbodies@nhsbsa.nhs.uk

Table 2: changes tab

Column heading	Column title	Max length	Format	Comments
A to G	Information will be prepopulated with the information from the Leaver tab			
H	Additional info/required change			Select additional information from drop down menu. Once selection made, boxes for completion will be highlighted. These fields must be completed. Failure to complete relevant fields will result in the spreadsheet being returned and the changes not processed.
I	Date of change	8	DDMMYYYY	Do not use slashes, full stops or commas in date.
J	Actual hours/sessions	4	NNNN Do not use commas, full stops	Please enter the actual weekly hours. This column will be highlighted if you have selected to change from whole time to part time. Do not include change to actual hours/sessions if already part time.
K	Standard hours/session	4	NNNN Do not use commas, full stops	Please enter the standard weekly whole time hours or sessions for the role. This column will be highlighted if you have selected to change from part time to whole time.
L	Change to		Alpha Numeric	This column will be highlighted if you have selected to change any personal details.
M	Hours/sessions for period before change	4	NNNN	This column will be highlighted if you have selected to change from part time to whole time.
N	Hours/sessions for period after change	4	NNNN	This column will be highlighted if you have selected to change from whole time to part time.

Column heading	Column title	Max length	Format	Comments
O	Disallowed days from	8	DDMMYYYY	This column will be highlighted if disallowed days have been selected where there have been non pensionable days during the year. Date disallowed days began. A full guide is available on our website at: https://www.nhsbsa.nhs.uk/employer-hub/technical-guidance/membership-contributions-and-pay
P	Disallowed days to	8	DDMMYYYY	This column will be highlighted if the disallowed days have been selected where there have been non pensionable days during the year. Enter the date disallowed days ended.
Q	Number of disallowed days	3	Numeric	Total number of days the members was in non-pensionable employment due to unpaid leave, unpaid sick, or strike days. If multiple periods of disallowed days during the year, please use multiple lines.
R	Arrears amount	8	Numeric to two decimal places	Include any outstanding contributions that have not been paid.
S	Arrears start date		DDMMYYYY	The date the arrears started to be accrued.
T	Arrears end date		DDMMYYYY	The date the arrears ended.
U	ERRBO contributions (early retirement reduction buy out)		Numeric	This column is highlighted if ERRBO has been selected. This is only available for 2015 Scheme members. Full guidance is available on our website.
V to AE	These columns enable you to show any changes to contribution rates during the year		Numeric with percentage sign	This column will be highlighted if the midyear contribution rate change has been selected. Full guidance on the contribution rate is available on our website.
V	Period from		DDMMYYYY	This should be the start of the current scheme year.
W	Period to		DDMMYYYY	This is the date prior to the change of contribution rate.
X	Contribution rate prior to change			This is the rate at the start of the scheme year.

Column heading	Column title	Max length	Format	Comments
Y	Employee contributions up to date of change		Numeric	This is the amount of contributions paid by the member prior to the change of rate.
Z	Employee pay up to change*		Numeric	This is the amount of pay the member paid contributions on during the period prior to the change
AA	Period from		DDMMYYYY	This is date of the contribution rate at the start of the period example 01042020.
AB	Period to		DDMMYYYY	This is the date of the contribution rate at the end of the period example 31052020.
AC	New contribution rate		Numeric	This the new rate (normally the end of the current scheme year unless there have been multiple changes).
AD	Employee contributions following change		Numeric	This is the amount of contributions paid by the member following the change of rate.
AE	Employee pay following change		Numeric	This is the amount of pay the member paid contributions on during the period following the change.
AF	Comments		Alpha/Numeric	If you want to provide any further relevant information.