



PCSE Guide for ICBs

How to submit monthly NHS Pensions contributions for Solo GPs

Version 1.0 28th July 2022



Primary Care Support England

Introduction

ICBs need to submit monthly Solo spreadsheets to PCSE for all GP Clinical Leads and Board Members who work for them under a contract for service. GPs must not be asked to complete Locum forms to pay their Pension contributions for this work.

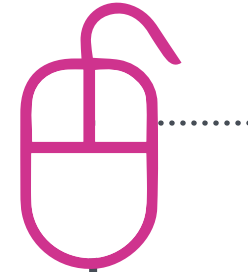
In this guide, we will cover:

- o **Make the payment to NHS Pensions**
- o **Complete the Solo csv to record contributions paid**
- o **Upload the csv to PCSE Online**
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Make the payment to NHS Pensions

The ICB must pay the total amount of employee and employer pension contributions due for their Clinical Leads and Board Members on a contract for service to NHS Pensions using the RFT1 process.

Please see the [RFT1 Guide](#) on NHS Pensions website.

Guidance on how to treat employed and self-employed GPs within an ICB can be found in the NHS Pension Scheme guide* on the NHS Pensions website [here](#)

*NHS Pensions are in the process of updating the guide to change CCG to ICB.



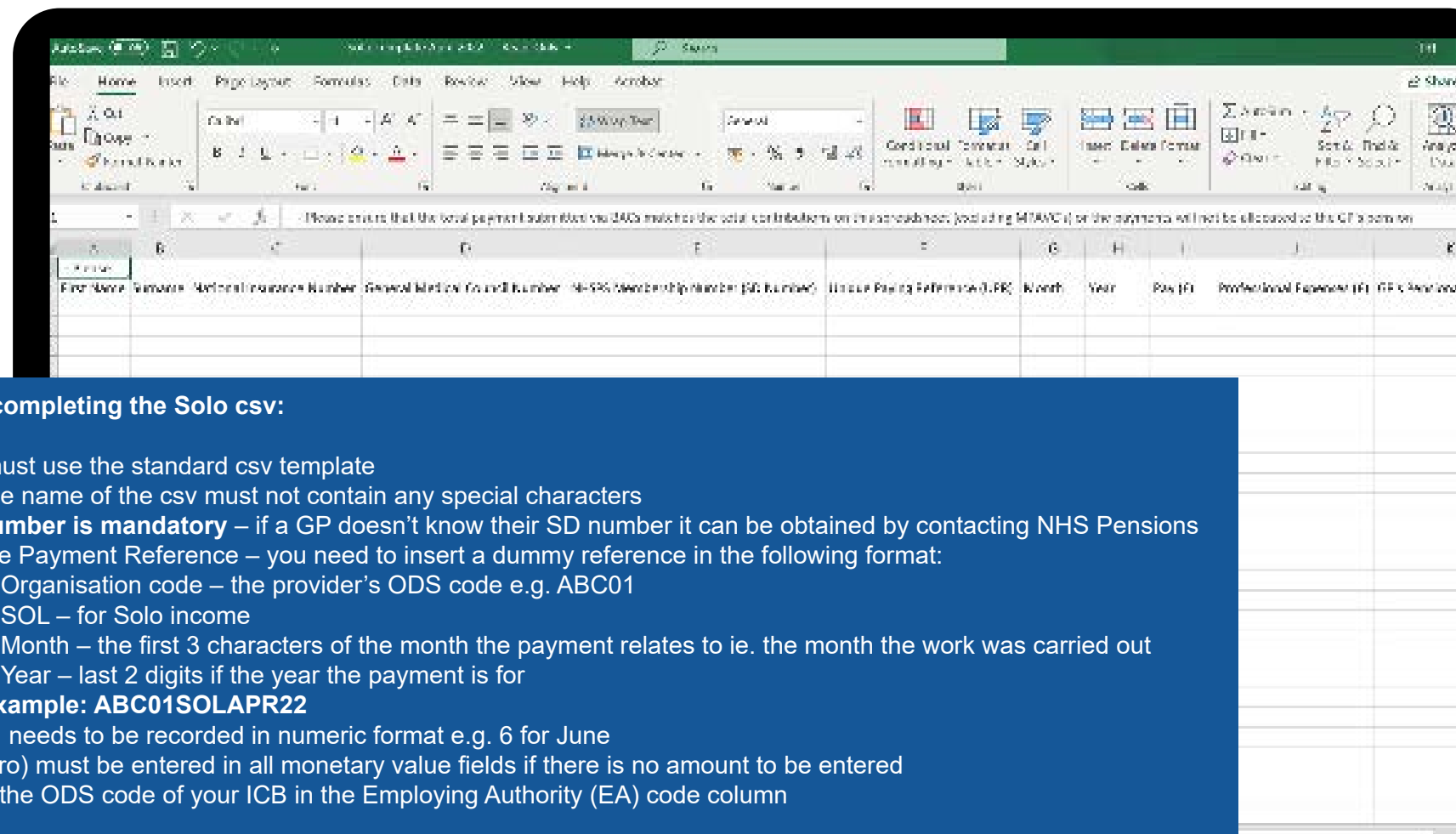


Complete the Solo csv to record contributions paid

Complete the standard PCSE Solo csv template to show the breakdown of the contributions that make up the payment you have made to NHS Pensions:

- All columns in the csv must be completed with the correct data for the contributions to be processed

Download monthly spreadsheet:



Tips for completing the Solo csv:

- You must use the standard csv template
- The file name of the csv must not contain any special characters
- **SD number is mandatory** – if a GP doesn't know their SD number it can be obtained by contacting NHS Pensions
- Unique Payment Reference – you need to insert a dummy reference in the following format:
 - Organisation code – the provider's ODS code e.g. ABC01
 - SOL – for Solo income
 - Month – the first 3 characters of the month the payment relates to ie. the month the work was carried out
 - Year – last 2 digits if the year the payment is for
- **For example: ABC01SOLAPR22**
- Month needs to be recorded in numeric format e.g. 6 for June
- '0' (zero) must be entered in all monetary value fields if there is no amount to be entered
- Enter the ODS code of your ICB in the Employing Authority (EA) code column





Upload the csv to PCSE Online

To upload the CSV file into PCSE Online, you will need to:

- **Log into PCSE Online** (with the **GPP – dCOM Solo & Locum Admin** PCSE Online user role)
- **Click GP Pensions and Payments**
- **Click SOLO work**
- **Then click SOLO Upload**

You will now see the screen to the right.

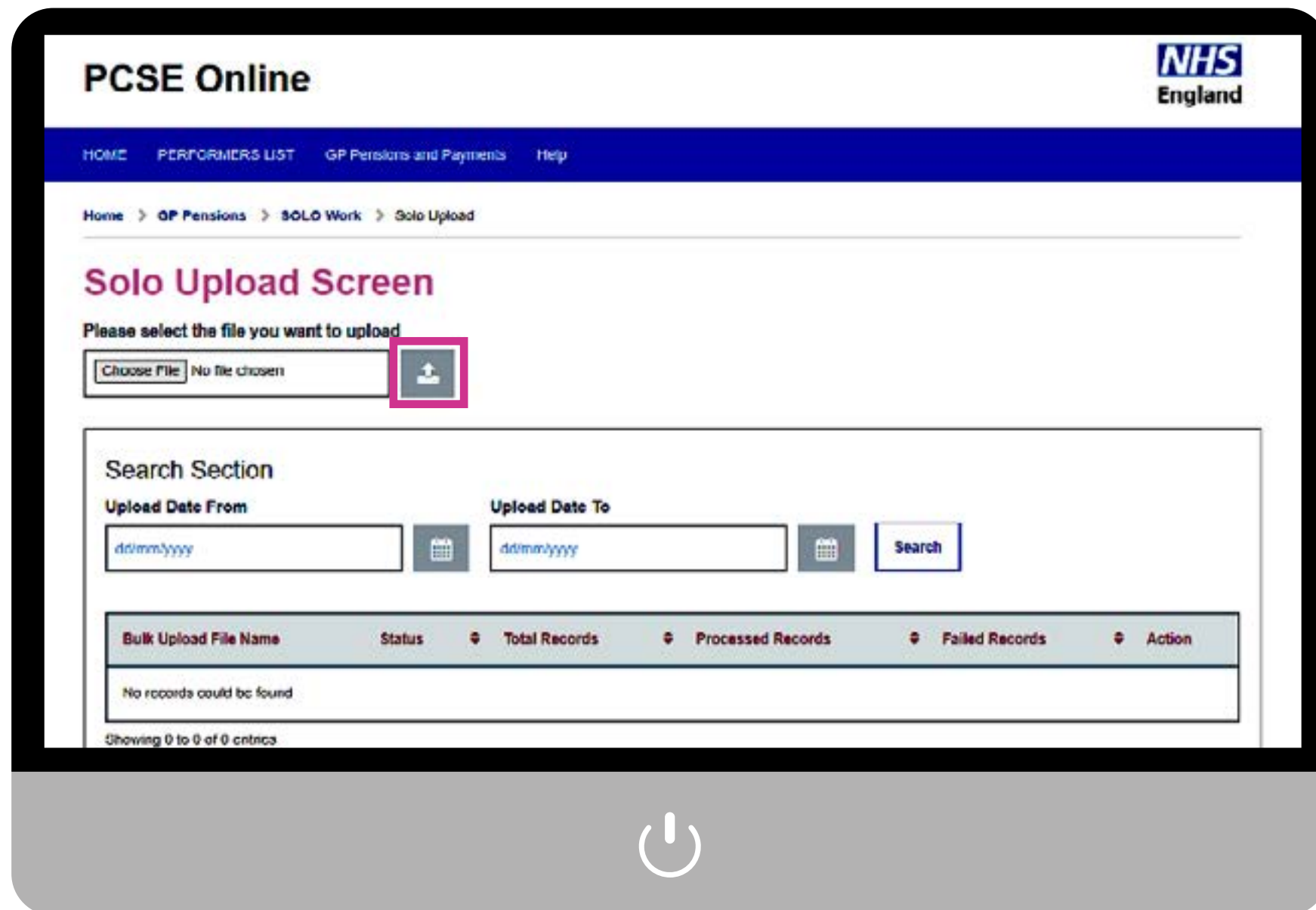
Click **Choose File** and select the CSV file you want to upload from your local drive then click the **Upload icon**.

Enter the upload date and click **search**.

Failed Records - If there is any missing data on the csv or any data is in the incorrect format, you will see an error message on screen indicating that the upload has not been successful.

Create a new csv containing the failed records only, correct the data and upload.

Please note! You can check that your upload has been successful by clicking the **Solo Application Listing button**. You will find this next to the **SOLO Upload button** on the previous screen in PCSE Online.





Confirmation from PCSE

Once you the Solo csv has been uploaded, the data will be processed by the system* and the Contributions Statements of the Pension Scheme Members will be updated.

Pension Scheme Members can check their Employee Contributions Statement by logging into PCSE Online.

*New functionality is being developed to fully automate the Solo process, so the GP's records are updated immediately. In the interim, PCSE will need to complete a manual processing step so there will be a time lag in the GP's record being updated.

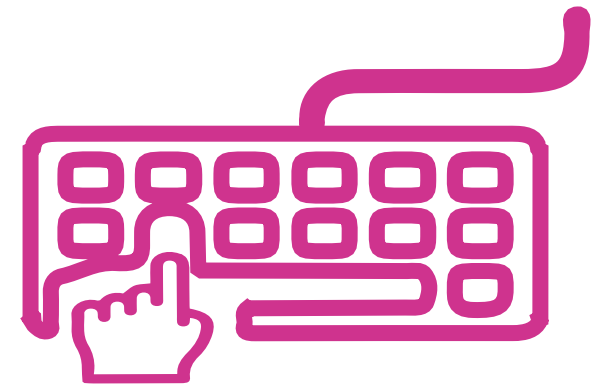




How to access PCSE Online

You need the **GPP – dCOM Solo & Locum Admin** role on your PCSE Online account to upload the Solo csv to PCSE Online.

If you cannot see the Solo button or are unable to access PCSE Online, your organisation's user administrator can resolve this by assigning the necessary role to you.





Primary Care Support England

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www.pcse.england.nhs.uk

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PCSE Online

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