



PCSE Guide for Extended Access Providers

How to submit monthly NHS Pensions contributions for Solo GPs

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NHS

England

Primary Care Support England

Introduction

Any provider who is an NHS Pension Scheme employing authority delivering Out of Hours or extended access primary care services needs to submit Solo forms to PCSE for all NHS Pension Scheme members who work for them under a self-employed (or employed) arrangement. This includes GP Federations. GPs must not be asked to complete Locum forms to pay their Pension contributions for this work.

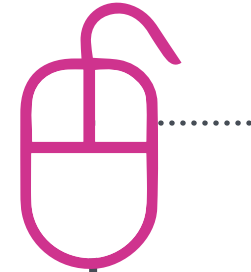
In this guide, we will cover:

- o **How to make payment for Solo contributions**
- o **How to submit the breakdown of contributions to PCSE**
- o **Accessing PCSE Online**



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Make the payment to NHS England's bank account

For PCSE to be able to process pension contributions for NHS Pension Scheme members who work for an Out of Hours or Extended Access provider, the provider must pay the total amount of employee and employer pension contributions due for each of their GPs to NHSE's bank account with the BACS 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



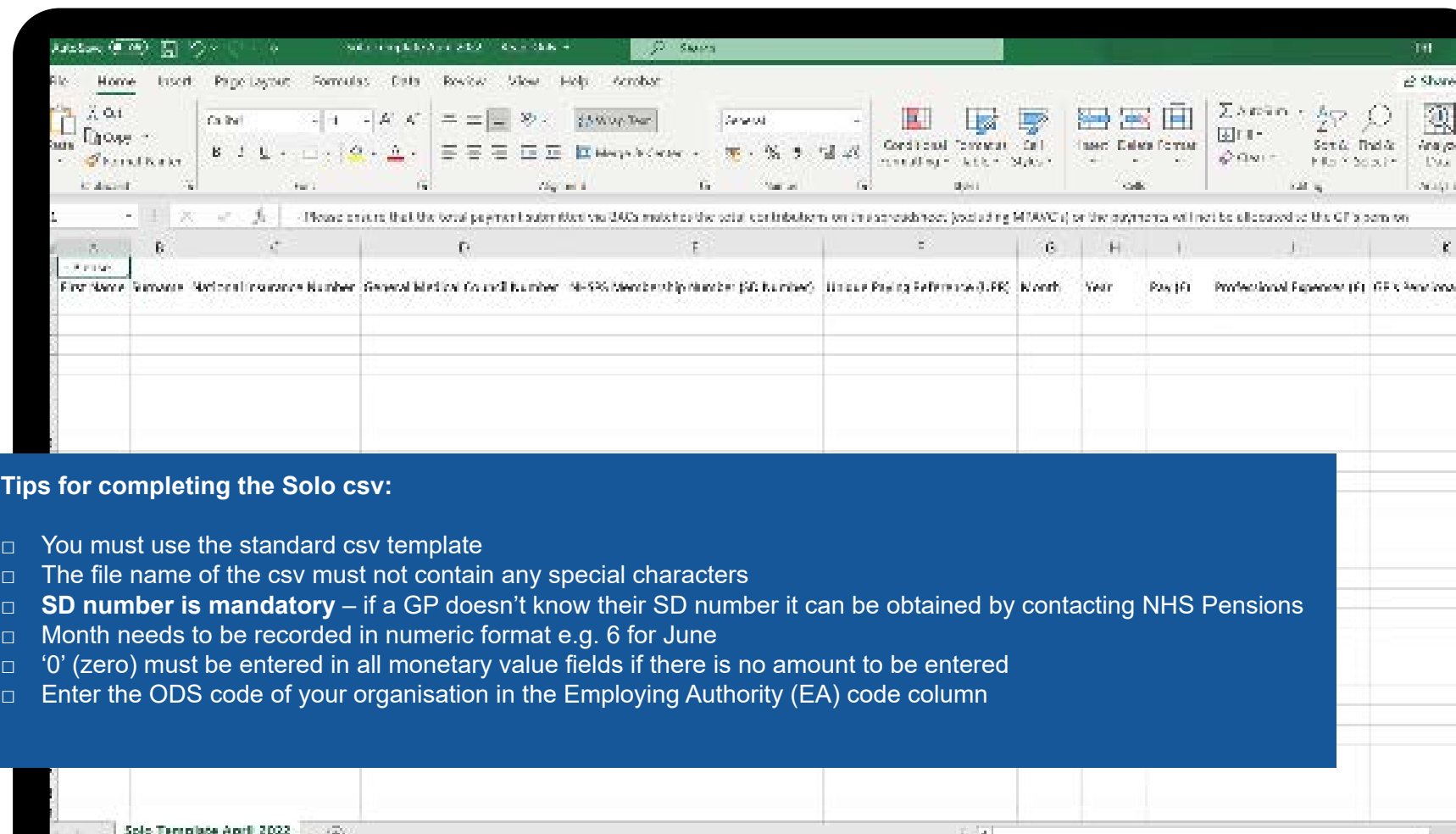


Complete the Solo csv to record contributions paid

Complete the standard PCSE Solo csv template to show the breakdown of the contributions that make up the payment you have made to NHSE's bank account:

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

Download monthly spreadsheet:





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 - SOLO Provider** PCSE Online user role to upload the Solo csv. The organisation's User Administrator can assign this role to any user.)
- **Click GP Pensions and Payments**
- **Click SOLO work**
- **The click SOLO Upload**

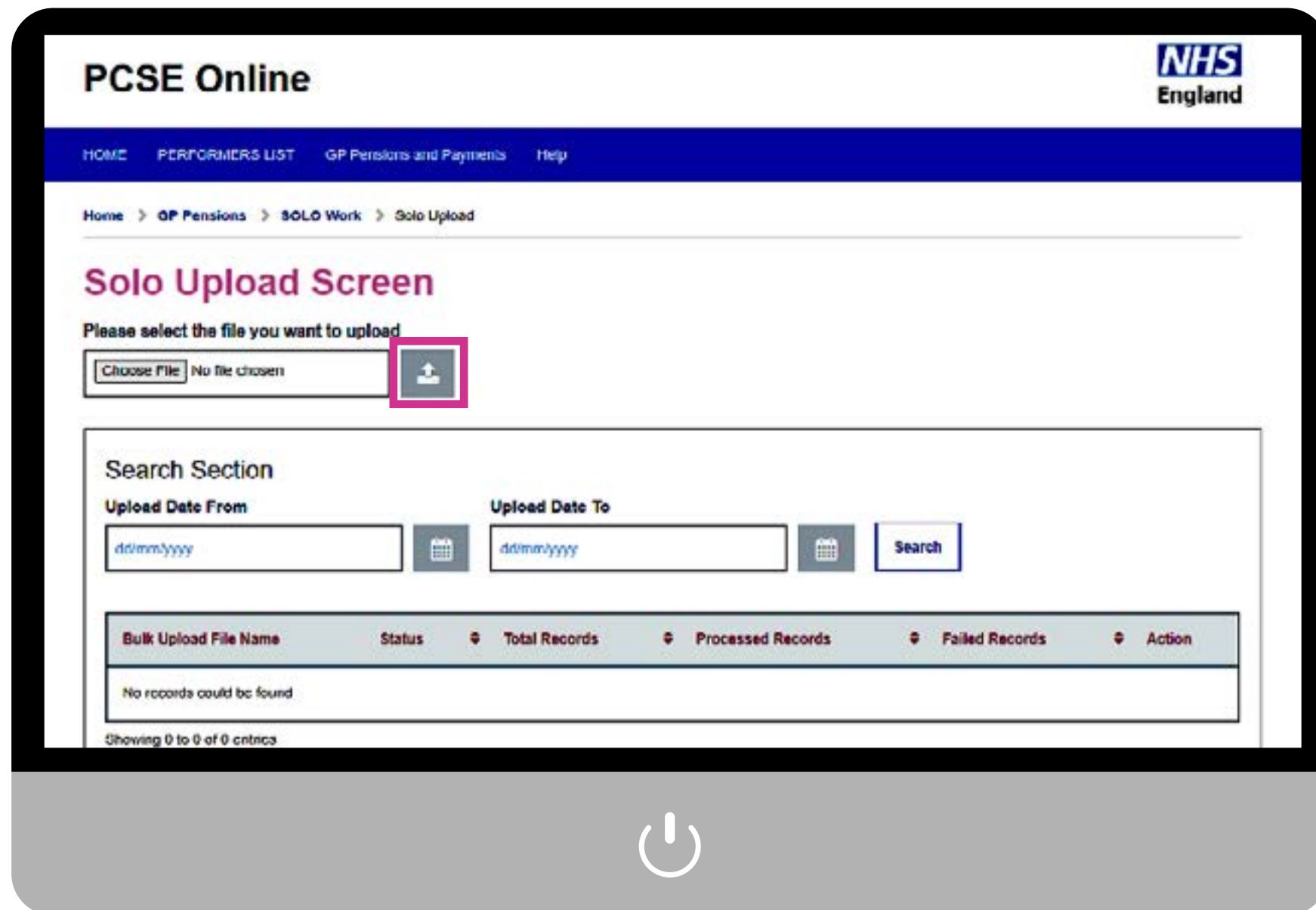
You will now see the screen to the right.

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 PCSE has been notified by NHSE that payment you have submitted has been received, the payment will be matched to the Solo csv you have uploaded, and the Contributions Statements of the Pension Scheme Members will be updated.

You will receive email confirmation when a Solo breakdown has been successfully processed.

If the breakdown does not match the payment, or if there is missing information, PCSE will need to contact you to request that a complete and accurate breakdown is submitted. This will cause a delay to the Contributions Statements of the Pension Scheme Members being updated.

Please note! Out of Hours or Extended Access Providers must not send Solo forms or contributions direct to NHS Pensions.





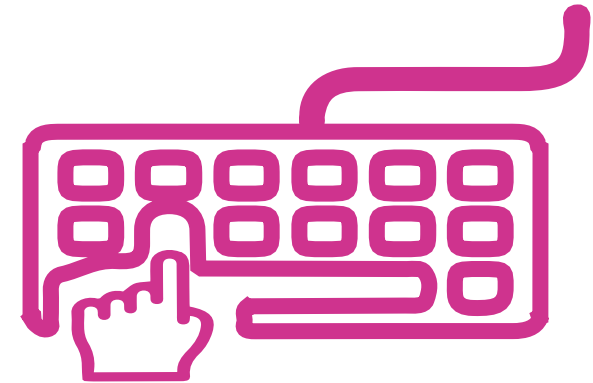
How to access PCSE Online

You need the **GPP – Solo Provider** role to upload Solo contributions 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 for you.

If your organisation doesn't have a PCSE Online User Administrator please complete the GP User Admin Certification form [here](#).

If you are unable to use PCSE Online you can submit the Solo csv via [Contact Us](#). Please select "GP Solo" from the GP Pensions drop down list





Primary Care Support England

Contact Us

For further support and information, please visit our website:



PCSE Website

www.pcse.england.nhs.uk

To visit PCSE Online:

PCSE Online

For queries relating to a particular service, please use our:



Online Enquiries Form

<https://pcse.england.nhs.uk/contact-us/>

Or alternatively, you can call our:



Customer Support Centre

0333 014 2884



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