



Primary Care Support England



GP Pensions

Locum A form approval

Version V2.0 - 29th June 2022

NHS

England

Primary Care Support England

Introduction

GP Pensions administration is now managed through PCSE Online.

Locum A forms are completed online, with any missing mandatory information highlighted, and automated approval requested from the practice. Approved Locum A forms can be quickly compiled into a Locum B form with the click of a button.

Only when the Locum A form is approved by the practice, can the GP include this work in their Locum B form.



Locum forms are all tracked through PCSE Online. You will have a clear audit trail of all your Locum A forms and a record of what pensionable work you included in each Locum B form. Our new card payment engine allows you to pay your contributions immediately after submitting the Locum B form.

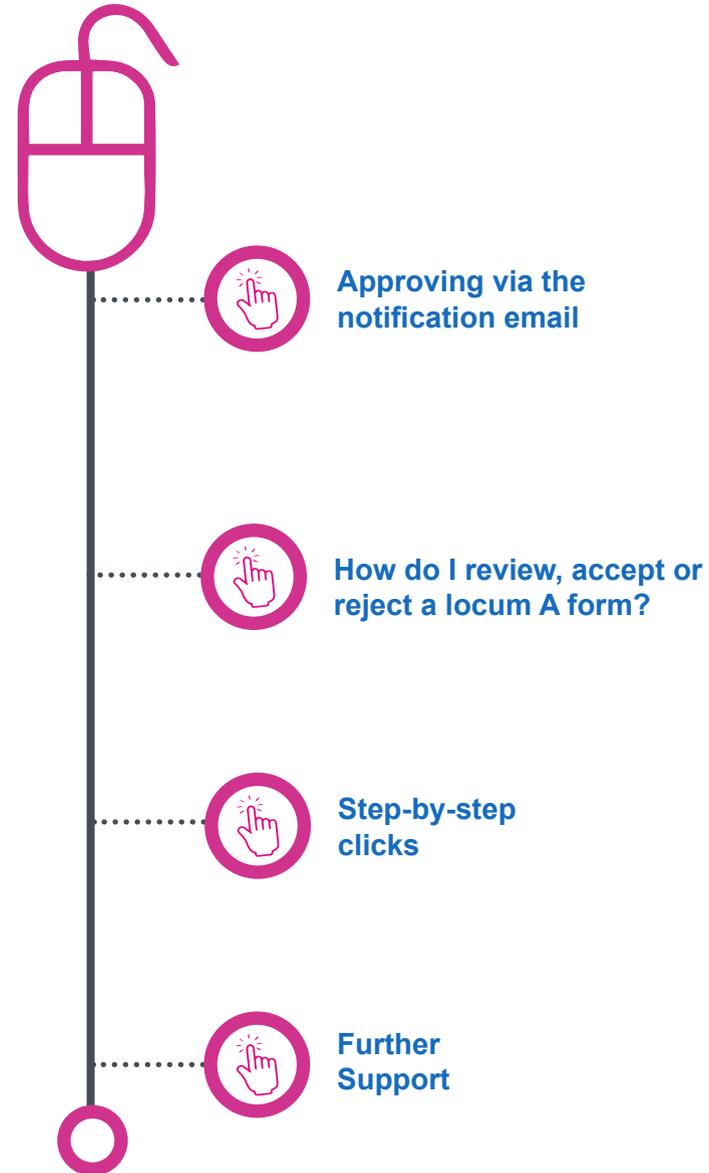
Quicker, easier to track, secure.

To use this guide, your user administrator needs to ensure you have been set up in PCSE Online with at least one of the following roles:

- **GPP - Locum Applications**

Contents

If there is a specific section in this guide that you would like to see, please **click** one of the icons below to be taken straight to that section.



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Approving via the notification email

You will receive a notification that will tell you a submission has been made for you to review in PCSE Online. You will have the ability to approve or reject the Locum A form via the email notification (Example below)

The information on the below screen will be displayed along with the following text:

Please be advised Dr John Smith has submitted a Locum A form for work undertaken at your practice as follows:

Work Start Date	05 April 2021
Work End Date	23 April 2021
Organisation	The Heron Medical Practice
NHSE Region	SOUTH EAST COMMISSIONING REGION
NHSE-Sub Region	Q88 NHS England South East (Kent, Surrey and Sussex)
Fee Earned	£15,000.00
Pensionable £ Element 90.00%	£13500.00
Employer Pension Contribution % and £	14.38% £1,941.30

Please review the above information and either confirm or reject as follows:

1. By using the accept and reject buttons on the email notification
2. Via PCSE online

Click on either the Approve or Reject button to submit your decision.





How do I review, accept or reject a Locum A form?

You will receive a notification that will tell you a submission has been made for you to review in PCSE Online. You will have the ability to approve or reject the Locum A form via the email notification.

To begin:

- Log in
- Click GP Payments and Pensions
- Click on Locum Work.
- Click Locum Form A Approval.

Once you have reviewed the Locum A details, choose either **Approve** or **Reject** and click the submit button

Submit

HOME GP PAYMENTS Help

Home > GP Pensions > Locum Work > Locum A Approval Screen

Locum Form A Approval Screen

Claim No.	Name	NHSPS No.	Region & Sub Region	Work Start Date	Work End Date	Fee Paid £	Pensionable £ Element 90%	Employer Contribution Paid	Approve	Reject
1	GP Salaried	120002		01/06/2020	30/06/2020	4,321.00	3,888.90	559.22	Approve	Reject

< 1 >

Cancel Submit



Step-by-step clicks

This is a summary of the steps you need to take to approve a Locum A form. If you would like to see these processes in more detail, choose [How do I review, accept or reject a Locum A form](#) from the contents page

Review and approve a Locum A form

1. Log in
2. GP Payments
3. Pensions
4. Locum work
5. Locum Form A Approval.
6. Review the form
7. Accept or reject the form



Primary Care Support England

Your feedback helps us to make things better.

How satisfied are you with this interactive guide for approving locum A forms?

Very Satisfied

Satisfied

Dissatisfied

Very Dissatisfied



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PCSE Online

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

Or alternatively, you can call our:



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0333 014 2884