How to add and remove performers on a contract

In this guide we'll show you how to:

- Add a performer to a contract
- Remove a performer from a contract

For providers, or someone who works in a dental practice, you will need to have Compass access as either a Business Owner or a Business/Practice Administrator to be able to add and remove performers on your contracts and amend your performers Net Pensionable Earnings/Net Pensionable Earnings Equivalent.

Adding a performer to a contract

Step 1: Log into the Compass system.

Step 2: Click on the '**Contract**' folder.
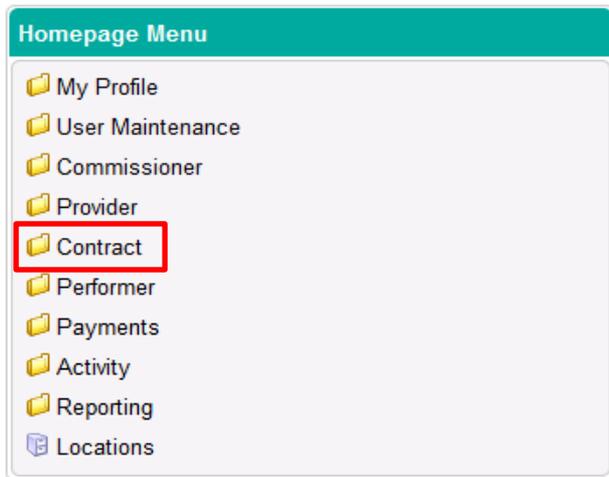
Step 3: Click on the '**Contract Amend**' option
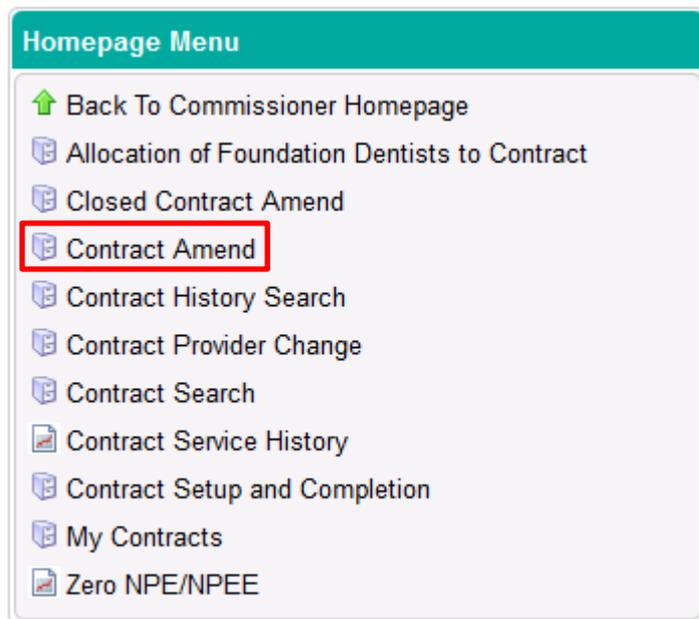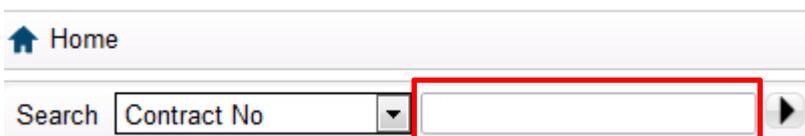

Step 4: Enter your contract number into the search box

Step 5: Click on the **'Edit'** option which is situated on the right hand side of the screen.

Step 6: Click on the **'Performers'** option on the left hand side of the screen.

General
Services
Treatment Locations
Performers
Performer Contracted Activity
Contract Events
Summary

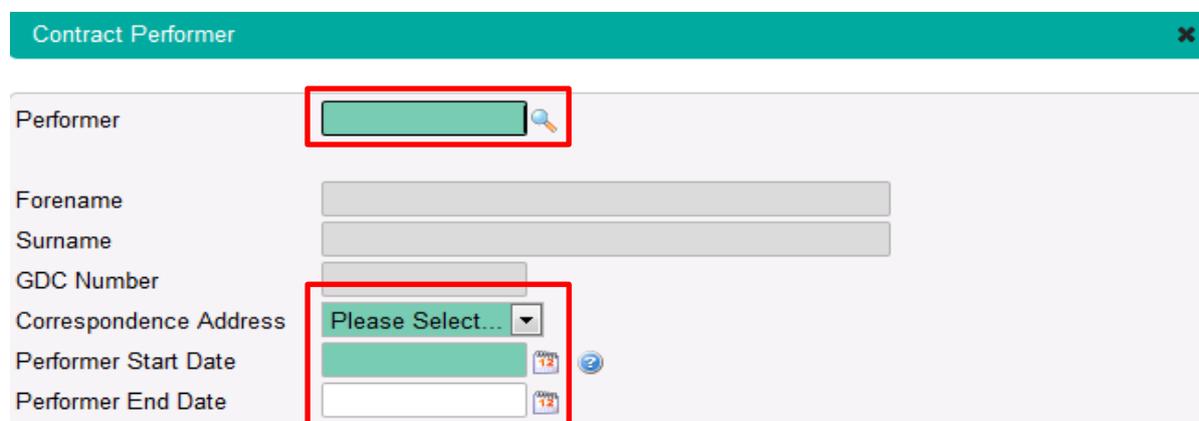**Step 7:** Click on the '**Create'** button on the right hand side of the screen.

Performer

Search Performer ID ▾ ▶ Create

Step 8: Add the performer number into the '**Performer'** box (once you have done this, if you click on the grey space around the box it will automatically populate the performers name and surname).

Step 9: Select the **'Correspondence Address'** drop down and enter the performers start and end dates in the boxes below.

Please note: the 'Performer End Date' is only a mandatory option if the contract has an end date.

Contract Performer   ✖

Performer   [   ] 🔍

Forename   [   ]
Surname   [   ]
GDC Number   [   ]
Correspondence Address   Please Select... ▾
Performer Start Date   [   ] 📅 ❓
Performer End Date   [   ] 📅

Step 10: Click on the '**Create**' button to add the performer's NPE / NPEE.

Step 11: Enter the **NPE / NPEE start date and end date**; the **NPE end date** cannot fall within the next financial year.

Please note: If the dentist has a Performer End Date entered which falls within the same financial year, the NPE/NPEE End Date cannot exceed this.

Step 12: Select the **'Employment Type'** and enter the amount of **NPE / NPEE** for the period.

A Performer must have earnings recorded in Compass for each contract that they work on.

When entering a performer's earnings there are two options:

- Net Pensionable Earnings (NPE) - Pension Scheme Members
- Net Pensionable Earnings Equivalent (NPEE) - Non Pension Scheme Members

The type of employment also has a bearing on whether the performer earnings are superannuable or not.

- If Self Employed or Salaried is selected then NPE is entered and this will be superannuable as long as the performer is a member of the Pension Scheme.
- If Agency, Incorporated or Sub Contractor is selected then NPEE is entered. This employment type is non superannuable, even if the performer is a member of the Pension Scheme.

Step 13: Click '**Add**' to confirm the details for the performer or click '**Add/Create**' to confirm the details and enter another NPE/NPEE line.

Step 14: The NPE/NPEE details will then populate the '**Contract Performer**' screen. Click on the '**Add**' button to add the performer to the contract **OR** click on the '**Add/Create**' button to confirm the performer and add another one.

Step 15: Only once you are happy with the changes you have made, click the '**Submit**' button**.**

The change will automatically be sent to your NHS England Local Office for approval. You will need to submit a Compass Authorisation Form (CAF) to enable

them to approve the change. This form should be sent to the relevant office within **seven days** of you making the change.

The requirement to complete a NPL2 or a NPL3 application still remains but this process will run in tandem.

Important information about NPE/NPEE

You can view further information regarding NPE / NPEE on our knowledge base Ask Us.

Removing a performer from a contract
Step 1: To remove a performer from a contract please follow steps **1 – 6** on the above process.

Step 2: Click on the '**Edit'** button at the side of the performer who you would like to remove from the contract.

Step 3: Enter the end date the '**Performer End Date'** box and select a **'Reason for Ceasing'** from the drop down list.

Step 4: Ensure **NPE/NPEE** lines are ended on the same date as the **'Performer End Date'**. To amend an NPE line, click the **'Edit'** button on the right hand side of the **NPE/NPEE** table. If you need to delete an NPE line, because the performer left in the previous Financial Year or before the start date of an NPE/NPEE line click the drop down arrow next to the **'Edit'** button and select **'Delete'**.

Step 5: Click on the '**Amend**' button to close the window

Step 6: Click on the '**Submit**' button to process amendment to NHS England.

Once you have removed a performer from a contract and have clicked the '**Submit**' button, the change will automatically be sent to your NHS England Local Office for approval. You will need to submit a Compass Authorisation Form (CAF) to enable them to approve the change. This form should be sent to the relevant office within **seven days** of you making the change.