

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.

Please log in with your username and password below

Username

Password

Memorable Word

2nd

4th

6th

[Log In](#)

[NHS Choices Provider Login](#)

[Forgotten Password](#)

[Forgotten Memorable Word](#)

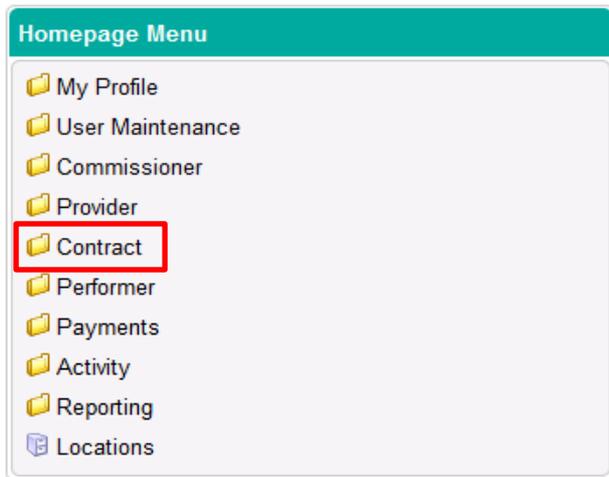
[Compass Guides](#)

NHS

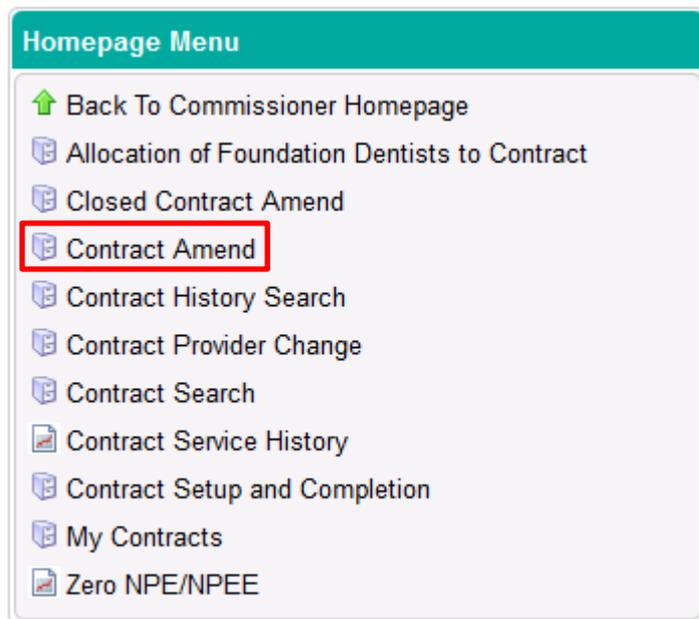
Dental Services

[Change Password](#) | [Change Memorable Word](#) | [FAQ](#) | [Cookie Usage](#)

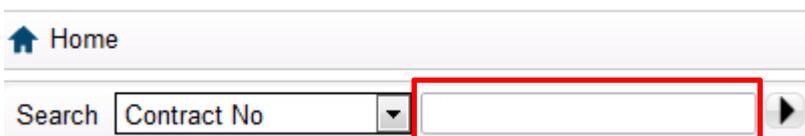
Step 2: Click on the 'Contract' folder.



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.

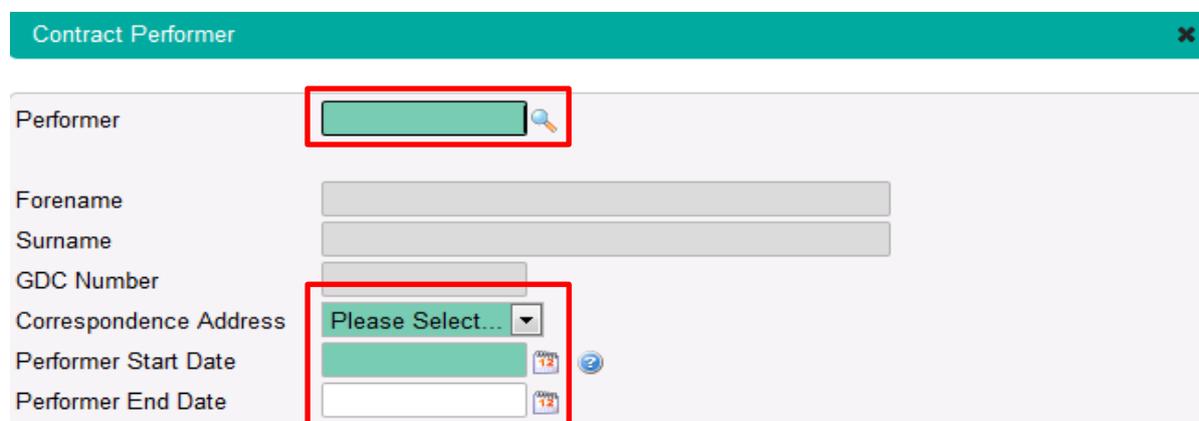


The screenshot shows a teal header bar with the text "Performer". Below it is a search bar with a dropdown menu set to "Performer ID" and a search button. To the right of the search bar is a "Create" button, which is highlighted with a red box.

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.



The screenshot shows a teal header bar with the text "Contract Performer" and a close button. Below it is a form with several fields. The "Performer" field is highlighted with a red box. The "Correspondence Address" dropdown menu is highlighted with a red box and shows "Please Select...". The "Performer Start Date" and "Performer End Date" fields are also highlighted with a red box. The "Performer Start Date" field has a calendar icon and a question mark icon next to it. The "Performer End Date" field has a calendar icon next to it.

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

Employment Type	NPE/NPEE Start Date	NPE/NPEE End Date	NPE	NPEE	Action

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Add Add/Create Cancel

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.

The screenshot shows a form titled "NPE/NPEE" with the following fields and values:

NPE/NPEE Start Date	01/04/2018	Sunday, 01 April 2018
NPE/NPEE End Date	31/03/2019	Sunday, 31 March 2019
Employment Type	Please Select	
Pension Scheme Member	<input type="checkbox"/>	
Net Pensionable Earnings	0.00	
Net Pensionable Earnings Equivalent	0.00	

At the bottom of the form are three buttons: "Add", "Add/Create", and "Cancel".

A red note box on the right side of the form contains the text: "Please note: When adding the NPE for the performer you must ensure that you will not exceed the 43.9% ceiling."

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.

Contract Performer
✕

Performer

Forename

Surname

GDC Number

Correspondence Address Please Select...

Performer Start Date

Performer End Date

NPE/NPEE

Search Employment Type ▶ Create

Employment Type	NPE/NPEE Start Date	NPE/NPEE End Date	NPE	NPEE	Action

Records 0 to 0 of 0 Page / 1

Add
Add/Create
Cancel

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

Performer

Search Performer ID ▶ Create

Performer ID	Forename	Surname	GDC Number	Performer Start Date	Performer End Date	17/18 NPE	17/18 NPEE	Action
Your amendment will be shown on the screen here								

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Submit

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.

Performer End Date

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'**.

NPE/NPEE					
Search <input type="text"/> Employment Type <input type="text"/> <input type="button" value="▶"/>					<input type="button" value="Create"/>
Employment Type	NPE/NPEE Start Date	NPE/NPEE End Date	NPE	NPEE	Action

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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.