

# **Electronic Staff Record**

### **Buy/Sell Annual Leave**

This guide will provide advice about one way in which NHS organisations can manage the process for buying and selling annual leave. This operation can be run in different ways depending on the needs of the trust hence, the following is one viable option but these steps should not be read as mandatory but rather as best practice.

The following guidance summarises one option available to NHS organisations; these steps should not be read as a best practice process. An example of the form is shown below.



#### **Common Process to Buy or Sell**

PERSONALISED ANNUAL LEAVE					
REQUEST FORM					
Name:					
Job Title:					
Area:					
Holiday year:					
Normal Entitlement in hours:	(Excluding Bank Holidays)				
Buy Hours					
Sell Hours					
Employee Signature:					
Date:					
Manager's Signature					
Date:					
For HR Use only					
Copy placed on employees file					

It is recommended that the employee has no pending annual leave requests when selling or buying annual leave, so that any calculations are based on an actual figure (and not a predicted one).

Managers must confirm these conditions are met, prior to approving the request by accessing: Manager Self Service> My Team Personal Information> Absence> Identify Employee and Select Action.

Once an application form has been completed and approved it would then need to be sent to the relevant department i.e. HR/Payroll Team, so that entitlements for that employee can be amended.

Professional users can use several URPs to confirm entitlement. One valid pathway would be: **Absence Administration> Absence> Search for employee.** Professional users will not be able to view annual leave requests which are in progress hence, you may wish to request managers for a screen shot of the 2 screens below (absence summary details) as proof.

Absence Management	Employee Name Williams10, Judith
Absence Summary Entitlement Balances	Employee Number 20021728
Search	
Note that the search is case insensitive	Absence Management
Absence Type Start Date (28-May-202)	
Approval Status End Date	Absence Summary Entitlement Balances
GoClear	Show Accrual Balances
Create Absence 🛛 Export Absences 🛛 Individual Calendar 🚽 Hierarchy Calendar 📔 🧱 🌮 🗔 🏟 🗸 🎟	
	Annual Leave Hours 1 NHS (20021/28)
Start Date Vend Date Adsence Type A Absence Category Approval Status Details Update Delete	Gross Accrual 217.5
08-Jun-2020 09-Jun-2020 Annual Leave Hours 1 Annual Leave 15 Approved 🧾 🥠 强	Net Accrual 165
04-May-2020 08-May-2020 Annual Leave Hours 1 Annual Leave 37.5 Approved 🥫 🥖 📴	Include Bank Holidays No



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# How to make changes to accruals to reflect to buying or selling annual leave on payroll.

#### On the employee's record:

First, the yearly entitlements will need to be adjusted. More annual leave hours will need to be added, if the employee bought annual leave but, hours will need to be subtracted if the employee sold annual leave.

This will make sure that the employee will see the remaining entitlements correctly.

Period 1 2020 Calendar		ar Month (01-APR-2020		Processing Types Becurring		Entry Effective Date	01-APR-2020 31-MAR-2021
		Processing		• Both	_	Plan Hours	-37.500
Element Name	1 NHS	Type	Costi	ng	Reason		
Annual Leave Hours	s 1 NHS Carrier	Nonrecurring	NIII				
Basic Contracted N	IHS	Recurring					
NI		Recurring	INHS	9999999[NH			
Negative Net Pay N	IHS	Recurring	1				
Overtime Multipliers	s NHS	Recurring					
PAYE Details		Recurring	INHS	9999991NH			
Pensions Information	on	Recurring					
SSP SMP Calculat	or NHS	Recurring	III				
Standard Costing N	IHS	Recurring					
Enhanced Multiplie	rs NHS	Recurring				Further Entry Information	
Entry Values	Balance	Grossup				Date Earned Original Date Earned Payee Details	
						Processing Priority	500

A new "Annual Leave Hours (select relevant plan) Carried Over" element will need to be added. Prior to opening the employee's record, make sure to date track to the employee's start date (if the employee joined the organisation that year, or from the 1st of April (beginning of the financial year) if the employee was already a part of the organisations at the beginning of the financial year.

Choose the correct assignment, click on "Entries", click on the "New" icon, click on "…", select the "Annual Leave Hours # Carried Over" correspondent to the assignment. And press "ok". Example: if the assignment's annual leave entitlements were set at the "Annual Leave Hours **2** NHS" you will need to choose "Annual Leave Hours **2** Carried Over".

Once the new row has been added, choose "Entry Values", Input the effective date and expiration date, and either add (buy annual leave) or subtract (sell annual leave) the amount of hours

			_ = >	Centry Values: 01-APR-2020(Williams	:10, Mrs. Judith) 📃 🗖 🕽
		Pr	ocessing Types	_	
Period 1 2020 Calendar Month (01-APR-2020			ecurring	Total Cash Amount	425.54
Classification			onrecurring	No of Periods	1
		⊙₿	oth	Pay Value	
	Processing			Reset Balance	
Element Name	Type	Costing	Reason		
Annual Leave Hours 1 NHS	Recurring				
Annual Leave Hours 1 NHS Carrie	Nonrecurring	N		1	
Buy Sell Annual Leave 1 NHS	Recurring	N 517A170	7  NF	1	
Basic Contracted NHS	Recurring		Ĭ	1	
NI	Recurring	INHS99999	9 NH	1	
Negative Net Pay NHS	Recurring		Î	1	
Overtime Multipliers NHS	Recurring		i i	1	
PAYE Details	Recurring	INHS99999	9 NH	1	
Pensions Information	Recurring		Ĭ	1	
SSP SMP Calculator NHS	Recurring		Ĭ	1	
Standard Costing NHS	Recurring			Further Entry Information	
				Date Earned	
				Original Date Earned	
Entry Values Balance	e Grossup			Payee Details	
				Processing Priority	2720

For the second change, we will need to make sure the employee's pay will be updated according to these changes.

Within the same assignment where the previous change took place, press the "New" icon to add an additional element. Choose the "Buy Sell Annual Leave 1 (or 2) NHS". Input the required information and press ok.

Input the correct information and press ok.

Press the "Entry Values" and input the cash value that is being sold (enter as a positive) or being bought (enter as a negative). If annual leave is being sold this would be entered as a lump sum over 1 period, if it is being bought this may be deducted over several periods, the agreed number would need to be entered in the number of periods field. Example: If "Total Cash Amount" = -£50 and "No of Periods" = 5 it means that £10 will be deducted over the next 5 payroll periods.





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#### Next steps?

Firstly, you need to contact your NHS ESR Functional Account Manager who can help advise on which of the options is most suitable for you to progress. Your NHS ESR Functional Account Manager details can be found on the ESR Hub. Details for your regional contacts can be found via the links below:-

- London
- South of England
- Midlands and East of England
- North of England
- <u>Wales</u>.



Interested in implementing buying / selling annual leave in ESR? Your NHS ESR Functional Account Manager can talk to you about how to do this.

Before you get started, why not access our helpful guides on our support sites by clicking here.