Payroll and Pensions Best Practice Tips

NHS

Best Practice Tips

Payroll and Pensions best practice tips which organisations should be aware of to avoid errors, improve processes and reduce the need for some manual work.

Additional information can be found within the ESR User Manual, as well as documentation which is available within the Payroll and Pensions Functionality Guidance area.

Check Payroll Calendar Dates not only at the start of the Tax Year but regularly throughout the year.

Ensure BACS dates are correct, taking weekends and Bank Holidays into consideration. If there is a need to change the BACS date as a one off, e.g., for an early Christmas pay day, change the NHS BACS Process - Process Date parameter, do not amend Payroll Calendar dates.

Ensure Final Process Submission (FPS) dates are correct for submission to HMRC - populate the FPS Payment Date (Override) FPS parameter where necessary.

Provide employees with access to their online payslips a specified number of days prior to payday (which can be determined by organisations themselves) by setting the Payslip Offset date.

Encourage employees to sign up for the 'Payslip Available Now' email so they are aware of when their online payslip is on My ESR – ready and waiting for them to view!

Consider locally printing P45s in PDF format or emailing them directly to leavers.

Utilise the Payroll Exceptions functionality to assist with the handling of pre and post Payroll exceptions, including RTI exceptions.

Only run the Retro process once per pay period and be mindful that regular running of this process throughout each pay period not only impacts your organisation, but others.

Reduce the amount of manual work required to amend pension contribution rates throughout the year for new starters and certain assignment changes by utilising the NHS Pension Rebanding Assessment Process.

Perform reconciliation after every Payroll run, as well as each month – do not leave until the end of year as this can make resolving discrepancies extremely difficult.