


UN2845 1 of 3 30 <sup>th</sup> JAN 2020	Electronic Staff Record Programme  USER NOTICE	
<b>Title</b>	Payrolling Benefits in Kind Webinars - February 2020	
<b>Purpose</b>	To inform ESR users of the Payrolling of Benefits in Kind Webinars	
<b>Intended Audience</b>	ESR Users responsible for processing Benefits in Kind via Payroll	

## SUBJECT

Please find below the schedule for delivery of the Payrolling of Benefits in Kind webinars, which the ESR Education Team are offering to all Employing Authorities.

## DETAIL

Each webinar is delivered via virtual classroom session where an Education instructor will provide participants with an overview of how to payroll benefits in kind.

The content of each Payrolling of Benefits in Kind webinar is described below:

### Agenda


- **Overview**
- **How to Process Benefits in Kind via Payroll for:**
  - **Car and Car Fuel**
  - **Other Benefits**
- **Reporting on Payrolled Benefits in Kind**
- **Submission of the P11D(b)**
- **Start of Year/End of Year Tasks**

### Audience

- Personnel at the Employing Authority who are responsible for processing Benefits in Kind via Payroll

### Prerequisite Knowledge/Experience/Courses

- Participants should be familiar with their local Policies and Procedures and have the relevant business knowledge

UN2845 2 of 3 30 <sup>th</sup> JAN 2020	Electronic Staff Record Programme  USER NOTICE	
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## ACTION REQUIRED

To register for the webinar, please follow the instructions below:

1. Nominations to be e-mailed to – [ESR.IS-ESRCourseReg@nhs.net](mailto:ESR.IS-ESRCourseReg@nhs.net)
2. Please title the e-mail – Payrolling BIK Webinar
3. Places can only be allocated when supplied with the delegate/s full name, e-mail address, Employing Authority name and Identifier (VPD).
4. Date and time of the course you wish to attend.

All places will be confirmed individually by e-mail within 5 working days and the relevant joining instructions sent.


**Please note:** If several members of your organisation wish to attend the same session only 1 delegate registration is required where you will be sharing a telephone connection and P.C.

Once registered, you will receive confirmation of your booking and joining instructions on how to use the Webex facility.

## FURTHER INFORMATION

Please note that separate guidance for processing P11D information will be issued in May 2020.

If you have any questions, please contact the ESR Education Team  
[ESR.IS-ESRCourseReg@nhs.net](mailto:ESR.IS-ESRCourseReg@nhs.net)

UN2845 3 of 3 30 <sup>th</sup> JAN 2020	Electronic Staff Record Programme  USER NOTICE	
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## SCHEDULE

The sessions are being held on the following dates and times.

DATE	TIME
Wednesday 19 <sup>th</sup> February 2020	10:00am – 11:00am
Wednesday 19 <sup>th</sup> February 2020	2:00pm – 3:00pm
Tuesday 25 <sup>th</sup> February 2020	10:00am – 11:00am
Tuesday 25 <sup>th</sup> February 2020	2:00pm – 3:00pm