


UN2852 1 of 2 20 th FEB 2020	Electronic Staff Record Programme USER NOTICE	
Title	Guidance on hours reporting in relation to the issue on the NHS Workforce Profile Dashboard Gender Pay Gap Report advised in AN1300	
Purpose	To provide further information on actions required following the removal of a fix in Release 44.2.0.0, which related to the NHS Workforce Profile Dashboard Gender Pay Gap Report as detailed in AN1300	
Intended Audience	All ESR Users	


SUBJECT

In relation to AN1300, this User Notice is provided to give guidance on preventing incorrect hours being reported in the Gender Pay Gap reports when Spot Salaries are applied, and to advise on best practice when applying Spot Salaries

DETAIL

A review has been undertaken of the deployed fix (PRB2001223) which was intended to resolve an issue whereby the 'NHS Workforce Profile Dashboard Gender Pay Gap Report' was not displaying the correct Units Worked, when an Assignment was changed from a National Salary scale to a Spot Salary.' It has been identified that the issue is occurring when a Spot Salary without a spinal point is added to an Assignment part way through a month.

When a Spot Salary is created it should always have spinal point of zero attached to the Payscale. As most National Payscale do not have a zero point, Spot Salaries should always be attached to a Local Payscale and must have a zero spinal point attached. This will ensure accuracy of payments and correct reporting of hours worked.

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ACTION REQUIRED

It is requested that on creating a Spot Salary for an employee, a Local grade is used rather than the National grades and that all Local grade structures should also have a zero level spinal point to ensure that pay and hours worked can be calculated correctly.

FURTHER INFORMATION

A future development will be investigated to provide a message during the payroll processing cycle to aid in the identification of situations when an employee is on a Spot Salary with no spinal point attached.

Full details of this will be supplied as part of the standard documentation if this is possible and can be deployed.

NEXT UPDATE

Not Required