


UN2860 1 of 3 9 <sup>th</sup> MAR 2020	Electronic Staff Record Programme  USER NOTICE	
<b>Title</b>	End of Year Webinars - March 2020	
<b>Purpose</b>	To inform ESR users of the End of Year Webinars for Payroll	
<b>Intended Audience</b>	ESR Users responsible for End of Year payroll processing	

## SUBJECT

Further to UN2850 please find below the schedule for delivery of the End of Year 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 processes required to complete and submit to HMRC all required information.

The content of each RTI End of Year webinar is described below:

### Agenda


- **Processing required to submit End of Year information**
- **How to Process P60's**
- **Overview of how to process previous year adjustments**
- **Processing Start of Year**
- **RTI Processes in 2020/21 Tax Year**
- **Overview of key Payroll changes in Release 45**

### Audience

- Personnel at the Employing Authority who are responsible for completing the End of Year processes within ESR

### Prerequisite Knowledge/Experience/Courses

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

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## ACTION REQUIRED

To register for any of these courses, 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 – RTI End of Year 2020
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 Meetings 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)

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## SCHEDULE

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

DATE	TIME
Tuesday 17 <sup>th</sup> March 2020	10:00am – 11:00am
Tuesday 17 <sup>th</sup> March 2020	2:00pm – 3:00pm
Wednesday 18 <sup>th</sup> March 2020	10:00am – 11:00am
Wednesday 18 <sup>th</sup> March 2020	2:00pm – 3:00pm
Tuesday 24 <sup>th</sup> March 2020	10:00am – 11:00am
Tuesday 24 <sup>th</sup> March 2020	2:00pm – 3:00pm
Wednesday 25 <sup>th</sup> March 2020	10:00am – 11:00am
Wednesday 25 <sup>th</sup> March 2020	2:00pm – 3:00pm