UN2885 1 of 4 02 nd APR 2020	Electronic Staff Record Programme USER NOTICE	NHS
Title	Managing Pay Progression during the C	OVID-19 pandemic
Purpose	To advise users of the methods availab progression	le to support Pay
Intended Audience	All HR and Payroll users	

SUBJECT

Managing Pay Progression

DETAIL

Further to the publication of additional guidance by NHS Employers (<u>https://www.nhsemployers.org/covid19/staff-terms-and-conditions/reprioritising-</u><u>existing-work</u>) ESR users are reminded of the functionality available to help ensure employees who are able to progress through the pay step do so appropriately.

Whilst organisations must continue to ensure that employees are appropriately registered, are cleared by the Disclosure and Barring Service (DBS) and are safe to work, NHS Employers have advised that the usual arrangements that require staff to demonstrate that they meet the requirements for pay progression are paused during the COVID-19 pandemic. The following guidance will enable Organisations to understand how to identify those Employees who are approaching a pay affecting pay step point within ESR and the ways in which it is possible to ensure continued progression.

It will not be possible within ESR to change the existing processes nationally for those who are impacted by the new terms and conditions of service (New Starters to the NHS and those promoted since April 2019).

Reporting

Organisations should look to understand the number of Employees likely to be impacted by a pay affecting progression step in the immediate future. To do this users are recommended to run the standard nationally available BI report available within the NHS Staff Requirements Dashboard, Pay Progression Tab. This is available to HR users as well as managers. The report will enable you to understand who will need to have confirmation of pay progression in the coming period.

UN2885 2 of 4 02 nd APR 2020	Electronic Staff Record Programme USER NOTICE	NHS
Title	Managing Pay Progression during the C	COVID-19 pandemic
Purpose	To advise users of the methods availab progression	le to support Pay
Intended Audience	All HR and Payroll users	

	irements Dashbo	ard									orites 👻 🕴 Dashboi	irds 👻 📴 New 👻 🖻	Open 👻 Signed In As
nmary Prof	Reg Matching Right to	Work DBS Ch	nedka Appra	isal Reviews Appraisals by Org	anisation Appraisal Timeline Manage Appraisals Due Pay Pro	ogression							
HS Electroni	c Staff Record - Bus	siness Intellige	ence										
	(All Column Value 🔽	The Comment of The	il Column Value	s) V Amount Calance F	ixed Term Temp;Nic 👻 Person Type(s) Employee;Employee 💌								
					ation Code (All Column Values)	(aluna) (an							
						raiues)							
imary Assignr	ments Only -51 M Re	wiew Type 2nd G	iateway;AfC D	Job Role (All Column Values	Pay Grade(s)								
					Next Apply	Reset +							
									15				
nployee Nur	nber Assignment Nu		and a subscription of the subscription										
iployee Nur 345678	12345678	Example	Employee	Mr.	Officer	Position Title	XN06	22/08/2016	22/08/2016	02/03/2020	02/03/2021	02/03/2023	No
uployee Nur 345678 345678	12345678 12345678	Example Example	Employee Employee	Mr. Miss	Officer Healthcare Assistant	Position Title Position Title	XN06 XR03	22/08/2016 12/12/2013	22/08/2016 12/12/2013	02/03/2020 06/10/2019	02/03/2021 06/10/2020	02/03/2023 06/10/2023	No No
aployee Nur 345678 345678 345678	12345678 12345678 12345678	Example Example Example	Employee Employee Employee	Mr. Miss Mrs.	Officer Healthcare Assistant Clerical Worker	Position Title Position Title Position Title	XN06 XR03 XR03	22/08/2016 12/12/2013 01/02/2016	22/08/2016 12/12/2013 01/02/2016	02/03/2020 06/10/2019 12/08/2019	02/03/2021 06/10/2020 12/08/2020	02/03/2023 06/10/2023 12/08/2023	No No No
ployee Nur 945678 945678 945678 945678	12345678 12345678 12345678 12345678 12345678	Example Example Example Example	Employee Employee Employee Employee	Mr. Miss Mrs. Miss	Officer Healthcare Assistant Clerical Worker Senior Manager	Position Title Position Title Position Title Position Title	XN06 XR03 XR03 XN08	22/08/2016 12/12/2013 01/02/2016 01/04/2010	22/08/2016 12/12/2013 01/02/2016 01/04/2010	02/03/2020 06/10/2019 12/08/2019 01/11/2019	02/03/2021 06/10/2020 12/08/2020 01/11/2020	02/03/2023 06/10/2023 12/08/2023 01/11/2022	Na Na Na Na
nployee Nur 345678 345678 345678 345678 345678 345678	12345678 12345678 12345678 12345678 12345678 12345678	Example Example Example Example Example	Employee Employee Employee Employee Employee	Mr. Miss Mrs. Miss Mr.	Officer Healthcare Assistant Clerical Worker Serior Manager Serior Manager	Position Title Position Title Position Title Position Title Position Title	XN06 XR03 XR03 XN08 XN09	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010	02/03/2020 06/10/2019 12/08/2019 01/11/2019 01/02/2020	02/03/2021 06/10/2020 12/08/2020 01/11/2020 01/02/2021	02/03/2023 06/10/2023 12/08/2023 01/11/2022 01/02/2023	No No No No
nployee Nur 345678 345678 345678 345678 345678 345678 345678	12345678 12345678 12345678 12345678 12345678	Example Example Example Example	Employee Employee Employee Employee	Mr. Miss Mrs. Miss	Officer Healthcare Assistant Clerical Worker Senior Manager	Position Title Position Title Position Title Position Title	XN06 XR03 XR03 XN08	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014	02/03/2820 06/10/2019 12/08/2019 01/11/2019 01/02/2020 25/11/2019	02/03/2021 06/10/2020 12/08/2020 01/11/2020 01/02/2021 25/11/2020	02/03/2023 06/10/2023 12/08/2023 01/11/2022 01/02/2023 25/11/2022	No No No No No
ployee Nur 345678 345678 345678 345678 345678 345678 345678 345678 345678	12345678 12345678 12345678 12345678 12345678 12345678 12345678	Example Example Example Example Example Example	Employee Employee Employee Employee Employee Employee	Nr. Mas Mrs. Mas Nr. Mrs.	Officer Healthcare Assistant Clerical Worker Service Manager Service Manager Analyst	Position Title Position Title Position Title Position Title Position Title Position Title	XN05 XR03 XR03 XN08 XN09 XR05	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010	02/03/2020 06/10/2019 12/08/2019 01/11/2019 01/02/2020	02/03/2021 06/10/2020 12/08/2020 01/11/2020 01/02/2021	02/03/2023 06/10/2023 12/08/2023 01/11/2022 01/02/2023	No No No No
ployee Nur 345678 345678 345678 345678 345678 345678 345678 345678 345678	12345678 12345678 12345678 12345678 12345678 12345678 12345678	Example Example Example Example Example Example Example	Employee Employee Employee Employee Employee Employee	Mr. Mass Mrs. Mas. Mr. Mrs. Mrs. Mass	Officer Healthore Ansistant Clerical Worker Seric Manager Seric Manager Analyst Officer	Position Title Position Title Position Title Position Title Position Title Position Title Position Title	XN06 XR03 XR03 XN08 XN09 XR06 XN06	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014 21/11/2016	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014 21/11/2016	02/03/2020 06/10/2019 12/08/2019 01/11/2019 01/02/2020 25/11/2019 23/01/2020	02/03/2021 06/10/2020 12/08/2020 01/11/2020 01/02/2021 25/11/2020 23/01/2021	02/03/2023 06/10/2023 12/08/2023 01/11/2022 01/02/2023 25/11/2022 23/01/2023	No No No No No No
nployee Nur 345678 345678 345678 345678 345678 345678 345678 345678 345678 345678 345678	12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678	Example Example Example Example Example Example Example Example	Employee Employee Employee Employee Employee Employee Employee Employee	Mr. Miss Miss Miss Mrs. Miss Miss Miss	Officer Healthcare Assistant Clerical Worker Service Manager Service Manager Analyst Officer Support Worker	Position Title Position Title Position Title Position Title Position Title Position Title Position Title	XN06 XR03 XR03 XN08 XN08 XN09 XR06 XN06 XR03	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014 21/11/2016 27/06/2016	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014 22/11/2016 27/06/2016	02/03/2020 06/10/2019 01/11/2019 01/11/2019 01/02/2020 25/11/2019 23/01/2020 16/09/2019	02/03/2021 06/10/2020 12/08/2020 01/11/2020 01/02/2021 25/11/2020 23/01/2021 16/09/2020	02/03/2023 06/10/2023 12/08/2023 01/11/2022 01/02/2023 25/11/2022 23/01/2023 16/09/2023	No No No No No
nployee Hun 345678 345678 345678 345678 345678 345678 345678 345678 345678 345678 345678	12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678	Example Example Example Example Example Example Example Example Example	Employee Employee Employee Employee Employee Employee Employee Employee Employee	Nr. Mas Mas Mr. Mas Mr. Mas Mr. Mas	Offer Healthree Assistant Cental Worker Seren Henger Analyst Offer Support Worker Offer Offer	Position Title Position Title Position Title Position Title Position Title Position Title Position Title Position Title	XN06 XR03 XR03 XN08 XN09 XR06 XN06 XR05	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014 22/11/2016 27/06/2016 18/07/2014	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 01/04/2010 01/04/2010 01/04/2010 12/05/2014 22/1/1/2016 22/06/2016 18/07/2014	02/03/2020 06/10/2019 01/10/2019 01/12/019 01/02/2020 25/11/2019 23/01/2020 16/09/2019 16/09/2019	02/03/2021 06/10/2020 12/08/2020 01/11/2020 01/02/2021 25/11/2020 23/01/2021 16/09/2020 16/09/2020	02/03/2023 06/10/2023 12/08/2023 01/11/2022 01/02/2023 25/11/2022 23/01/2023 16/09/2023 16/09/2022	Na Na Na Na Na Na Na Na
nployee Run 2345678 2345678 2345678 2345678 2345678 2345678 2345678 2345678 2345678 2345678 2345678 2345678	12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678	Example Example Example Example Example Example Example Example Example	Employee Employee Employee Employee Employee Employee Employee Employee Employee Employee	Nr. Mas Mas Mas Mr. Mas Nr. Mas Mas Mr.	Offear Headhcare Assistant Clerical Norker Sericir Manager Sericir Manager Analyst Offear Support Worker Offear Manager	Position Title Position Title Position Title Position Title Position Title Position Title Position Title Position Title Position Title Position Title	XN06 XR03 XR03 XN08 XN09 XR06 XN06 XR06 XR03 XR05 XR08	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014 21/11/2016 27/06/2016 18/07/2014 01/04/2010	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014 21/11/2016 27/06/2016 18/07/2014 01/04/2010	02/03/2020 06/10/2019 01/02/2019 01/11/2019 01/02/2020 25/11/2019 23/01/2020 16/09/2019 16/09/2019 11/12/2019	02/03/2021 06/10/2020 01/11/2020 01/02/2021 25/11/2020 23/01/2021 16/09/2020 16/09/2020 11/12/2020	02/03/2023 06/10/2023 01/11/2022 01/01/2023 25/11/2022 23/01/2023 16/09/2023 16/09/2022 11/12/2022	No No No No No No No No No No
mployee Nun 2245678 2345678 2345678 2345678 2345678 2345678 2345678 2345678 2345678 2345678 2345678 2345678	12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678 12345678	Example Example Example Example Example Example Example Example Example Example	Employee Employee Employee Employee Employee Employee Employee Employee Employee Employee Employee	Nr. Miss Miss Mr. Miss Miss Mr. Miss Miss Miss	Offer Healthree Assistant Clencal Worker Server Manager Analyst Offer Saport Worker Offer Manager Offer	Position Title Position Title Position Title Position Title Position Title Position Title Position Title Position Title Position Title Position Title	XN06 XR03 XR03 XN08 XN09 XR06 XR06 XR03 XR05 XR08 XR08 XR04	22/08/2016 12/12/2013 01/02/2016 01/04/2010 01/04/2010 12/05/2014 23/11/2016 27/06/2016 18/07/2014 01/04/2010 11/12/2006	22/08/2016 12/12/2013 01/04/2010 01/04/2010 01/04/2010 12/05/2014 21/11/2016 27/06/2016 18/07/2014 01/04/2010 01/04/2010 11/12/2006	02/03/2020 06/10/2019 01/10/2019 01/12/2019 01/02/2020 23/11/2019 23/01/2020 16/09/2019 14/09/2019 11/12/2019 07/01/2020	02/03/2021 06/10/2020 01/11/2020 01/02/2021 25/11/2020 23/01/2021 16/09/2020 16/09/2020 11/12/2020 07/01/2021	02/03/2023 06/10/2023 12/06/2023 01/11/2022 25/01/2023 25/01/2023 15/09/2023 16/09/2023 16/09/2022 11/12/2022 07/01/2023	No No No No No No No No No No No

In addition as part of the payroll processing the pre-increment report will highlight any employee who is at a pay affecting progression step and indicate the status of whether they are set to progress or not.

NHS Pre-Increment Report

Employee Assign Grade Number Number	No of Increment Incs Date	Pay Progression	< Spinal Current	Step> < Projected	Current	l Point Value Projected	Difference
20000192 20000192 NHS XN06 Non Review Body Band 6	1 20-May-2019	Уер	410	420	34,782.00	37,267.00	2,485.00
20000297 20000297 NHS XN07 Non Review Body Band 7	4 13-May-2019	Yes following initial deferral	392	430	37,570.00	38,765.00	1,195.00
:: Warning, future assignment changes exist.							
20000298 20000298 NHE XN05 Non Review Body Band 5	1 15-May-2019	Yes following initial deferral	310	320	26,220.00	27,260.00	1,040.00
20000487 20000487 NHS XN06 Non Review Body Band 6	1 19-May-2019	No	390	400	32,525.00	33,587.00	1,062.00
20000466 20000466 NHE XN06 Non Review Body Band 6	3 01-May-2019	Yes	360	400	32,525,00	33,587,00	1,062.00
20000467 20000467 NHS XN06 Non Review Body Band 6	1 17-May-2019	Yes following	360	380	32,525.00	32,525,00	0.00
2000407 2000407 And Ano Ano Ano Ano	1 17-May-2015	initial deferral	200	200	32,323.00	32,323.00	0.00
Increment is not pay affecting.							

Reviewing this as part of payroll processing will highlight any employees where progression may be an issue and need further investigation. Please remember for those who meet the criteria of the terms and conditions of service the pay progression field against each employees assignment will need to be set to Yes if the step is pay affecting.

UN2885 3 of 4 02 nd APR 2020	Electronic Staff Record Programme USER NOTICE	NHS
Title	Managing Pay Progression during the C	OVID-19 pandemic
Purpose	To advise users of the methods availab progression	le to support Pay
Intended Audience	All HR and Payroll users	

Updating the Pay Progression details

In order to ensure employees progress appropriately the following options are available.

1) Manager Self Service

Managers are able to set up and complete the Pay Meeting in ESR via the Appraisal and Review functionality. Managers will receive monthly reminders for those staff with a pay affecting pay step within the next three months. Employees will receive reminders four months and one month before a pay affecting pay step.

- 2) It is appreciated at this difficult time managers may not have the time to complete this process for those impacted staff and so local support by HR may be required.
 - a. Available on the Assignment Extra Information form > Appraisals and Development Summary the following details will be required:
 - i. Review Type of Pay Meeting
 - ii. Period Start and End refer to the previous year in which progression is dependent on.
 - iii. Appraisal Date Date on which Pay Progression meeting would have occurred
 - iv. Pay Progression This should be set to Yes. If there are specific circumstances where an employee is unable to progress ensure this is set to No and record a reason why.

Note - Organisations can assign the Pay Progression Role (or locally created equivalents to staff, they will then receive a monthly notification informing them of employee assignments who have a pay affecting pay step within the next 45 days and may require an update to their record as described above.

UN2885 4 of 4 02 nd APR 2020	Electronic Staff Record Programme USER NOTICE	NHS
Title	Managing Pay Progression during the C	COVID-19 pandemic
Purpose	To advise users of the methods availab progression	le to support Pay
Intended Audience	All HR and Payroll users	

ACTION REQUIRED

None

FURTHER INFORMATION

Information on Self Service Managing Pay Progression can be found here:

https://my.esr.nhs.uk/esrusermanual/HTML/NAVU1315.htm

NEXT UPDATE

No further update is required.