


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

SUBJECT

Managing Pay Progression

DETAIL


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

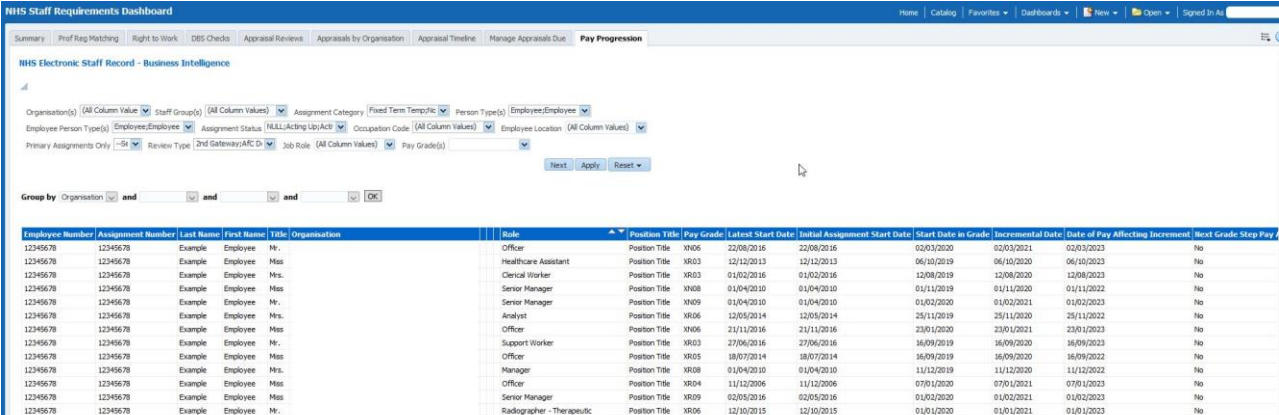
Whilst organisations must continue to ensure that employees are appropriately registered, are cleared by the Disclosure and Barring Service (DBS) and are safe to work, NHS Employers have advised that the usual arrangements that require staff to demonstrate that they meet the requirements for pay progression 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.

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Employee Number	Assignment Number	Last Name	First Name	Title	Organisation	Risk	Position Title	Pay Grade	Latest Start Date	Initial Assignment Start Date	Start Date in Grade	Incremental Date	Date of Pay Affecting Increment	Next Grade Step Pay
12345678	12345678	Example	Employee	Mr.		Office		XN06	22/08/2016	22/08/2016	02/03/2020	02/03/2021	02/03/2022	No
12345678	12345678	Example	Employee	Miss		Healthcare Assistant	Position Title	XR03	12/12/2013	12/12/2013	06/10/2019	06/10/2020	06/10/2023	No
12345678	12345678	Example	Employee	Mrs.		Clerical Worker	Position Title	XR03	01/02/2016	01/02/2016	12/08/2019	12/08/2020	12/08/2023	No
12345678	12345678	Example	Employee	Miss		Senior Manager	Position Title	XN08	01/04/2010	01/04/2010	01/11/2019	01/11/2020	01/11/2022	No
12345678	12345678	Example	Employee	Mr.		Senior Manager	Position Title	XN09	01/04/2010	01/04/2010	01/02/2020	01/02/2021	01/02/2023	No
12345678	12345678	Example	Employee	Mrs.		Analyst	Position Title	XR06	12/05/2014	12/05/2014	25/11/2019	25/11/2020	25/11/2022	No
12345678	12345678	Example	Employee	Miss		Office	Position Title	XN06	21/11/2016	21/11/2016	23/01/2020	23/01/2021	23/01/2023	No
12345678	12345678	Example	Employee	Mr.		Support Worker	Position Title	XR03	27/06/2016	27/06/2016	16/09/2019	16/09/2020	16/09/2023	No
12345678	12345678	Example	Employee	Miss		Office	Position Title	XR05	18/07/2014	18/07/2014	16/09/2019	16/09/2020	16/09/2022	No
12345678	12345678	Example	Employee	Mrs.		Manager	Position Title	XR08	01/04/2010	01/04/2010	11/12/2019	11/12/2020	11/12/2022	No
12345678	12345678	Example	Employee	Miss		Office	Position Title	XR04	11/12/2006	11/12/2006	07/01/2020	07/01/2021	07/01/2023	No
12345678	12345678	Example	Employee	Miss		Senior Manager	Position Title	XR09	02/05/2016	02/05/2016	01/02/2020	01/02/2021	01/02/2023	No
12345678	12345678	Example	Employee	Mr.		Radiographer - Therapeutic	Position Title	XR06	12/10/2015	12/10/2015	01/01/2020	01/01/2021	01/01/2023	No
12345678	12345678	Example	Employee	Miss		Sister/Charge Nurse	Position Title	XR06	18/07/2016	18/07/2016	29/09/2019	29/09/2020	29/09/2022	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 Number	Assign Number	Grade	No of Inces	Increment Date	Pay Progression	Spinal Current	Spinal Projected	Step	Spinal Point Value Current	Spinal Point Value Projected	Difference
20000192	20000192	NHS XN06 Non Review Body Band 6	1	20-May-2019	Yes	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	NHS 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	NHS 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 initial deferral	360	380		32,525.00	32,525.00	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.

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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 dependant 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.

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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.