


UN2888 1 of 4 03 rd APR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Guidance for sickness payments during COVID-19	
Purpose	To advise all ESR Organisations on how to manage sickness payments during the COVID-19 pandemic	
Intended Audience	All Payroll and HR Users	

SUBJECT

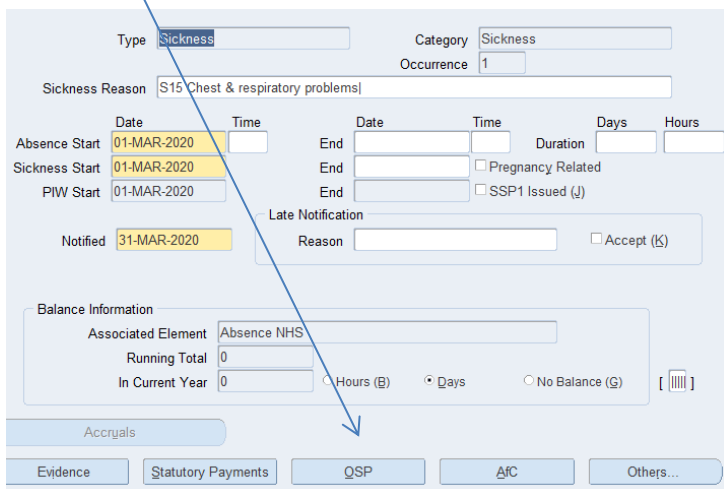
Guidance on managing sickness payments during COVID-19 in relation to the information published on NHS Employers website: <https://www.nhsemployers.org/covid19>

DETAIL

Users will have seen the guidance that has been published on NHS Employers website with regards to sickness recording and payment. This advises that full pay will be due for all COVID-19 related sickness and that pay should be as if the employee had been at work.

UN2864 advises of the relevant absence recording to ensure that COVID-19 can be identified and reported on.


Where an employee is in a position that their sickness pay may be reduced due to their entitlement, organisations can override this by using the OSP button on the main Absence screen



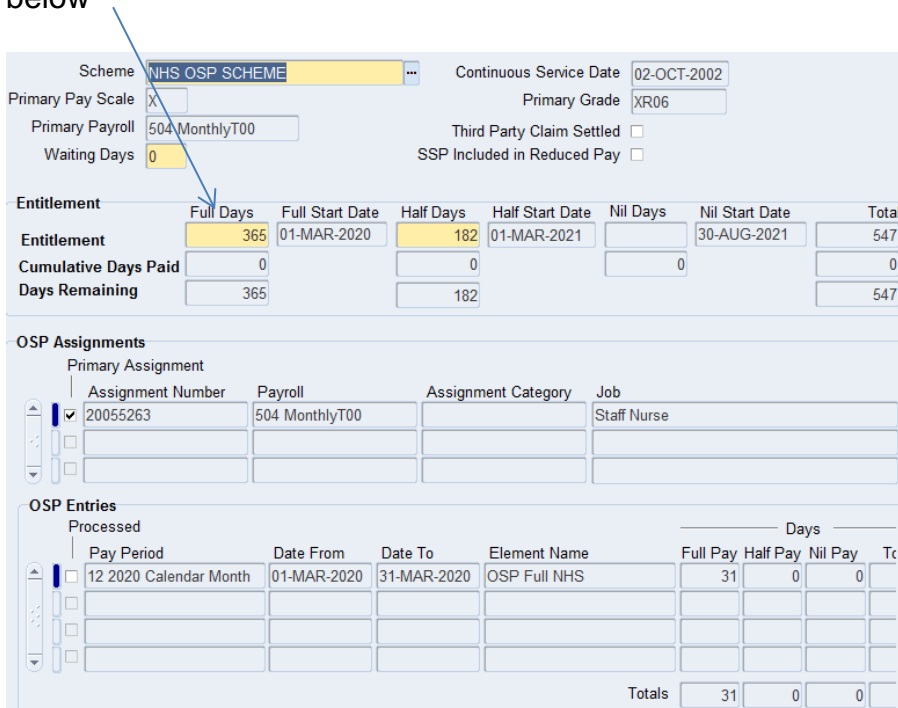
The screenshot shows the NHS Absence screen with the following fields and options:

- Type: Sickness
- Category: Sickness
- Occurrence: 1
- Sickness Reason: S15 Chest & respiratory problems
- Absence Start: 01-MAR-2020
- Sickness Start: 01-MAR-2020
- PIW Start: 01-MAR-2020
- Notified: 31-MAR-2020
- Late Notification: Reason (empty), Accept (K) (checkbox)
- Balance Information: Associated Element: Absence NHS, Running Total: 0, In Current Year: 0
- Accruals: Evidence, Statutory Payments, **OSP**, A/C, Others...

A blue arrow points from the text above to the OSP button in the screenshot.

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When in the screen the full pay entitlement can be amended in the Entitlement field as shown below




The screenshot shows the 'Entitlement' section of the NHS Staff Record system. The 'Full Days' field is highlighted in yellow and contains the value 365. A blue arrow points to this field. The 'Half Days' field contains 182, and the 'Total' field contains 547. Below the entitlement table, there are sections for 'OSP Assignments' and 'OSP Entries'.

Entitlement	Full Days	Full Start Date	Half Days	Half Start Date	Nil Days	Nil Start Date	Total
Entitlement	365	01-MAR-2020	182	01-MAR-2021		30-AUG-2021	547
Cumulative Days Paid	0		0		0		0
Days Remaining	365		182				547

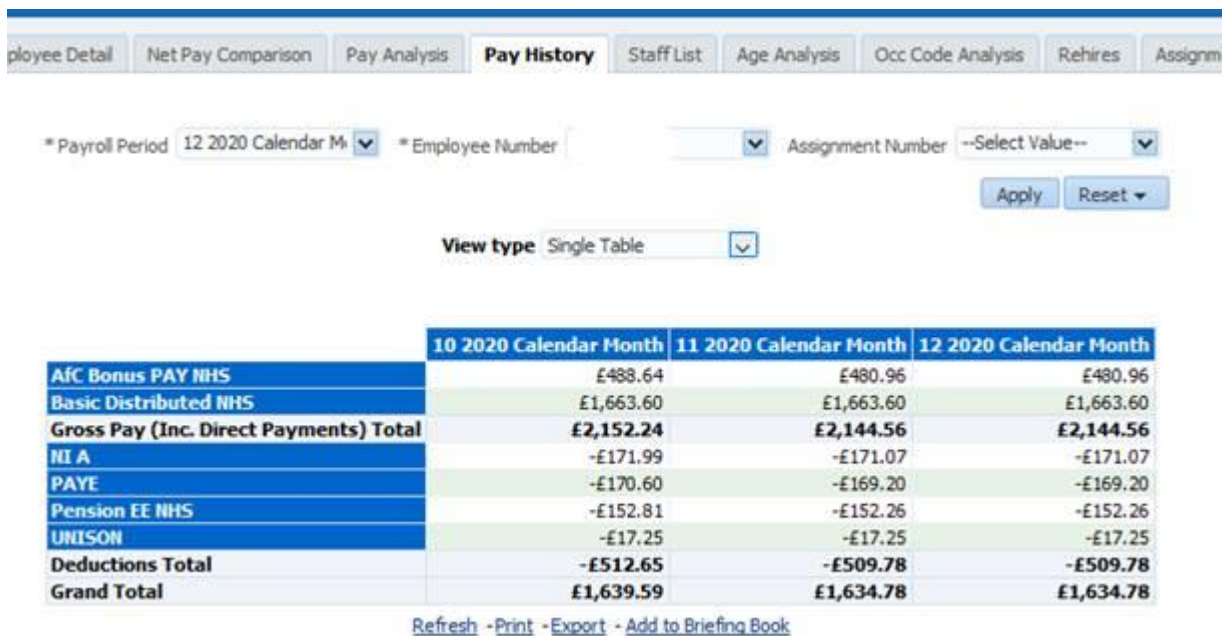
Use of the sickness reports for staff approaching half pay can help with identifying affected employees.

Where employees would receive enhancements etc. if they had been at work, it will be up to the organisation to determine whether a locally agreed average reference period or payment of actual allowances is to be made. Local elements should be used where an average payment is required.

Staff who fall under AFC T&C's and earn below the £18,160 threshold will continue to be entitled to payment via the AFC Average Pay element.

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Use of the Pay History analysis within the Payroll Dashboard in BI can assist in determining the average payment:



The screenshot shows the Payroll Dashboard interface. The 'Pay History' tab is selected. The filters are set to '12 2020 Calendar Month'. The 'View type' is set to 'Single Table'. The table displays the following data:

	10 2020 Calendar Month	11 2020 Calendar Month	12 2020 Calendar Month
AfC Bonus PAY NHS	£488.64	£480.96	£480.96
Basic Distributed NHS	£1,663.60	£1,663.60	£1,663.60
Gross Pay (Inc. Direct Payments) Total	£2,152.24	£2,144.56	£2,144.56
NI A	-£171.99	-£171.07	-£171.07
PAYE	-£170.60	-£169.20	-£169.20
Pension EE NHS	-£152.81	-£152.26	-£152.26
UNISON	-£17.25	-£17.25	-£17.25
Deductions Total	-£512.65	-£509.78	-£509.78
Grand Total	£1,639.59	£1,634.78	£1,634.78


Below the table are links for [Refresh](#), [Print](#), [Export](#), and [Add to Briefing Book](#).

ACTION REQUIRED

Users are advised to follow local policies and processes to ensure that payments can be made in line with the advice given by NHS Employers.

FURTHER INFORMATION

We will continue to investigate whether there are other options that can further assist users who may want to manage payments via the average payment route and will provide a further communication if this is considered possible. These investigations will consider the risk to system performance, stability and availability at this time and will also be assessed against the requirement to limit ESR downtime other than for essential updates.

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NEXT UPDATE

None