


UN2898 1 of 2 28 th APR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Reconciliation Webinar – May 2020	
Purpose	To inform ESR users of the Payroll Reconciliation Webinar	
Intended Audience	ESR Users responsible for processing and reconciling payroll	

SUBJECT

Although RTI has been around since 2013, we are aware that RTI Reconciliation is an area of uncertainty and concern for some of our Users. Following an analysis based on SRs raised, the ESR Programme will deliver a specific webinar to provide guidance on Best Practice for this topic.

DETAIL

Each webinar is delivered via a virtual classroom session using Webex and the content is described below:

Agenda

- Overview of Payroll Processing Requirements
- FPS Period To Date Reconciliation
- Gross To Net Report vs FPS Year To Date Reconciliation
- Investigation of reconciliation queries
- FPS Amendments Reconciliation

Schedule


DATE	TIME
Wednesday 6 th May 2020	10:00am – 11:00am
Wednesday 6 th May 2020	3:00pm – 4:00pm

Audience

The Webinars are intended for Payroll users at the Employing Authority who are responsible for processing and reconciling Payroll.

Prerequisite Knowledge/Experience/Courses

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

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ACTION REQUIRED

To register for the Webinar, please follow the instructions below:

1. Nominations to be e-mailed to – ESR.IS-ESRCourseReg@nhs.net
2. Please title the e-mail – Reconciliation Webinar
3. Places can only be allocated when supplied with the delegate/s full name, e-mail address, Employing Authority name and Identifier (VPD).
4. Time of the course you wish to attend.

All places will be confirmed individually by e-mail 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

If you have any questions, please contact the ESR Education Team – ESR.IS-ESRCourseReg@nhs.net