


UN2909 1 of 2 21 <sup>st</sup> MAY 2020	Electronic Staff Record Programme  USER NOTICE	
<b>Title</b>	P11D Webinars - May 2020	
<b>Purpose</b>	To inform ESR users of the P11D Webinars	
<b>Intended Audience</b>	ESR Users responsible for P11D processing	

## SUBJECT

Please find below the schedule for delivery of the P11D webinar, 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 P11D webinar is described below:

### Agenda

- **ESR P11D Production Overview**
- **How to extract Car and Mileage Payments**
- **How to enter other benefit details**
- **How to produce and print P11D forms for employees**
- **How to report Class 1A NIC liability for Payrolled Benefits in Kind**
- **How to submit P11D and P11D(b) to HMRC by XML**

## Schedule

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

DATE	TIME
Wednesday 27 <sup>th</sup> May 2020	10am – 11am
Wednesday 27 <sup>th</sup> May 2020	3pm – 4pm


## Audience

- Personnel at the Employing Authority who are responsible for completing the P11D processes within ESR

## Prerequisite Knowledge/Experience/Courses

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

## ACTION REQUIRED

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To register for 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 – P11D 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 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 facility.

## **FURTHER INFORMATION**

If you have any questions, please contact the ESR Education Team  
[ESR.IS-ESRCourseReg@nhs.net](mailto:ESR.IS-ESRCourseReg@nhs.net)