


UN2954 1 of 2 01 st OCT 2020	Electronic Staff Record Programme USER NOTICE	
Title	Payroll - Did You Know Webinar: Tips for Starters & Leavers	
Purpose	Webinar to provide some tips on functionality designed to help with processing starters and leavers	
Intended Audience	ESR Payroll and HR Users	

SUBJECT

Payroll Did You Know – Tips for Starters & Leavers

DETAIL

The NHS ESR Central Team will be delivering a session via webinar to provide some tips on functionality that can assist when processing Starters and Leavers. The webinar is principally designed for those who are Payroll and HR users.

The webinar will cover the following:

- Employees hired with incorrect date
- IAT Pension start date override
- Managing Aggregation including Rehires
- NHS Internal Payroll Transfer Process
- Late New Starter NI Adjustment
- Terminating inactive assignments
- Payment of early Leavers up to 5th of the following month

ACTION REQUIRED

The webinar will be held on Wednesday 21st October at 11.00 am. To register for the webinar click [here](#)


Following registration, delegates will receive email confirmation that a place has been booked together with a link to check PC software settings.

Please ensure that you are able to use the webinar software prior to joining the session, it is recommended that where possible delegates use the “Dial In” audio option if there is any doubt as to the quality of the internet connection being used.

FURTHER INFORMATION

For further information contact your Functional Account Manager. Please click [here](#) for contact details.

NEXT UPDATE

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None