


UN2956 1 of 13 13 <sup>th</sup> OCT 2020	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Christmas and New Year 2020/21 Payroll Processing	
<b>Purpose</b>	To advise Users on Processing Arrangements for the Christmas and New Year period 2020/21	
<b>Intended Audience</b>	ESR Payroll Managers & Payroll providers.	

## SUBJECT

Payroll processing – Christmas and New Year 2020/21.

## DETAIL

The Bank Holidays which fall over Christmas and New Year (25<sup>th</sup>/28<sup>th</sup> December 2020 and 1<sup>st</sup> January 2021) will preclude normal payroll processing. This, together with the custom of many Employing Authorities making payments before Christmas, means users are being asked to advise or confirm their processing plans for this period to ensure that all processing can be accommodated in this shortened window in December.

Any queries regarding this notice should be raised on a Service Request.


### 1. PROCESSING RESTRICTIONS / CONSTRAINTS


The normal rules of ESR payroll processing still apply.

- a) The Normal Payment date of Weekly payrolls should not be changed as this can impact Tax & NI calculations.
- b) The payroll processing for each employee **MUST** be run in order of **NORMAL** payment date to avoid payroll interlocks. Note - Assignments at Terminate Process Assignment and Terminate Assignment still create payroll actions.

Processing constraints for December -This includes both Weekly and Monthly payroll.

- a) No NHS Rollback Payroll Run processes will be allowed between 6am Monday 7<sup>th</sup> and 6pm Friday 11<sup>th</sup> December. Note : There is no restriction on NHS Rollback Process.
- b) No Retro Pay processing will be allowed between 6am Monday 7<sup>th</sup> and 6pm Friday 11<sup>th</sup> December.
- c) Paper payslips (Weekly) required for Thursday 24<sup>th</sup> December should be submitted by 11:30am on Wednesday 23<sup>rd</sup> December.
- d) Paper Payslips (Weekly) required for Monday 4<sup>th</sup> January should be submitted by 11:30am on Thursday 31<sup>st</sup> December.

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## 2. MONTHLY PAYROLL

If any changes are required to the schedules already submitted in February/March following UN2846, please email the [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net) mailbox. All changes will be assessed to ensure that they can be accommodated.

If there are no changes to the previously submitted (and published on ESR Information Point) schedules, then it is not necessary to resubmit the Monthly schedule.

## 3. WEEKLY PAYROLL

**If you do not process weekly payroll, please ignore the remainder of this section and go to Section 4 – Important Notes.**


Two spreadsheets are included with this notice (One formatted to include validation of dates entered, and one unformatted to allow completion if formatted spreadsheets cannot be utilised or to be used for payrolls created after User Notice issued).

- UN2xxx Weekly\_Wages\_Schedule\_2020-21\_Formatted.xlsx
- UN2xxx Weekly\_Wages\_Schedule\_2020-21\_Template.xlsx

Users are requested to complete proposed schedules, and return by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net) by **Friday 30th October 2020**. It would be appreciated if the VPD number for which the proposals are being submitted, could be included in the title of the email. Users will be informed of the acceptability or otherwise of submitted schedules within 3 working days of receipt. Preference will be given by order of receipt.

Users are reminded that these schedules are not automatically reflected in ESR and that the 'BACS Processing' dates information need to be checked to ensure that the correct payment dates are used when payrolls are processed. BACS processing dates **must** be the last working day before Payment day.

**The Normal payment date for Weekly payrolls should not be amended and must not be moved into a different tax week as this will cause issues with National Insurance and Income Tax calculations.**

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If you do not have employees with assignments on both cycles please ignore the remainder of this section and go to Section 4 – Important Notes. In this section there is guidance on the sequence of processing together with some recommendations to avoid interlocking problems between weekly and monthly payrolls. This applies only to Employing Authorities who have employees with assignments on both pay cycles.

These recommendations include changing the normal payment date on the monthly payroll calendar. Users should be aware that this date is printed on the employee pay advice and they may wish to notify employees that the date on the payslip may be incorrect in December.


Users are reminded that all payroll processes in ESR **must** be processed in strict chronological order of the normal payment date held on Payroll Description>Period Dates. It is possible to have weekly and monthly payment dates on the same day.

If weekly and monthly payrolls have the same payment date then it is advised to complete one payroll prior to processing the other to avoid potential interlocks with retries.

Payroll runs are dated on the **Normal Payment Date** of the period being processed and therefore the normal payment dates for weeks 36, 37, 38, 39 and month 9 must be set in the order that you plan to process the payrolls, regardless of the actual payment dates.

The actual payment dates are controlled by the BACS process date (one bank working day before payment). An extract from the BACS processing calendar is reproduced at section 5 for Users' guidance.

Attempts to process payrolls in non-chronological order will result in employees with assignments that have already been processed on the later payroll not being processed in the payroll run.

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## Processing Sequence

### NORMAL payment day

Weekly Normal Pay Day:	Wednesday	Thursday	Friday	Processing Sequence
Monthly Pay Day:	9	10	11	W36>M9>W37>W38>W39 or M9>W36>W37>W38>W39
	10-15	11-16	12-17	W36>M9>W37>W38>W39
	16	17	18	W36>W37>M9>W38>W39> or W36>M9>W37>W38>W39
	17-22	18-23	19-24	W36>W37>M9>W38>W39
	23	24	25	W36>W37>W38>M9>W39 or W36>W37>M9>W38>W39
	24-29	25-30	26-31	W36>W37>W38>M9>W39

Some Users may find the processing sequence proscribed by the Normal Payment dates inconvenient, and Users may wish to alter the normal payment dates in ESR **for the Monthly Payroll** so that payrolls can be processed in the required order without causing any interlocks.

Examples are described below – if users have any queries in relation to the action required please log a Service Request.

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Examples:

**Monthly Pay Day 14<sup>th</sup> – 17<sup>th</sup> December 2020, normal weekly payday Friday:**

Default processing sequence (in sequence of Normal Payment date):

Week 36> (11 <sup>th</sup> Dec) (Dates in brackets are Normal Payment dates)	<b>Month 9&gt;</b> <b>(14<sup>th</sup> - 17<sup>th</sup> Dec)</b>	Week 37> (18 <sup>th</sup> Dec)	Week 38> (25 <sup>th</sup> Dec)	Week 39> (1 <sup>st</sup> Jan)
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Recommendation to either:

- (a) Process in the above sequence or
- (b) To allow Month 9 before week 36, alter your payroll calendar to reflect a Normal Payment date for **Month 9** of 11<sup>th</sup> December 2020 to allow processing in the following sequence:

<b>Month 9&gt;</b> <b>(11<sup>th</sup> Dec)</b>	Week 36> (11 <sup>th</sup> Dec)	Week 37> (18 <sup>th</sup> Dec)	Week 38> (25 <sup>th</sup> Dec)	Week 39 (1 <sup>st</sup> Jan)
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(Dates in brackets are Normal Payment dates, *Month 9 altered*)

- (c) Or, to allow Week 37 before Month 9, alter your payroll calendar to reflect a Normal Payment date for **Month 9** of 18<sup>th</sup> December 2020 (or any date before W38) to allow processing in the following sequence:

Week 36> (11 <sup>th</sup> Dec)	Week 37 > (18 <sup>th</sup> Dec)	<b>Month 9 &gt;</b> <b>(18<sup>th</sup> Dec)</b>	Week 38> (25 <sup>th</sup> Dec)	Week 39 (1 <sup>st</sup> Jan)
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(Dates in brackets are Normal Payment dates, *Month 9 altered*)

Any subsequent changes to proposed and/or agreed schedules should be sent by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net)

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#### 4. IMPORTANT NOTES

During the run up to Christmas, BACS will be extremely busy due to most employers paying their employees early. To mitigate any issues related to this and to allow for contingency, we ask you to process your payrolls as early as possible.

Only one payroll per VPD can run concurrently. Users are requested to ensure that payrolls are submitted in the order that they need to be processed in.

Monthly Pay Runs are restricted to overnight processing only and Users should take care to ensure that the correct order of processing is used to meet their requirements.

There will be additional capacity allocated during core hours for processing Retry payroll run & Retry payroll processing to keep delays to a minimum.

#### 4.1 BACS

Users are reminded that they should send their BACS for

*Monthly Salaries:*

No later than the 4th Bank Working Day before pay day (e.g. Pay day Friday, send no later than Tuesday)


*Weekly Wages:*

No later than 5pm on the 3rd Bank Working Day before pay day (e.g. Pay day Friday, send no later than 5pm Wednesday)

Users are reminded to take into account Bank Holidays when working out the date by which they should send their BACS and that they will need to change the BACS Processing Date if this would fall on a Bank Holiday.

An extract from the BACS processing calendar is reproduced in Section 5 of this notice.

The Weekly Payroll Calendar dates in ESR for BACS and Normal Payment should remain unaltered as if you are running single weeks.


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The actual changing of the weekly payment dates, where this is necessary, should be done in the NHS BACS process, where the “Processing Date” needs to be amended to **one bank working day** prior to your required payment date.

In all cases (Weeks 36 to 39 and Month 9) Users must check the BACS process date in the NHS BACS process, and over-ride if necessary.

Ensure you check your BACS Transmission Confirmation Email, upon receipt, to ensure the processing date is correct.



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## 4.2 PAYSLEIPS (Paper & Online)

### **Online Payslips**

Users are reminded that the date online payslips become visible is controlled by the Payslip offset date on the Period within the Payroll Description. If this field is blank the online payslip will become visible on the Normal Payment date.

### **Paper payslips**

Users should initiate the NHS Pay Advice process for:

#### Monthly Salaries:

No later than 5pm on the 2nd working day before delivery of payslips (e.g. delivery of payslips on Friday initiate the NHS Pay Advice process by 5pm on Wednesday).

#### Weekly Wages:

Not later than 4pm one working day before delivery of payslips (e.g. delivery of payslips on Friday, initiate the NHS Pay Advice process by 4pm on Thursday).

Not later than 11:30am on December 23<sup>rd</sup> for delivery on Thursday 24<sup>th</sup>.

Not later than 11:30am on December 31<sup>st</sup> for delivery on Monday 4<sup>th</sup> January.


### ***Users are reminded to take Bank Holidays into account.***

Due to the volume of payslips expected to be printed from Friday 18<sup>th</sup> to Tuesday 22<sup>nd</sup> December (inclusive) users are asked to initiate pay runs and pay advice prints as early in the day as is possible.

Employees will receive a separate pay advice and BACS payment for each pay period.

## 4.3 ROLLBACKS and RETRO-PAY


The NHS Rollback Payroll Run process will not be available between 6am on Monday 7<sup>th</sup> December until 6pm on Friday 11<sup>th</sup> December. Users who need to make corrections after a payroll run should mark the affected assignments for retry and then retry the payroll run.

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Any assignments in Error will automatically be processed in a Retry.

Users who run a payroll run before Monday 7th December and need to roll it back **must** ensure that this is completed before 6am on Monday 7th December.

Users are also asked to run housekeeping/reconciliation reports overnight during this period.

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#### 4.4 Impact of Christmas scheduling on RTI submissions


HMRC will be expecting the FPS on the normal scheduled due dates for the period, however this may not necessarily be the date that the payment is actually made, it is recommended that you still process the FPS at the end of each payroll cycle in line with other pay periods.

As the FPS contains Year to Date values, it is vital that you create files in the order that the payrolls are processed. These files **must** then be submitted to HMRC in the order they were created.

Please remember to allow for FPS processing times when putting together your operational schedules for the Christmas period to ensure that FPS files are processed in the correct order by HMRC. Users are advised to avoid transferring multiple files on the same day to remove any potential for HMRC to process files in the wrong order.

Note:

It is possible to process FPS files during core hours, but users should be aware that, due to demand, processes may queue and not run immediately.


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## 5. BACS PROCESSING DATES CHRISTMAS AND NEW YEAR 2020/21

An extract from the BACS processing calendar is reproduced below for guidance

### CHRISTMAS AND NEW YEAR 2020 / 21

PAYMENT ARRIVAL DATE		PROCESSING DATE		LATEST SUBMISSION DATE	
Thursday	24 December	Wednesday	23 December	Tuesday	22 December
Tuesday	29 December*	Thursday	24 December	Wednesday	23 December
Wednesday	30 December	Tuesday	29 December*	Thursday	24 December
Thursday	31 December	Wednesday	30 December	Tuesday	29 December*
Monday	4 January	Thursday	31 December	Wednesday	30 December
Tuesday	5 January	Monday	4 January	Thursday	31 December
Wednesday	6 January	Tuesday	5 January	Monday	4 January

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## ACTION REQUIRED

For weekly payrolls, Complete one spreadsheet per VPD and return by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net) by 5pm **Friday 30th October 2020** ensuring that schedules are provided for ALL payrolls in a VPD.

If there are any changes to previously agreed Monthly schedules please email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net).

## FURTHER INFORMATION

In the event of proposed schedules exceeding available capacity on a given day the order of receipt will determine preference.

Where demand exceeds availability affected users will be contacted to discuss potential alternatives.

Users will be informed of the acceptance or otherwise of submitted schedules within 3 working days of receipt.

If there are subsequent changes to agreed schedules these should be sent by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net)

Queries on the content of this User Notice should be raised on a Service Request through the ESR Service Desk.

## NEXT UPDATE

Full schedule will be published on ESR Information Point by 1st November 2020.