


UN2959 1 of 2 19 <sup>th</sup> OCT 2020	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Payroll - Did You Know Webinar: Tips for Starters & Leavers	
<b>Purpose</b>	<b>Webinar to provide some tips on functionality designed to help with processing starters and leavers</b>	
<b>Intended Audience</b>	<b>ESR Payroll and HR Users</b>	

## SUBJECT

Payroll Did You Know – Tips for Starters & Leavers

## DETAIL

Due to popular demand the NHS ESR Central Team will be delivering an additional 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.

For administrative purposes, the webinar is set to run for 60 minutes, it is anticipated that the full time will not be required for this session.

Please note this is only open to employees of ESR organisations.

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 on Wednesday 21<sup>st</sup> October is now full. An additional webinar for this session will be held on Tuesday 27<sup>th</sup> October at 11.00 am. Click on the following link to register.

[Click here to register.](#)

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.

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**FURTHER INFORMATION**

For further information contact your Functional Account Manager. Please use the following link for contact details. [Click here for contact details.](#)

**NEXT UPDATE**

None