


UN2964 1 of 2 05 <sup>th</sup> NOV 2020	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Payroll - Did You Know Webinar: Managing processes/reporting for Payroll	
<b>Purpose</b>	<b>Webinar to provide some tips on functionality designed to help with managing processes and reporting</b>	
<b>Intended Audience</b>	<b>ESR Payroll and HR Users</b>	

## SUBJECT

Payroll Did You Know – Managing processes/reporting for Payroll

## DETAIL

The NHS ESR Central Team will be delivering a session via webinar to provide some tips on functionality that can assist with managing processes and reporting. The webinar will cover items that can be used by both Payroll and HR users.

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

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

The webinar will cover the following:

- Payroll Dashboard – Gross to Net, Concurrent Manager and Exceptions portlets
- BI reporting for Payroll
- Pre/Post Increment functionality
- Payroll Exception Management Functionality
- Diary Reminder Form
- Shared Parental Leave


## ACTION REQUIRED

There will be 2 sessions held for this webinar on Tuesday 24<sup>th</sup> November and Wednesday 25<sup>th</sup> November, both sessions will commence at 11.00 am. Click on the following links to register.

Tuesday 24<sup>th</sup> November at 11.00 am [Click here to register.](#)

Wednesday 25<sup>th</sup> November at 11.00 am [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.

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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 use the following link for contact details. [Click here for contact details.](#)

#### **NEXT UPDATE**

None