


UN2997 1 of 4 24 February 2021	Electronic Staff Record Programme USER NOTICE	
Title	Managing Pay Progression	
Purpose	To advise users of the methods available to support Pay progression	
Intended Audience	HR and Payroll Users	

SUBJECT

Managing Pay Progression

DETAIL

Further to the publication of [Application of Pay Progression from 1st April 2021](#) by NHS Employers in England Organisations are reminded of the functionality available to help ensure employees who are able to progress through the pay step do so appropriately.

From the 1st April 2021, as per the agreement in the 2018 Contract Refresh, the transition period will end for staff employed before 1st April 2019. For all organisations in England changes will be applied to ESR, removing the exemptions on staff employed before 1st April 2019 from the Pay Progression process. All staff will now need the appropriate value recorded on the Pay Meeting review.

Whilst the emphasis remains on Organisations to ensure employees are appropriately registered, remain cleared by the DBS and are safe to work, NHS Employers have advised that where this has not been possible as a direct result of capacity pressures due to the COVID-19 Pandemic the usual arrangement to demonstrate this has been paused.


The following guidance will enable Organisations to understand those Employees who are approaching a Pay effecting pay step point within ESR and the ways in which it is possible to ensure continued progression.

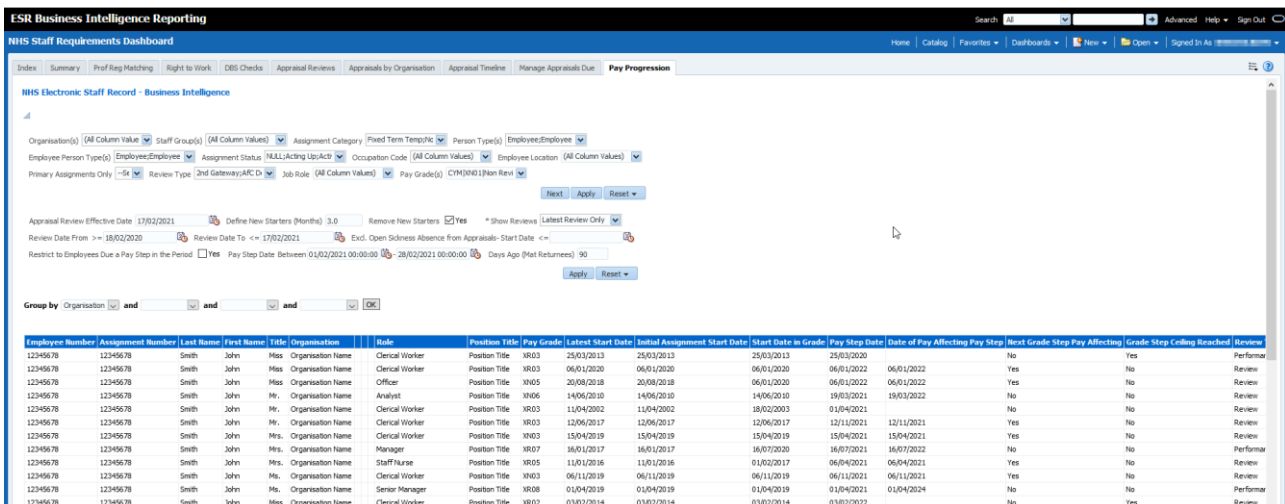
Reporting

In preparation for the end of the transition arrangements set out in the 2018 Contract Refresh the existing NHS Standard Dashboards have been updated to ensure all relevant employees are now returned within the reporting.

Any Pay Progression related BI Portlets have also been updated to ensure all relevant employees are now returned.

Organisations should look to understand the number of Employees likely to be impacted in the immediate future. To do this users are recommended to run the standard nationally available BI report available on the NHS Staff Requirements Dashboard, Pay Progression Tab. This is available to HR users as well as managers. The report will enable you to understand who will need to have confirmation of pay progression in the coming period.

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The screenshot shows the NHS Staff Requirements Dashboard with various filters applied for Pay Progression. The filters include Organisation(s), Employee Person Type(s), Assignment Status, Occupation Code, Employee Location, Primary Assignments Only, Review Type, Job Role, Pay Grade(s), Appraisal Review Effective Date, Review Date From, Review Date To, and Restrict to Employees Due a Pay Step in the Period. The data table below shows the results of these filters.

Employee Number	Assignment Number	Last Name	First Name	Title	Organisation	Role	Position Title	Pay Grade	Latest Start Date	Initial Assignment Start Date	Start Date in Grade	Pay Step Date	Date of Pay Affecting Pay Step	Next Grade Step Pay Affecting	Grade Step Ceiling Reached	Review
12345678	12345678	Smith	John	Miss	Organisation Name	Clerical Worker	Position Title	NR03	25/03/2013	25/03/2013	25/03/2020	06/01/2022	06/01/2022	Yes	No	Review
12345678	12345678	Smith	John	Miss	Organisation Name	Clerical Worker	Position Title	NR03	06/01/2020	06/01/2020	06/01/2020	06/01/2022	06/01/2022	Yes	No	Review
12345678	12345678	Smith	John	Miss	Organisation Name	Officer	Position Title	NR05	20/08/2018	20/08/2018	06/01/2020	06/01/2022	06/01/2022	Yes	No	Review
12345678	12345678	Smith	John	Mr.	Organisation Name	Analyst	Position Title	NR06	14/06/2010	14/06/2010	14/06/2010	19/03/2021	19/03/2022	No	No	Review
12345678	12345678	Smith	John	Mr.	Organisation Name	Clerical Worker	Position Title	NR03	11/04/2002	11/04/2002	18/02/2003	01/04/2021		No	No	Review
12345678	12345678	Smith	John	Mr.	Organisation Name	Clerical Worker	Position Title	NR03	12/06/2017	12/06/2017	12/06/2017	12/11/2021	12/11/2021	Yes	No	Review
12345678	12345678	Smith	John	Mrs.	Organisation Name	Clerical Worker	Position Title	NR03	15/04/2019	15/04/2019	15/04/2019	15/04/2021	15/04/2021	Yes	No	Review
12345678	12345678	Smith	John	Mrs.	Organisation Name	Manager	Position Title	NR07	16/01/2017	16/01/2017	16/07/2020	16/07/2021	16/07/2022	No	No	Review
12345678	12345678	Smith	John	Mrs.	Organisation Name	Staff Nurse	Position Title	NR05	11/01/2016	11/01/2016	01/02/2017	06/04/2021	06/04/2021	Yes	No	Review
12345678	12345678	Smith	John	Ms.	Organisation Name	Clerical Worker	Position Title	NR03	06/11/2019	06/11/2019	06/11/2019	06/11/2021	06/11/2021	Yes	No	Review
12345678	12345678	Smith	John	Ms.	Organisation Name	Senior Manager	Position Title	NR08	01/04/2019	01/04/2019	01/04/2019	01/04/2021	01/04/2021	No	No	Review
12345678	12345678	Smith	John	Miss	Organisation Name	Clerical Worker	Position Title	NR02	03/02/2014	03/02/2014	03/02/2014	03/02/2022		No	Yes	Review

In addition as part of the payroll processing the pre-increment report will highlight any employee who is at a pay effecting progression step and indicate the status of whether they are set to progress or not.

NHS Pre-Increment Report


Employee Number	Assign Number	Grade	No of Incc	Increment Date	Pay Progression	Current Spinal	Projected Spinal	Current Spinal Point Value	Projected Spinal Point Value	Difference
20000192	20000192	NHS XN06 Non Review Body Band 6	1	20-May-2019	Yes	410	420	34,782.00	37,267.00	2,485.00
20000297	20000297	NHS XN07 Non Review Body Band 7	4	13-May-2019	Yes following initial deferral	392	430	37,570.00	38,765.00	1,195.00
Warning, future assignment changes exist.										
20000298	20000298	NHS XN05 Non Review Body Band 5	1	15-May-2019	Yes following initial deferral	310	320	26,220.00	27,260.00	1,040.00
20000487	20000487	NHS XN06 Non Review Body Band 6	1	19-May-2019	No	390	400	32,525.00	33,587.00	1,062.00
20000466	20000466	NHS XN06 Non Review Body Band 6	3	01-May-2019	Yes	360	400	32,525.00	33,587.00	1,062.00
20000467	20000467	NHS XN06 Non Review Body Band 6	1	17-May-2019	Yes following initial deferral	360	380	32,525.00	32,525.00	0.00

Reviewing this as part of payroll processing will highlight any employees where progression may be an issue and need further investigation. Please remember for those who meet the criteria of the terms and conditions of service the Pay progression field against each employee's assignment will need to be set to Yes if the step is pay effecting.

Alerting


In addition to the reporting, three new alerts have been made available to which Administrator, Supervisor and Manager self-service and HR URP holders can subscribe. The alerting highlights to subscribers employees on AfC Bands 8c and above who are at the top of the band and will be required to re-earn part of their salary.

The alerts are designed to run monthly and include employees 4 months, 1 month and the same month prior to the increment (re-earnable) month.

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The Alerts are available within the NHS Standard Dashboards/NHS Staff Requirements Dashboard Items/Alerts folder:


NHS Band 8C and Above Alert | Last Modified
[Edit](#) | [Run](#) | [More details](#) | [More](#) ▼


NHS Band 8C and Above Alert (1 Month) | L:
[Edit](#) | [Run](#) | [More details](#) | [More](#) ▼


NHS Band 8C and Above Alert (4 Months) | |
[Edit](#) | [Run](#) | [More details](#) | [More](#) ▼

Updating the Pay Progression details

In order to ensure employees progress appropriately the following options are available.


- 1) Manager Self Service
Managers are able to set up and complete the Pay Meeting in ESR via the Appraisal and Review functionality. Managers and employees will receive reminders for those staff with a pay effecting pay step within the next three months.

- 2) It is appreciated at this difficult time managers may not have the time to complete this process for those impacted staff and so central inputting support will be required.
 - a. Available on the Assignment Extra Information form > Appraisals and Development Summary the following details will be required:
 - i. Review Type of Pay Meeting
 - ii. Period Start and End refer to the previous year in which progression is dependent on.
 - iii. Appraisal Date - Date on which Pay Progression meeting would have occurred
 - iv. Pay Progression – This should be set to Yes. If there are specific circumstances where an employee is unable to progress ensure this is set to No and record a reason why.

ACTION REQUIRED

None.

FURTHER INFORMATION

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Information on Self Service Managing Pay Progression can be found in the ESR User Manual:
<https://my.esr.nhs.uk/esrusermanual/HTML/NAVU1315.htm>

NEXT UPDATE

No further update is required.