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

SUBJECT

Managing Pay Progression

DETAIL

Further to the publication of <u>Application of Pay Progression from 1st April 2021</u> 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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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.

	Employee Number	Assign Number	Grade	No of In Incs Da		Pay Progression	< Spinal Current	Step> < Projected	Current	l Point Value Projected	Difference
	20000192	20000192	NHS XN06 Non Review Body Band 6	1 20	0-May-2019	Yes	410	420	34,782.00	37,267.00	2,485.00
	20000297						392	430			
			NHS XN07 Non Review Body Band 7	4 13	3-May-2019	Yes following initial deferral	392	430	37,570.00	38,765.00	1,195.00
1	: Warning, fu	ture assignm	ent changes exist.								
	20000298	20000298	NHE XN05 Non Review Body Band 5	1 15	5-May-2019	Yes following initial deferral	310	320	26,220.00	27,260.00	1,040.00
	20000487	20000487	NHE XN06 Non Review Body Band 6	1 19	9-May-2019	No	390	400	32.525.00	33.587.00	1,062.00
	20000466		NHE XN06 Non Review Body Band 6			Yes	360	400	32,525.00	33,587.00	1,062.00
	20000467	20000467	NHS XN06 Non Review Body Band 6	1 17	7-May-2019	Yes following	360	380	32,525.00	32,525.00	0.00
	. Increment in	n not nav af	facting			initial deferral					

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.

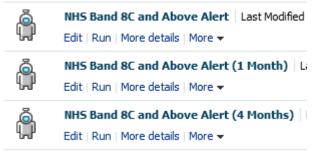
Alerting

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:



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: <u>https://my.esr.nhs.uk/esrusermanual/HTML/NAVU1315.htm</u>

NEXT UPDATE

No further update is required.