


UN3011 1 of 1 22 March 2021	Electronic Staff Record Programme USER NOTICE	
Title	ESRBI - Annual Leave Overtime Correction Report	
Purpose	To provide guidance to English ESR Organisations on Annual Leave Overtime Correction Report available in ESRBI	
Intended Audience	All English ESR Organisations	

SUBJECT

Guidance on the new Annual Leave Overtime Correction Report available in ESRBI.

DETAIL

Following an agreement reached by the NHS Staff Council to resolve claims linked to pay entitlements, in respect to holiday pay under the NHS terms and conditions of service, the NHS ESR Central Team have developed a new Dashboard page that will identify staff eligible for these payments.

ACTION REQUIRED

Further to UN3006, users are now able to run the Annual Leave OT Correction analysis on the NHS Payroll Dashboard to identify staff that may be eligible to receive a payment for overtime or additional standard time.

Users must be advised that each financial year will need to be set in the prompts and ran independently. This ensures that only employees paid overtime or additional standard time 4 months out of 12 are returned as per the agreement.

It separately identifies the combined value of the eligible elements, 16 percent of the value (which is due to be paid), as well as the sum of these two amounts.

Users are able to select local elements if required, however all applicable elements will be included in the Dashboard prompt as standard.

Further guidance can be found on the Dashboard page.

FURTHER INFORMATION

Where local elements are used to make payment for overtime or additional hours these will need to be considered when determining the payment due.

Arrangements will need to be made locally to pay arrears to staff that have moved between NHS Employers or left after 31st March 2021 but may be eligible to receive pay.

NEXT UPDATE

None.