


UN3032 1 of 2 30 April 2021	Electronic Staff Record Programme USER NOTICE	
Title	AfC Overtime payments during Annual Leave settlement payment element	
Purpose	To update all English ESR Organisations on the element being introduced to enable the AfC Overtime during Annual Leave settlement payment to be made	
Intended Audience	All English ESR Organisations	

SUBJECT

Information regarding the introduction of the element required to enable payment of the AfC Overtime payments during Annual Leave settlement payment.

DETAIL

Further to User Notices UN3006 and UN3011, we can now advise that a new element, **Ann Leave OT Corr Pay NR NP NHS**, is being introduced in Release 49.2 over the weekend commencing 30th April.

This will enable users to pay the cash lump sum settlement payment in respect of overtime pay that is due during annual leave. The value to be paid will need to be calculated locally and is a one off payment using a 'Period Cash Amount' input value. Any adjustments necessary will need to be made via an additional entry.

It is important that only this element is used to make the settlement payment as it is required to be reported on at a national level.


ACTION REQUIRED

Users are advised to run the Annual Leave OT Correction analysis on the NHS Payroll Dashboard in ESR BI to identify staff that may be eligible to receive a payment for overtime or additional standard time.

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

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Further guidance can be found on the Dashboard page.

Once the assignments and amount owing have been identified, use of the Web ADI process will assist in adding the payments to the system:

ADI Tool upload:

<https://my.esr.nhs.uk/esrusermanual/html/NAVU1552.htm>

Create Assignment Sets using Web ADI:

<https://my.esr.nhs.uk/esrusermanual/html/NAVU127.htm>

FURTHER INFORMATION

In line with the NHS Staff Council agreement, Users have until September to ensure all settlement payments have been made to affected employees.

Arrangements will need to be made locally to pay arrears to staff who have left after the 31st March 2021 but may be eligible to receive pay.

We are continuing to work with NHS Employers on how ESR may be used to support the future payment position. Once we are in receipt of a full and final requirement we can assess the system impact and determine a suitable deployment target date.

NEXT UPDATE

None