UN3038	Electronic Staff Record Programme	
1 of 2	USER NOTICE	**NHS**
17 May 2021		

Title	Reconciliation Webinars - June 2021
Purpose	To inform ESR users of the Payroll Reconciliation Webinars
Intended Audience	ESR Users responsible for Payroll Processing

SUBJECT

Following on from the success of these events last year, please find below the schedule for delivery of the Payroll Reconciliation webinars, which the ESR Education Team are offering to all Employing Authorities.

Although RTI has been around since 2013, we are aware that RTI Reconciliation is an area of uncertainty and concern for some of our Users. Following an analysis based on SR's raised, the ESR Programme will deliver a specific webinar to provide guidance on Best Practice for this topic.

DETAIL

Each webinar is delivered via virtual classroom session and the content is described below:

Agenda

- ➢ **Overview of Payroll Processing Requirements**
- ➢ **FPS Period To Date Reconciliation**
- ➢ **Gross To Net Report vs FPS Year To Date Reconciliation**
- ➢ **Investigation of reconciliation queries**
- ➢ **FPS Amendments Reconciliation**

Schedule

DATE	TIME
Wednesday 2nd June 2021	10:00am – 11:00am
Wednesday 2nd June 2021	3:00pm – 4:00pm

Audience

The Webinars are intended for Payroll users at the Employing Authority who are responsible for reconciling Payroll.

NOT PROTECTIVELY MARKED

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Prerequisite Knowledge/Experience/Courses

Participants should be familiar with their local Policies and Procedures and relevant business knowledge.

ACTION REQUIRED

No registration details need to be provided for this event.

To join, click on the link below on your preferred date/time:

https://ibm.webex.com/meet/esr.education

NOTE: You may also wish to copy the link into your diary as a reminder.

FURTHER INFORMATION

If you would like further guidance on how to use the Webex Meetings facility or if should have any questions, please contact the ESR Education Team –

ESR.IS-ESRCourseReg@nhs.net