UN3072 1 of 1 24 Aug 2021	Electronic Staff Record Programme USER NOTICE	**NHS**
Title	Change to ESR P45 Printing	
Purpose	To inform users of a change to the printed P45s.	
Intended Audience	**ESR Payroll Departments**	

SUBJECT
Change to the output of NHS P45 Print File to PDF format

DETAIL
The output of the 'NHS Submit P45 Report' will be changed to a PDF format, enabling a PDF of a P45 to be produced from ESR. This can either be done as a batch or per individual assignments.

The PDF can be printed locally or sent via ESR to be printed and dispatched by Opus. The P45s sent to Opus will be printed on different stationery, however, the same layout will be used.

This change is subject to the successful development and testing in Release 51 at the end of September 2021. The details of the steps to be followed to send the file to Opus for printing or to print them locally will be provided in the Release 51 Guide to Enhancements and Changes.

ACTION REQUIRED
None.

FURTHER INFORMATION

None required.

NEXT UPDATE
None planned.