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| UN3073 1 of 3 24 th AUG 2021 | Electronic Staff Record Programme USER NOTICE |  |
| Title | September 2021 Retro processing post Pay Award implementation | |
| Purpose | To inform Payroll Departments of the backdated pay awards impact on NHS Retro Pay | |
| Intended Audience | ESR Payroll Departments | |

SUBJECT

Following the implementation of the Pay Awards in ESR Release 50.3 it is anticipated that there will be a significant impact on Retro Pay processing, with over 2 million assignments being picked up and processed in September. As the process reruns all the previously processed payrolls, for monthly pay the system will need to recalculate up to 5 monthly payrolls for all impacted employees, and for weekly pay this will be up to 22 weekly payrolls.

DETAIL


The impact of implementing backdated Pay Awards will be that the Retro Pay processing will take considerably longer than normal to complete. The Retro Pay will be reprocessing all assignments that were in employment from April 2021 to August 2021 and are affected by the pay award. This is the equivalent of rerunning each payroll (Weekly/Monthly) every period since April 2021.

With the volume of processing anticipated, for September, the ESR Programme wants to fully utilise the available processing queues, to ensure maximum efficiency during this period. The ESR Programme is therefore looking for Payroll Departments to submit processes as early as possible, as detailed below.

With this in mind, Payroll Departments may see processes moving through the queues in a different manner than normally expected. This is active system queue management and there is no need to raise an SR unless Payroll Departments have concerns about this impacting the pay date.

Please note that where there have been earlier retrospective events already processed in this financial year (a Retro pay has gone back to a date prior to April 2021) then those records will be recalculated back to the effective dates of those changes.

The ESR Programme also asks that Organisations consider the above when looking to run non-critical processing/reporting and keep these to a minimum during this period to allow maximum capacity for Retro Pay / Payroll processing.

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ACTION REQUIRED

Payroll Departments are asked to submit the NHS Retro Pay process as early as possible, following the weekend Release, in line with the guidance below.

Weekly/Fortnightly only payrolls.

Retro should **not** be run immediately following R50.3 prior to the payroll runs that are to be paid Thursday 2nd September/Friday 3rd September.

The queue will therefore be closed until 18:00 Tuesday 31st August following which the process may submitted for the following pay period.

Weekly / Monthly payrolls.

Where there is a combination of Weekly & Monthly payrolls in the same VPD, particularly where employees have multiple assignments across both frequencies, then Payroll Departments are advised that Retro should **not** be run immediately following R50.3 prior to the payroll runs that are to be paid Thursday 2nd September/Friday 3rd September.


The queue will therefore be closed until 18:00 Tuesday 31st August following which the process may submitted for the following pay period.

The Monthly Retros should then be run week commencing 6th September 2021, following completion of the weekly retro pay and payroll processing.

The ESR Programme appreciates that not all monthly input will be completed before submitting the NHS Retro Pay run, therefore, where required, a second NHS Retro Pay process may be run prior to the payroll run.

Monthly only payrolls.

The Monthly NHS Retro Pay queues will be open from the morning of Tuesday 31st August 2021. To allow as long as possible for the NHS Retro-Pay (Monthly) to process, the ESR Programme strongly advises the process is set to run as soon as possible when the queue opens.

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As highlighted above, Payroll Departments may see processes moving through the queues in a different manner than normal. This is active system queue management and there is no need to raise an SR unless there are concerns about this impacting the pay date.

The ESR Programme appreciates that not all monthly input will be completed before submitting the NHS Retro Pay run, therefore, where required, a second NHS Retro Pay process may be run prior to the payroll run.

FURTHER INFORMATION

The ESR Programme intends to deliver a Webinar to the ESR Payroll Community on Thursday 26th August at 10:00 for a maximum of 30 minutes to cover the content of this User Notice. Please join via <https://ibm.webex.com/meet/esr.education>

NEXT UPDATE

None planned