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Title	Update around Retro Pay Processing	
Purpose	To provide an update around the current status of Retro Processing	
Intended Audience	ESR Payroll Departments	

SUBJECT

Following on from UN3073, UN3077 and the webinars held on both the 28th and 31st August, this User Notice is to provide an update on Retro Pay processing.

DETAIL

The planned processing of the Pay Award arrears is currently proceeding to schedule. However, we are now moving into the expected peak and as such, adherence to the previously published guidance is critical. Unfortunately, a small number of organisations have not followed the guidance issued and as a result we need to introduce further controls on the processing of Retro Pay processes with immediate effect. This is to ensure all processing can complete to the required payroll calendar schedules.

ACTION REQUIRED


We ask that weekly Retro processes for anything other than the Pay Award are held until after the weekly payroll run in week commencing 13th September to allow the outstanding weekly Pay Award retros to be completed. Weekly Retro Pays that are being run on a regular basis, in some cases daily, will be held or cancelled.

For Organisations with monthly only Retros to run, and who have not yet submitted, should not now submit them until week commencing 13th September.

In line with best practice, Retro Pay processes should not be run more than once in a pay period. As advised in UN3073, where there is a need for a second monthly retro, this should be held until later in your processing schedule, to enable us to give priority to those who have not yet completed their Pay Award Retro process.

For Pension Contribution Changes, if the Pension Reassessment process is run following the first payroll run in the month, it will identify and amend the banding contribution for anyone impacted by the Pay Award. In line with how the process works, any arrears relating to the contribution change will be actioned in October's pay.

If there is a requirement to amend the arrears in September, this could be done manually via Web ADI, using the records identified on the NHS Pension Band Allocation Report, that can be

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produced following completion of the Pension Reassessment process. Further details of how this process works can be found in the ESR User Manual.

Note - Any manual adjustment made would need to be taken into consideration when the October retro run is processed.

Organisations not using ESR to calculate arrears for the Pay Award are asked to raise an SR as soon as possible, to notify the ESR Programme of the payroll name so that this can be removed from the tracking documentation and ensure that our attentions are focused on those that are using ESR to calculate arrears.

FURTHER INFORMATION

Organisations are asked to be mindful that the system is currently extremely busy and priority is being given to those needing the Retro Pay for the Pay Awards, and in line with payroll calendars. This should be considered when submitting normal retros to minimise impact on colleagues across the service.

As explained in UN3073, Payroll Departments may see processes moving through the queues in a different manner than normally expected. We are actively managing the queues, and as such once a process is running, we are unable to change the queue position for that process. We ask that SR's regarding the queues are not raised unless Payroll Departments are close to submitting BACS and have concerns about the impact this may have on meeting the payment date.

NEXT UPDATE

None