


UN3104 1 of 2 04 th NOV 2021	Electronic Staff Record Programme USER NOTICE	
Title	November Pay Advice Message	
Purpose	To advise all ESR Organisations of the Pay Advice Message for November payslips	
Intended Audience	ESR Payroll Users	

SUBJECT

Pay Advice message for November 2021 payslips

DETAIL

In line with the People Promise, [Click here for details](#), NHS England and NHS Improvement have requested a standard pay advice message be made available for November weekly and monthly payslips in relation to flexible working.


National payslip messages have been created in the system and each Employing Authority will need to attach these messages to each payroll. This should be applied to the weekly and monthly payslips due for payment in November in the following order:

Message ID	Message Text
PYS79753	Discover flexibility that's a perfect fit for your pension
PYS79754	Whether it's changing your hours, exploring a new challenge, or using your
PYS79755	skills differently, you can get the work/life balance that's right for your
PYS79756	later career, thanks to a variety of flexible working options.
PYS79757	And whatever you choose, you'll still be able to make the most of your NHS
PYS79758	pension, and protect your loved ones with the great benefits it has to offer.
PYS79759	Find a way to stay that's right for you - see how our flexible options work at
PYS79760	https://www.england.nhs.uk/looking-after-our-people/the-programme-and-resources
PYS79761	/we-are-recognised-and-rewarded/

To attach the messages, navigate to Payroll > Payslip Messages. Select the "Criteria" tab and enter the appropriate information.

ACTION REQUIRED

Create the message prior to running Pre-payments for the relevant pay period.

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For Online payslips, the NHS Complete Payslip Data Archive process must be run to enable the message to be shown.

FURTHER INFORMATION

Guidance on Payslip Messaging can be found in the ESR User Manual by clicking on the link:
<https://my.esr.nhs.uk/esrusermanual/html/NAVU118.htm>

NEXT UPDATE

None