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

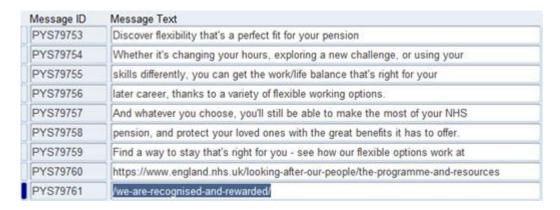
#### **SUBJECT**

Pay Advice message for November 2021 payslips

#### **DETAIL**

In line with the People Promise, <u>Click here for details</u>, 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:



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: <a href="https://my.esr.nhs.uk/esrusermanual/html/NAVU118.htm">https://my.esr.nhs.uk/esrusermanual/html/NAVU118.htm</a>

# **NEXT UPDATE**

None