UN3133 1 of 3 21st FEB 2022	Electronic Staff Record Programme USER NOTICE	NHS
Title	RTI End of Year Webinars - March 2022	
Purpose	To inform ESR users of the RTI End of Year Webinars for Payroll	
Intended Audience	ESR Users responsible for End of Year payroll processing	

SUBJECT

Further to UN3130 please find below the schedule for delivery of the RTI End of Year webinars, which the ESR Education Team are offering to all Employing Authorities.

DETAIL

Each webinar is delivered via virtual classroom session where an Education instructor will provide participants with an overview of the processes required to complete and submit to HMRC all required information.

The content of each RTI End of Year webinar is described below:

Agenda

- ➢ Processing required to submit End of Year information
- ➢ How to Process P60's
- ➢ Overview of how to process previous year adjustments
- ➢ Processing Start of Year
- ➢ RTI Processes in 2022/23 Tax Year
- ➢ Overview of key Payroll changes in Release 53

Each of these events will last for 60mins and are targeted at users at the Employing Authority who are responsible for completing the End of Year processes within ESR. Participants should be familiar with their local policies and procedures.

There is no restriction on the number of delegates that can attend these events.

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ACTION REQUIRED

No registration details need to be provided for these events.

To join, click on the link below on your preferred date/time:
https://ibm.webex.com/meet/esr.education

You may also wish to copy the link into your diary as a reminder.

NOTE: If you experience any difficulties accessing the site please try using a browser other than Internet Explorer 11.

Details of these events are also available on the ESR Events Calendar on the ESR Hub.

FURTHER INFORMATION

Please note that separate guidance for processing P11D information will be issued in May 2022.

If you have any questions, please contact the ESR Education Team –
ESR.IS-ESRCourseReg@nhs.net

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SCHEDULE 2022

The sessions are being held on the following dates and times.

DATE	TIME
Wednesday 16th March	10:00am – 11:00am
Wednesday 16th March	12:00pm – 1:00pm
Wednesday 16th March	3:00pm – 4:00pm

DATE	TIME
Wednesday 23rd March	10:00am – 11:00am
Wednesday 23rd March	12:00pm – 1:00pm
Wednesday 23rd March	3:00pm – 4:00pm