


UN3155 1 of 2 19 th APR 2022	Electronic Staff Record Programme USER NOTICE	
Title	Change to the May planned downtime and guidance for Payroll Processing	
Purpose	To advise Users on a change to the planned downtime and provide guidance around payroll processing	
Intended Audience	All ESR Payroll Departments	

SUBJECT

To advise users of a change to the planned downtime at the end of May to assist with processing weekly payrolls ahead of the Jubilee Bank Holiday.

DETAIL


As the Spring Bank Holiday and the Queens Platinum Jubilee are on Thursday 2nd and Friday 3rd June 2022, all weekly payrolls will need to pay on or before Wednesday 1st June 2022. To meet this deadline all BACS must be submitted by 9:00 pm on Monday 30th May 2022.

We have assessed the planned downtime for the weekend commencing Friday 27th May 2022, for Release 53.3 and the Technical Merge event, and this will now be moved to the evening of Wednesday 1st June 2022.

To assist Payroll Departments the system will now be available all weekend for any weekly processing ahead of the 30th May.

To ensure that all weekly payrolls are able to meet the tight deadline required we ask that all Users follow the guidance as below;

- a) The payroll processing for each employee **MUST** be run in order of **NORMAL** payment date to avoid payroll interlocks. Note - Assignments at Terminate Process Assignment and Terminate Assignment still create payroll actions.
- b) There are no restrictions for weekly Retro Pay processing but users are asked to ensure that they allow sufficient time to be able to process the weekly payrolls by running the Retro as early as possible.
- c) The RTI Full Payment Submission should be made on or before payday, however, to allow for smooth processing of weekly payrolls to BACS, Users are asked not to submit the FPS until the evening of Monday 30th at the earliest. Please note that there may be a period of queuing for these processes.

UN3155 2 of 2 19 th APR 2022	Electronic Staff Record Programme USER NOTICE	
Title	Change to the May planned downtime and guidance for Payroll Processing	
Purpose	To advise Users on a change to the planned downtime and provide guidance around payroll processing	
Intended Audience	All ESR Payroll Departments	

Important ; The Normal payment date for Weekly payrolls should not be amended and must not be moved into a different tax week as this will cause issues with National Insurance and Income Tax calculations. Where a date change is required, this should be done on the NHS BACS (weekly) and for a payment date of Wednesday 1st June, the processing date of 31st May should be used.

ACTION REQUIRED

Payroll Departments processing weekly payrolls are asked to review the guidance and to follow where possible. We ask that consideration is given to other Organisations and only critical processes are run during Monday 30th May 2022.

FURTHER INFORMATION

A further User Notice reflecting the change to the planned downtime will be issued shortly.

NEXT UPDATE

None Planned