Title	P11D Webinars - May 2022
Purpose	To inform ESR users of the P11D Webinars
Intended Audience	ESR Users responsible for P11D processing

SUBJECT

Further to UN3133 please find below the schedule for delivery of the P11D webinars, which the ESR Education Team are offering to all Employing Authorities.

DETAIL

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

The content of each P11D webinar is described below:

AGENDA

- ➢ ESR P11D Production Overview
- ➢ How to extract Car and Mileage Payments
- ➢ How to enter other benefit details
- ➢ How to produce and print P11D forms for employees
- ➢ How to report Class 1A NIC liability for Payrolled Benefits in Kind
- ➢ How to submit P11D and P11D(b) to HMRC by XML

Each of these events will last for 60mins and are targeted at users at the Employing Authority who are responsible for completing the P11D 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.

SCHEDULE

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

DATE	TIME
Monday 16th May 2022	2pm – 3pm
Thursday 19th May 2022	10am – 11am
Wednesday 25th May 2022	10am – 11am
Wednesday 25th May 2022	3pm – 4pm

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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

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