


UN3193 1 of 3 22 nd August 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education RTI Workshops	
Purpose	To inform users of the ad-hoc RTI Workshops.	
Intended Audience	ESR Payroll Users	

SUBJECT

ESR Education RTI Workshops.

DETAIL

The ESR Education Team are pleased to offer a series of ad-hoc RTI Workshops. These sessions are specifically for users who are responsible for processing payrolls. It is expected that attendees have some prior knowledge and experience in this area.

The sessions will be delivered by the ESR Education Team and NHS ESR Central Team to provide guidance and troubleshooting in the following areas:

- Payroll Calendar
- Aggregation / De-Aggregation
- New Starter Declaration
- Monthly to Weekly Transfers
- Re-Hires
- Payroll Processing
 - Order of Processing
 - BACS Submissions
 - Reporting Payroll Information to HMRC
 - Re-submitting Files to HMRC
- Reconciliation
- Impact on HMRC
- Q&A Session*

*For this event we are inviting you to submit your RTI queries in advance of the workshop and, where possible, we will address these during the session. Further details can be found in the ACTION REQUIRED section of this notice.


The session will last for 2 hours and is limited to 30 attendees per session. To allow as many organisations as possible to attend there will be a restriction of only 1 registration per organisation however several members of your organisation may attend by sharing a telephone connection and PC/laptop.

SCHEDULE

The first session will take place as follows:

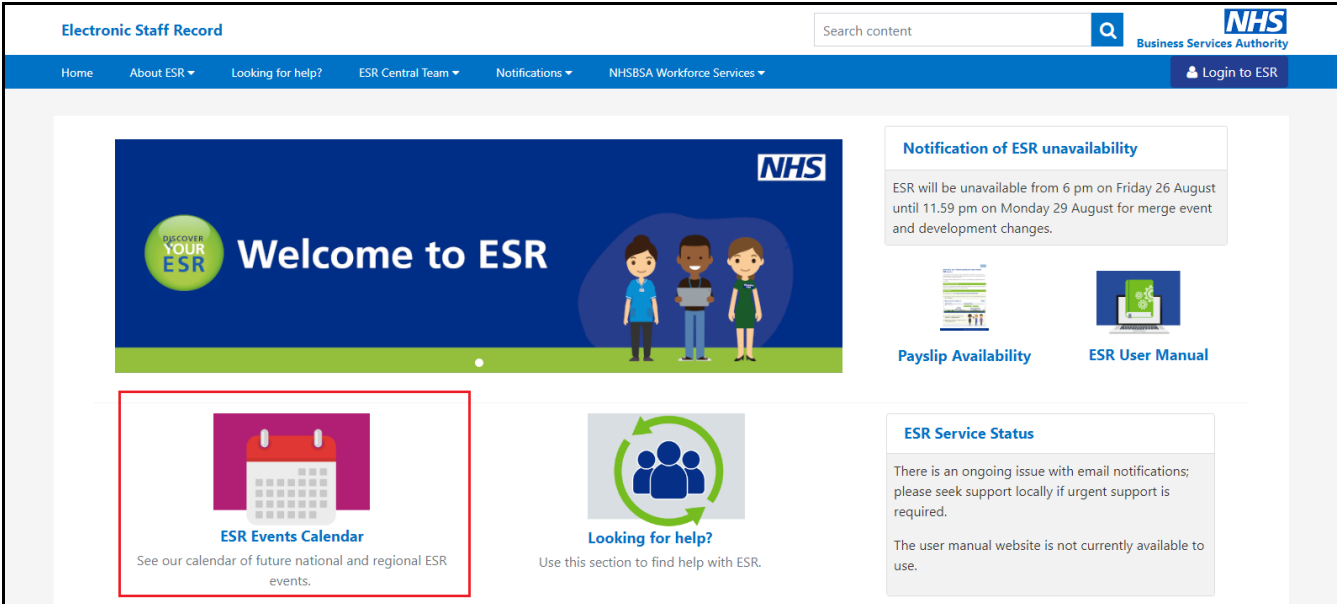
DATE	TIME
Wednesday 7 th September	10:00am – 12:00pm

NOT PROTECTIVELY MARKED

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ACTION REQUIRED

To register for this event please access the [ESR Events Calendar](#) on the ESR Hub.



Places will be allocated on a first come, first serve basis and will be confirmed by e-mail within 5 working days.

PLEASE NOTE: If you have a confirmed booking and are no longer able to attend the event please email ESR.IS-ESRCourseReg@nhs.net as soon as possible in order that your place can be re-allocated.

Q&A


To submit an RTI query to be included in the session, please email ESR.IS-ESRCourseReg@nhs.net

Please title your email: **RTI Query – September Workshop**

The deadline for queries to be submitted is **5pm on Wednesday 31st August.**

PLEASE NOTE: Queries submitted after the deadline will not be covered during the workshop.

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FURTHER INFORMATION

Additional sessions will be scheduled later in the year.

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

NEXT UPDATE

The next communication will be issued in September 2022.

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