

UN3197 1 of 3 24 th August 2022	Electronic Staff Record Programme USER NOTICE	
Title	NHS Pay Award Hospital Medical & Dental Staff (Wales) – Pay and Conditions Circulars M&D(W) 02 & 03/2022	
Purpose	To update all Welsh ESR Organisations on the implementation of the NHS Medical & Dental Pay Award	
Intended Audience	All Welsh ESR Organisations	

SUBJECT

Pay Award Welsh NHS Medical and Dental Staff – Pay and Conditions Circulars M&D(W) 02 & 03/2022

DETAIL

Users are advised that revised rates of Pay and Allowances as authorised by the above pay letters will be introduced onto ESR with an effective date of 1st April 2022. This will be applied in Release 54.3 over the weekend commencing 26th August 2022.

These Circulars cover the Medical & Dental Pay Award along with revised GP Educators pay rates effective from 1st April 2022.

Details of the new rates can be found on the attached spreadsheet.

As per UN3189, the Pay Awards for both AfC and Medical staff across England and Wales are being introduced onto ESR in Release 54.3, all of which are backdated to the 1st April 2022. These Pay Awards impact a high proportion of the employees held on ESR, in terms of the initial assignment change and then retrospective payments to be updated. Therefore, users should be aware that the processing time for any payroll processes that are run and the processing time for the ESR BI ETL will be impacted as a result.

ACTION REQUIRED

The central process for Pay Awards to trigger a pension banding reassessment will be run as part of this change.

To enable the Pay Award and pension arrears to be paid in the same pay period, Payroll Departments are asked to undertake payroll processes in the following order:

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1. Process an initial payroll run, as soon as possible after the release has been applied, which will pay the new pay rates
2. Run the Pension Banding Assessment process as part of the initial payroll run. It is essential that this is run before any retro processing, otherwise pension arrears will not be triggered until the following month. A check of the associated output reports should be undertaken to ensure that any changes to bandings that have been applied are correct.
3. Rollback the payroll run
4. Run the retro process
5. Process the payroll run, from this point processing should continue in line with local requirements

Please note that the retro process should not be run until all payments requiring arrears in September have been processed and should only be run once for the payroll period.

For organisations with monthly only payrolls, we advise that the steps above are undertaken as soon as possible.

Organisations with weekly and monthly or weekly only payrolls, the retro process should not be run until after Week 22 processing has completed. This will ensure that there are no delays to payments due to be made in the week following the Bank Holiday.

In Release 54 we introduced an automated retro chunking process to enable faster processing for those organisations that have a significant number of assignments to be processed by the retro process. Whilst this will assist in improving processing times, there will however, be a significant increase in retro processing through September, as such, we strongly advise that the steps above are followed in the specific order detailed.

Consideration will need to be given to the processing time required in relation to the scheduled payroll dates, ensuring that a longer run time is taken into account and does not jeopardise payroll completion and BACS dates.

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A review of any payments for protections, maternity, adoption etc. should be undertaken to ensure they are updated for the new pay rates.

FURTHER INFORMATION

Users should note that, and plan for, the potential for significant impact to the overnight ETL processes both immediately after the application of the award and throughout the month, which may mean the data refresh could be delayed.

The implementation of the Pay Awards will impact on all areas of processing throughout the month, organisations should bear this in mind and allow for extra run times when planning processing for pay. Interfaces such as the Generic Outbound interface may also be delayed.

In addition, where feasible we advise that online payslips are made available to employees as early as possible.

NEXT UPDATE

None

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