UN3204 1 of 2 7th September 2022	Electronic Staff Record Programme USER NOTICE	**NHS**
Title	Processing reminder for September 2022 payrolls	
Purpose	**To remind ESR Payroll Departments of the steps required for September 2022 payroll processing**	
Intended Audience	**ESR Payroll Departments**	

SUBJECT

Reminder of the processing requirements for September 2022 payrolls, as detailed in UN's 3189, 3200, 3194 – 3197.

DETAIL

Further to above User Notices and the Webinar held on the 17th August 2022, this User Notices is to remind ESR Payroll Departments of the importance of adhering to the processing steps required for September to ensure that BACS deadlines can be met.

The steps that organisation have been advised to follow are:

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
3. Rollback the payroll run
4. Run the retro process
5. Process the payroll run as per normal processing

We are actively managing the process queues and are aware that a significant number of organisations have not yet run the initial payroll. We strongly advise that this is done as soon as possible, and at the very latest by the end of this week.

Additionally, any retro processing should be submitted earlier than dates planned in the schedules submitted earlier this year.

Due to the volume of data due to be processed for updated pay rates, revised pension contributions and arrears of pay, processing times may be longer than normal and the queues may be extremely busy throughout September.

It is not advisable to delay submitting processes, as there is a high risk that the queues could become full and lead to processes not completing with enough time to submit to BACS.

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ACTION REQUIRED

We ask those that haven't already, to run the initial payroll and pension rebanding processes. Any retro processes that organisations are planning to run, should be submitted as early as possible to allow enough time for processing to complete.

For those that have already processed a retro for September, we would like to remind users that in line with best practice, retro should only be processed **once** per pay period. We do not recommend submitting a second retro process for the period, as this will add the volume of data competing for processing time and could cause additional delays to organisations who are yet to submit.

Where there is an exceptional need to process an additional retro, we suggest that this should be held until later in the processing cycle.

FURTHER INFORMATION

We are actively managing the queues, and as such once a process is running, we are unable to change the queue position for that process. We ask that SR's regarding the queues are not raised unless Payroll Departments are close to submitting BACS and have concerns about the impact this may have on meeting the payment date.

NEXT UPDATE

None