


UN3206 1 of 2 14 th September 2022	Electronic Staff Record Programme USER NOTICE	
Title	September 19 th Bank Holiday – Payment Processing and absence recording	
Purpose	To advise ESR organisations on the payment processing and absence recording for the 19 th September 2022	
Intended Audience	ESR organisations	

SUBJECT

September 19th 2022 Bank Holiday – payment processing and absence recording.

DETAIL

A Bank Holiday for the State Funeral of Her Majesty Queen Elizabeth II has been announced for Monday 19th September 2022.

BACS processing

It has been confirmed that this will be a non-payment processing date for BACS. Payroll Departments should consider local processing schedules for payrolls that are due to be submitted to BACS on the 19th September.

Absence recording

Absence recording for the Bank Holiday should be managed as for any other Bank Holiday. Development to add the additional Bank Holiday date to ESR is currently being processed, further details will be provided nearer to the release date.

Further details on managing absences can be found in the ESR User Manual via the ESR Hub.


ACTION REQUIRED

Payroll Departments should check their pay dates to ensure that payment will be made on the correct date. If you have not already submitted your BACS file, please refer to the table below provided by BACS.

If you are planning to submit any files this week, you must follow the revised timetable to ensure payments arrive on the intended date.

PAYMENT ARRIVAL DATE	LATEST PROCESSING DATE	SUBMISSION DATE
Thursday 15 September	Wednesday 14 September	Tuesday 13 September
Friday 16 September	Thursday 15 September	Wednesday 14 September
Tuesday 20 September	Friday 16 September	Thursday 15 September

NOT PROTECTIVELY MARKED

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PAYMENT ARRIVAL DATE	LATEST PROCESSING DATE	SUBMISSION DATE
Wednesday 21 September	Tuesday 20 September	Friday 16 September
Thursday 22 September	Wednesday 21 September	Tuesday 20 September

If you have already submitted your BACS file with a processing date of Friday 16th September with a **pay day** of Monday 19th September, this will now pay on Tuesday 20th September. To make any changes to this will require the BACS file to be recalled and re-submitted. Please raise a P3 SR as soon as possible for assistance with this.

If you have submitted your BACS file with a processing date of Friday 16th September and your pay day is on or after the 20th September, then there is no further action to take.

If you have submitted your BACS file with a processing date of Monday 19th September, and your pay day is on or after the 20th September, then there is no further action to take, as payments will be applied on the intended date.

FURTHER INFORMATION

None

NEXT UPDATE

None

NOT PROTECTIVELY MARKED