


UN3212 1 of 4 22 Sept 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education RTI Workshops October 2022	
Purpose	To inform users of the ad-hoc RTI Workshops.	
Intended Audience	ESR Payroll Users	

SUBJECT

ESR Education RTI Workshops October 2022.

DETAIL

Further to UN3193 the ESR Education Team are pleased to offer the next date in the 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:

- Aggregation / De-Aggregation
- Re-Hires
- Monthly to Weekly Transfers
- New Starter Declaration
- NI Adjustments
- Payroll Calendar


Payroll Processing

- Order of Processing
- Interlocks
- BACS Submissions
- Reversals
- Reporting Payroll Information to HMRC
- Re-submitting Files to HMRC

- Reconciliation
- Personal Tax Accounts
- Impact on HMRC
- Common Errors
- 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 100 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.

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SCHEDULE

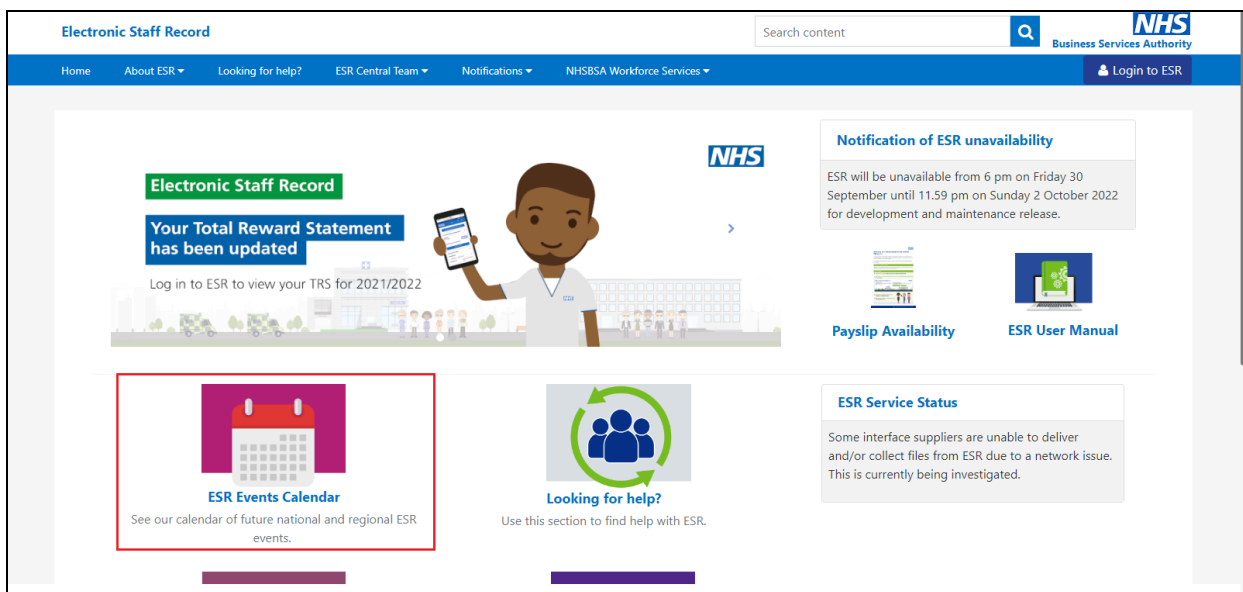
The next session will take place as follows:

DATE	TIME
Tuesday 4 th October	2:00pm – 4:00pm

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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 – October Workshop**

The deadline for queries to be submitted is **5pm on Tuesday 27th September**.

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 October 2022.