


UN3227 1 of 2 11 th October 2022	Electronic Staff Record Programme USER NOTICE	
Title	NHS Pension scheme changes Pay Advice Message	
Purpose	To advise all ESR Organisations of the Pay Advice Message for the NHS Pension scheme changes	
Intended Audience	ESR Payroll Users	

SUBJECT

Pay Advice message for the NHS Pension scheme changes

DETAIL

Following the change to NHS Pension Scheme member contributions from 1 October 2022, the Scheme is advising adding a message to employee payslips for October 2022. The Scheme is also writing directly to members.


National payslip messages have been created in the system and each Employing Authority will need to attach these messages to each payroll.

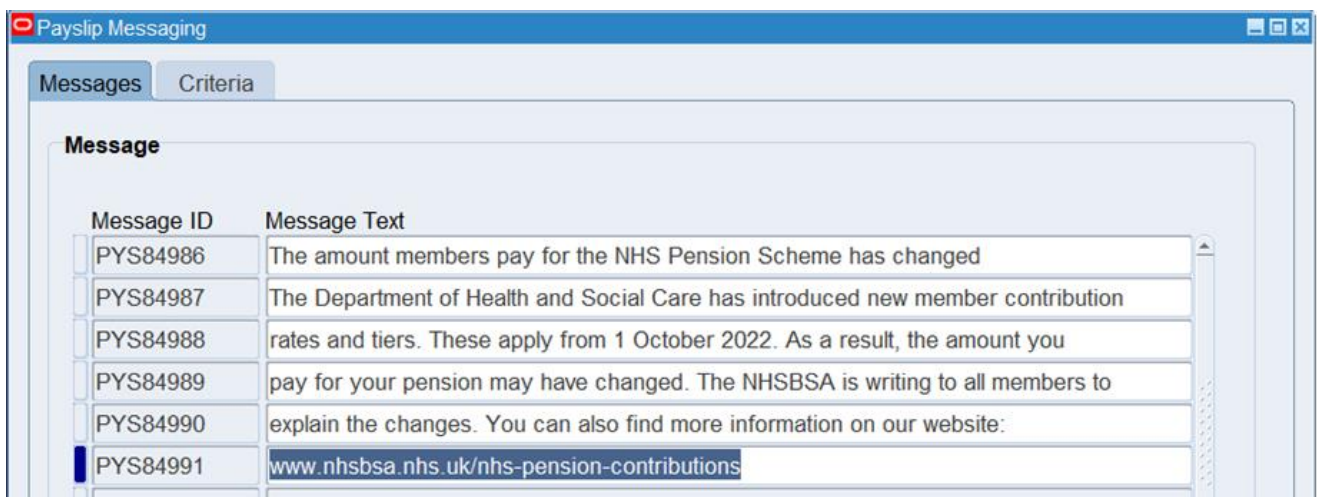
To attach the messages, navigate to Payroll > Payslip Messages. On the Messages tab the messages can be searched for using the following Message ID's:

PYS84986
PYS84987
PYS84988
PYS84989
PYS84990
PYS84991

The messages should be applied to the weekly and monthly payslips as required for October in the following order:

NOT PROTECTIVELY MARKED

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The “Criteria” tab will then need to be selected and the appropriate information entered.

ACTION REQUIRED

Create the message prior to running Pre-payments for the relevant pay period.

For Online payslips, the NHS Complete Payslip Data Archive process must be run to enable the message to be shown.

FURTHER INFORMATION

Guidance on Payslip Messaging can be found in the ESR User Manual by clicking on the link: <https://my.esr.nhs.uk/esrusermanual/html/NAVU118.htm>

NEXT UPDATE

None

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