


UN3229 1 of 2 25 th October 2022	Electronic Staff Record Programme USER NOTICE	
Title	November 2022 Pay Advice Message for English Organisations	
Purpose	To advise English ESR Organisations of the Pay Advice Message required for November 2022 payslips	
Intended Audience	English ESR Payroll Users	

SUBJECT

Pay Advice message for November 2022 payslips. This is required for employees in English Organisations only.

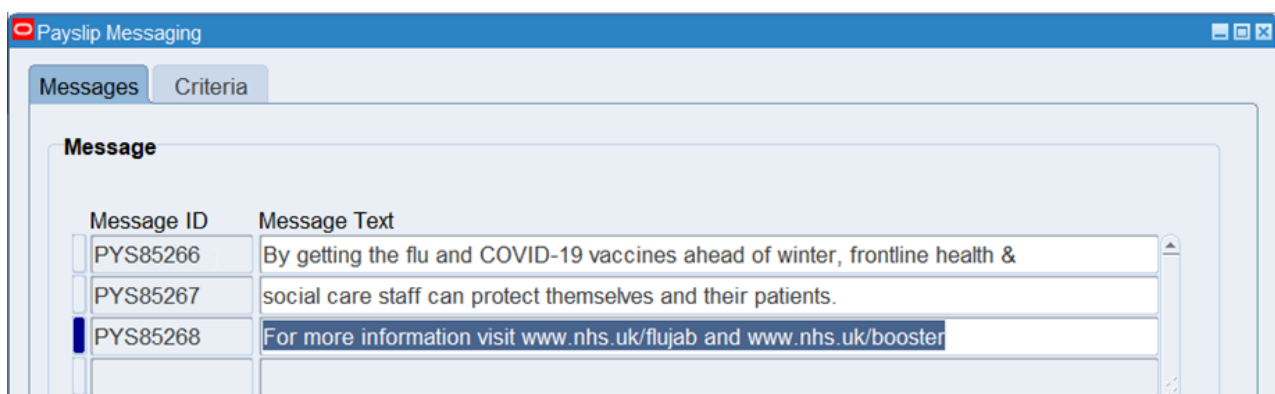
DETAIL

NHS England have requested that a payslip message is added to November 2022 weekly and monthly payslips to promote the seasonal Flu and COVID-19 vaccinations. This applies to English Organisations only.


National payslip messages have been created in the system and each English Employing Authority will need to attach these messages to each payroll. This should be applied to the weekly and monthly payslips due for payment during November.

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 and need to be applied in the order listed:

PYS85266
PYS85267
PYS85268



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