


UN3230 1 of 10 31 <sup>st</sup> October 2022	Electronic Staff Record Programme USER NOTICE	
<b>Title</b>	Christmas and New Year 2022/23 Payroll Processing	
<b>Purpose</b>	To advise Users on Processing Arrangements for the Christmas and New Year period 2022/23	
<b>Intended Audience</b>	ESR Payroll Managers & Payroll providers.	

## SUBJECT

Payroll processing – Christmas and New Year 2022/23.

## DETAIL

The Bank Holidays which fall over Christmas and New Year (26<sup>th</sup>/27<sup>th</sup> December 2022 and 2<sup>nd</sup> January 2023) will preclude normal payroll processing. This, together with the custom of many Employing Authorities making payments before Christmas, means users are being asked to advise or confirm their processing plans for this period to ensure that all processing can be accommodated in this shortened window in December.

Any queries regarding this notice should be raised on a Service Request.


### 1. PROCESSING RESTRICTIONS/CONSTRAINTS

The normal rules of ESR payroll processing still apply.

- a) The Normal Payment date of Weekly payrolls should not be changed as this can impact Tax & NI calculations.
- b) The payroll processing for each employee MUST be run in order of NORMAL payment date to avoid payroll interlocks. Note - Assignments at Terminate Process Assignment and Terminate Assignment still create payroll actions.
- c) There are no restrictions for Retro Pay processing or Rollbacks in December but users are asked to ensure that they allow sufficient time for processes to complete as queues are likely to be very busy during this time.

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Processing constraints for December.

- a) Paper payslips (Weekly) required for Friday 23<sup>rd</sup> December should be submitted by 11:30am on Thursday 22<sup>nd</sup> December.
- b) Paper Payslips (Weekly) required for Tuesday 3<sup>rd</sup> January should be submitted by 11:30am on Friday 30<sup>th</sup> December.

## 2. MONTHLY PAYROLL

If any changes are required to the schedules already submitted in February/March following UN3126, please email the [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net) mailbox. All changes will be assessed to ensure that they can be accommodated.

If there are no changes to the previously submitted schedules, then it is not necessary to resubmit the Monthly schedule.

## 3. WEEKLY PAYROLL

**If you do not process weekly payroll, please ignore the remainder of this section and go to Section 4 – Important Notes.**


Two spreadsheets are included with this notice (One formatted to include validation of dates entered, and one unformatted to allow completion if formatted spreadsheets cannot be utilised or to be used for payrolls created after User Notice issued).

- UN3230 Weekly\_Wages\_Schedule\_2022-23\_Formatted.xlsx
- UN3230 Weekly\_Wages\_Schedule\_2022-23\_Template.xlsx

Users are requested to complete proposed schedules, and return by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net) by **Friday 11<sup>th</sup> November 2022**. It would be appreciated if the VPD number for which the proposals are being submitted, could be included in the title of the email. Users will be informed of the acceptability or otherwise of submitted schedules within 3 working days of receipt. Preference will be given by order of receipt.

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Users are reminded that these schedules are not automatically reflected in ESR and that the 'BACS Processing' dates information need to be checked to ensure that the correct payment dates are used when payrolls are processed. BACS processing dates **must** be the last working day before Payment day.

**The Normal payment date for Weekly payrolls should not be amended and must not be moved into a different tax week as this will cause issues with National Insurance and Income Tax calculations.**

If you do not have employees with assignments on both cycles please ignore the remainder of this section and go to Section 4 – Important Notes. In this section there is guidance on the sequence of processing together with some recommendations to avoid interlocking problems between weekly and monthly payrolls. This applies only to Employing Authorities who have employees with assignments on both pay cycles.

These recommendations include changing the normal payment date on the monthly payroll calendar. Users should be aware that this date is printed on the employee pay advice and they may wish to notify employees that the date on the payslip may be incorrect in December.

Users are reminded that all payroll processes in ESR **must** be processed in strict chronological order of the normal payment date held on Payroll Description>Period Dates. It is possible to have weekly and monthly payment dates on the same day.

If weekly and monthly payrolls have the same payment date then it is advised to complete one payroll prior to processing the other to avoid potential interlocks with retries.


Payroll runs are dated on the **Normal Payment Date** of the period being processed and therefore the normal payment dates for weeks 36, 37, 38, 39 and month 9 must be set in the order that you plan to process the payrolls, regardless of the actual payment dates.

The actual payment dates are controlled by the BACS process date (one bank working day before payment). An extract from the BACS processing calendar is reproduced at section 5 for Users' guidance.

Attempts to process payrolls in non-chronological order will result in employees with assignments that have already been processed on the later payroll not being processed in the payroll run.

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## Processing Sequence

### NORMAL payment day

Weekly Normal Pay Day:	Wednesday	Thursday	Friday	Processing Sequence
Monthly Pay Day:	7	8	9	W36>M9>W37>W38>W39 or M9>W36>W37>W38>W39
	8-13	9-14	10-15	W36>M9>W37>W38>W39
	14	15	16	W36>W37>M9>W38>W39> or W36>M9>W37>W38>W39
	15-20	16-21	17-22	W36>W37>M9>W38>W39
	21	22	23	W36>W37>W38>M9>W39 or W36>W37>M9>W38>W39
	22-27	23-28	24-29	W36>W37>W38>M9>W39

Some Users may find the processing sequence proscribed by the Normal Payment dates inconvenient, and Users may wish to alter the normal payment dates in ESR **for the Monthly Payroll** so that payrolls can be processed in the required order without causing any interlocks.

Examples are described below – if users have any queries in relation to the action required please log a Service Request.

Examples:


### Monthly Pay Day 12<sup>th</sup> – 15<sup>th</sup> December 2022, normal weekly payday Friday:

Default processing sequence (in sequence of Normal Payment date):

Week 36> (9 <sup>th</sup> Dec)	<b>Month 9&gt;</b> <b>(12<sup>th</sup> - 15<sup>th</sup> Dec)</b>	Week 37> (16 <sup>th</sup> Dec)	Week 38> (23 <sup>rd</sup> Dec)	Week 39> (30 <sup>th</sup> Dec)
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(Dates in brackets are Normal Payment dates)

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Recommendation to either:

- (a) Process in the above sequence or  
(b) To allow Month 9 before week 36, alter your payroll calendar to reflect a Normal Payment date for **Month 9** of 9<sup>th</sup> December 2022 to allow processing in the following sequence:

<b>Month 9&gt;</b> <b>(9<sup>th</sup> Dec)</b>	Week 36> (9 <sup>th</sup> Dec)	Week 37> (16 <sup>th</sup> Dec)	Week 38> (23 <sup>rd</sup> Dec)	Week 39 (30 <sup>th</sup> Dec)
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(Dates in brackets are Normal Payment dates, *Month 9 altered*)

- (c) Or, to allow Week 37 before Month 9, alter your payroll calendar to reflect a Normal Payment date for **Month 9** of 17<sup>th</sup> December 2022 (or any date before W38) to allow processing in the following sequence:

Week 36> (9 <sup>th</sup> Dec)	Week 37 > (16 <sup>th</sup> Dec)	<b>Month 9 &gt;</b> <b>(16<sup>th</sup> Dec)</b>	Week 38> (23 <sup>rd</sup> Dec)	Week 39 (30 <sup>th</sup> Dec)
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(Dates in brackets are Normal Payment dates, *Month 9 altered*)

Any subsequent changes to proposed and/or agreed schedules should be sent by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net)

#### 4. IMPORTANT NOTES

During the run up to Christmas, BACS will be extremely busy due to most employers paying their employees early. To mitigate any issues related to this and to allow for contingency, we ask you to process your payrolls as early as possible.


Only one payroll per VPD can run concurrently. Users are requested to ensure that payrolls are submitted in the order that they need to be processed in.

Monthly Pay Runs are restricted to overnight processing only and Users should take care to ensure that the correct order of processing is used to meet their requirements.

There will be additional capacity allocated during core hours for processing Retry payroll run & Retry payroll processing to keep delays to a minimum.

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## 4.1 BACS

Users are reminded that they should send their BACS for

### *Monthly Salaries:*

No later than the 4th Bank Working Day before pay day (e.g. Pay day Friday, send no later than Tuesday)

### *Weekly Wages:*

No later than 5pm on the 3rd Bank Working Day before pay day (e.g. Pay day Friday, send no later than 5pm Wednesday)

Users are reminded to take into account Bank Holidays when working out the date by which they should send their BACS and that they will need to change the BACS Processing Date if this would fall on a Bank Holiday.

An extract from the BACS processing calendar is reproduced in Section 5 of this notice.

The Weekly Payroll Calendar dates in ESR for BACS and Normal Payment should remain unaltered as if you are running single weeks.


The actual changing of the weekly payment dates, where this is necessary, should be done in the NHS BACS process, where the "Processing Date" needs to be amended to **one bank working day** prior to your required payment date.

In all cases (Weeks 36 to 39 and Month 9) Users must check the BACS process date in the NHS BACS process, and over-ride if necessary.

Ensure you check your BACS Transmission Confirmation Email, upon receipt, to ensure the processing date is correct.

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## 4.2 PAYSLEIPS (Paper & Online)

### Online Payslips

Users are reminded that the date Online payslips become visible is controlled by the Payslip offset date in the Date Offset field or in the Payslip View Date in the Period Dates within the Payroll Description form. If this field is blank, the Online payslip will become visible on the Normal Payment date.

### Paper payslips

Users should initiate the NHS Pay Advice process for:

#### Monthly Salaries:

No later than 5pm on the 2nd working day before delivery of payslips (e.g. delivery of payslips on Friday initiate the NHS Pay Advice process by 5pm on Wednesday).

#### Weekly Wages:

Not later than 4pm one working day before delivery of payslips (e.g. delivery of payslips on Friday, initiate the NHS Pay Advice process by 4pm on Thursday).

Not later than 11:30am on December 22<sup>nd</sup> for delivery on Friday 23<sup>rd</sup>.

Not later than 11:30am on December 30<sup>th</sup> for delivery on Tuesday 3<sup>rd</sup> January.


### ***Users are reminded to take Bank Holidays into account.***

Due to the volume of payslips expected to be printed from Friday 16<sup>th</sup> to Tuesday 20<sup>th</sup> December (inclusive) users are asked to initiate pay runs and pay advice prints as early in the day as is possible.

Employees will receive a separate pay advice and BACS payment for each pay period.

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### 4.3 Impact of Christmas scheduling on RTI submissions

HMRC will be expecting the FPS on the normal scheduled pay date for the period, however this may not necessarily be the date that the payment is actually made. In order to meet the HMRC requirement to report the FPS on the expected pay day, and to ensure there is no impact for Universal Credits, the FPS Payment Date (Override) should be used to report the normal payment date.

As the FPS contains Year to Date values, it is vital that you create files in the order that the payrolls are processed. These files **must** then be submitted to HMRC in the order they were created.

Please remember to allow for FPS processing times when putting together your operational schedules for the Christmas period to ensure that FPS files are processed in the correct order by HMRC. Users are advised to avoid transferring multiple files on the same day to remove any potential for HMRC to process files in the wrong order.

Note:

It is possible to process FPS files during core hours, but users should be aware that, due to demand, processes may queue and not run immediately.


## 5. BACS PROCESSING DATES CHRISTMAS AND NEW YEAR 2022/23

An extract from the BACS processing calendar ([https://www.bacs.co.uk/media/uaanxli0/bacs\\_payment\\_system\\_processing\\_calendar\\_2022.pdf](https://www.bacs.co.uk/media/uaanxli0/bacs_payment_system_processing_calendar_2022.pdf)) is reproduced below for guidance. Please refer to the table below:

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### CHRISTMAS AND NEW YEAR 2022 / 23

PAYMENT ARRIVAL DATE	PROCESSING DATE	LATEST SUBMISSION DATE
Friday 23 December	Thursday 22 December	Wednesday 21 December
Wednesday 28* December	Friday 23 December	Thursday 22 December
Thursday 29 December	Wednesday 28* December	Friday 23 December
Friday 30 December	Thursday 29 December	Wednesday 28* December
Tuesday 3 January	Friday 30 December	Thursday 29 December
Wednesday 4 January	Tuesday 3 January	Friday 30 December
Thursday 5 January	Wednesday 4 January	Tuesday 3 January

Image of Christmas and New Year 2022/23 BACS processing calendar

### ACTION REQUIRED

For weekly payrolls, complete one spreadsheet per VPD and return by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net) by 5pm **Friday 11<sup>th</sup> November 2022** ensuring that schedules are provided for ALL payrolls in a VPD.

If there are any changes to previously agreed Monthly schedules please email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net).


### FURTHER INFORMATION

In the event of proposed schedules exceeding available capacity on a given day the order of receipt will determine preference.

Where demand exceeds availability affected users will be contacted to discuss potential alternatives.

Users will be informed of the acceptance or otherwise of submitted schedules within 3 working days of receipt.

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If there are subsequent changes to agreed schedules these should be sent by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net)

Queries on the content of this User Notice should be raised on a Service Request through the ESR Service Desk.

#### **NEXT UPDATE**

None planned

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