Title	Pay Advice Message for December 2022 to March 2023 payslips
Purpose	**To advise ESR Organisations of the Pay Advice Message required for payslips for the period December 2022 to March 2023**
Intended Audience	**ESR Payroll Users**

SUBJECT

Pay Advice message for December 2022 to March 2023 payslips.
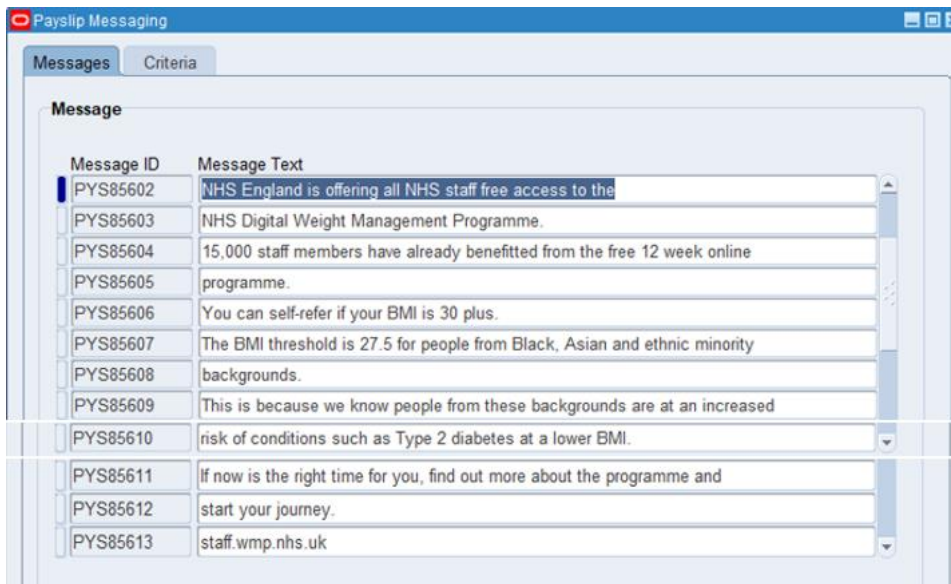
DETAIL

NHS England have requested that a payslip message is added to weekly and monthly payslips for the period December 2022 to March 2023. This is to promote the NHS Digital Weight Management Programme.

National payslip messages have been created in the system and each 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 December 2022 and March 2023.

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:

PYS85602
PYS85603
PYS85604
PYS85605
PYS85606
PYS85607
PYS85608
PYS85609
PYS85610
PYS85611
PYS85612
PYS85613

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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