UN3244 1 of 3 28th November 2022	Electronic Staff Record Programme USER NOTICE	**NHS**
Title	Guidance on Recording Industrial Action on ESR	
Purpose	**To provide guidance on recording industrial action and to inform users of an optional data load facility**	
Intended Audience	**ESR HR and Payroll Users**	

SUBJECT

Guidance on recording industrial action on ESR including an optional data load facility to assist with data entry.

DETAIL

In light of the recent announcements regarding industrial action, action is required to ensure that pay is correctly reduced, and the absence is captured to allow reporting at both local and national levels. The following information explains the facilities available for recording this data using either ESR core forms or via Self Service.

When recording industrial action there are two absence types that can be used. These are applied against primary assignments only, secondary assignments will require manual intervention.

- Unpaid Unauth Special Hrs - Industrial Action for absences of a day or less.
- Unpaid Unauthorised Special - Industrial Action for absences of more than a day.

Organisations should select the appropriate option for each episode of industrial action. This information will be used to reduce the pay due to the employee accordingly.

A payslip message will be automatically generated relating to the absence information recorded. The message will depend on whether days or hours have been entered. A message will appear for each period of absence, where there is more than one absence in a period, a separate message will be produced for each start and end date.

The message will show as follows:

- For absence recorded in days - PYS: Pay reduced by x day(s) due to Industrial Action from XX-XXX-20XX to XX-XXX-20XX
- For absence recorded in hours - PYS: Pay reduced by x hour(s) due to Industrial Action from XX-XXX-20XX to XX-XXX-20XX

Details of the process for using a data load process are included in the following section.

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ACTION REQUIRED

Organisations will need to consider how they will collect information in respect of the industrial action to enable entry onto ESR. Timely recording is essential given the anticipated interest in reporting this issue at both local and national levels.

Given the potentially large amount of additional data entry that may be required, the NHS ESR Central Team will be offering a data load process for organisations with more than 100 affected employees on any particular day of the industrial action during December 2022.

Organisations wishing to register an interest in the use of this bulk upload option should raise an SR using the path "Request a new Service > AC > Data Loads > Other Data Load", and state "Industrial Action" in the details no later than 5th December 2022 to allow the Central Team to plan the relevant workload. The organisation will then be requested (via the SR) to complete and attach a completed spreadsheet for data they wish to load. A separate SR (and therefore separate spreadsheet) must be raised for each VPD affected.

A note should be added to the SR giving the name and contact telephone number of the person who is expected to run the 'NHS Generic Absence Interface request process' in ESR if this is not the initial owner of the SR.

Full details of the process and data requirements will be provided via the SR however it is anticipated that it will take no longer than 4 working days from receipt of a valid template to the data being ready to load into ESR.

It is recognised that it is difficult for organisations to forecast how many individual employees will participate in the industrial action, but, where it transpires that the number of entries for a particular day is likely to be less than 100, the most effective route of entry is via the normal absence screens. This ensures that the NHS ESR Central team resources can be deployed effectively to manage those organisations with significant levels of data entry.

Any spreadsheets received with less than 100 employee entries will be returned to the originator for local input via absence forms.

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Please note: This central assistance is being provided as a temporary measure to assist the NHS with the specific absence types (outlined above) for the periods of industrial action during December 2022. Completed spreadsheets with information that does not relate to periods of industrial action will be rejected.

FURTHER INFORMATION

Users are advised that ESR will correctly reduce the gross basic pay for an employee if the absence entry is recorded before their pay is calculated for the period in which they were absent due to the industrial action. Where the absence is recorded following the processing of payroll for the period in which the absence occurred, ESR will treat this as a recovery of a previous overpayment.

The amended gross pay will be reflected on their pay advice and the relevant payslip message(s) will be displayed.

As part of local processes, employers may wish to issue guidance to any affected employees to ensure they understand the reasons for the reduced pay to this effect.

Please note that, as per ESR guidance, it is imperative that multiple absence types are not entered against an individual employee record for the same date.

NEXT UPDATE

None