


|  |   |   |
|--|---|---|
| UN3248<br>1 of 2<br>08 <sup>th</sup> December 2022 | Electronic Staff Record<br>Programme<br>USER NOTICE           |  |
| <b>Title</b>                                       | Additional guidance on Recording Industrial Action on ESR     |   |
| <b>Purpose</b>                                     | To provide additional guidance on recording industrial action |   |
| <b>Intended Audience</b>                           | ESR HR and Payroll Users                                      |   |

## SUBJECT

Additional guidance on recording industrial action on ESR.

## DETAIL

Further to UN3244, the following guidance is provided to assist in managing absence during periods of industrial action.

### Absence recording

When recording the absence, it is important to understand the different calculations that will happen depending on whether hours or days are recorded.

#### Unpaid Unauth Special Hrs -

This is used to record the absence in hours. The deduction made from pay will be the number of hours recorded multiplied by the employee's hourly rate.

#### Unpaid Unauthorised Special -

This should be used to record absence in days. ESR will reduce the employee's pay by the appropriate number of calendar days in the month.


For example,

- For monthly paid staff
  - 2 days industrial action in October would result in 2/31 being deducted.
  - 2 days industrial action in November would be 2/30 that would be deducted.
- For Weekly paid staff the pay would be reduced by 2/7 for the relevant week.

Where pay is deducted in days this will include basic pay and all other salary related, recurring payments that would normally be paid.

It is important to note, that where the absence is for a day, but it is deemed more appropriate to record the absence in hours, the amount deducted may be different than expected as explained above and could lead to queries from employees.

For both absence types, the absence reason of Industrial Action should be selected for local and national reporting purposes.

|  |   |   |
|--|---|---|
| UN3248<br>2 of 2<br>08 <sup>th</sup> December 2022 | Electronic Staff Record<br>Programme<br>USER NOTICE           |  |
| <b>Title</b>                                       | Additional guidance on Recording Industrial Action on ESR     |   |
| <b>Purpose</b>                                     | To provide additional guidance on recording industrial action |   |
| <b>Intended Audience</b>                           | ESR HR and Payroll Users                                      |   |

### Data loads

As per UN3244, a data load facility is being offered to assist organisations who are expecting to manually enter absence for more than 100 employees. There are currently no plans to extend this service beyond December absences.

The service should only be used where manual data entry is required, for Organisations who have rostering systems that are able to manage unpaid leave, the data should be extracted locally as normal via the Absence data files.

### Payslip messages

Payslip messages will be generated for each separate absence entry 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

Where there are several messages on the payslip, not only for the industrial action, but court orders, loans, local messages etc., there may not be enough space on the payslip to display all messages. It is important that employees understand a deduction from pay has occurred and the reason why. In some instances, it may be necessary to provide additional local guidance to affected employees.

### ACTION REQUIRED

Organisations need to determine locally the appropriate method (days/hours) for recording the absence and ensure that employees are informed appropriately where deductions have been made.

### FURTHER INFORMATION

For details on requesting the data load facility, please refer to UN3244.

### NEXT UPDATE

None