


UN3262 1 of 6 30 th January 2023	Electronic Staff Record Programme USER NOTICE	
Title	Monthly Payroll Schedules - Financial Year 2023/24	
Purpose	Submission of proposed Monthly Payroll Schedules for 2023/24	
Intended Audience	Managers of Payroll Departments in Employing Authorities Managers of Payroll Provider Organisations Managers responsible for the oversight of the arrangement with the external payroll provider, in cases where an Employing Authority does not provide its own paymaster service.	

SUBJECT

Monthly Payroll Schedules – Financial Year 2023/24

DETAIL

Employing Authorities are required to agree schedules with ESR for payroll processing for the forthcoming financial year. This will enable a full service schedule to be prepared and will ensure that the capacity of the ESR Service is not exceeded on any particular day. Employing Authorities are requested to submit their proposed schedule for Monthly Salaries as detailed below. Employing Authorities that do not process their own payroll should ensure that their Payroll Provider submits the necessary proposals on their behalf. Employing Authorities that are proposing to change their Payroll Provider should ensure that their new Payroll Provider responds to this notice on their behalf

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

1. MONTHLY SALARIES


Two spreadsheets are delivered with this notice
(one with and one without formatting/validation)

- Salaries_Schedule_2023-24_Formatted.xls
- Salaries_Schedule_2023-24_Template.xls

Users are requested to complete proposed schedules, and return by email to ESR.IS-ESRScheduling@nhs.net by **Thursday 16th February 2023**. It would be appreciated if the VPD number for which the proposals are being submitted could be included in the title of the email. – OR Raise a Service Request and attach the completed schedule.

For spreadsheet completion instructions please see section 4.

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Users will be informed of the acceptability or otherwise of submitted schedules within 3 working days of the receipt. **Preference will be given by order of receipt.**

There is no embargo on Retro Pay or Rollback run in December 2023, Users are advised to ensure sufficient time is allowed between Retro & Payroll runs. Processing capacity will be monitored and priority given to payrolls being run to schedule.

Details of Hotspots will be published on the ESR Hub as dates become full.

Users are reminded that these schedules are **NOT** automatically reflected in ESR; please ensure dates are up to date and accurate on ESR once confirmation has been received via Payroll Description > Period dates.

BACS processing dates **MUST** be the last working day before Payment day.

Requests for alterations to proposed and/or agreed schedules should be sent by email to ESR.IS-ESRScheduling@nhs.net

If a payroll will no longer be used in Financial Year 2023/24 - please submit a 'nil' return.


2. WEEKLY WAGES

There is no week 53 in Financial Year 2023/24 if the payday is on Thursday or Friday. There is a Week 53 if normal payday is Wednesday.

Users will be asked to confirm processing intentions for Christmas/New Year 2023/24 Weekly payroll by way of User Notice in September.

There is no requirement to submit weekly payroll schedules relating to normal weekly processing.

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3. SPREADSHEET COMPLETION INSTRUCTIONS

Users are requested to complete the formatted version of the spreadsheet as this will auto-complete certain fields and perform validation.

It is appreciated that local IT policies may prevent receipt/use or transmissions of formatted spreadsheets. If this is the case then please use the template version to supply the information.

For payrolls set up after January 2023 please use the template version of the spreadsheet as the payroll name will require manual completion.

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Header information


Users should complete the Payroll Provider, VPD, Employing Authority Name and select the Payroll Name from the available drop down list, if using the formatted version. This list contains all active payrolls on the system (as at January 2023).

The payroll name should be entered as held on ESR eg 999 Monthly Hospice.

For each payroll period the following information should be completed from **left to right** (if using the formatted spreadsheet)

- Payment Date** This is the date that the payment will be made to employees.
- BACS Processing Date** **Must** be the working day prior to payment date. This will auto-complete on the formatted spreadsheet.
- BACS Transmission Date** This is the date that the BACS transfer process will be run. To provide contingency in the event of issues (User / ESR / BACS) this is normally at least 2 days before Processing Date. Users wishing to remove this contingency should complete the template version of the spreadsheet.
- Payslips Initiate Date** At least two days prior to the date on which delivery is required (delivery is by 10am two days after initiation). If Paper Payslips are no longer produced, please leave the field blank.
- Payslips Delivery Date** Payslips will be delivered by 10am on the SECOND working day after a request received by 5pm. For example, requested 3pm Monday, pay advice will be delivered by 10am on Wednesday. This field will auto-complete on the formatted spreadsheet.

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Payroll Run

The date on which the payroll run (for overnight processing) from which you will pay will be submitted. This is the date that will be used to prioritise processing in the event of any processing issues.


Information is not required for Retries or Supplementary payroll runs or for runs that are being run early for checking purposes.

Retro Pay run

The date on which the 1st NHS Retro-Pay (Monthly) will be run. If no Retro processing is planned please leave blank.

Please submit one spreadsheet per VPD (the spreadsheet will allow 5 payrolls for the same vpd to be entered on one sheet), and if they could be sent one spreadsheet per email it would be appreciated.

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ACTION REQUIRED

Complete one spreadsheet per VPD and return by email to ESR.IS-ESRScheduling@nhs.net by 5pm **Thursday 16th February 2023** ensuring that schedules are provided for ALL active payrolls in that VPD – **OR** Raise a Service Request and attach the completed schedule.

FURTHER INFORMATION

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

Although there will be no embargo on Retro Pay or Rollback run in December 2023, Users are advised to ensure sufficient time is allowed between Retro & Payroll runs. Processing capacity will be monitored and priority given to payrolls being run to schedule.

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.

When planning payment dates, please consider the impact on Universal Credits if the dates differ from month to month or an earlier date is used for example at Christmas. Use of the FPS Payment Date (Override) field may be required in these circumstances.

Please be aware that dates for Retro-pay may be subject to revision if and when an NHS-wide backdated pay award is actioned.

NEXT UPDATE

Full schedule will be published on the ESR Hub by **Friday 24th February 2023**.

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