UN3267 1 of 2 20 February 2023	Electronic Staff Record Programme USER NOTICE	NHS
Title	RTI End of Year Webinars - March 2023	
Purpose	To inform ESR users of the RTI End of Year Webinars for Payroll	
Intended Audience	ESR Users responsible for End of Year payroll processing	

SUBJECT

Further to UN3265 please find below the schedule for delivery of the RTI End of Year webinars, which the ESR Education Team are offering to all Employing Authorities.

DETAIL

The session will be delivered by the ESR Education Team to provide participants with an overview of the processes required to complete and submit all required information to HMRC.

The webinar will cover the following topics:

- Processing required to submit End of Year information
- How to Process P60's
- Overview of how to process previous year adjustments
- Processing Start of Year
- RTI Processes in 2023/24 Tax Year
- Overview of key Payroll changes in Release 57

These sessions are targeted at users at the Employing Authority who are responsible for completing the End of Year processes within ESR. Participants should be familiar with their local policies and procedures.

The duration of the session will be no longer than 60mins and there is no restriction on the number of delegates that can attend the events.

NOTE: Q&A's from previous year events are available on the ESR User Manual.

SCHEDULE
The sessions are being held on the following dates and times:

DATE	TIME
Thursday 16th March	11:00am – 12:00pm
Thursday 23rd March	11:00am – 12:00pm

Details of these events are also available on the ESR Events Calendar on the ESR Hub.

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ACTION REQUIRED

No registration details need to be provided for these events.

To join, click on the link below on your preferred date/time:
https://ibm.webex.com/meet/esr.education

You may also wish to copy the link into your diary as a reminder.

NOTE: If you have not used Webex before we recommend that you test your access prior to the session. A meeting is available to test your access/connection every working Monday between 10.00am – 11:00am.

Click the following link to access the 'Test' meeting: https://ibm.webex.com/meet/esr.education

You may be prompted to download the Webex software if it is not already installed. If you are unable to download the software, please contact your IT department.

If you experience any difficulties accessing the site please try using a browser other than Internet Explorer 11.

FURTHER INFORMATION

Please note that separate guidance for processing P11D information will be issued in May 2023.

If you have any questions, please contact the ESR Education Team –
ESR.IS-ESRCourseReg@nhs.net