


UN3294 1 of 2 24 April 2023	Electronic Staff Record Programme  USER NOTICE	
<b>Title</b>	P11D Webinars - May 2023	
<b>Purpose</b>	To inform ESR users of the P11D Webinars	
<b>Intended Audience</b>	ESR Users responsible for P11D processing	

## SUBJECT

Please find below the schedule for delivery of the P11D 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 processes required to complete and submit all required information to HMRC.

The webinar will cover the following topics:

## AGENDA

- ESR P11D Production Overview
- How to extract Car and Mileage Payments
- How to enter other benefit details
- How to produce and print P11D forms for employees
- How to report Class 1A NIC liability for Payrolled Benefits in Kind
- How to submit P11D and P11D(b) to HMRC by XML

This session is targeted at users at the Employing Authority who are responsible for completing the P11D 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 event.


**NOTE:** Q&As from previous year events are available on the [ESR User Manual](#).

## SCHEDULE

The session is being held on the following date and time.

DATE	TIME
Tuesday 9 <sup>th</sup> May 2023	2pm – 3pm

Details of this event is 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 refer to the Webex joining instructions on the [ESR Hub](#) – you must be logged in to view this page.

A meeting is available to test your access/connection every working Monday between 10.00am – 11:00am.

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

If you have any questions, please contact the ESR Education Team

[ESR.IS-ESRCourseReg@nhs.net](mailto:ESR.IS-ESRCourseReg@nhs.net)