UN3321 1 of 2 3rd July 2023	Electronic Staff Record Programme USER NOTICE	NHS
Title	Data load facility to record absence for periods of Industrial Action	
Purpose	**To notify organisations of the data load facility that is available for recording Industrial Action absence**	
Intended Audience	**ESR HR and Payroll Users**	

SUBJECT

Optional data load facility to assist with data entry of absence for Industrial Action.

DETAIL

Following the recent announcement of further planned industrial action, the optional data load facility will continue to be offered by the NHS ESR Central Team.

This facility will only be available to organisations who have more than 100 affected employees on any particular day.

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 "Data Load for Industrial Action" in the details to allow the NHS Central Team to plan the relevant workload. The organisation will then be requested (via the SR) to complete and attach a 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.

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

Please note: This central assistance is to assist the NHS for the periods of industrial action only. Completed spreadsheets with information that does not relate to periods of industrial action absence will be rejected.

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.

If there are any changes required once the data has been loaded by the NHS Central Team, this will need to be amended manually by the Organisation.

FURTHER INFORMATION

Further guidance on recording Industrial Action and the payslip messages produced can be found in User Notices 3244 and 3248.

NHS Employers also have detailed guidance on their website by clicking on the following link: Industrial action support and guidance

NEXT UPDATE

None