


UN3372 1 of 2 4 <sup>th</sup> December 2023	Electronic Staff Record Programme USER NOTICE	
<b>Title</b>	ESRBI – NHS Outstanding Elements (Overpayments) Alert	
<b>Purpose</b>	To provide payroll users with information on the new NHS Outstanding Elements (Overpayments) Alert available in ESRBI.	
<b>Intended Audience</b>	Payroll Users	

## SUBJECT

A new ESRBI Alert available to Payroll users.

## DETAIL

The NHS ESR Central Team have introduced a new Alert titled 'NHS Outstanding Elements (Overpayments) Alert' to identify where terminating employees have elements against an assignment which may lead to an overpayment.

The report runs daily at 8.10am for employees who had a termination date entered the day before and will deliver the content to the subscriber's ESRBI Dashboard and their email address.

An example of the delivery content:

This Alert identifies employees who had a termination entered yesterday and have elements against their assignments which may lead to an overpayment.


Actual Termination Date	Organisation Name	Employee Name	Employee Number	Assignment Number	Element Name	Entry Value
01/12/2023	000 Finance Department	Smith, Mrs Joanne	12345678	12345678	Salary Sacrifice Grp 0 NR NHS	000 Computer Scheme
31/03/2024	000 Outpatients 1	Jones, Mr. Bob	87654321	87654321-3	AfC Short Recruit Retain NHS	Recruit & Retain (S)

It is available to the following URPs:

- XXX Business Intelligence Administration
- XXX Finance Administration
- XXX Payroll Administration
- XXX Payroll Super Administration
- XXX Payroll Audit

## ACTION REQUIRED

Users can subscribe to the Alert by following the below navigation, clicking 'More' and then 'Subscribe'.

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ESRBI > Catalog > Shared Folders > NHS Standard Dashboards > NHS Payroll Dashboard Items > Alerts > NHS Outstanding Elements (Overpayments) Alert

**FURTHER INFORMATION**

The attached spreadsheet details all the elements included in the Alert Analysis criteria.

Further information on the Alerting functionality can be found on the ESR Hub.

**NEXT UPDATE**

None.