


<p>UN3410</p> <p>1 of 2</p> <p>29th February 2024</p>	<p>Electronic Staff Record Programme</p> <p>USER NOTICE</p>	
<p>Title</p>	<p>ESR Printed Output Provision Update</p>	
<p>Purpose</p>	<p>To give notice about the withdrawal of the ESR printed output provision</p>	
<p>Intended Audience</p>	<p>All ESR Organisations in NHS England</p>	

SUBJECT

The ESR nationally printed output for payslips, P60's and P45's is being withdrawn from the service on 31st August 2024.

DETAIL

This User Notice is to advise NHS organisations of a 6 months' notice period on the withdrawal of ESR nationally printed outputs for payslips, P60's and P45's. This means that from the 1st September 2024 these ESR printed outputs will no longer be available via the current ESR print provider.

95% of NHS employees have now made the switch to online payslips via ESR. The benefits that are enabled from this change include:

- Employees can access their pay and reward information when they want to digitally, from any location and device.
- Removes a security risk of personal information being lost or stolen.
- Reduces local distribution costs.
- Supports national and local environmental strategies for reducing carbon emissions.

A small percentage of organisations are yet to make the switch to online payslips and P60's. Over the coming months our NHS ESR regional teams will continue to work closely with those organisations to support their switch before the 31st August 2024.

We recognise that this may present some local challenge in the short-term in relation to P45's for lead employer organisations in particular, where there is a large volume of Junior Doctors completing their rotation. We have therefore proposed the end date of 31st August 2024 to provide some additional time during August to deal with any queries.

Payslips and P60's can currently be printed by users and after 31st August 2024 this will remain an option. For further guidance please visit the ESR Hub:


<https://my.esr.nhs.uk/dashboard/web/esrweb/implementing-online-payslips>

Your NHS ESR Functional Account Manager can also provide guidance and support with this.

NHS organisations can email P45's to leavers (in line with HMRC regulations and local information governance policies) and this local facility will remain an option after 31st August 2024.

In addition, we are developing a solution that will enable employees to access and print their final payslip and P45 via the ESR portal for a limited period following termination. Subject to development and testing, this will be available from the end of June 2024.

NOT PROTECTIVELY MARKED

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Further details on how this functionality will work will be provided in due course.

ACTION REQUIRED

Organisations are asked to ensure that their employees who may be impacted by the withdrawal of the centrally printed payslips, P60's and P45s are made aware of the planned withdrawal and communicate any local arrangements where necessary (including access via ESR employee self-service).

Organisations that are yet to switch to online payslips and P60's at organisation level are encouraged to contact their NHS ESR Functional Account Manager for guidance and support.

For further guidance, including how to email a P45 to an employee (in line with HMRC regulations and local information governance policies), please follow this link to the ESR Hub:

<https://my.esr.nhs.uk/dashboard/web/esrweb/implementing-online-payslips>

FURTHER INFORMATION

For colleagues in NHS Wales, a separate communication will be issued in due course.

NEXT UPDATE

None.