


UN3484 1 of 2 15 th August 2024	Electronic Staff Record Programme USER NOTICE	
Title	NHS Pay Award SAS Doctors (Wales) – Pay and Conditions Circular M&D(W) 03/2024	
Purpose	To update all Welsh ESR Organisations on the implementation of the NHS SAS Doctors Pay Award	
Intended Audience	All Welsh ESR Organisations	

SUBJECT

Pay Award Welsh NHS SAS Doctors – Pay and Conditions Circulars M&D(W) 03/2024.

DETAIL

Users are advised that revised rates of pay as authorised by the above pay circular will be introduced onto ESR with an effective date of 1st January 2024. This will be applied in Release 61.4 over the weekend commencing 23rd August 2024.


Details of the new rates can be found on the attached spreadsheet.

ACTION REQUIRED

The central process for Pay Awards to trigger a pension banding reassessment will be run as part of this change. Due to the Year End rebanding process, the Mid-Year rebanding process will be effective from the 1st April 2024. Organisations will need to manually reassess pensionable pay for the period January 2024 to March 2024 and adjust pension tiers and contributions as required.

To enable the Pay Award and pension arrears to be paid in the same pay period, Payroll Departments are asked to undertake payroll processes in the following order:

1. Process an initial payroll run, as soon as possible after the release has been applied, which will pay the new pay rates.
2. Run the Pension Banding Assessment process as part of the initial payroll run. It is essential that this is run before any retro processing, otherwise pension arrears will not be triggered until the following month. A check of the associated output reports should be undertaken to ensure that any changes to bandings that have been applied are correct.
3. Rollback the payroll run
4. Run the retro process

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5. Process the payroll run, from this point processing should continue in line with local requirements

Please note that the retro process should not be run until all payments requiring arrears in September have been processed and should only be run once for the payroll period.

There are a number of Pay Awards being implemented for payment in September, users need to consider that there will be a significant increase in retro processing, as such, we strongly advise that the steps above are followed in the specific order detailed.

Consideration will need to be given to the processing time required in relation to the scheduled payroll dates, ensuring that a longer run time is taken into account and does not jeopardise payroll completion and BACS dates.

A review of any payments for protections, maternity, adoption etc. should be undertaken to ensure they are updated for the new pay rates.

FURTHER INFORMATION

Users should note that, and plan for, the potential for significant impact to the overnight ETL processes both immediately after the application of the award and throughout the month, which may mean the data refresh could be delayed.

The implementation of the Pay Award will impact on all areas of processing throughout the month, organisations should bear this in mind and allow for extra run times when planning processing for pay. Interfaces such as the Generic Outbound interface may also be delayed.

In addition, where feasible we advise that online payslips are made available to employees as early as possible.

NEXT UPDATE

None