


UN3491 1 of 3 29 th August 2024	Electronic Staff Record Programme USER NOTICE	
Title	NHS Pay Award Hospital Medical & Dental Staff (England) – Pay and Conditions Circular (M&D) 5/2024	
Purpose	To update all English ESR Organisations on the implementation of the NHS Medical & Dental Pay Award	
Intended Audience	All English ESR Organisations	

SUBJECT

Pay Award NHS Medical and Dental Staff – Pay and Conditions Circular (M&D) 5/2024.

DETAIL

Users are advised that revised rates of Pay and Allowances as authorised by the above agreement will be introduced onto ESR with an effective date of 1st April 2024. This will be applied in Release 62 over the weekend commencing 27th September 2024.

The revised GP Educators pay rates effective from 1st April 2024 will also be introduced onto ESR as part of this release.


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

An enhancement to the Leavers Dashboard is being implemented in Release 62.2 at the end of October, this is subject to successful development and testing. This development will provide access to the Leavers Dashboard for 90 days from when the payment is made in the event of a late Pay Award. A national process will be run to provide access, it will not be available to run at local level.

Any terminated staff who are due the Pay Award arrears that will be paid in October 2024, will be able to access their pay details for a period of 90 days via the Leavers Dashboard on or after 28th October 2024.

The following criteria will apply:

- The terminated employee was on a Medical and Dental payscale that is being paid Pay Award arrears.
- Where the terminated employee previously had access to the Leavers Dashboard, but this has now ended, access will be re-instated for 90 days.
- Where the terminated employee currently has access to the Leavers Dashboard with less than 90 days access when payment is made, this will be extended for 90 days.

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- If the terminated employee has never had access to the Leavers Dashboard, access will be granted for 90 days.

It should be noted that the above access will only be available once the development is implemented in the release at the end of October. Any terminated employees paid prior to the 28th October 2024 without access to the Leavers Dashboard, will not be able to view their online payslip until the 28th October 2024 when access is made available via the national process.


ACTION REQUIRED

The central process for Pay Awards to trigger a pension banding reassessment will be run as part of this change.

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, once input for the period has been entered but **before** any retro processing, 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.
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 October have been processed and should only be run once for the payroll period.

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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 Awards 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