


UN3510 1 of 3 21 st October 2024	Electronic Staff Record Programme USER NOTICE	
Title	NHS AfC Bands 8 and 9 Intermediate Pay Step Pay Award 2024 - England	
Purpose	To update all English ESR Organisations on the implementation of the AfC Bands 8 & 9 Intermediate Pay Step uplift	
Intended Audience	All English ESR Organisations	

SUBJECT

NHS Agenda for Change Bands 8 and 9 Intermediate Pay Step Pay Award 2024 – Pay Advisory Notice 02/2024.

DETAIL

Users are advised that revised rates of pay for AfC Bands 8 and 9 Intermediate Pay Steps 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 62.2 over the weekend commencing 25th October 2024.

Details of the rates to be applied are on the attached spreadsheet.


Guidance and FAQs on the implementation of the intermediate pay steps can be found on NHS Employers website by clicking on the following link: [Bands 8a and above intermediate pay point FAQs](#)

ESR will apply the change as follows:

- 1st November 2024 the new rates will be applied to any employee on the current pay steps without any reference to a successful pay progression.
- From 1st April to 31st October, the revised rates will be backdated for anyone on an affected pay step at the 1st April 2024, or moving on to one of the pay steps due to incremental progression after the 1st April 2024 and pay arrears for the relevant period. For example, increment date 15th May, arrears would be for the period 15th May to the 31st October 2024.

Pay progression does not backdate in the system, if an employee has moved to the intermediate point during the backdated period, it will have happened automatically as there would not have been any trigger in place to look for pay progression.

Organisations will need to review this locally and manually amend the pay step if the employee has not met the requirements for pay progression. This will need to be

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completed in time for November payment and any arrears generated by the retro process will need to be negated.

- From the 1st November 2024, anyone moving to the intermediate point will require a successful pay progression to be recorded in ESR or the increment/increase will not happen.

Due to the timing of the implementation, there will not be any pay progression notifications produced by the system, although the incremental date will be reported on via the standard payroll reports. This will require manual intervention by organisations to mark the pay progression as positive to enable the progression and pay increase to be applied to November pay.


- From December onwards, pay progression will work as it does now for all pay affecting increments.

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 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.

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- 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 November have been processed and should only be run once for the payroll period.

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

The Leavers Dashboard will be made available to ex-employees impacted by the Pay Award for a period of 90 days.

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