


UN3514 1 of 2 30 <sup>th</sup> October 2024	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	November 2024 Pay Advice Message for English Organisations	
<b>Purpose</b>	<b>To advise English ESR Organisations of the Pay Advice Message required for November 2024 payslips</b>	
<b>Intended Audience</b>	<b>English ESR Payroll Users</b>	

## SUBJECT

Pay Advice message for November 2024 payslips. This is required for employees in English Organisations only.


## DETAIL

NHS England and the Department of Health and Social Care require a payslip message to be added to November 2024 weekly and monthly payslips to promote the consultation on the next 10 years of the NHS. This applies to English Organisations only.

National payslip messages have been created in the system and each English Employing Authority will need to attach these messages to each payroll. This should be applied to the weekly and monthly payslips due for payment during November.

To attach the messages, navigate to Payroll > Payslip Messages. On the Messages tab the messages can be searched for using the following Message ID's and need to be applied in the order listed:

PYS95267  
PYS95268  
PSY95269  
PYS95270  
PYS95271

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The “Criteria” tab will then need to be selected, and the appropriate information entered.

## ACTION REQUIRED

Create the message prior to running Pre-payments for the relevant pay period.

The NHS Complete Payslip Data Archive process must be run to enable the message to be shown on the Online payslip.

## FURTHER INFORMATION

Guidance on Payslip Messaging can be found in the ESR User Manual by clicking on the following link: [Payslip Messaging](#)

## NEXT UPDATE

None